



ஸ்ரீ சந்திரபிரபு 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 2015 – 2016
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 :

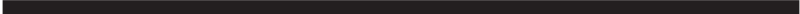
Date of Birth :

Height / Weight :Cms /Kgs

Blood Group :

Student's Signature

Parent's Signature





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STUDENT'S PROFILE 2015 – 2016

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 :

Phone / Mobile :

Date of Birth :

Height / Weight :Cms /Kgs

Blood Group :

Student's Signature

Parent's Signature





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STUDENT'S PROFILE 2015 – 2016

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 :

Student's Signature : Parent's Signature

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 Ayriyanam	(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,
Mangalanamcha savvesim	and of all auspicious repetitions,
Padhamam havai mangalam.	it is the first and foremost).

தமிழ்த்தாய் வாழ்த்து

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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 jaya he.

- **RABINDRANATH TAGORE**

தேசியகீதம்

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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 18 years.

Our college comprises nearly 100 staff and around 1400 students. An environment friendly ambience is the exceptional feature of our college.

I feel proud to pen down the events of the academic year 2014-2015 held at our college. B.Com. (ISM) course has been revived this year with 40 students.

The Endowment Gold Medal instituted by our college to be awarded to the top ranking student in the University of Madras area in B.Sc. (PB & PBT) has come into operation from this academic year 2014-15.

I am happy to declare that our college has celebrated the Fresher's Day, Forgiveness Day, Women's Day and Annual & Sports Day in a very grand manner and VVIPs have attended as Guest of Honour in these functions. The celebrations of two convocations is another noteworthy event in which Dr. Balaguru Samy, former Vice Chancellor, Anna University & Mr. Naresh Gupta, IAS, (Retd), Former Chief Election Commissioner of Tamil Nadu participated as the Chief Guest. We have encouraged the students and Corresponded with the authorities and were able to get the Scholarships for ST/SC & ADCC students, Scholarship for Minority Students, Scholarship for Best Out going SC/ST students & financial Assistance to farmer's children. Further we have helped the students to get financial support from different Agencies.

Our college has been implementing the free education scheme introduced by the University of Madras.

I am delighted to inform you that we are the partner Institution of Bharathiar University, Coimbatore, offering the CPP Courses since the year 2008. This year the enrolment is very much impressive for MBA, MCA, M.Sc. (Comp. Sci.), M.Sc. (Mathematics) and Diploma in Marketing Management. The classes are conducted in our college on Saturdays and Sundays with efficient resource persons drawn from various colleges.

Placement in good corporate companies is another milestone which we crossed. Totally 364 students have been offered Letter of Appointment by the reputed concerns, Like DELL, InfoSys, Wipro, MorfIndia Ltd., Eureka Forbes, HCL, Apollo Pharma, HDFC Bank 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. Our Teams in sports and athletics secured good place. Our principal and Director of Physical Education have continued as the Chairman and Convener respectively of Madras University "B" Zone sports committee for 2014-15 also which is another laurel to our college. Chess and Kabbadi finals took place in our college. NSS, YRC, RRC, Karuna Club, Consumer Citizen's Club, Rotaract Club and other Departmental Associations functioned efficiently.

It brings joy when I say that because of the increase in the quota many students are benefitted by our philanthropic decision of unique Book Bank Project. 960 students from various departments all over the college are benefitted 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.

Two Mega Blood donation camps with 119 and 127 units Blood collected is another matter of pride and the Blood so collected were given to RSRM & Rajiv Gandhi Govt. Hospitals.

Our mission is to provide a unique learning which will enable for the overall development of the students. Our goal is to promote academic excellence and create socially responsible citizen, in which we are marching Successfully. To make the students Educated, Employable and Entrepreneur is our motto in which we are progressing. Our ultimate aim is to transform the student community of this college into a worthy and leading role models to others.

We pray the Almighty for his blessings upon the Institution., Staff and students.

Lalith Kumar O. Jain
Secretary

SHREE CHANDRAPRABHU JAIN EDUCATIONAL FOUNDATION

FOUNDER PATRON TRUSTEES

- 1. Shri Kiran Kumar C. Jain**
- 2. Shri Suresh V. Jain**
- 3. Sanghvi Mohanlal B. Jain**
- 4. Shri Kantilal Doshi**
- 5. Nathmal Jawerchandji**
- 6. Sanghvi Vinod Kumar Mangilalji Sakariya**
- 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 Kapoorchandji Chhaged**
- 13. Shri Shankarlal Chunnilalji**
- 14. Shri Champalal A. Jain**
- 15. Shri Suresh G. Mardia**
- 16. Sanghvi Mohanlal Vastimalji**
- 17. M/s. Lalchand Bhimraj**
- 18. Shri Naresh Kumar B. Bafna**
- 19. Shri M. Lalchand Munoth**
- 20. Shri Nemichand H. Kataria**
- 21. Sanghvi Hansraj M. Mutha**
- 22. Shri Suresh Kumar Jain**
- 23. Shri Vinaychand V. Shah**
- 24. Shri Pratapchand Surana**
- 25. Sanghvi Bharat Kumar Sohanrajji Sakariya**

SHREE CHANDRAPRABHU JAIN EDUCATIONAL FOUNDATION

PATRON TRUSTEES

1. M/s. Savera Opticians
2. M/s. Laxmi Jewellery
3. M/s. Swan Steel Center
4. M/s. Jain Metal Rolling Mills
5. M/s. Sha Tarachand Pragji
6. Sanghvi Trikamji Motiji
7. M/s. Sha Kanaji Juharmal
8. M/s. 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. M/s. Sha Ratanchand Kapoorchand
27. M/s. Singhi Bros.,
28. M/s. Khazana Jewellery (MDS) Pvt. Ltd.,
29. M/s. Mahipal Stainless
30. Sha Chunnalal Achaldas
31. M/s. Nirmal Enterprises
32. Shri Roopchand Devichand Kanwarlal Mardia
33. M/s. Nakoda Textiles

34. M/s. Ratan Electricals
35. M/s. Sha Hastimalji Chaganraj 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. M/s. 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 Banda 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. Sanghvi Manchlal Tarachandji
7. Shri Ganeshmal Nenmalji Bhansali
8. Shri Shantilal Sukhrajji Palrecha
9. M/s. Madras Steel Agencies
10. M/s. Sha Gomaji Bhabootmalji
11. M/s. Royal Food Products
12. Sanghvi Kesari Malji Perajmalji
13. Shri Salerajji Mehta
14. M/s. Sha Roopchand Jawerchand
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 2015 - 2016

