



ஸ்ரீ சந்திரபரபு ஜெயின் கல்லூரி

SHREE CHANDRAPRABHU JAIN COLLEGE

(Affiliated to the University of Madras) CHENNAI METRO, MINJUR - 601 203.

Tel.: 044-2793 5103 / 2793 4353 Fax : 2793 5503

E-mail : contact@scpjaincollege.com, principal@scpjaincollege.com

Website : www.scpjaincollege.com

(Managed by : **Shree Chandraprabhu Jain Educational Foundation**
as a Jain Minority Institution)

STUDENT'S PROFILE 2013 – 2014
DEPARTMENT COPY

Name of the Student : M/F

Class / Roll No. : /

Univ. Exam Reg. No :

Father's / Guardian's Name :

Residential Address (Permanent) :

:

:

Phone / Mobile :

E-mail :

Temporary Address :

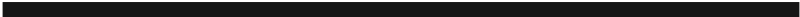
:

Phone / Mobile :

Date of Birth :

Height / Weight :Cms /Kgs

Blood Group :





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STUDENT'S PROFILE 2013 – 2014
OFFICE COPY

Name of the Student : M/F

Class / Roll No. : /

Univ. Exam Reg. No :

Father's / Guardian's Name :

Residential Address (Permanent) :

:

:

Phone / Mobile :

E-mail :

Temporary Address :

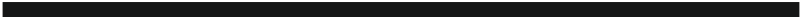
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STUDENT'S PROFILE 2013 – 2014
PERSONAL COPY

Name of the Student : M/F

Class / Roll No. : /

Univ. Exam Reg. No :

Father's / Guardian's Name :

Residential Address (Permanent) :

:

:

Phone / Mobile :

E-mail :

Temporary Address :

:

Phone / Mobile :

Date of Birth :

Height / Weight :Cms /Kgs

Blood Group :

A JAINA PRAYER

Namo Arihantanam	(I bow to the Arihantas, the Jinas, the perfected human beings).
Namo Siddhanam	(I bow to the Siddhas, the liberated bodiless souls).
Namo Ayyriyanam	(I bow to the Acharyas, the leaders of the congregations).
Namo Uvajjhayanam	(I bow to the Upadhyayas, the Spiritual teachers).
Namo Loe Savva Sahunam	(I bow to all the Sadhus (ascetics) in the world).
Eso pancha namokaro	(This five-fold obeisance mantra)
Savva pavapanasno	(destroys all sins and obstacles,
Mangalamamcha savvesim	and of all auspicious repetitions,
Padhamam havai mangalam.	it is the first and foremost).

தமிழ்த்தாய் வாழ்த்து

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& ©÷ÚõB©O⁻® ö£._ஔuமு^ó

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharata bhagya vidhatha
Punjab Sindhu Gujarat Maratha
Dravida Uthkala Banga
Vindya Himachal Yamuna Ganga
Uchhala Jaladhitha ranga
Tava Suba Name jage
Tava Subha ashisha mange
Gahe tava jaya ghatha
Jana gana mangala dayaka jaya he
Bharatha bhagya Vidhatha
Jaya he, jaya he, jaya he
Jaya jaya jaya jayahe.

- **RABINDRANATH TAGORE**

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A MESSAGE FROM OUR SECRETARY

SHREE CHANDRAPRABHU JAIN COLLEGE, MINJUR

LIVE & LET LIVE

Shree Chandraprabhu Jain College was established in 1997 by Shree Chandraprabhu Jain Educational Foundation. The Management has been rendering a noble service in the field of education especially for the downtrodden section of the society. We provide a quality and need based education. Our college has grown tremendously over a period of 15 years.

Our college comprises nearly 100 staff and around 2000 students. Evening college is another step of success. An environment friendly ambience is the exceptional feature of our college.

I feel proud to pen down the events of the academic year 2011-2012 held at our college.

Department of Plant Biology & Bio-technology has brought laurels to our college for the 7th time securing University Ranks I, II, III, V, & IX Rank.

Our college has implemented the free education scheme introduced by University of Madras, to five students in our college.

I am delighted to inform you that we are the partner Institution of Bharathiar University, Coimbatore This year besides impressive enrolment of candidate for MBA, MCA and Diploma Courses, admission in M.sc mathematics is also quite encouraging. The classes are conducted in our college on Saturdays and Sundays.

Placement in good corporate companies is another mile stone which we crossed. Totally 162 students have been offered Letter of

Appointment by the reputed concerns. Like DELL, InfoSys, Wipro, Mort India Ltd., Eureka Forbes, HCS etc during the Campus recruitment Programmes held at our college.

The Department of Physical Education did not lag behind in bringing glory to the College. In Cricket, Volley Ball (Men) Teams went up to Semi Finals. In athletics, boxing and Best Physique competitions our students secured good places this year.

It brings joy when I say that many students were benefited by our philanthropic decision of unique Book Bank Project. Hundreds of student from various departments are benefited by the project.

I hope that the awards for departmental competitions, Examination Cent Percent Awards, Best Outgoing students and Quiz Club will certainly encourage more students to participate.

Our mission is to provide a unique learning which will enable over all development of the student. Our goal is to promote academic excellence and create socially responsible citizen.

