



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 / 94878 25981 / 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 2017 – 2018

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 Number :

E-mail ID :

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 2017 – 2018

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 Number :

E-mail ID :

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 2017 – 2018
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 Number :
:
E-mail ID :
Temporary Address :
:
:
Phone / Mobile :
Date of Birth :
Height / Weight :Cms /Kgs
Blood Group :

Student's Signature

Parent's Signature

A JAIN 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

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்,
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து செயல் மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ.சுந்தரனார்

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

ஜன கண மன அதி நாயக ஜய ஹே
பாரத பாக்ய விதாதா
பங்சாப ஸிந்து குஜராத மராத்தா
திராவிட உத்கல வங்கா
விந்திய ஹிமாசல யமுனா கங்கா
உத்சல ஜலதி தரங்கா
தவ சுப நாமே ஜாகே
தவ சுப ஆசிச மாகே
தாஹே தவ ஜய காதா!
ஜன கண மங்கள தாயக ஜய ஹே
பாரத பாக்ய விதாதா
ஜய ஹே ஜய ஹே ஜய ஹே
ஜய ஜய ஜய ஜயஹே!

- இரவீந்த்ரநாத் தாகூர்

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 19 years.

Our college comprises nearly 100 staff and around 1500 students. An environment friendly ambience is the exceptional feature of our college. However if there is encouraging admission, every college could also be operated.

I feel proud to pen down the events of the academic year 2016-2017 held at our college.

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 in to operation from the 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 & VVIPs have attended

as Guest of Honour in these functions. We have encouraged the students & Corresponded with the Authorities & were able to get the Scholarships for ST/SC & ADCC Scholarship for Minority Students, Scholarship for Best Out going SC/ST students & financial Assistance to farmer's children..

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

I am delighted to inform you that we are the partner Institution of Bharathiar University, Coimbatore. This year the enrolment is very much impressive for MBA, MCA, M.Sc. (Comp. Sci.) 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 mile stone which we crossed. Round 90% of 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.

It brings joy when I say that many students were benefitted by our philanthropic decision of unique Book Bank Project. 900 students from various departments 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.

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 Successful

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

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. Shri Mohanlal 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 Chunnilalji**
- 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**

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. 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 Chunnalal 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 Manchlal 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 2016 - 2017

President : **Shri Vinaychand V.Shah, B.E.,**

Vice - President : **Shri Nemichand Kataria
Shri Babulal R. Munoth
Shri Amritlal Singhi**

Secretary : **Shri Prakashchand K . Jain**

Joint-Secretary : **Shri Baboolal V. Mehta
Shri Kantilal Balgota**

Treasurer : **Shri Jawerchand R.Jain**

Joint Treasurer : **Shri Pravin Kumar S.Jain**

Nominated Trustees to the Trust Board from Shree Chandraprabhu Jain Naya Mandir Trust, Chennai (2016-2021)

1. Shri Pravin Champalalji Bohra
2. Shri Bharat Kumar Nainmalji Jogani
3. Shri Arvind Devichandji Sakariya
4. Shri Dilip Bagracha
5. Shri Vijayraj Kankmalji Bhandari

COLLEGE MANAGEMENT COMMITTEE

- Secretary : **Shri Lalith Kumar O. Jain**
- Joint Secretaries : **Shri Suresh Rathod**
Shri Prakashchand Saklecha (Minjur)
- Members : **Shri B.T.Vajawat**
Shri Champalalji A.Jain
Shri Kantilal H.Sanghvi
Shri Shantilal S. Jain
Shri Manhorlal J.Jain
Shri Narendara P. Srisrimal
Shri Vimal Kumar L.Shah
Shri Bharat Kumar S.Sanghvi

University Representative :

Dr. P.Thangavelu, M.Sc., M.tech., M.Tech., Ph.D.,

Professor & Head, Dept. of Computer Science

Chepauk 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 and 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 re-admission fee. They will not be given attendance during the period of their name removed.
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/-. The subscriptions is Rs.18/- per annum.
6. 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 admissions 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 | Major. Dr. M. Venkatramanan, M.A.,M.Phil.,Ph.D | Principal |
|---|--|-----------|