President	:	Shri Kantilal H. Sanghvi, B.A.B.L
Vice - President	:	Shri Kantilal Doshi Shri Babulal Munoth Shri Amritlal Singhi
Secretary	:	Shri Vinaychand V. Shah, B.E.,
Joint-Secretary	:	Shri Babulal V. Mehta Shri Kantilal D. Shah
Treasurer	:	Shri Jawerchand R.
Joint Treasurer	:	Shri Vastimal M. Jain

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

1. Sri Kirit Kumar Pukhrajji Lobchouan
2. Sri Mahendra Kumar Hazarimalji Muthaliya
3. Sri Narendra Kumar Parasmalji Srisrimal
4. Sri Chandanmal Khimchandji Srisrimal
5. Sri Chimanlal Harikishanji Shahji

COLLEGE MANAGEMENT COMMITTEE

- Secretary : **Shri Lalith Kumar O. Jain**
- Joint Secretaries : **Shri Prakashchand Saklecha (Minjur)**
Shri Prakashchand K. Jain
- Members : **Shri Champalal A. Jain**
Shri B.T. Vajawat, C.A.
Shri Shantilal S. Jain
Shri Nemichand Kataria
Shri Bharat S. Sanghavi
Shri Narendra P. Srisrimal
Shri Suresh Kumar Jain
Shri Girish M. Jain
Shri Suresh M. Mutha

University Representative :

Dr. D. Velmurugan, M.Sc., M.Phil., Ph.D.
Professor & Head, Dept. of Crystallography & Bio Physics,
Guindy Campus, University of Madras,
Chennai - 600 005.

Ex-Officio Member – President

Ex-Officio Member – Secretary

Ex-Officio Member – Treasurer

Ex-Officio Member – Jt.Treasurer

IMPORTANT INSTRUCTIONS

1. Students involving in Eve-teasing and Ragging will be punished under Criminal Act with rigorous imprisonment of 2 years, penalty up to Rs.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 working 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 New 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/-. The bread winner of the student's family, in case involved in an accident and died, that also Rs.1,00,000/- will be given to the student's family. The subscriptions is Rs.18/- per annum.
6. The Tutorial system is followed in this college according to which students of each class are put under the care and control of the Tutors. All representations of the students should be submitted to the Principal through the Tutor and HOD. The Tutor will arrange the Parent-Teacher Meet at least twice a year.
7. All the students seeking admission to the first year should open a Savings Bank account in any one of the Nationalized Bank Branches and submit the Xerox copy of the first page of the Bank Pass Book.
8. The medium of instruction is English. So, all the staff and students should strictly converse in English inside the class rooms and the college.

STAFF DETAILS

- 1 Dr. T. Jeyachandran, M.Com., M.A.(Pub.Admn.), MBA, Ph.D. Principal

■ TAMIL

2. Mr. C. Mohan, M.A., M.Phil., B.Ed., D.G.T., Asst. Prof & HOD i/c
3. Dr. U. Krishnan M.A.,M.Phil.,Ph.D.,(SLET/NET) Asst.Prof
4. Dr. P. Rajagopal, M.A.,MBA.,M.Phil.Ph.D Asst.Prof

■ ENGLISH

5. Mrs. C.S. Sukumari, M.A.,M.Ed.M.Phil. Asst.Prof. & HOD
6. Mrs.A.M. Noorjahan, M.A, M.Phil. Asst.Prof
7. Ms. K. Mugil, M.A., M.Phil., B.Ed. Asst.Prof
8. Mrs. S. Anitha Suganthi, M.A.,M.Phil. Asst.Prof

■ HINDI

9. Dr. S. Muthukumar, M.A., M.Phil.,Ph.D Asst.Prof & HOD

■ BUSINESS ADMINISTRATION

10. Mr. V. Kalaiselvam, M.B.A. (NET) Asst.Prof. & HOD
11. Dr. R. Christina, M.A.,PG.Dip.PM&IR.Ph.D.(SLST) Asst.Prof
12. Mr. H. Arul, M.Com.,M.Phil. Asst.Prof
13. Mrs. J. Dharani, M.B.A. Asst.Prof

■ ECONOMICS

14. Dr. M. Rama Shri, M.A.,M.Phil., MLIS. Ph.D. (SLET) Asst.Prof. & HOD
Vice Principal (AA)
15. Dr. Santhosh Metha, M.A., M.Phil.,Ph.D Asst.Prof
16. Mr. S. Prabhu, M.A., M.Phil.(SLET) Asst.Prof

■ COMMERCE

17. Dr. S.P. Muthukumar, M.Com.,MCS. M.Phil.Ph.D, Asst.Prof.& HOD
18. Mrs. Jayasudha, M.Com.,M.Phil. Asst.Prof
19. Mrs. V. Jaya, M.Com.,M.Phil. Asst.Prof
20. Ms. D. Ezhilmercy, M.Com. Asst.Prof.
21. Ms. B. Kavitha, M.Com. Asst.Prof.
22. Mr. Pankaj M.Goud, M.Com.,M.Phil.MBA.M.Ed. Asst.Prof
23. Mr. R. Muralidharan, M.Com.,M.Phil. Asst.Prof

■ ACCOUNTING & FINANCE

24. Mr. S. Periyannan, M.Com., M.Phil., B.Ed., Asst.Prof &HOD i/c

25. Mrs.N.S.Rekha, M.Com.	Asst.Prof
26. Ms. U. Monica, M.Com.	Asst.Prof
27. Mr. D. Kadarkarai, M.Com.,M.Phil.	Asst.Prof

■ MATHEMATICS

28. Mr. C. Ram Kumar, M.Sc., M.Phil.,	Asst.Prof. & HOD
29. Mr. S. Muthukumar, M.Sc., M.Phil., B.Ed.,	Asst.Prof
30. Mrs. A. Ezhilarasi, M.Sc., M.Phil.,	Asst.Prof
31. Mr. K. Venkateswaran, M.Sc.,	Asst.Prof
32. Mrs. S. Vijayachitra, M.Sc.,M.Phil.,B.Ed.	Asst.Prof
33. Mr. S. Rajalingam, M.Sc.	Asst.Prof
34. Mrs. K. Priya, M.Sc.,M.Phil.	Asst.Prof
35. Mr. M. Sasi Kumar, M.Sc.,M.Phil.B.Ed.	Asst.prof

■ CORPORATE SECRETARYSHIP

36. Dr. N. Sujatha, M.Com.,M.Phil.,Ph.D.	Asst.Prof.& HOD
37. Mr. C. Murugan, M.Com., M.Phil.	Asst.Prof
38. Mr. M. Sampath Kumar, M.Com.,M.Phil.	Asst.prof.
39. Mr. Sriram, M.Com.,M.Phil.	Asst.prof.