CA. B.T. Vajawat
Secretary

Note : All the students must obey the Rules and regulations framed
by the management

FOUNDER PATRON TRUSTEES

SHREE CHANDRAPRABHU JAIN EDUCATIONAL FOUNDATION

1. Shri Kiran Kumar C. Jain
2. Shri Suresh V. Jain
3. Shri Millapchand B.Jain
4. Shri Kantilal Doshi
5. Shri Nathmal Jawerchandji
6. Shri Mangilal C. Jain
7. Shri Suresh Kumar S. Jain
8. Shri Samrathamal Sonaji Ranka
9. Shri Surya Prakash Bhandari
10. Shri Kantilal Jain Balgota
11. Shri Narendra Kumar Sakaria
12. Shri Otmal Kapurchandji Chhaged
13. Shri Shankarlal Chunnilaji
14. Shri Champalal A. Jain
15. Shri Suresh G. Mardia
16. Shri Mohanlal Vastimalji
17. Shri K. Hastimal Bhandari
18. Shri Naresh Kumar B. Bafna
19. Shri M. Lalchand Munoth
20. Shri Nemichand H. Kataria
21. Shri Hansraj M. Mutha
22. Shri Suresh Kumar Jain
23. Shri Vinaychand Vardichandji
24. Shri Pratapchand Surana
25. Shri Bharat Kumar Sohanrajji

PATRON TRUSTEES

SHREE CHANDRAPRABHU JAIN EDUCATIONAL FOUNDATION

1. M/s. Savera Opticians
2. M/s. Laxmi Jewellery
3. M/s. Swan Steel Center
4. M/s. Jain Metal Rolling Mills
5. Sha Tarachand Pragji
6. Sanghvi Trikamji Motiji
7. Sha Kanaji Juharmal
8. Sha Harakchand Misrimal
9. M/s. A.K. Shah & Co.,
10. M/s. Suresh Enterprises
11. M/s. Salem Stainless Steel Suppliers
12. Shri Natwarlal Vasrajji
13. M/s. South India Jewellery
14. M/s. Juharmal & Co.,
15. M/s. Rekha Stainless
16. Sha Sagarmal Bhabootmalji
17. M/s. Unique Steel
18. M/s. Sanjay S. Bhandari
19. M/s. Shanti Steel Center
20. Sha Kasturchand Chunilal
21. M/s. Team Trading Corporation
22. Sanghvi Ratanchand Rameshkumar Nahar
23. Sanghvi Sayarchand Subhashchand Nahar
24. Sanghvi Goutamchand Praveenchand Nahar
25. Shri Vardichand Samarathmalji Mardia
26. Sha Ratanchand Kapoorchand
27. M/s. Singhi Bros.,
28. M/s. Khazana Jewellery (MDS) Pvt. Ltd.,
29. M/s. Mahipal Stainless
30. Sha Chunnilal Achaldas
31. M/s. Nirmal Enterprises
32. Shri Roopchand Devichand Kanwarlal Mardia
33. M/s. Nakoda Textiles

34. M/s. Ratan Electricals
35. Shri Chaganlal Hastimal Ghoda
36. M/s. J.K. Electricals
37. M/s. Mahendra Enterprises
38. M/s. S. Deoraj Jain
39. M/s. Rupchand Champalalji Surana
40. Sha Mangilal Jasrajji
41. Sha Kantilal Jayantilal Vajawat
42. Sha Abhaychand Manrupji Rathore
43. Sha Bhalechand Manrupji Rathore
44. M/s. Gautam Pharma Distributors
45. Shri Babulal Rikhabchandji Munoth
46. M/s. Rajhans & Co.,
47. Sha Narayandas Hulaskumar Sankhlecha
48. Sha Vasant Kumar Mutha
49. M/s. Shiv Saree Center
50. M/s. Kanyalal & Sons

LIFE TRUSTEES

1. M/s. Parmar Exports
2. M/s. Sree Ganapathy Colour Company
3. M/s. D. Sardarmal & Co.,
4. Shri Sohanlal Prakashchand Saklecha
5. M/s. R.K. Stainless
6. M/s. Sanghvi Manchalal Tarachandji
7. Shri Ganeshmal Nenmalji Bhansali
8. Shri Shantilal Sukhrajji Palrecha
9. M/s. Madras Steel Agencies
10. Sha Gomaji Bhabootmalji
11. M/s. Royal Food Products
12. Shri Kesari Malji
13. Shri Salerajji Mehta
14. Sha Roopchandji Jawerchandji
15. M/s. Bhansali Chemcials (Madras) Ltd.,
16. M/s. Konica Jewellery
17. M/s. Medi Sales
18. Shri Shravan Kumar Champalalji Rathod
19. Shri Ugamchand Bhandari

**SHREE CHANDRAPRABHU JAIN
EDUCATIONAL FOUNDATION YEAR 2011 - 2013**

President	:	Shri Kantilal H. Sanghvi, B.A.B.L
Vice - President	:	Shri Surya Prakash Bhandari Shri Shantilal S. Jain Shri Amritlal Singhi
Secretary	:	Shri Vinaychand V. Shah., B.E.,
Joint-Secretary	:	Shri Baboolal V. Mehta Shri Kiran Kumar C. Jain
Treasurer	:	Shri Babulal Munoth
Joint Treasurer	:	Shri Javerchand R. Jain

**Nominated Trustees to the Trust Board from
Shree Chandraprabhu Jain
Naya Mandir Trust, Chennai (2011-2016)**

1. Sri Kirit Kumarji Pukhrajji Lobchouan
2. Sri Mahendra Kumarji Hazarimalji Muthaliya
3. Sri Narendra Kumarji Parasmalji Srisrimal
4. Sri Chandanmalji Khimchandji Srisrimal
5. Sri Chimanlalji Harikishanji Shahji

COLLEGE MANAGEMENT COMMITTEE

- Secretary : **Shri B.T. Vajawat, B.Com., F.C.A**
- Joint-Secretaries : **Shri Lalith Kumar O. Jain, B.Com.,
Shri Suresh Rathod**
- Members : **Shri Hansraj M. Mutha
Shri Kantilal D. Shah
Shri Kantilal Balgota
Shri Nemichand Kataria
Shri Prakashchand Saklecha (Minjur)
Shri Pravin Kumar S. Jain
Shri Sumermal C. Chajjer
Shri Suresh Mardia
Shri Suresh Kumar Jain
Shri Vasantkumar Mutha**

University Representative :

Dr. M.Thangaraj, M.A.,M.Phil., Ph.D.

Professor Dept. of Economics,
University of Madras,
Chennai - 600 005.