■ TAMIL

- | | | |
|----|--|---------------------|
| 1. | Mr. C. Mohan, M.A., M.Phil., B.Ed., D.G.T.,(NET) | Sr. Asst.Prof & HOD |
| 2. | Dr. P. Rajagopal, M.A., M.B.A.,M.Phil.,Ph.D | Asst.Prof |
| 3. | Dr. S. Chellam, M.A.,M.Phil.,Ph.D.(SLET/ NET) | Asst.Prof |
| 4. | Ms. E.Kalaiselvi., M.A., B.Ed | Asst.Prof |

■ ENGLISH

- | | | |
|----|-----------------------------------|---------------------|
| 1. | Ms. K. Mugil, M.A., M.Phil., B.Ed | Asst.Prof & HOD i/c |
| 2. | Mrs. R.Rajeshwari, M.A., M.Phil | Asst.Prof |
| 3. | Mr. N.Raja, M.A., M.Phil | Asst.Prof |
| 4. | Mrs. U.Vidhya, M.A., B.Ed | Asst.Prof |

■ MANAGEMENT SCIENCE

- | | | |
|----|---|-----------------|
| 1. | Mr. V. Kalaiselvam, MBA.,M.Phil (NET/SET) | Asst.Prof.& HOD |
| 2. | Mrs. H. Sudha, MBA, M.Phil | Asst.Prof. |
| 3. | Mrs. S.T. Anu Meena, MBA | Asst.Prof |
| 4. | Mr. S.Balakumar, MBA., M.Phil | Asst.Prof |
| 5. | Mr. P.G.Ramnath, MBA., M.Phil | Asst.Prof |

■ ECONOMICS

- | | | |
|----|--|-----------------|
| 1. | Major. Dr. M. Venkatramanan, M.A.,M.Phil.,Ph.D | Principal & HOD |
| 2. | Dr. (Mrs). Santosh D Surana, M.A.,M.B.A.,M.Phil.Ph.D | Asst.Prof. |
| 3. | Mr. S. Prabhu, M.A.,M.B.A.,M.Phil. (SET) | Asst.Prof |

■ COMMERCE

- | | | |
|----|--|----------------------|
| 1. | Mr. S. Periyannan, M.Com., M.Phil., B.Ed | Asst.Prof. & HOD i/c |
| 2. | Mr. H. Arul, M.Com.,M.Phil | Asst.Prof. |
| 3. | Mr. M. Sampath Kumar, M.Com.,M.Phil | Asst.Prof. |
| 4. | Mr. R. Muralidharan, M.Com.,M.Phil | Asst.Prof. |
| 5. | Mrs. P. Kalaimathi, M.Com.,M.Phil | Asst.Prof. |
| 6. | Mr. N. Raja, M.Com.,M.Phil. | Asst.Prof. |
| 7. | Mr. S.Rajaram, M.Com., M.Phil | Asst.Prof. |
| 8. | Ms. K. Banu, M.Com | Asst.Prof |

■ ACCOUNTING & FINANCE

- | | |
|--|----------------------|
| 1. Mrs. J. Jayasudha, M.Com.,M.Phil.,B.Ed. | Asst.Prof. & HOD i/c |
| 2. Mrs. K. Nathiya, M.Com.,M.Phil. | Asst.Prof |
| 3. Mr. S. Ashok, M.Com | Asst.Prof. |
| 4. Mr. E. Kannan, M.Com., M.Phil | Asst.Prof. |

■ MATHEMATICS

- | | |
|---|----------------------|
| 1. Mr. S. Muthukumar, M.Sc.,M.Phil.,B.Ed. | Asst.Prof. & HOD i/c |
| 2. Mrs. A. Ezhilarasi, M.Sc., M.Phil | Asst.Prof. |
| 3. Mrs. S. Vijayachitra, M.Sc.,M.Phil | Asst.Prof. |
| 4. Mr. S. Rajalingam, M.Sc. | Asst.Prof. |
| 5. Mr. S. Sunith Babu, M.Sc.,M.Phil | Asst.Prof. |
| 6. Ms. B.Manohari, M.Sc.,M.Phil | Asst.Prof. |
| 7. Ms. S. Vanitha, M.Sc.,M.Phil | Asst.Prof. |
| 8. Ms. N.Rubiga, M.Sc.,B.Ed | Asst.Prof. |