■ COMPUTER SCIENCE

40. Mr. T.G. Prakash, M.Sc., (IT), M.Tech M.Phil.,	Asst.Prof &HOD i/c
41. Mr. K. Kumaresan, M.C.A., M.Phil.	Asst.Prof
42. Mr. Selvadurai, M.Sc(IT),M.Phil.	Asst.Prof
43. Mrs. R.S. Dhanalakshmi, M.C.A.M.Phil	Asst.Prof.
44. Mrs. AN. Thirunellai, M.C.A.,	Asst.Prof
45. Ms. S. Jothi, M.Sc.,(IT)	Asst.Prof
46. Mr. R. Gayas Ahammed, M.Sc.(IT)	Asst.Prof
47. Mr. P. Saravanan, M.C.A.,M.Phil.	Asst.Prof
48. Ms. R. Geetha, M.C.A.	Asst.Prof
49. Ms. R. Saradha, M.C.A	Asst.prof
50. Mrs. P. Alamelu	Comp.Lab.Asst
51. Ms. K. Kumudha, B.C.A.,	Comp.Lab.Asst.

■ PLANT SCIENCE

52. Dr. R. Ranjit Kumar. M.Sc., M.Phil.,Ph.D.PDF	Asst.Prof, & HOD
53. Dr. C.P. Prakash, M.Sc., Ph.D,	Asst.Prof
54. Ms. N. Sornalatha, M.Sc., M.Phil.,	Asst.Prof
55. Mrs. R. Suganya, M.Sc.	Asst.Prof

56. Mr. R. Durai Kannu, B.Sc.

Plant.Sci.Lab.Asst.

■ CHEMISTRY

57. Mrs. P. Bhavani, M.Sc., M.Phil.,

Asst.Prof. & HOD

58. Mrs. K. Sonia, M.Sc.,M.Phil.

Asst.Prof.

59. Mr. M. Baskaran, M.Sc.,M.Phil.

Asst.Prof

60. Mr. R. Munusamy, M.Sc.,B.Ed.

Asst.Prof

61. Mr. K. V. Vasu

Chem.Lab.Asst.

■ PHYSICS

62. Mrs. S.R. Gomathy, M.Sc.,M.Phil.

Asst.Prof.& HOD

63. Mr. V. Anand Kumar, M.Sc.

Asst.Prof.

64. Mrs. I. Sivagami, M.Sc.

Asst.Prof.

65. Ms. R. Durgadevi, M.Sc.

Asst.Prof

66. Mr. G. Senthil Kumar, M.A.,

Phy.Lab.Asst.

■ PHYSICAL EDUCATION

67. Mr. V. Subarayalu, B.A., M.P.Ed.,

Director of Physical Education

68. Mr. M. Ganesan, M.P.Ed.M.Phil

Asst. Director of Physical Education

■ LIBRARIAN

69. Mrs. S. Megala, B.Sc.,MLIS.,M.Phil.

Asst. Librarian

70. Mrs. K.M. Maheswari, B.Sc.,MLIS.,

Asst. Librarian

71. Mr. P. Gunasekar.

Library Attender

■ PLACEMENT CELL

72. Dr. N. Sujatha, M.Com.,M.Phil.,Ph.D.

Co-ordinator

73. Dr. C.P.Prakash, M.Sc., Ph.D,

Addl. Co-ordinator

■ TELUGU (Part Time)

74. Dr. S.Anuradha. M.A.,M.Phil.,B.Ed.Ph.D.

Asst.Prof &HOD

■ ADMINISTRATIVE STAFF

1. Mr. B.V. Purandhar, B.A.,

Sr.Admin. Asst,

2. Mrs. S. Jamuna Rani, B.Com., CWC.,

Asst. Acct.

3. Mrs. K. Latha., B.A., PGDCA.,

Admin. Asst.

4. Mrs. R. Sumithra Devi, B.Sc., M.A.

Stenographer

5. Ms. Angel Mary Mathew, HDCA.,

Admin. Asst.

6. Mrs. R. Victoria, B.Lit.

Admin. Asst.

7. Mrs. M. Shalini, M.Sc.(IT)

Admin.Asst.,

8. Mrs. V. Malliga
9. Mr. A. Saravanan
10. Mr. T. Raghu
11. Mr. G. Rajendaran

Office Asst.
Office. Asst.
Attender
Attender

■ **SYSTEM OPERATION & MAINTAINANCE**

1. Mr. P. Balaji. D.E.E.E.
2. Mr. T. Harikrishnan. BBA.,
3. Mr. A. Veeran
4. Mr. S. Raji

System Manager & PRO
System Engg.
Hardware Attender
Electrician

■ **HOUSEKEEPING & ESTATE MAINTAINANCE**

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

Estate Manager

RULES AND REGULATIONS

I. 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. The College Office functions from 9.00 a.m. to 4.30 p.m. on all working days from Monday to Saturday.
2. The Prayer bell will ring at 9.35 a.m., and end by 9.40 a.m. During the Prayer students within the class should keep standing till the end of the Prayer. Students on the way, at the entrance and at other places should also stand still till the end of the Prayer.
3. After 9.40 a.m., a grace time of 5 minutes will be allowed to all the students to enter into their classes. Thereafter the main door for B' Block will be closed and through the A' Block students will not be permitted to go to the classes. Therefore students coming within 9.45 a.m. alone are eligible for entry into the class and attendance for the 1st hour. Students coming after 9.45 a.m. should not go to the classes. They should enter through the door between A & B Blocks and go to Library. There they have to sign in the Register and keep on reading the News Papers and Journals. By 10.40 a.m. the door to the A' Block in the Ground Floor and First Floor will be opened and students should enter into the class room for the 2nd hour. They are eligible for attendance from the 2nd hour if they continue to attend the classes.
4. Attendance is recorded for each hour separately. Students coming late for classes will not be given attendance. Attendance is posted online and consolidated each month. On the first day of each month, the previous month's attendance will be put up on the Notice board. Students have to sign in another copy available with the HOD in token of having seen that attendance.
5. 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 well in advance. In

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.

case of he/she abstains without leave letter, he/she has to bring his/her parents to justify the absence.