Ex-Officio Member – President

Ex-Officio Member – Secretary

Ex-Officio Member – Treasurer

Ex-Officio Member – Jt.Treasurer

GENERAL INFORMATION

1. Students involving in Eve-teasing and Ragging will be punished under criminal Act with rigorous imprisonment of 2 years and penalty upto 10,000/- and expulsion from college.
2. Students involving in indiscipline, group clash, violence and damage to college property will also be expelled from the college.
3. Students who do not secure 75% of attendance will be detained from writing the examinations. They will not be given with Scholarships and Train/ Bus Concessions will also be withdrawn.
4. College fees should be paid within the stipulated time. A grace time of 10 days will be allowed for the payment of fees without fine. Thereafter a fine of Rs.10/- per working day will be charged for the next 10 days. Another 10 days will be allowed with a penalty of Rs.50/- per working day and thereafter the name of the student will be removed from the rolls. However, they will be readmitted on payment of the fees with penalty and a readmission fee. They will not be given attendance during the period of their name removal.
5. All the students will be enrolled compulsorily for Insurance for Accident for each year with United India Insurance Company. Students who get into accident and undergoing treatment could get the reimbursement upto Rs.50,000/- and in case of death will be given Rs.1,00,000/-.

STAFF DETAILS

1 Dr. S. Babu, M.A., M.Phil., PGDTM., Dip.UNIUS, Ph.D., Principal

■ TAMIL

2. Dr. M. Vasantha Kumar, M.A., M.Phil., B.Ed., Ph.D., Sr. Asst. Prof. & HOD
(SLET & NET) Vice Principal i/c (SA)
3. Mr. C. Mohan, M.A., M.Phil., B.Ed., D.G.T., Sr. Asst. Prof.
4. Dr. U. Krishnan, M.A., M.Phil., Ph.D., Asst. Prof.
5. Mrs. A. Kausalya, M.A., M.Phil., Asst. Prof.

■ ENGLISH

6. Mrs. A.M. Noorjahan, M.A., M.Phil., Asst. Prof.
7. Ms. K. Mugil. M.A., Asst. Prof.
8. Mrs. S. Anitha Suganthi, M.A., M.Phil., Asst. Prof.
9. Mr. S. Jai Singh Saiman, M.A.(Eng), M.Sc., (Psh) Asst. Prof.

■ HINDI

10. Dr. (Ms). Charanpraba (Jyoti). M.A., Ph.D., Asst. Prof & Head

■ BUSINESS ADMINISTRATION

11. Mr. V. Kalaiselvam., M.B.A., (NET) Asst. Prof. & Head
12. Mr. A. Manikandan, M.Com., M.Phil., B.Ed., Asst. Prof.
13. Mr. H. Arul, M.Com., M.Phil., Asst. Prof.
14. Mrs. V. Manju, M.B.A., Asst. Prof.

■ ECONOMICS

15. Ms. M. Rama Shri, M.A., M.Phil., MLIS (SET) Sr. Asst. Prof. & HOD
Vice Principal i/c (AA)
16. Dr. (Mrs).Santhosh Metha, M.A., M.Phil., Ph.D Asst. Prof.
17. Dr. M. U. Arumugam, M.A., M.Phil., Ph.D., (SET) Asst. Prof.
18. Mr. S. Vijaya Shankar, M.A., M.Phil., B.Ed., (SET) Asst. Prof.
19. Mr. S. Prabhu, M.A., M.Phil., (SET) Asst. Prof.

■ COMMERCE

20. Mrs. T. Arunmozhi, M.Com., M.Phil., B.Ed., (SET) Asst. Prof. & HOD

21. Mr. S. Periyannan, M.Com., M.Phil., B.Ed.,	Asst. Prof.
27. Mr. V. Tamilvendan, M.Com., M.Phil., (SET)	Asst. Prof.
28. Mrs. J. Jayasudha, M.Com., M.Phil., B.Ed.,	Asst. Prof.
24. Mrs. D.T. Ajeetha, M.Com., M.Phil.,	Asst. Prof.
25. Mr. S. Arumugam, M.Com., M.Phil.,	Asst. Prof.
26. Mrs. T. Parameswari, M.Com., M.Phil., B.Ed.,	Asst. Prof.
27. Mrs. K. Nathiya, M.Com., M.Phil.,	Asst. Prof.

■ ACCOUNTING & FINANCE

28. Mr. R. Balakrishnan, M.Com., M.Phil., PGDMA., (SET)Asst. Prof. & HOD i/c	
29. Mr. M. Jayabalan, M.Com., M.Phil., (SET)	Asst. Prof.
30. Mrs. N.S. Rekha, M.Com., M.Phil.,	Asst. Prof.

■ MATHEMATICS

31. Mr. C. Ram Kumar, M.Sc., M.Phil.,	Asst. Prof. & HOD
32. Mr. S. Muthu kumar, M.Sc., M.Phil., B.Ed.,	Asst. Prof.
33. Mrs. A. Ezhilarasi, M.Sc., M.Phil.,	Asst. Prof.
34. Mr. K. Venkateswaran, M.Sc., M.Phil.,	Asst. Prof.
35. Mrs. S. Vijayachitra, M.Sc., M.Phil., B.Ed.,	Asst. Prof.
36. Mr. R. Rajesh, M.Sc., M. Phil.,	Asst. Prof.
37. Mr. P. Srinivasulu, M.Sc., B.Ed.,	Asst. Prof.
38. Mr. G.K. Rajesh Kumar, M.Sc., M.Phil.,	Asst. Prof.

■ CORPORATE SECRETARYSHIP

39. Mrs. Sujatha, M.Com., M.Phil.,	Asst. Prof. & HOD
40. Mr. S. Mohamed Moosa, M.A., M.C.A., M.Com., M.Phil.,	Asst. Prof.
41. Mr. C. Murugan, M.Com., M.Phil.,	Asst. Prof.
42. Mr. M. Sampath Kumar, M.Com., M.Phil.	Asst. Prof.