■ CORPORATE SECRETARYSHIP

- | | |
|--|-----------------|
| 1. Dr.N.Sujatha, M.Com.,M.Phil.,Ph.D (SET) | Asst.Prof.& HOD |
| 2. Mr. C. Murugan, M.Com.,M.Phil. | Asst.Prof. |
| 3. Mr. V.Sriram, M.Com.,M.Phil., | Asst.Prof. |
| 4. Ms. R. Vinitha, M.Com., | Asst.Prof. |

■ COMPUTER SCIENCE

- | | |
|---|----------------------|
| 1. Mr. G. Ravichandran, M.Sc., M.Phil | Asst.Prof. & HOD i/c |
| 2. Mr. Kumaresan, M.C.A., M.Phil., | Asst.Prof. |
| 3. Mr. Selvadurai, M.Sc(IT),M.Phil | Asst.Prof. |
| 4. Mrs. R.S. Dhanalakshmi, MCA.,M.Phil. (SET) | Asst.Prof. |
| 5. Mrs. AN. Thirunellai, M.C.A., | Asst.Prof. |
| 6. Ms. S. Jothi, M.Sc.,(IT),M.Phil | Asst.Prof. |
| 7. Mr. R. Gayas Ahamed, M.Sc (IT),M.Phil | Asst.Prof. |
| 8. Mr. P. Saravanan, MCA.,M.Phil. | Asst.Prof |
| 9. Ms. R. Geetha, MCA. | Asst.Prof. |
| 10. Ms. R. Saradha, MCA | Asst.Prof. |
| 11. Mr. Jagadeesh, M.C.A., M.Phil., | Asst.Prof |

- | | |
|---------------------------------|-----------|
| 12. Mrs. M.Chitra., B.B.A | Lab.Asst. |
| 13. Ms. B.Vijayalakshmi., B.C.A | Lab.Asst. |

■ PLANT SCIENCE

- | | |
|-------------------------------------|-----------------|
| 1. Dr. C.P. Prakash, M.Sc.,Ph.D. | Asst.Prof. &HOD |
| 2. Ms. R.P. Sasikala, M.SC.,(Ph.D) | Asst.Prof. |
| 3. Mrs. G.Sujatha, M.SC.,M.Phil. | Asst.Prof. |
| 4. Dr. Prithi Raghavan, M.Sc.,Ph.D. | Asst.Prof. |
| 5. Mr.R.Durai Kannu., M.Sc | Lab.Asst. |

■ CHEMISTRY

- | | |
|---------------------------------------|-----------------|
| 1. Mrs. P. Bhavani, M.Sc., M.Phil., | Asst.Prof.& HOD |
| 2. Mrs.J.F.Asha, M.Sc. | Asst.Prof. |
| 3. Mr.S.Srinivasan, M.Sc | Asst.Prof |
| 4. Mrs. R.Dhanalakshmi, M.Sc.,M.Phil. | Asst.Prof. |
| 5. Mrs.E. Vennila., B.Sc.,B.Ed | Lab.Asst. |

■ PHYSICS(ECS)

- | | |
|------------------------------------|-----------------|
| 1. Mrs. S.R. Gomathy, M.Sc.M.Phil. | Asst.Prof.& HOD |
| 2. Mrs. I. Sivagami, M.Sc | Asst.Prof. |
| 3. Mrs. R. Durga Devi, M.Sc | Asst.Prof. |
| 4. Mr. S. Sathish, M.Sc.,M.Phil, | Asst.Prof. |
| 5. Mr. G.Senthil Kumar., M.A | Lab.Asst |

■ PLACEMENT CELL:

- | | |
|---|--------------------|
| 1. Dr. N. Sujatha, M.Com., M.Phil., Ph.D. (SET) | Co-ordinator |
| 2. Dr. C.P. Prakash, M.Sc., Ph.D. | Addl .Co-ordinator |

■ PHYSICAL EDUCATION

- | | |
|---|---------------------------|
| 1. Mrs. Rini Susan Alexander, M.P.Ed.M.Phil | Director of Phy.Education |
|---|---------------------------|