6. All the students are informed that they are under coverage of students Insurance benefit with the New India Insurance Company. As such the students should be present in the college or absence must be substituted with a proper Leave Application or information from either the student or parent about his / her absence to the college. Such information should be followed by proper leave letter signed by the parent, the next day when he/she is attending the college. Failure to inform the absence will be treated as irregularity and continuous irregularity will be punished as per the rules.
7. Student abstaining himself/herself from the classes after attending the 1st hour for subsequent hours should inform their HOD and leave the college only with the permission of the HOD. Such absence should be recorded in a Register maintained in the Department by the HOD, so that the absence will be permitted and Out Pass for leaving the Campus will be issued.
8. The request for absence due to illness must be supported by detailed Medical Certificate from a Registered Medical Practitioner / Authorized Medical Attendant at the time of attending the college after recovery.
9. Permission to participate in programmes of other Colleges or University, or other recognized bodies will be granted on request and treated as on attendance, Provided they are monitored and certified by the Teachers concerned.

II. ADMISSION AND WITHDRAWAL RULES.

1. Applications for admission should be submitted in the prescribed form available in the college office. A prospectus will also be issued at a cost of Rs.100/- Students should surrender the following original certificates at the time of admission.
 - i) Original +2 Certificate
 - ii) Original TC

iii) Original Community Certificate (applicable to SC/ST & ADCC)

- a. Admission cannot be claimed as a matter of right. The Management at their discretion can reject the applications of unqualified students or refuse admission to students with misconduct.

Fees once paid will not be refunded at any cost. Students who want to discontinue their studies will have to forfeit the fees already paid. They should also remit the fee for the rest of the course. Request for refund of fees will not be entertained at any cost. An undertaking to this effect has to be given at the time of admission.

2. Request for Condonation for deficiency of attendance will not be granted as a matter of routine or right. It should be supported with proper Medical Certificate from Authorized Medical Attendance.
3. Wearing our College Identity card /badge is compulsory. Severe action will be taken against the students who are found without the Identity card/badge. Repeated disobedience will result in the expulsion of students.
4. Bonafide Student Certificate will be issued only on written request. mentioning the purpose and submitted through the Tutor and HOD.
5. Any request / representation to the Principal should be routed through the class teacher and the HOD.
6. Use of mobile phones is banned inside the campus. Violations of this rule will attract a fine of Rs.500/- and his/her mobile phone will be seized.
7. 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.
8. 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 organize or join a strike he/she will be immediately suspended from the College. Students indulging in such activities will be expelled. Instigating students to go on a strike is also illegal and persons responsible will be expelled from the college.

III. ATTENDANCE ELIGIBILITY FOR UNIVERSITY EXAMINATION

1. According to University Circular No.ERC/Condonation/2014-15/239 dt. 7.2.14 & 318 dt. 19.2.14 the following guidelines are issued to the students regarding attendance.

According to that Circular, the following will be the Categorization of the students and eligibility for appearing the examination.

GENERAL: The college will function for 90 days or 450 hours in a semester. Attendance will be taken each hour and will be posted online each day, so that no student will miss the attendance of the concerned day. The consolidated Attendance Statement will be put upon the Notice Board each month and also shown to the student for signature.

CATEGORY A : All students who have secured 75% and above attendance will be brought under this category. They can appear for the examination without any restriction, provided they have applied well in time paying the required fees

CATEGORY-B: Candidates who have secured attendance between 65% and 75% will be brought under this category. These candidates are having shortage of attendance to an extent of 10% and will be permitted to write the examination with a condonation fee of Rs.250/-. They should submit medical certificate along with the request in the prescribed form for the sanction of condonation to the Principal. Separate attendance will be maintained from Science Students for practical classes which are also subject to above condition.

CATEGORY-C: Candidates with less than 65% but more than 50% of attendance are classified as **not eligible for condonation and detained category**. These students will not be permitted to appear for the current semester examination. But they will be permitted to write the previous semester examination with a condonation fee of

Rs.250/- paid along with the examination fee and the application of condonation with medical certificate. These students will also be permitted to move to the next semester.

CATEGORY-D: Candidates who have secured less than 50% of attendance are classified as **detained students**. They can neither write current semester papers nor write previous semester papers for their examination. They will have to **redo** the course pertaining to the particular semester for which they were detained. In case if they have been detained for more than 2 semesters they have to redo all the semesters for which they were detained. For redoing the semesters, the students should get the permission from the University & College in writing and pay the prescribed fee for the semesters. This should be done during vacation itself. So that by the beginning of the semester, they could join the semesters. However in respect of I & II year students they will be permitted to move to the next semester and the redo of the detained semesters can be taken up after the completion of 3 year course.

CATEGORY E: This is applicable only to women students who are married and became pregnant and whose delivery was certified by a Gynecologist. These women students should possess a minimum of 55% of attendance and they will be allowed to appear for the Examination with a fee of Rs.250/- as condonation.

In all the above cases, the students will be sent up for the next classes / semester. But the **Category-D** students alone have to redo the semesters for which they have been detained by joining the college again and paying the fees with a special permission from the University.

1. The students under **Category-C** should always submit a letter to the University through the Principal enclosing a Medical Certificate requesting permission to permit them to write the next semester examination. The Condonation Fee of Rs.250/- for the previous detention has to be paid along with the Examination fee for the present examination. The Medical Certificate in case of the boys should be obtained from the Authorized Medical

Attendant (AMA). For the **Category-E**, the Medical Certificate should be obtained from a Govt. Hospital Gynecologist (DGO).

Therefore all the II & III year students are hereby instructed not to abstain themselves for longer duration. The attendance rules will be followed strictly and any representation from the students will not be entertained. The parents are strictly advised to note the attendance of the students and warn them to attend the college regularly.

2. The students who have completed up to 6th Semester examination alone will be issued with (1) TC (2) Course Completion Certificate. Students detained under Category 'D' in any of the semester will have to redo the course after the completion of the 6th semester and their certificates will be issued after completing the period of redoing. Similarly students detained under Category 'C' have to appear for the semester exams for which they are detained and thereafter their TC & Course Completion Certificate will be issued.

IV. CODE OF CONDUCT

1. Students are advised to behave decently and follow the rules and decorum of the college 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 take severe action.
2. The student must wear clean, decent and respectable dress. Men students should not wear casual wears like T-Shirts, jeans and banians. Women students are advised to wear decent dress and they should not use tight pants leggings and see through dress. Women teachers are given with the responsibility of watching and warning the women students for their dress and behaviour. The women students should obey the advice and directions. The students should also attend the college with decent haircut and appearance. The students with extra ordinary appearance will not be permitted to attend the classes.
3. Women students are advised not to wear expensive jewellery. If anything is lost, the college authorities will not be responsible.
4. Students coming to the college should be present for all the five hours. In case they have an urgency to go, they can get the permission from

the HOD by registering the reason in the Register and collect an Out Pass for their leaving. Similarly, students who have emergency reasons such as illness, function or otherwise should inform the college through their parents either by the land line or by cell phone to their HOD and inform about their absence to the college before 10.00 a.m. The next day they should bring the leave letter signed by their parents. In case if they do not inform and don't bring the leave letter signed by their parents and leave the classes for any fraction of the day without permission it will be considered as an act of indiscipline and disobedience and suitable disciplinary action will be taken upon them.