■ COMPUTER SCIENCE

43. Mr. D. Krishna Kumar, MCA., M.Phil., (SET)	Asst. Prof. & HOD
44. Mr. T.G. Prakash, M.Sc., (IT), M.Phil.,	Asst. Prof.
45. Mr. K. Kumaresan, MCA., M.Phil.,	Asst. Prof.
46. Mrs. R.S. Dhanalakshmi, MCA., M.Phil.,	Asst. Prof.
47. Mr. Selvadurai, M.Sc. (IT),	Asst. Prof.

48. Mr. N. Thirunellai, M.C.A	Asst. Prof.
49. Ms. S. Jothi, M.Sc. (IT),	Asst. Prof.
50. Mr. G. Veera Nageswaran, M.C.A.,	Asst. Prof.
51. Mr. R. Gayas Ahamed, M.Sc., (IT)	Asst. Prof.
52. Mr. M.R. Eliyaraja, MCA., B.Ed.,	Asst. Prof.
53. Mr. P. Saravanan, MCA., M.Phil.,	Asst. Prof.
54. Ms. R. Geetha, MCA.,	Asst. Prof.
55. Mr. R. Durai Kannu, B.Sc., (CS)	Comp.Lab. Asst.
56. Ms. B. Nithya, B.C., (CS)	Comp.Lab. Asst.

■ PLANT SCIENCE

57. Dr. R. Ranjit Kumar, M.Sc., M.Phil., Ph.D., PDF	Asst. Prof. & HOD i/c
58. Dr. C.P. Prakash, M.Sc., Ph.D.,	Asst. Prof.
59. Ms. N. Sornalatha, M.Sc., M.Phil.,	Asst.Prof.
60. Mrs. L. Anna Sheba, M.Sc., M.Phil.,	Asst. Prof of (Bio-Chemistry)
61. Mr. V. Damodaran,	Plant. Sci. Lab.Asst.

■ CHEMISTRY

62. Mr. K. Srikanth, M.Sc., M.Phil.,	Asst. Prof. & HOD i/c
63. Mr. A. Ahmed Raza, M.Sc., (NET)	Asst. Prof.
64. Mrs. V.R. Lavanya, M.Sc., M.Phil., B.Ed.,	Asst. Prof.
65. Mr. R. Sakthivel, M.Sc.,	Asst. Prof.
66. Mr. K.V. Vasu	Chem.Lab. Asst.

■ PHYSICS

67. Mr. M. Prabhakaran, M.Sc., M.Phil., PGDCA.	Asst. Prof. & HOD
68. Mrs. A. Leena, M.Sc., M.Phil.,	Asst. Prof.
69. Mrs. S.R. Gomathy, M.Sc., M.Phil.,	Asst. Prof.
70. Mr. V. Anandkumar, M.Sc.,	Asst. Prof.
71. Mr. G. Ramesh, M.Sc.,	Asst. Prof.
72. Mr. G. Senthil Kumar, M.A.,	Phy. Lab. Asst.

■ PHYSICAL EDUCATION

73. Mr. V. Subarayalu, B.A., M.P.Ed.,	Phy. Director
74. Mrs. J. Thenmozhi, B.P.Ed., M.P.Ed., M.Phil.,	Asst. Phy. Director
75. Mr. M. Ganesan, M.A., M.P.Ed., M.Phil.,	Asst. Phy. Director

■ LIBRARIAN

76. Mr. K. Muthukrishnan, M.A., MLIS., M.Phil., Librarian
77. Mrs. V. Meenabika, BCA., BLIS., (SET) Asst. Librarian
78. Mrs. S. Megala, B.Sc., M.Phil., MLIS., Asst. Librarian
79. Mr. P. Gunasekaran. Library Attender

■ PLACEMENT CELL

80. Mrs. N. Sujatha, M.Com., M.Phil., Placement Officer

■ TELUGU (PART Time)

81. Dr. (Mrs.) S. Anuradha, M.A., M.Phil., B.Ed., Ph.D Asst. Prof.

■ ADMINISTRATIVE STAFF

1. Mr. B.V. Purandhar, B.A., Sr. Admin. Asst.
2. Mrs. S. Jamuna Rani, B.Com., CWC., Asst. Acct.
3. Mrs. S. Sridevi, M.B.A., PGDCA., Asst. Acct.
4. Mrs. K. Latha., B.A., PGDCA., Admin. Asst.
5. Mrs. Angel Mary Mathew, HDCA., Admin. Asst.
6. Mrs. R. Victoria, B.Lit., Admn. Asst.
7. Mrs. R. Sumithra Devi, B.Sc., M.A., Stenographer
8. Mrs. V. Malliga Office Asst.
9. Mr. A. Saravanan Office Asst.
10. Mr. T. Raghu Attender
11. Mr. G. Rajendaran Attender

■ UTILITIES MAINTAINANCE

1. Mr. P. Balaji, D.E.E.E., Senior Sys. Engg.
2. Mr. T. Harikrishnan, B.B.A., Hardware Asst.
3. Mr. A. Veeran Hardware Attender
4. Mr. S. Raji Electrician

■ HOUSEKEEPING & ESTATE MAINTAINANCE

1. Mr. R. Kathirvelan, M.A., B.Ed., Estate Manager

IMPORTANT NOTICE RAGGING – AN OFFENCE

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the College / Institution / University.