■ TELUGU

- | | |
|---|-------------|
| 1. Mrs. (Dr) S. Anuradha, M.A.,M.Phil.B.Ed.Ph.D | Asst. Prof. |
|---|-------------|

■ HINDI

- | | |
|--|-------------|
| 1. Mr. Shiv Kumar Shukla., M.A., B.Ed. | Asst. Prof. |
|--|-------------|

■ LIBRARIAN

- | | |
|--------------------------------------|------------------|
| 1. Mrs. M. Devi ., B.A., BLIS. | Asst. Librarian |
| 2. Mrs. N.Sudha, B.Lit., B.Ed., MLIS | Asst. Librarian |
| 3. Mr. P. Gunasekaran | Library Attender |

■ ADMINISTRATIVE STAFF

- | | |
|---------------------------------------|------------------|
| 1. Mr. B.V. Purandhar, B.A., | Sr.Admin. Asst, |
| 2. Mrs. S. Jamuna Rani, B.Com., CWC., | Asst. Accountant |
| 3. Mrs. K. Latha., B.A., PGDCA., | Admin. Asst. |
| 4. Mrs. R. Victoria, B.Lit. | Admin. Asst. |
| 5. Mrs. V. Malarvizhi, M.Com | Accountant |
| 6. Mrs. M.Shalini., M.Sc (IT) | Admin. Asst. |
| 7. Mrs. V. Malliga | Office Asst. |
| 8. Mr. A. Saravanan | Office.Asst. |
| 9. Mr. T. Raghu | Office.Asst. |
| 10. Mr. K.Karunakaran., B.Com | Stenographer |
| 11. Mr. G. Rajendaran | Attender |

■ UTILITIES MAINTENANCE

- | | |
|---|------------------------|
| 1. Mr. P. Balaji, D.E.E.E | Systems Manager & PRO. |
| 2. Mr. T. Harikrishnan , D.C.P(H.W) & (N.P) | System Engg. |
| 3. Mr. A. Veeran, | Lab.Attender |
| 4. Mr. S. Raji. | Electrician |

■ ESTATE MANAGER

- | | |
|-----------------------------------|----------------|
| 1. Mr. G. Siva Mani Kannan, M.Com | 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

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, Staff and 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 compulsorily sign in the Register and keep reading the News Papers and Journals. They should not make noise or disturbance in the Library. 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 case he/she abstains without leave letter, he/she has to bring his/her parents to justify the absence.

6. All 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. 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.
3. Bonafide Student Certificate will be issued only on written request, mentioning the purpose and submitted through the Tutor and HOD.
4. Any request / representation to the Principal should be routed through the class teacher and the HOD.
5. 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.
6. 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.
7. 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 / Attendance 2015-16 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 for 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 that particular day. The consolidated Attendance Statement will be put up on the Notice Board each month and also shown to the student for signature. At the close of the semester, it will be informed to parents also.

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

CATEGORY B : Candidates who have secured attendance between 65% and 75% will be under this category. These candidates have a shortage of attendance to an extent of 10%. They 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 for Science Students for practical classes which are also subject to the above condition.

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 authority.

CATEGORY C : Candidates with less than 65% but more than 50% of attendance are classified as **not eligible for condonation but 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 semester. 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 class/ 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. They should attend the Parents Meet compulsorily.

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 IN CLASS ROOM & CAMPUS

1. Students are advised to behave decently and follow the rules and decorum of the college in the classes and in the 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 Govt of India and UGC have issued strict instructions regarding the Dress Code to be followed in Colleges and Universities. Male Students shall come to the College in Formal Outfits like Shirts and Pants. "T" Shirts and Jeans or Walker Pants with multiple pockets or abnormal appearance are not permitted. Girl Students should avoid leggings, tight fitting jeans or see through dress. Formal Dress like Half Saree or Churidars are allowed. Duppattahs should be compulsorily worn by the women students. Women Teachers are given the responsibility of watching and warning the women students for their dress and behavior. 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. The Principal and other Staff Members have the right to act as Ethical, Moral and Dress Code Counsellors, and students with indifferent dress will be asked to get out of the Class and College with that dress. If repeated, a fine will be imposed and the Parents will also be invited to the College for giving the explanation.
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 have issued strict instructions with regard to the conduct, behaviour inside the class and campus and outside 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 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 channel only.
13. Students of this college should not visit other Block / Wings/ Floor / Class rooms on the pretext of meeting friends / 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. Similarly the students unnecessarily raising communal issue or organizing under any communal meeting they will be expelled from the College.
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 the college.
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 tobacco and 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 crackers inside the college campus is considered as a serious crime. The students who are found indulging in such matters will be immediately handed over to the police and suitable criminal action will be taken against them.
23. Students are warned not to touch or tamper with 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. College will not come to their rescue if the RPP books them for any violation.