5. The University of Madras, the University Grants Commission. The Govt. Of India, Govt. Of Tamil Nadu. The Hon'ble Supreme Court of India and High Court of Madras are issuing strict instructions with regard to the conduct, behaviour inside the class and campus and out side the campus in public places and society. All such instructions should be made known through circulars and students should follow them strictly failing which they will be punished suitably.
6. 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
7. The students must bring that Text books / Note books regularly to all the 5 hrs as per the time table. Particularly for the language classes they should bring the text & exercise books without fail
8. No students should leave the Text books, Note books, etc. in their class room inside desk or in the class room. Such of the books will be thrown out & the HOD / teacher / college will not be responsible for the loss of the books left in the class room / college.
9. Parents / Vendors / Visitors or any outsiders should not go direct to the staff room / class room / Lab / Library etc. of the college. They should get a Visitor Pass at the Security Room at the Gate and then get the permission of the Principal. Parents should meet their wards in the staff room with their HOD / Tutors.
10. **In case of any representation / enquiry or grievances only the Parents alone are permitted to appear to the Principal / HOD. In case if both the Parents are not alive then the legal guardians can appear on their behalf. No other relatives are permitted to appear in lieu of the Parents.**

11. The students should not enter the college office without prior permission.
12. Student's requests, if any, must be made individually and through proper channels only.
13. Students of this college should not visit to other Block / Wings/ Floor / Class rooms on the pretext of meeting their relatives. In case if their relatives are also studying they should not represent on behalf of their relatives. Only the parents can represent and not the students.
14. Students found misusing the college premises, canteen, play ground, class rooms, lab, library and other places will be severely punished.
15. The students participating in inter-collegiate meet should behave decently and take extra care to keep the dignity and decorum of the college.
16. No student should participate in party or communal politics. Students indulging or going for such activities will be expelled.
17. Students should maintain strict discipline in the class and campus. Intimidating other students, involving in violent clashes will be treated as grave charges and result in the expulsion of the students from colleges.
18. Organizing or attempting to organize or joining a strike is an act of indiscipline and students involved will be immediately dismissed from the college.
19. Smoking and drinking alcoholic beverages and use of narcotics are strictly prohibited in the college campus. Violators will be punished.
20. 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 with fine or penalty or both.
21. Loitering or gathering in groups and talking loudly on the verandahs, corridors, staircases and at water coolers in the college campus disturbing other classes, making nuisance will be punished severely.
22. Students possessing / carrying offensive weapons inside the college campus is considered as a serious crime. The students who are found will be immediately handed over to the police and suitable criminal action will be taken against them.

23. Students are warned not to touch any electrical connections inside the Class room, Lab, Library and in the college premises, because of the danger of electrocution.
24. Students traveling by trains with Government permitted Season Tickets should behave decently and should not cause any hardships to co passengers and public. Violating this will be a crime and Season Tickets will not be given to them.

V. LAB WORK AND EXAMINATION

The students are expected to attend their Laboratory work (wherever applicable) and take Terminal and Model Examinations seriously. Separate attendance will be followed for laboratory classes which are subject to University attendance rules. The cost with fine will be recovered for causing damage to lab equipment and college property.

VI. 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. But the students are informed that they should abide by the directions & dictations of the Director of Physical Education. Any student threatening bullying or misbehaving with co-players of intimidating and preventing from participation will be expelled from college.

VII. NSS, RRC, YRC, KARUNA CLUB, ENVIRO CLUB, SCIENCE CLUB, QUIZ CLUB, CC CLUB, ED CELL

- **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. There are 3 units and 300 students (Boys & Girls) will be enrolled and should serve for 2 years (240 hours). Personality development, community development and Social welfare projects will be undertaken.

- **YRC :** Youth Red Cross (YRC) provides opportunities for voluntary community service. The volunteers involve in first aid, disaster relief 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 awareness, HIV +ve, Blood donation etc.
- **Rotaract Club** : Established to serve community and to develop leadership qualities and other desirable skills on the model of a Rotary Club (Rotary Club of Esplanade).
- **KARUNA CLUB** : Propagates compassion, kindness, animal welfare, vegetarianism & environmental values. Conducts awareness programmes, competitions and Teacher, students Training Programmes.
- **ENVIRO CLUB** : Right from the beginning of life, when an infant is born, two types of factors play an important role in deciding his / her life; the hereditary ones which are inherent in nature and have no control over them and the environment factors, which can be controlled and manipulated. Genetically, it is known that hereditary factors also need a healthy and optimum environment to flourish.

The Environmental Club is existing in our college to promote an increasing awareness and understanding of environmental issues such as Air pollution, water pollution, Noise pollution, Soil pollution, etc. The basic objective of Enviro Club is to raise public awareness and understanding of environmental issues with a view to promote the conservation and wise use of nature or natural resources. It aims to empower students to improve and protect their environment through innovative actions. In addition, it serves to conscience the students about their social environment. Through this club competitions, lectures and workshops are being conducted then and there to address the student about its necessity.

- **SCIENCE CLUB** : The Science Club has been functioning in this college since the Academic year 2005-06. The objective of this Club is to create the awareness on latest scientific developments & to enhance.
- **QUIZ CLUB** : Quiz Club has been functioning in our college since 2012 to create general awareness and general knowledge to update the students in the multifarious areas of current interest and to compete in various Competitive Examinations. The first three competing groups are awarded with cash and Certificates.
- **Citizen Consumer Club** : Citizen Consumer Club has been existing in this college since the year 2010. The Dept. of Commerce has set up the

Citizen Consumer Club with the objective of creating an awareness on Consumerism and consumer rights among the student community, parents and the public. Awareness Programmes, Competitions and Exhibitions are conducted under the auspices of this club.

- **Entrepreneurial Development CELL :** Any one who wants to work for himself or herself is considered to be an Entrepreneur. In order to carve a path for the youth, to realize their dreams and foster the spirit of entrepreneurship amongst them, the Entrepreneurial Development Cell was instituted in our college. The sole object of the EDC is to promote specialized knowledge in the field of entrepreneurship development. In view of the worldwide shortage of jobs (both Government and Private Sectors) leading to unemployment problems, this CELL strives to identify talented youth to entrepreneurial works.