Extract of Tamil Nadu Govt. Gazette – Extra ordinary dt. 26.7.1999 (Act.No.7 of 1997 Tamil Nadu Prohibition of Ragging Act)

1. In this Act, unless the context otherwise requires, "Ragging" means display of noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:-
 - (a) Teasing, abusing or playing practical jokes on, or causing hurt to such student; or
 - (b) Asking the student to do any act or perform something which such student will not, in the ordinary course, willingly act or perform.
2. Ragging within or outside any educational institution is prohibited.
3. Whoever directly or indirectly commits, participates in, abets or propagates "Ragging" within or outside any educational Institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
4. Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.
5. Without prejudice to the forgoing provisions, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

RULES AND REGULATIONS TIMINGS AND ATTENDANCE

1. The Day College commences at 9.40 a.m. and closes at 2.50 p.m. on all working days for students and Evening College from 1.25 p.m. to 5.25 p.m.. The College Office functions from 9.00 a.m. to 4.30 p.m. on all working/week days and from 9.00 a.m. to 1.30 p.m. on Saturdays.
2. Attendance is recorded for each hour separately. Student coming late for classes will not be given attendance.
3. No student is permitted to absent himself/herself without prior permission. The leave application must be submitted to the HOD concerned through the Tutor/Class-in-charge.
4. The request for absence due to illness must be supported by detailed medical certificate from a registered medical practitioner.
5. Permission to participate in programmes of other Colleges or University, or other recognized bodies will be granted on request and treated as on leave.
6. As per the Rules of the University of Madras, students appearing for the University examinations must have a minimum of 75% attendance, failing which they will not be permitted to write the exams.
7. The Principal may condone the shortage of attendance after collecting condonation fee (payable to the university) from the students who have secured not less than 65% of attendance.
8. The students who have secured less than 50% attendance may have to re do the semester by rejoining the said semester after completing the course. However, those who have secured 50% to 65% of attendance may be promoted to the next semester / year but will not be permitted to write the University Examinations.
9. Condonation for deficiency of attendance will not be granted as a matter of routine or right.

10. Wearing our College Identity card /badge is compulsory. Severe action would be taken against the students who are found without the Identity card/badge.
11. Bonafide Student Certificate will be issued only on written request. (Mentioning the purpose)
12. Use of mobile phones is banned in the campus. Violations of this rule will attract a fine of Rs.500/- and his/her mobile phone will be seized.
13. Ragging and eve teasing are legally punishable offences and if the student is found involved in any such activity, severe legal action including expulsion from the College will be taken by the college authorities.
14. Students commuting by train while proceeding to the College must take the approach road and should not walk on the railway track which is both illegal and unsafe.
15. The College is above politics and no cliques or parties will be allowed to function in the College. If any student organizes or attempts to organizer or join a strike he/she will be immediately suspended from the College. Students indulging in such activities may be expelled.

II. CODE OF CONDUCT

1. The student must wear clean, decent and respectable dress. Men students should not wear casual wears like T-Shirts, jeans and banians.
2. Women students are advised not to wear expensive jewellery. If anything is lost, the college authorities will not be responsible.
3. Students should not leave the campus during working hours. If they want to go out due to unavoidable circumstances, they must get the permission slip from the H.O.D. concerned. The permission slip must be surrendered to the security at the main gate.

4. Students should watch the college notice boards and read the circulars. The ignorance of any notice will not be accepted as an excuse for failing to comply with the instructions issued now and then.
5. The students should not enter the college office without prior permission.
6. The students participating in inter-collegiate meet should behave decently and take extra care to keep the dignity and decorum of the college.
7. Smoking and drinking alcoholic beverages and use of narcotics are strictly prohibited in the college campus. Violators will be punished.
8. Spitting and pasting posters in the college premises are strictly prohibited. Scribbling on the classroom desks, tables and walls, throwing waste papers and rubbish and defacing / damaging any college property is strictly prohibited. If any student is found doing any of the above, he/she will be punished.
9. Loitering or gathering in groups and talking loudly on the verandahs, corridors, staircases and at water coolers in the college campus are prohibited.
10. No student should participate in party or communal politics. Students indulging or going for such activities will be expelled.
11. Student's requests, if any, must be made individually and through proper channels only.
12. Organizing or attempting to organize or joining a strike is an act of indiscipline and students involved will be immediately dismissed from the college.
13. Students should maintain strict discipline in the class and campus. Intimidating other students, involving in violent classes will result in the expulsion of the students from colleges.

14. Students traveling by trains with Government permitted Season Tickets should behave decently and should not cause any hardships to co passenger's and public. Violating this will be a crime and Season Tickets will not be given to them.
15. Students are advised to behave with decently and decorum in the classes and campus. They should uphold the honour of their family and college. If they involve in any untoward incident, the Management will not come to their rescue.

III. LAB WORK AND EXAMINATION

The students are expected to attend their Laboratory work (wherever applicable) and take Terminal and Model Examinations seriously. The cost with fine will be recovered for causing damage to lab equipment and college property.

IV. PHYSICAL EDUCATION

Facilities are offered for a variety of games and sports activities. Students are encouraged to participate in all sports activities organized at the inter-collegiate, district and higher level organizations.

V. NSS, RRC, YRC, KARUNA CLUB

- NSS: There are 2 credits for each student for extension activities like NSS, RRC, YRC, Karuna Club and Physical Education. The students should compulsorily join in any one of them. National Service Scheme (NSS) Unit of the College helps students to develop their talents besides contributing service to humanity. Students who are members of N.S.S. are given abundant opportunities to participate in community work. Students should participate in one special camp of 7 days duration.
- YRC : Youth Red Cross (YRC) provides opportunities for voluntary community service. The volunteers involve in first aid, disaster services, health and safety services, medical and community services, AIDS and its elimination.

- RRC : Red Ribbon Club (RRC) is constituted to create awareness about AIDS and its elimination.
- Rotaract Club : Established to serve community with service motto and to develop leadership qualities and other desirable skills on the model of a Rotary Club.
- KARUNA CLUB : Propagates compassion, kindness, animal welfare, vegetarianism & environmental values.

VI. PLACEMENT, COUNSELLING & CAREER GUIDANCE CELL:

- Placement: Aims to conduct campus recruitment by inviting various organizations.
- Career Guidance: Aims to help students get informed and make them choose wise educational and career options.
- Counselling: Aims to counsel students on their personal problems.