V - EVE TEASING

This being a Co-Educational College, the menace of Eve Teasing is strictly prohibited and if reported, severely punished. However, the Supreme Court of India, High Court of Madras, Government of India, Government of Tamil Nadu, University Grants Commission, and the University of Madras have issued series of instructions to prevent and punish the Social menace from the Higher Educational Institutions and civilized and cultural society.

The APEX Court has condemned Eve Teasing as pernicious horrid and disgusting practice to be eradicated with an iron hand. The Tamil Nadu Prohibition of Eve Teasing Act, 1998, has ordered that the persons involved in Eve Teasing should be immediately reported to the Police for taking criminal action. Further, they must also be expelled from the Higher Educational Institutions.

Now, the Government of India, have also issued instructions to deal with the complaints very strictly. So, any student who willfully or otherwise, misbehaves with a girl student in action or words or attempts to do so whether individually or in a group, or commit dishonor or defame her, he will be charged with Eve Teasing and suitable action will be taken. Therefore, all the boys and girls are informed that they should understand the responsibility and refrain from any such activity.

VI. LAB WORK AND PRACTICALS

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. In the Laboratories also the Students have to move with caution and care. The Electrical Connections – Acid and other Liquids, etc. have to be dealt with carefully. Overcoat/Howe coat for students of Chemistry is compulsory during Practical Classes. The observation note books and Record Note Books should be submitted then and there and they need to get the Bonafide Certificate before the Practical Exams. Demonstration Classes should be carefully attended and complete discipline should be maintained during the practicals. The Record Notes and other sheets specially designed and printed by this College are sold to the Students at fair value. Only such Registers and Records should be utilized and outside notes/records should not be used.

VII. 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 or intimidating and preventing from participation will be expelled from college.

The Management expects all the Students Boys and Girls to make use of the facilities to become good Athletes/Sportsman, because Govt, Railways, Banks, Private Sector etc. are providing employment even for University level winners. At the same time Sponsorship attitude should prevail and the spirit of competition should never turn into spirit of revenge or criminality. Each day games articles will be issued to the Students on request and after the play, they have to be returned. From 3.00 P.M. till 5.30 P.M. the students can play indoor and outdoor games. Foot Ball / Volley Ball / Hockey / Cricket / Kabadi / Chess / Carrom / Table Tennis, Teams will be formed to represent intra-college, inter-college, University and inter University level competitions.

The players are taken at the expense of the College and paid TA/DA as per the rules subject to the condition that they should qualify for that games and reports at the College as well as the Divisional level.

VIII. 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 NSS are given abundant opportunities to participate in community work. Students should participate in one special camp a duration of 7 days. 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. Separated certificate is issued for camp and regular activities which is valuable.

- **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. The students are also issued with certificate.
- **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 create awareness among the students about their social environment. Through this club competitions, lectures and workshops are being conducted 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.
- **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 own a business is considered to be an Entrepreneur. In order to create 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.

IX. 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 faculty members 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 counselling 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.

Further issues that create mental agony and depression to women students are also identified in each class with individual students and counseling is offered.

X. PLACEMENT, COUNSELLING & CAREER GUIDANCE CELL:

- **Placement :** Arranges 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 for competitive Exams of all Public Scheme/Banking Service Examinations.
- **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.

XI. GRIEVANCE REDRESSAL CELL :

Our College has a Grievance 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.

XII 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 proceedings and norms. This committee comprises of the Principal as the Convener, the Secretary as the member and the teacher representatives with one SC/ST faculty member. 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 re-address the problems of ragging and Eve teasing among the students. Local Police Officer is also a member and the committee meets periodically and reviews 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.