VIII. WOMEN'S COUNSELLING CELL :

The Women Counselling Cell of our college has been functioning effectively since the Academic year 2012-13. The Committee comprises of one senior women faculty as the Convener, fifteen women faculties as the members and all the women students of the college under various disciplines as the student members. The WCC as such organizes various women oriented activities such as special lecture on women related topics like Gynecological, Psychological, health & nutritional counseling, legal & social issues pertaining to women etc.

The WCC conducts the counsel meeting at regular intervals by inviting all the women students from the entire I, II & III year classes. The training programmes are exclusively meant for the women students to emerge as the women entrepreneurs like chocolate making, cake making, beautician course training & also training towards the personal traits etc. The WCC organizes various competitions to all the women staff and women students to encourage the women fraternity and distribute the prizes to the winners on the eve of women's day celebrations of SCPJC.

IX. PLACEMENT, COUNSELLING & CAREER GUIDANCE CELL:

- **Placement :** Arrange to conduct campus recruitment by inviting various organizations. Provides date & information to all recruiters and catering to their needs

- **Career Guidance:** Aims to help students get informed and make them choose wise educational and career options. Helps to submit applications
- **Counselling:** Aims to counsel students on their personal problems and also imparting information regarding different jobs available at various levels.
- Further the CELL organised Personality Development, Leadership Development, CV Preparation and train the students on the do's and don'ts of interviews. It aims to place all the students whether passed or having arrears to get a possible Placement.

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

XI. ANTI RAGGING AND ANTI EVE TEASING COMMITTEE AND SQUAD:

There is an anti – ragging committee and squad to prevent the incidents of ragging and eve teasing, constituted according to Government /University prescriptions. Students who suffer because of Ragging and Eve teasing should immediately contact the Principal or HOD or any Teacher nearby and report the matter without delay. There is an anti – ragging and Anti Eve Teasing Committee and squad to prevent the incidents of ragging and Eve Teasing inside the college campus, the committee is constituted according to Government / University Proceedings and norms. This committee comprises of the Principal as the Convener, the Secretary as the member and the teacher representatives among when one SC/ST faculty. In addition there are five student members comprising of boys and girls as the representatives of student community to express their concern and suggestions to prevent or to readdress the problems of ragging and Eve teasing among the students. Local Police Officer is also a member and the committee meets periodically and review the situation in the campus.

The committee will supervise, monitor and take action against all the evil acts of ragging and eve teasing in the campus of our college. The

committee will meet every month to take stock of the situation & complaints if any received from the students to take final action. Students involved in eve teasing and ragging will be punished with rigorous imprisonment of 2 years and penalty of Rs.10,000/- & shall be expelled from the college immediately. Students who suffer because of ragging and Eve teasing should immediately contact the Principal or HOD or any teacher nearby and report the matter without delay.

XII. 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 two weeks. 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 or loses a book, he/she will have to pay two times of the cost of book or to replace the book.

- a. The 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 for immediate reference only. They will not be issued to anybody for home reference.
- 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 and the identity cards got back.
- e. Strict Silence must be maintained in the Library failing which the students will be punished.
- f. Cards issued to students are not transferable and — the student alone should make use of it.

XIII. BOOK BANK

The Book Bank Project was 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.500/- for Science students & Rs.300/-

or Arts students. As per the Book Bank Project Report 685 students were benefitted with the distribution of 4871 text books during the Academic year 2014-15.

XIV. 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. The Parent / Guardian should make surprise visit to the college, meet the HOD / Principal and know about the activities of their wards. They should also make their wards to attend the Model Examination and Special Coaching Classes compulsorily. Continuous watch of the parents over their wards will be appreciable only the parents should approach the Teachers / HOD / Principal to enquire, represent and request the matters relating to the students. No external relatives of the student are permitted to represent the cause of the students.

XV. P.T.A.

The Parents Teachers' Meeting will be conducted at regular intervals to trace the transparency of activeness, academic performance, regularity of attendance of their children. The information for such meetings will be sent to the parents either through their wards as an invitation or phone or Reg. Post or SMS /email. Each students will be given with a progress reports which has to be duly acknowledged by the parents / guardians of the concerned. If the students don't bring their parents / guardian at the appropriate date fixed by the Principal, a final date shall be decided by the HOD of the concerned Dept. and the Principal failing which the student shall not be permitted to attend the college. The regularity of each ward can be ensured by sending SMS to the respective parents / guardian.

XVI. ALUMNI ASSOCIATION

The Alumni Association of our college has been formed with old students who are in prominent and responsible positions in various fields all over the world. 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, past and present.

XVII. SCHOLARSHIP / CONCESSIONS

The Scholarship / Financial Assistance offered by the Govt. Of India, Govt. 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. Students who discontinue their studies without completing the course should refund the scholarship. Similarly students who are detained from writing exams for want of attendance will not be given with scholarship. Further scholarship to the children of Farmers and Minorities are also offered by Government. The college assists the students to get scholarship from NGOs and Voluntary Agencies also. In addition to these, Central Section Scheme Scholarship, Merit Scholarship (Prize Money Award), Chief Minister's Merit Scholarship, National Handicapped finance and Development Corporation (NHFDC) Scholarship, LIC Merit Scholarship, Endowment Scholarship are also awarded to the students if the students come under the norms. Wherever and whenever the announcement of any Scholarship is known, the Management is taking action to get them for the students. Similarly the parents and students also should try to bring such information to the college.

XVIII. GENERAL

1. The medium of instruction is English for all courses in the college.
2. The staff and students should converse in English inside the class room and college.
3. **Only Vegetarian Food is allowed inside the College Campus and even eff is also prohibited.**
4. **Being a Jain minority Institution, specific national and Jain religious holidays only will be observed.**

XIX. PRAYER

Prayer will be recited before the beginning of each day's class and before all functions. Students are expected to stand still during the prayer. Any disobedience or insult to prayer will invite severe disciplinary action.

CHOICE 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)

[illegible]

*Securing 100% attendance will ensure 100% success.