VII. GRIEVANCE REDRESSAL CELL

Our College has a Grievances Redressal cell with the Principal as chairman and the Heads of the Departments as members. Any student can approach the cell for redressal of his/her grievances of any kind. The grievance may be personal or general. The cell will take necessary steps for redressal of their grievances.

VIII. WOMEN'S GRIEVANCE CELL

Women's grievance cell redresses the specific problems of the women students.

IX. ANTI- RAGGING COMMITTEE AND SQUAD

There is an anti – ragging committee and squad to prevent the incidents of ragging, constituted according to Government /University prescriptions.

X. LIBRARY

The Library works between 9.00 a.m. and 4.30 p.m. Each student will be given two library cards for borrowing books from the library and one book on each ticket can be borrowed for a week. The books should be returned on or before the due date failing which a fine of two rupees per day/per book will be charged. If the student damages a book, he/she will have to pay two times of the cost of book or to replace the book.

- a. Reading Room is open during the working hours of the Library. All Students who visit the Reading Room are required to sign the register kept near the entrance.
- b. Newspapers / Periodicals, Journals, magazines and reference books will be issued to the students on production of identity card.
- c. Students should use the periodicals carefully. Any damage done to them must be made good.
- d. The periodicals and reference books should be returned to the Library Assistant before leaving the reading room.

XI. BOOK BANK

The Book Bank Project has been established in the year 2006. The main object is to provide the text books for the deserving students by collecting the refundable caution deposit of Rs.250/- for Science students & Rs.150/- for Arts students.

As per the Book Bank Project-2009, 567 students were benefited with the distribution of 5289 text books during the Academic year 2009-10.

XII. THE ROLE OF PARENTS

The parent / guardian must ensure that their wards attend classes punctually & regularly and take all tests & examinations. Parents are expected to take care of the character of their wards and see

that the academic performance of their wards is good. They are welcome to the college to meet the Principal/HOD in this regard.

XIII. ALUMNI ASSOCIATION

The Alumni Association of our college has been formed with old students who are in prominent and responsible positions in various fields. The experience and expertise of old students are being utilized for the benefit of present students. The association's objective is to enrich and empower the student community and creating a strong bondage between the students and college.

XIV. SCHOLARSHIP / CONCESSIONS

The Scholarship / Financial Assistance offered by the Government of Tamil Nadu (SC/ST Candidates) and other recognised bodies are available to the eligible students. The college management also recognizes and rewards meritorious performers suitably. For SC/ST Scholarship 75% of attendances is compulsory.

Further scholarship to the children of Farmers and Minorities are also offered by Government. The college assists the students to get scholarship from NGO's and Voluntary Agencies also.

XV. GENERAL

1. The medium of instruction is English for all courses in the College.
2. Only Vegetarian Food is allowed inside the College Campus.
3. Being a Jain minority Institution, specific national and Jain religious holidays only will be observed.

XVI. PRAYER

Students are expected to stand still during the prayer.

CHIOCE BASED CREDIT SYSTEM

Part	Subject	Credits B.A/B.Sc.	Credits B.Com.
Part I	Tamil / Telugu Hindi & other Language	12	6
Part II	English	12	6
Part III	Core Subject	60	72
	Allied Subject	20	20
	Elective / Project	15	15
Part IV	1. Those who have not studied Tamil upto XII Std - Basic Tamil	4	4
	2. Skill Based Subject : Language and Communication, Spoken and Presentation Skills, Personality Enrichment, basic Computing Skills	12	12
	3. Environment Studies	2	2
	4. Value Based Education	2	2
Part V	Extension Activities (NSS, YRC, Rotaract, Sports)	1	1
Total Credits		140	140

Theory Papers	:	External Marks	-	75
Theory Papers	:	Internal Marks	-	25*
Practical papers	:	External Marks	-	60
Practical Papers	:	Internal Marks	-	40**
Tests (Best 2 out of 3)	:	10 Marks		
# Attendance	:	5 Marks		
Assignment	:	5 Marks		
Seminar	:	5 Marks		

25* Marks

Practical Tests (Best 2 out of 3) :	:	30 Marks		
# Attendance	:	5 Marks		
Record	:	5 Marks		

40** Marks

Break-up details for Attendance

Below 60 %	:	No Marks		
60 % - 75 %	:	3 Marks		
76 % - 90 %	:	4 Marks		
91 % - 100 %	:	5 Marks		

SELF REPORT

(Students are advised to note down their absence with date and reason)

Date	Hour(s)	Reason
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*Securing 100% attendance will ensure 100% success.
(Make sure to get prize with commendation certificate for 100% attendance)

JUNE - 2013

Date	Day		Day order	Term Days
1	SAT		-	-
2	SUN		-	-
3	MON		-	-
4	TUE		-	-
5	WED		-	-
6	THU		-	-
7	FRI		-	-
8	SAT		-	-
9	SUN		-	-
10	MON		-	-
11	TUE		-	-
12	WED		-	-
13	THU		-	-
14	FRI	COLLEGE REOPENS FOR STUDENTS	I	1
15	SAT		H	H
16	SUN		H	H
17	MON		II	2
18	TUE		III	3
19	WED		IV	4
20	THU		V	5
21	FRI		VI	6
22	SAT		H	H
23	SUN		H	H
24	MON		I	7
25	TUE		II	8
26	WED		III	9
27	THU		IV	10
28	FRI		V	11
29	SAT		H	H
30	SUN		H	H

Silence and self control is non violence

No. of Working Days : **11**

JULY - 2013

Date	Day		Day order	Term Days
1	MON		VI	12
2	TUE		I	13
3	WED		II	14
4	THU		III	15
5	FRI		IV	16
6	SAT		H	H
7	SUN		H	H
8	MON		V	17
9	TUE		VI	18
10	WED		I	19
11	THU		II	20
12	FRI		III	21
13	SAT		H	H
14	SUN		H	H
15	MON		IV	22
16	TUE		V	23
17	WED	CLASSES BEGIN FOR I YEAR	VI	24
18	THU		I	25
19	FRI		II	26
20	SAT		H	H
21	SUN		H	H
22	MON		III	27
23	TUE		IV	28
24	WED		V	29
25	THU		VI	30
26	FRI		I	31
27	SAT		H	H
28	SUN		H	H
29	MON		II	32
30	TUE		III	33
31	WED		IV	34