XIII. LIBRARY & READING ROOM:

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 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 repaired.
 - 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.
 - g. Students coming late during first hour have to sit in the Library after signing in the Register and read news papers till 10.40 a.m. They should maintain strict silence.

XIV. BOOK BANK

The Book Bank Project was established in the year 2006. The main objective is to provide the text books for the deserving students by collecting the refundable caution deposit of Rs.500/- for Science students & Rs.300/- for Arts students. As per the Book Bank Project Report 685 students have benefitted with the distribution of text books during the Academic year 2015-16.

XV. 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 ward 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 if the parents 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. Further the Parents should attend the Parents' Meet arranged by the College without fail. The Free English Class in the First Year and Compulsory add on course from third to sixth Semester are

meant to develop the skills of the students. They should allow their students to join and benefit in these courses.

XVI. P.T.A.

The Parents Teachers' Meeting will be conducted at regular intervals to share 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 student will be given a progress report which has to be duly acknowledged by the parents / guardians 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.

XVII. 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.

XVIII. 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 scholarship. Further scholarship to the children of Farmers and Minorities are also offered by the Government. The college assists the students to get scholarship from NGOs and Voluntary Agencies also. In addition to these, Central Sector 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 satisfy the norms. Wherever and whenever the announcement of any Scholarship is known, the Management takes action to get them for the students. Similarly the parents and students also should try to bring such information to the college.

XIX. 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 egg is also prohibited.**
4. **Being a Jain minority Institution, specific national and Jain religious holidays only will be observed. Holidays for all religious functions could not be declared. However, the Staff are allowed to Religious Holidays and Students are also allowed to avail leave on those days.**

XX. 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.

XXI Students Safety Insurance Scheme

With a view to provide insurance coverage to all the students of this college, a Students Safety Insurance Scheme has been launched by the University of Madras by an MoU signed with New India Assurance Company Limited. Each year the student has to pay sum of Rs.18/- as Premium. During that year if there is an accident –

- | | |
|--|----------------|
| i) The injured Student could get treatment upto in any hospital | Rs. 50,000/- |
| ii) If the bread winner of the Student's Family dies in an accident, compensation will be paid up to | Rs. 50,000/- |
| ii) Compensation for Accidental Death of a Student will be | Rs. 1,00,000/- |

In case of accidents, the students are informed that they can show their College ID Card and get good treatment for which the money could be claimed from the Insurance Company.

XXII Tutorial System

Tutorial System is introduced with effect from the year 2016-2017. According to this System, students at the rate of 25 numbers will be put under the care of a Tutor Incharge. This Tutor may be a Teacher of Student's own department or from other department. This tutor will act as a Mentor or Caretaker of the Students under his/her control. He/She will maintain all the particulars of the student and monitor his attendance and Exam results.

During Parents' Meet, these Tutors will also be present. The Tutors are apart from the Class Teachers and HOD, who will be generally from the same department of the student. The claims, representations etc. should come through the Tutor, Class Teacher and HOD to the Principal. The Students can get counseling for their difficulties, problems and stress etc. from these mentors. The mentors will observe their wards and report any abnormality to the Principal and Parents for taking remedial 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
	:	Internal Marks	-	25*
Practical papers	:	External Marks	-	60
Internal Marks	:	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 - 2017

Date	Day		Day order	Term Days
1	THU	-	-	-
2	FRI	-	-	-
3	SAT	-	-	-
4	SUN	-	-	-
5	MON	College Reopen for Staff	-	-
6	TUE	-	-	-
7	WED	-	-	-
8	THU	College Reopens for II & III year Students	I	1
9	FRI		II	2
10	SAT	Working Day	III	3
11	SUN		H	H
12	MON		IV	4
13	TUE		V	5
14	WED		VI	6
15	THU		I	7
16	FRI		II	8
17	SAT		H	H
18	SUN		H	H
19	MON		III	9
20	TUE		IV	10
21	WED	Last date for Payment of Fees without Fine	V	11
22	THU		VI	12
23	FRI		I	13
24	SAT	Working Day	II	14
25	SUN		H	H
26	MON		H	H
27	TUE		IV	15
28	WED		V	16
29	THU		VI	17
30	FRI		I	18