(Make sure to get prize with commendation certificate for 100% attendance)

JUNE - 2015

Date	Day		Day order	Term Days
1	MON	-	-	-
2	TUE	-	-	-
3	WED	-	-	-
4	THU	-	-	-
5	FRI	-	-	-
6	SAT	-	-	-
7	SUN	-	-	-
8	MON	College reopens for staff	-	-
9	TUE		-	-
10	WED	College reopens for II & III year students	I	1
11	THU		II	2
12	FRI		III	3
13	SAT	HOLIDAY	H	H
14	SUN	HOLIDAY	H	H
15	MON		IV	4
16	TUE		V	5
17	WED		VI	6
18	THU		I	7
19	FRI		II	8
20	SAT	HOLIDAY	H	H
21	SUN	HOLIDAY	H	H
22	MON		III	9
23	TUE	Last date for payment of fees without fine	IV	10
24	WED		V	11
25	THU		VI	12
26	FRI		I	13
27	SAT	HOLIDAY	H	H
28	SUN	HOLIDAY	H	H
29	MON		II	14
30	TUE		III	15

To every action there is always an equal and opposite reaction No. of Working Days : **15**

JULY - 2015

Date	Day		Day order	Term Days
1	WED	-	IV	16
2	THU		V	17
3	FRI		VI	18
4	SAT	HOLIDAY	H	H
5	SUN	HOLIDAY	H	H
6	MON		I	19
7	TUE	Last date of payment of fees with a fine of Rs.10/- per day	II	20
8	WED		III	21
9	THU		IV	22
10	FRI		V	23
11	SAT	HOLIDAY	H	H
12	SUN	HOLIDAY	H	H
13	MON		VI	24
14	TUE		I	25
15	WED		II	26
16	THU		III	27
17	FRI		IV	28
18	SAT	HOLIDAY	H	H
19	SUN	HOLIDAY	H	H
20	MON		V	29
21	TUE	Last date for payment of fees with a fine of Rs.50/- per day defaulters Names to be remove	VI	30
22	WED		I	31
23	THU		II	32
24	FRI		III	33
25	SAT	HOLIDAY	H	H
26	SUN	HOLIDAY	H	H
27	MON	I Unit Test for II & III year	IV	34
28	TUE	"	V	35
29	WED	"	VI	36
30	THU	"	I	37
31	FRI	"	II	38

Well done is better than well said

No. of Working Days : **23**

AUGUST - 2015

Date	Day		Day order	Term Days
1	SAT	Working day	III	39
2	SUN	HOLIDAY	H	H
3	MON		IV	40
4	TUE		V	41
5	WED		VI	42
6	THU		I	43
7	FRI		II	44
8	SAT	Working day	III	45
9	SUN	HOLIDAY	H	H
10	MON		IV	46
11	TUE		V	47
12	WED		VI	48
13	THU		I	49
14	FRI		II	50
15	SAT	Independence Day	H	H
16	SUN	HOLIDAY	H	H
17	MON		III	51
18	TUE		IV	52
19	WED		V	53
20	THU		VI	54
21	FRI		I	55
22	SAT	Working Day	II	56
23	SUN	HOLIDAY	H	H
24	MON		III	57
25	TUE		IV	58
26	WED		V	59
27	THU		VI	60
28	FRI		I	61
29	SAT	Working day	II	62
30	SUN	HOLIDAY	H	H
31	MON		III	63

A smooth sea never made a skillful mariner

No. of Working Days : **25**

SEPTEMBER - 2015

Date	Day		Day order	Term Days
1	TUE	-	IV	64
2	WED		V	65
3	THU		VI	66
4	FRI		I	67
5	SAT	Teachers Day / Krishna Jayanthi	H	H
6	SUN	HOLIDAY	H	H
7	MON		II	68
8	TUE		III	69
9	WED		IV	70
10	THU	Paryushan Parva Holidays begins	H	H
11	FRI	"	H	H
12	SAT	HOLIDAY	H	H
13	SUN	HOLIDAY	H	H
14	MON	"	H	H
15	TUE	"	H	H
16	WED	"	H	H
17	THU	Vinayagar Chathurthi	H	H
18	FRI	College Reopens after Paryushan Parva Holidays	V	71
19	SAT	Working Day	VI	72
20	SUN	HOLIDAY	H	H
21	MON		I	73
22	TUE	II Unit Test	II	74
23	WED	"	III	75
24	THU	"	IV	76
25	FRI	"	V	77
26	SAT	"	VI	78
27	SUN	HOLIDAY	H	H
28	MON		I	79
29	TUE		II	80
30	WED		III	81

The wind of anger blows out the lamp of intelligence

No. of Working Days : **18**

OCTOBER - 2015

Date	Day		Day order	Term Days
1	THU		IV	82
2	FRI	Gandhi Jayanthi	H	H
3	SAT	Working Day	V	83
4	SUN	HOLIDAY	H	H
5	MON		VI	84
6	TUE		I	85
7	WED		II	86
8	THU		III	87
9	FRI		IV	88
10	SAT	Working Day	V	89
11	SUN	HOLIDAY	H	H
12	MON	Model Exam	-	90
13	TUE	"	-	91
14	WED	"	-	92
15	THU	Model Exam (University Practical Exams)	-	93
16	FRI	"	-	94
17	SAT	Model Exam - Soft Skill English	-	95
18	SUN	HOLIDAY	H	H
19	MON	NME/NT (Univ. Exam)	-	-
20	TUE	Value Education (Univ. Exam)	-	-
21	WED	Saraswathi Pooja	H	H
22	THU	Vijayadasami	H	H
23	FRI		-	-
24	SAT	Valuation NME & NT	H	H
25	SUN	HOLIDAY	H	H
26	MON	Practical Exams (ISM, ECS, PB, CS)	-	-
27	TUE	"	-	-
28	WED	"	-	-
29	THU	"	-	-
30	FRI	Issue of Hall Tickets	-	-
31	SAT	Issue of Hall Tickets	-	-

No one can make you feel inferior without your consent

No. of Working Days : **14**

NOVEMBER - 2015

Date	Day		Day order	Term Days
1	SUN	HOLIDAY	H	H
2	MON	University Exam Begins	-	-
3	TUE		-	-
4	WED		-	-
5	THU		-	-
6	FRI		-	-
7	SAT	HOLIDAY	H	H
8	SUN	HOLIDAY	H	H
9	MON		-	-
10	TUE	Deepavali	-	-
11	WED		-	-
12	THU		-	-
13	FRI		-	-
14	SAT	HOLIDAY	H	H
15	SUN	HOLIDAY	H	H
16	MON			
17	TUE		-	-
18	WED		-	-
19	THU		-	-
20	FRI		-	-
21	SAT	HOLIDAY	H	H
22	SUN	HOLIDAY	H	H
23	MON	College Reopen for Even Semester	I	1
24	TUE		II	2
25	WED		III	3
26	THU		IV	4
27	FRI		V	5
28	SAT	Working Day	VI	6
29	SUN	HOLIDAY	H	H
30	MON		I	7