Education is what survives when what has been learnt has been forgotten

No. of Working Days : **23**

AUGUST - 2013

Date	Day		Day order	Term Days
1	THU		V	35
2	FRI		VI	36
3	SAT		H	H
4	SUN		H	H
5	MON		I	37
6	TUE		II	38
7	WED		III	39
8	THU		IV	40
9	FRI		V	41
10	SAT	WORKING DAY	VI	42
11	SUN		H	H
12	MON		I	43
13	TUE		II	44
14	WED		III	45
15	THU	INDEPENDENCE DAY	H	H
16	FRI		IV	46
17	SAT		H	H
18	SUN		H	H
19	MON		V	47
20	TUE		VI	48
21	WED		I	49
22	THU		II	50
23	FRI		III	51
24	SAT	WORKING DAY	IV	52
25	SUN		H	H
26	MON		V	53
27	TUE		VI	54
28	WED		I	55
29	THU		II	56
30	FRI		III	57
31	SAT	WORKING DAY	IV	58

The best way to predict your future is to create it.

No. of Working Days : **24**

SEPTEMBER - 2013

Date	Day		Day order	Term Days
1	SUN		H	H
2	MON	PARYUSHAN HOLIDAYS BEGIN	H	H
3	TUE		H	H
4	WED		H	H
5	THU		H	H
6	FRI		H	H
7	SAT		H	H
8	SUN		H	H
9	MON	PARYUSHAN HOLIDAYS END & VINAYAGARCHATHURTHI	H	H
10	TUE	CLASSES BEGIN	V	59
11	WED		VI	60
12	THU		I	61
13	FRI		II	62
14	SAT	WORKING DAY	III	63
15	SUN		H	H
16	MON		IV	64
17	TUE		V	65
18	WED		VI	66
19	THU		I	67
20	FRI		II	68
21	SAT		H	H
22	SUN		H	H
23	MON		III	69
24	TUE		IV	70
25	WED		V	71
26	THU		VI	72
27	FRI		I	73
28	SAT	WORKING DAY	II	74
29	SUN		H	H
30	MON		III	75

Even if you are on the right track, you will get run over if you just sit there

No. of Working Days : **17**

OCTOBER - 2013

Date	Day		Day order	Term Days
1	TUE		IV	76
2	WED	GANDHI JAYANTHI	H	H
3	THU		V	77
4	FRI		VI	78
5	SAT	WORKING DAY	I	79
6	SUN		H	H
7	MON		II	80
8	TUE		III	81
9	WED		IV	82
10	THU		V	83
11	FRI		VI	84
12	SAT		H	H
13	SUN	AYUDHA POOJA	H	H
14	MON	VIJAYADHASAMI	H	H
15	TUE		I	85
16	WED		II	86
17	THU	PRACTICAL EXAMS BEGINS	III	87
18	FRI		IV	88
19	SAT	WORKING DAY	V	89
20	SUN		H	H
21	MON	MODEL EXAMINATIONS	-	90
22	TUE		-	-
23	WED		-	-
24	THU		-	-
25	FRI		-	-
26	SAT		-	-
27	SUN		H	H
28	MON		-	-
29	TUE		-	-
30	WED		-	-
31	THU		-	-

*Learning is like rowing upstream,
not to advance is to drop back*

No. of Working Days : **15**

NOVEMBER - 2013

Date	Day		Day order	Term Days
1	FRI		-	-
2	SAT	DEEPAVALI	H	H
3	SUN		H	H
4	MON	UNIVERSITY THEORY EXAMINATION BEGINS	-	-
5	TUE		-	-
6	WED		-	-
7	THU		-	-
8	FRI		-	-
9	SAT		-	-
10	SUN		H	H
11	MON		-	-
12	TUE		-	-
13	WED		-	-
14	THU		-	-
15	FRI		-	-
16	SAT		-	-
17	SUN		H	H
18	MON		-	-
19	TUE		-	-
20	WED		-	-
21	THU		-	-
22	FRI		-	-
23	SAT		-	-
24	SUN		H	H
25	MON	EVEN SEMESTER BEGINS	I	1
26	TUE		II	2
27	WED		III	3
28	THU		IV	4
29	FRI		V	5
30	SAT		H	H

*Defeat is not the worst of failures.
Not to have tried is a true failure*

No. of Working Days : 5

DECEMBER - 2013

Date	Day		Day order	Term Days
1	SUN		H	H
2	MON		VI	6
3	TUE		I	7
4	WED		II	8
5	THU		III	9
6	FRI		IV	10
7	SAT	WORKING DAY	V	11
8	SUN		H	H
9	MON		VI	12
10	TUE		I	13
11	WED		II	14
12	THU		III	15
13	FRI		IV	16
14	SAT		H	H
15	SUN		H	H
16	MON		V	17
17	TUE		VI	18
18	WED		I	19
19	THU		II	20
20	FRI		III	21
21	SAT	WORKING DAY	IV	22
22	SUN		H	H
23	MON	UNIVERSITY VALUATION BEGINS	-	-
24	TUE		-	-
25	WED		-	-
26	THU		-	-
27	FRI		-	-
28	SAT		-	-
29	SUN		H	H
30	MON		-	-
31	TUE		-	-

We are what we repeatedly do.