A chain is only as strong as its weakest link

No. of Working Days : **18**

JULY - 2017

Date	Day		Day order	Term Days
1	SAT	Working Day	I	19
2	SUN		H	H
3	MON		II	20
4	TUE	Last Date for Payment of Fees with a Fine of Rs. 10/- per day	III	21
5	WED		IV	22
6	THU		V	23
7	FRI		VI	24
8	SAT	Holiday	H	H
9	SUN		H	h
10	MON	Fresher's Day for I Year	I	25
11	TUE		II	26
12	WED		III	27
13	THU		IV	28
14	FRI		V	29
15	SAT	Working Day	VI	30
16	SUN		H	H
17	MON		I	31
18	TUE		II	32
19	WED		III	33
20	THU		IV	34
21	FRI		V	35
22	SAT	Holiday	H	H
23	SUN		H	H
24	MON		VI	36
25	TUE		I	37
26	WED		II	38
27	THU		III	39
28	FRI		IV	40
29	SAT	Working Day	V	41
30	SUN		H	H
31	MON		VI	42

A golden key can open any door

No. of Working Days : **24**

AUGUST - 2017

Date	Day		Day order	Term Days
1	TUE	Unit Test -I	I	43
2	WED	"	II	44
3	THU	"	III	45
4	FRI	"	IV	46
5	SAT	Working Day	V	47
6	SUN		H	H
7	MON		VI	48
8	TUE		I	49
9	WED		II	50
10	THU		III	51
11	FRI		IV	52
12	SAT	Working Day	V	53
13	SUN		H	H
14	MON	Holiday	H	H
15	TUE	Independence Day	H	H
16	WED		VI	54
17	THU		I	55
18	FRI	Paryushan Parva Holidays- Begins	H	H
19	SAT	"	H	H
20	SUN	"	H	H
21	MON	"	H	H
22	TUE		H	H
23	WED		H	H
24	THU		H	H
25	FRI	Vinayagar Chaturthi & Paryushan Parva Holidays - Ends	H	H
26	SAT	Holiday	H	H
27	SUN		H	H
28	MON		II	56
29	TUE		III	57
30	WED		IV	58
31	THU		V	59

Birds of a feather flock together

No. of Working Days : **17**

SEPTEMBER - 2017

Date	Day		Day order	Term Days
1	FRI		VI	60
2	SAT	Working Day	I	61
3	SUN		H	H
4	MON		II	62
5	TUE		III	63
6	WED		IV	64
7	THU		V	65
8	FRI	Forgiveness Day	VI	66
9	SAT	Working Day	I	67
10	SUN		H	H
11	MON		II	68
12	TUE		III	69
13	WED		IV	70
14	THU		V	71
15	FRI		VI	72
16	SAT	Working Day	I	73
17	SUN		H	H
18	MON	Unit Test -II	II	74
19	TUE		III	75
20	WED		IV	76
21	THU		V	77
22	FRI		VI	78
23	SAT	Holiday	H	H
24	SUN		H	H
25	MON		I	79
26	TUE		II	80
27	WED		III	81
28	THU		IV	82
29	FRI	Saraswathi Pooja Holiday	H	H
30	SAT	Vijaya Dasami Holiday	H	H

Fortune favors the brave

No. of Working Days : **23**

OCTOBER - 2017

Date	Day		Day order	Term Days
1	SUN		H	H
2	MON	Gandhi Jayanthi	H	H
3	TUE		V	83
4	WED		VI	84
5	THU		I	85
6	FRI		II	86
7	SAT	Holiday	H	H
8	SUN		H	H
9	MON	Model Exam	III	87
10	TUE	"	IV	88
11	WED	"	V	89
12	THU	"	VI	90
13	FRI	"	I	91
14	SAT	"	II	92
15	SUN		H	H
16	MON		III	93
17	TUE		IV	94
18	WED		V	95
19	THU	Deepawali	H	H
20	FRI		H	H
21	SAT		H	H
22	SUN		H	H
23	MON	Practical Exams / NME	VI	96
24	TUE		I	97
25	WED		II	98
26	THU		III	99
27	FRI		IV	100
28	SAT		V	101
29	SUN		H	H
30	MON	Issue of Hall Tickets	-	102
31	TUE		-	103