Toleration is the best religion

No. of Working Days : 7

DECEMBER - 2015

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

Change your thoughts and you change your world

No. of Working Days : **17**

JANUARY - 2016

Date	Day		Day order	Term Days
1	FRI	New Year's Day	H	H
2	SAT	HOLIDAY	H	H
3	SUN	HOLIDAY	H	H
4	MON	Reopening after Valuation	I	25
5	TUE		II	26
6	WED		III	27
7	THU		IV	28
8	FRI		V	29
9	SAT	Working Day	VI	30
10	SUN	HOLIDAY	H	H
11	MON		I	31
12	TUE		II	32
13	WED		III	33
14	THU		IV	34
15	FRI	Pongal	H	H
16	SAT	Thiruvalluvar Day	H	H
17	SUN	Uzhavar Thirunal	H	H
18	MON		V	35
19	TUE	I Unit Test	VI	36
20	WED	"	I	37
21	THU	"	II	38
22	FRI	"	III	39
23	SAT	"	IV	40
24	SUN	HOLIDAY	H	H
25	MON		V	41
26	TUE	Republic Day	H	H
27	WED		VI	42
28	THU		I	43
29	FRI		II	44
30	SAT	Working Day	III	45
31	SUN	HOLIDAY	H	H

A journey of a thousand miles begins with a single step No. of Working Days : **21**

FEBRUARY - 2016

Date	Day		Day order	Term Days
1	MON		IV	46
2	TUE		V	47
3	WED		VI	48
4	THU		I	49
5	FRI		II	50
6	SAT	Working Day	III	51
7	SUN	HOLIDAY	H	H
8	MON		IV	52
9	TUE		V	53
10	WED		VI	54
11	THU		I	55
12	FRI		II	56
13	SAT	WORKING DAY	III	57
14	SUN	HOLIDAY	H	H
15	MON	II Unit Test	IV	58
16	TUE	"	V	59
17	WED	"	VI	60
18	THU	"	I	61
19	FRI	"	II	62
20	SAT	Working Day	III	63
21	SUN	HOLIDAY	H	H
22	MON		IV	64
23	TUE		V	65
24	WED		VI	66
25	THU		I	67
26	FRI		II	68
27	SAT	Working Day	III	69
28	SUN	HOLIDAY	H	H
29	MON		IV	70

Who has self confidence will lead the rest

No. of Working Days : **25**

MARCH - 2016

Date	Day		Day order	Term Days
1	TUE		V	71
2	WED		VI	72
3	THU		I	73
4	FRI		II	74
5	SAT	Working Day	III	75
6	SUN	HOLIDAY	H	H
7	MON	MODEL EXAMINATION	-	76
8	TUE	" (Telugu New Year)	-	77
9	WED	"	-	78
10	THU	"	-	79
11	FRI	"	-	80
12	SAT	HOLIDAY	H	H
13	SUN	HOLIDAY	H	H
14	MON	MODEL EXAMINATION - Soft Skill English	-	81
15	TUE	University Practical Examination Begins	-	82
16	WED		-	83
17	THU		-	84
18	FRI		-	85
19	SAT		-	86
20	SUN	HOLIDAY	H	H
21	MON		-	87
22	TUE		-	88
23	WED		-	89
24	THU		-	90
25	FRI		-	91
26	SAT		-	92
27	SUN	HOLIDAY	H	H
28	MON		-	93
29	TUE		-	94
30	WED		-	95
31	THU		-	96

Discipline is the bridge between goals and accomplishment

No. of Working Days : **26**

APRIL - 2016

Date	Day		Day order	Term Days
1	FRI	University Exam Begins		
2	SAT	HOLIDAY	H	H
3	SUN	HOLIDAY	H	H
4	MON			
5	TUE			
6	WED			
7	THU			
8	FRI			
9	SAT	HOLIDAY	H	H
10	SUN	HOLIDAY	H	H
11	MON			
12	TUE			
13	WED	Tamil New Year's Day	H	H
14	THU			
15	FRI			
16	SAT	HOLIDAY	H	H
17	SUN	HOLIDAY	H	H
18	MON	Mahaveer Jayanthi	H	H
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT	HOLIDAY	H	H
24	SUN	HOLIDAY	H	H
25	MON		H	H
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			

Take care of the earth and she will take care of you

No. of Working Days : 5

ACADEMIC YEAR 2015-2016

DAY / EVE - TIME TABLE (ODD SEMESTER - I /III/V)

Day Order	1 9.40-10.40	2 10.40-11.35	3 11.35-12.30	LUNCH BREAK 12.30-1.00		4 1.00-1.55	5 1.55-2.50
I							
II							
III							
IV							
V							
VI							

ACADEMIC YEAR 2015-2016

DAY / EVE - TIME TABLE (EVEN SEMESTER - II /IV/VI)

Day Order	1 9.40-10.40	2 10.40-11.35	3 11.35-12.30	LUNCH BREAK 12.30-1.00		4 1.00-1.55	5 1.55-2.50
I							
II							
III							
IV							
V							
VI							

TOTAL NUMBER OF WORKING DAYS

MONTH	DAYS	
	ODD SEMESTER	EVEN SEMESTER
JUNE	15	-
JULY	23	-
AUGUST	25	-
SEPTEMBER	18	-
OCTOBER	14	-
NOVEMBER	-	7
DECEMBER	-	17
JANUARY	-	21
FEBRUARY	-	25
MARCH	-	26
APRIL	-	-
TOTAL	95	96

TOTAL WORKING DAYS FOR 2015-16	-	191
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NOTES

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

[illegible]

IMPORTANT TELEPHONE NUMBERS

Ambulance	108
Fire Service	101
District Fire Office	044 - 27660299, 27662483
Traffic	103
Police Station, Minjur	044 - 27934268
Fire Station, Ponneri	044 - 27974064
Electricity board	044 - 27934274
Govt. Hospital, Ponneri	044 - 27972256
Sugam Hospital, Thiruvotriyur	044 - 25733830, 25733296 40506070
Divya hospital	044 - 27935034
University of Madras	044 - 25399778
Registrar, University of Madras	044 - 25361055
Controller of examination University of Madras	044 - 25368496
Nss co-ordinator University of Madras	044 - 25399418
Panchayath Office	044 - 27934304
Indian Bank, Minjur	044 - 27934350
Block development Office	044 - 27934257, 27935274
District Library Office	044 - 27662512
Awps Tiruvallur	044 - 27963422
YRC	044 - 28554548