Excellence, therefore, is not an act but a habit

No. of Working Days : **17**

JANUARY - 2014

Date	Day		Day order	Term Days
1	WED	NEW YEAR'S DAY	H	H
2	THU		H	H
3	FRI	UNIVERSITY VALUATION ENDS	H	H
4	SAT		H	H
5	SUN		H	H
6	MON		V	23
7	TUE		VI	24
8	WED		I	25
9	THU		II	26
10	FRI		III	27
11	SAT		H	H
12	SUN		H	H
13	MON	PONGAL HOLIDAYS	H	H
14	TUE	PONGAL HOLIDAYS	H	H
15	WED	PONGAL HOLIDAYS	H	H
16	THU		IV	28
17	FRI		V	29
18	SAT	WORKING DAY	VI	30
19	SUN		H	H
20	MON		I	31
21	TUE		II	32
22	WED		III	33
23	THU		IV	34
24	FRI		V	35
25	SAT	WORKING DAY	VI	36
26	SUN	REPUBLIC DAY	H	H
27	MON		I	37
28	TUE		II	38
29	WED		III	39
30	THU		IV	40
31	FRI		V	41

*Knowing is not enough; we must apply.
Willing is not enough; we must do.*

No. of Working Days : **19**

FEBRUARY - 2014

Date	Day		Day order	Term Days
1	SAT	WORKING DAY	VI	42
2	SUN		H	H
3	MON		I	43
4	TUE		II	44
5	WED		III	45
6	THU		IV	46
7	FRI		V	47
8	SAT	WORKING DAY	VI	48
9	SUN		H	H
10	MON		I	49
11	TUE		II	50
12	WED		III	51
13	THU		IV	52
14	FRI		V	53
15	SAT		H	H
16	SUN		H	H
17	MON		VI	54
18	TUE		I	55
19	WED		II	56
20	THU		III	57
21	FRI		IV	58
22	SAT	WORKING DAY	V	59
23	SUN		H	H
24	MON		VI	60
25	TUE		I	61
26	WED		II	62
27	THU		III	63
28	FRI		IV	64

It is better to be done alone than in bad company

No. of Working Days : **23**

MARCH - 2014

Date	Day		Day order	Term Days
1	SAT	WORKING DAY	V	65
2	SUN		H	H
3	MON		VI	66
4	TUE		I	67
5	WED		II	68
6	THU		III	69
7	FRI		IV	70
8	SAT	WORKING DAY	V	71
9	SUN		H	H
10	MON		VI	72
11	TUE		I	73
12	WED		II	74
13	THU		III	75
14	FRI		IV	76
15	SAT	WORKING DAY	V	77
16	SUN		H	H
17	MON		VI	78
18	TUE		I	79
19	WED		II	80
20	THU		III	81
21	FRI		IV	82
22	SAT	WORKING DAY	V	83
23	SUN		H	H
24	MON	MODEL EXAMINATIONS	VI	84
25	TUE	"	I	85
26	WED	"	II	86
27	THU	"	III	87
28	FRI	"	IV	88
29	SAT	WORKING DAY	V	89
30	SUN		H	H
31	MON		VI	90

It always seems impossible until it is done

No. of Working Days : **26**

APRIL - 2014

Date	Day		Day order	Term Days
1	TUE	UNIVERSITY EXAMINATIONS	-	-
2	WED		-	-
3	THU		-	-
4	FRI		-	-
5	SAT		-	-
6	SUN		H	H
7	MON		-	-
8	TUE		-	-
9	WED		-	-
10	THU		-	-
11	FRI		-	-
12	SAT		-	-
13	SUN	MAHAVEER JAYANTHI	H	H
14	MON	TAMIL NEW YEAR'S DAY	H	H
15	TUE		-	-
16	WED		-	-
17	THU		-	-
18	FRI		-	-
19	SAT		H	H
20	SUN		H	H
21	MON		-	-
22	TUE		-	-
23	WED		-	-
24	THU		-	-
25	FRI		-	-
26	SAT		H	H
27	SUN		H	H
28	MON		-	-
29	TUE		-	-
30	WED	LAST WORKING DAY FOR FACULTY MEMBERS	-	-

*Anything the mind can conceive and believe,
it can achieve*

No. of Working Days : **Nil**

ACADEMIC YEAR 2013-2014
DAY / EVE - TIME TABLE (ODD SEMESTER - I /III/V)

Day Order	1	2	3	LUNCH BREAK		4	5
I							
II							
III							
IV							
V							
VI							

ACADEMIC YEAR 2013-2014
DAY / EVE - TIME TABLE (EVEN SEMESTER - II /IV/VI)

Day Order	1	2	3	LUNCH BREAK		4	5
I							
II							
III							
IV							
V							
VI							

TOTAL NUMBER OF WORKING DAYS

MONTH	DAYS	
	ODD SEMESTER	EVEN SEMESTER
JUNE	11	-
JULY	23	-
AUGUST	24	-
SEPTEMBER	17	-
OCTOBER	15	-
NOVEMBER	-	5
DECEMBER	-	17
JANUARY	-	19
FEBRUARY	-	23
MARCH	-	26
APRIL	-	-
TOTAL	90	90

TOTAL WORKING DAYS FOR 2013-14 - **180**

NOTES

**STUDENTS ARE ADVISED TO FILLUP AND RETAIN
THE FOLLOWING DETAILS CAREFULLY
FEE DETAILS**

SL. No.	Type of Fee (Tution/Exam/Condonation/ Breakage/Insurance and Penalties)	Amount Paid	Date

IMPORTANT TELEPHONE NUMBERS

Ambulance	108
Fire Service	101
District Fire Office	27660299, 27662483
Traffic	103
Police Station, Minjur	27934268
Fire Station, Ponneri	27974064
Electricity board	27934274
Govt. Hospital, Ponneri	27972256
Sugam Hospital, Thiruvotriyur	25733830, 25733296 40506070
Divya hospital	27935034
University of Madras	25399778
Registrar, University of Madras	25361055
Controller of examination University of Madras	25368496
Nss co-ordinator University of Madras	25399418
Panchayath Office	27934304
Indian Bank, Minjur	27934350
Block development Office	27934257, 27935274
District Library Office	27662512
Awps Tiruvallur	27963422
YRC	28554548