Live for today for tomorrow never comes

No. of Working Days : **21**

NOVEMBER - 2017

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

Manners maketh man

No. of Working Days : 7

DECEMBER - 2017

Date	Day		Day order	Term Days
1	FRI		II	8
2	SAT	Working day	III	9
3	SUN		H	H
4	MON		IV	10
5	TUE	Last Day for Payment of Tuition Fees without Fine	V	11
6	WED		VI	12
7	THU		I	13
8	FRI		II	14
9	SAT	Holiday	H	H
10	SUN		H	H
11	MON		III	15
12	TUE		IV	16
13	WED		V	17
14	THU		VI	18
15	FRI		I	19
16	SAT	Working day	II	20
17	SUN		H	H
18	MON	Last Day for Payment of Fees with Fine Rs.10/- per day	III	21
19	TUE		IV	22
20	WED		V	23
21	THU	Valuation Begins Working day	VI	24
22	FRI		-	-
23	SAT		-	-
24	SUN		H	H
25	MON	Christmas Holiday	H	H
26	TUE		-	-
27	WED		-	-
28	THU		-	-
29	FRI		-	-
30	SAT		-	-
31	SUN	HOLIDAY	H	H

The pen is mightier than the sword

No. of Working Days : **17**

JANUARY - 2018

Date	Day		Day order	Term Days
1	MON	New year's Day Holiday	H	H
2	TUE	Reopening after Valuation	I	25
3	WED		II	26
4	THU		III	27
5	FRI		IV	28
6	SAT	Working Day	V	29
7	SUN		H	H
8	MON		VI	30
9	TUE		I	31
10	WED	Last date for Payment of Fees with fine Rs.50/- per day removal of defaulters from register	II	32
11	THU		III	33
12	FRI		IV	34
13	SAT	Holiday	H	H
14	SUN	Pongal Holiday	H	H
15	MON	Thiruvalluvar Day	H	H
16	TUE	Uzhavar Thirunal	H	H
17	WED		V	35
18	THU		VI	36
19	FRI		I	37
20	SAT	Working Day	II	38
21	SUN		H	H
22	MON	Unit Test -I	III	39
23	TUE		IV	40
24	WED		V	41
25	THU		VI	42
26	FRI	Republic Day	H	H
27	SAT	Working day	I	43
28	SUN		H	H
29	MON		II	44
30	TUE		III	45
31	WED		IV	46

Keep your friends close and your enemies closer

No. of Working Days : **22**

FEBRUARY - 2018

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

Cleanliness is next to godliness

No. of Working Days : **24**

MARCH - 2018

Date	Day		Day order	Term Days
1	THU		V	71
2	FRI		VI	72
3	SAT	Working day	I	73
4	SUN		H	H
5	MON		II	74
6	TUE		III	75
7	WED		IV	76
8	THU		V	77
9	FRI		VI	78
10	SAT	Women's Day	I	79
11	SUN		H	H
12	MON	Model Examination	II	80
13	TUE	"	III	81
14	WED	"	IV	82
15	THU	University Practical Exam Begins	V	83
16	FRI		VI	84
17	SAT	Working day	I	85
18	SUN		H	H
19	MON		II	86
20	TUE		III	87
21	WED		IV	88
22	THU		V	89
23	FRI		VI	90
24	SAT	Annual Day & Sports Day	I	91
25	SUN		H	H
26	MON		II	92
27	TUE		III	93
28	WED		IV	94
29	THU	Mahaveer Jayanthi	H	H
30	FRI		V	95
31	SAT	Blessing Day for Final Year Students	VI	96

Actions speak louder than words

No. of Working Days : **26**

APRIL - 2018

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

There's no time like the present

No. of Working Days : -

ACADEMIC YEAR 2017-2018
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 2017-2018
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 FOR 2017-2018

MONTH	DAYS	
	ODD SEMESTER	EVEN SEMESTER
JUNE - 2016	18	-
JULY	24	-
AUGUST	17	-
SEPTEMBER	23	-
OCTOBER	21	-
NOVEMBER	-	7
DECEMBER	-	17
JANUARY - 2017	-	22
FEBRUARY	-	24
MARCH	-	26
APRIL	-	-
TOTAL	103	96

TOTAL WORKING DAYS FOR 2017-18 - 199
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**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
Panchayat 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