



# **Shree Chandraprabhu Jain College**

(Affiliated to the University of Madras)

Kattur Road, Minjur, Tiruvallur District

Tamil Nadu - 601203



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**Statutory Declaration under Section 4 (1) (b) of  
the RTI Act 2005 as issued and amended  
from time to time**

## **Particulars of the Organization, Functions and Duties**

<b>Sl. No.</b>	<b>Title</b>	<b>Details</b>
<b>1.</b>	Name of the College	Shree Chandraprabhu Jain College
<b>2.</b>	Address for Communication	Kattur Road, Minjur- 601203
<b>3.</b>	Phone No.	044-27934353 :: 044-27935103 :: 044-27934981
<b>4.</b>	Fax No.	044-27935103
<b>5.</b>	Email	principal@scpjaincollege.com / contact@scpjaincollege.com
<b>6.</b>	Website	www.scpjaicollege.com
<b>7.</b>	Secretary (Chief Executive)	Lalith Kumar O jain
<b>8.</b>	Mobile No.	+91-9444063796
<b>9.</b>	Email	lalithchajjer@gmail.com
<b>10.</b>	The Principal	Dr.V.Nagajothi
<b>11.</b>	Mobile No.	+91-9444483871

### **12. Introduction**

Shree Chandraprabhu Jain College was started in the year 1997. It is an Self Finance College affiliated to University of Madras. The college is situated on a sprawling campus of 27 acres of land with a spacious building. It has excellent infrastructure required for the pursuit of higher education for all the programs offered in the college to achieve academic excellence. Because of its multifaceted growth, the college has won appreciation from all corners. Apart from Bachelor degree programmes in Arts, Commerce and Science the Institution offers P G degree programmes in M.Com (General) and M.Sc ( Computer Science).

The college offers Eleven undergraduate programmes and two Master's degree programmes, The college has adopted CBCS pattern for both UG and PG programmes.

The College has a clearly defined organizational structure for the optimum and effective decision making and implementation. The College makes an inventory of the available human, intellectual, financial and infrastructural resources, and utilise the same judiciously to achieve the Vision and Mission as stated below for the development at large.

### **13. The Vision statement**

To develop this Institution as one of the most preferred destination for promoting a promising career for students with a special focus on the underprivileged society. To mould the students as disciplined citizens and employable potentials fostering the values and traditions of this country leading to prosperity of not only the individual but also the nation.

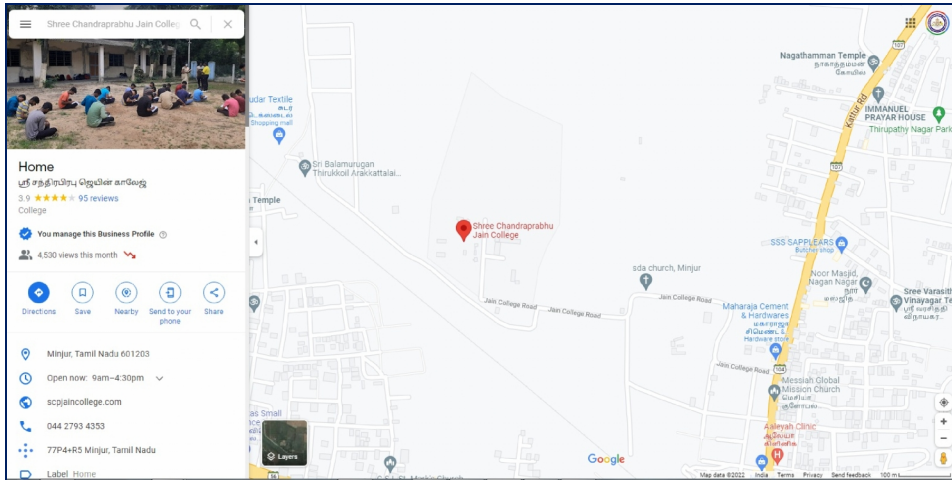
### **14. The Mission of the College**

To develop the potency and competence of our students by providing excellent education by promoting their skills for the betterment of their lives, the society and the country. Students are the future pillars of the nation. Its the responsibility pf the institutions across the globe.

### **15. Objectives of the College**

- ◆ To serve the academic community for the upliftment of the academic activities of the college.
- ◆ To provide modern equipment for effective teaching, learning & research.
- ◆ Providing computerized information, by electronic storage, retrieval and dissemination.
- ◆ To cater the needs of the information to the users.
- ◆ To provide current and complete information regarding the today's trends.
- ◆ To prepare the users for competitive examinations.

### **16. Location of the College**



## 17. Governance

The Vision, Mission and Objectives of the College reflect the nature of governance, perspective plans and participation of the teachers in these decision making bodies of the College. The governance of the institution is carried out with the support of following bodies constituted as per the University norms:

- ◆ The Management
- ◆ Governing body
- ◆ Academic Council
- ◆ Planning Committee

### The Management

The management, Shree Chandraprabhu Jain Educational Foundation (SCPJEF), Chennai, is the life force of the administration and ensures imparting quality education to suit the emerging trends in all dimensions of growth. The participative decision making strategy of the Management helps to achieve the Vision, Mission and Objectives of the College.

### Governing Body

The Governing Body is a liaison between Management and the College, which oversees and ensures all necessary infrastructural and other developmental activities. The Governing Body include Nominees from University of Madras (Affiliating University), State Government (Collegiate Education), Academicians and Entrepreneurs along with senior faculty representatives. The Governing Body strives to steer for the implementation of the strategic plans adopted by the college.

### **Academic Council**

The Academic Council with the Principal, as Chairperson, Experts nominated by Governing Body (Academician), University of Madras (Affiliating University) nominees and senior teacher members along with all the Heads of the Departments discuss and approves the academic activities of the college such as course structure and policy matters recommended by the Board of Studies (BoS), Admission, Assessment and Evaluation, Research, Extension, Consultancy and Infrastructural developments of the College.

### **Planning and Monitoring Committee**

The policies and practices of the college, academic and administrative; planning and implementation; reflect the effort of the institution towards a consistent growth for the development of society through education.

### **18. Working hours**

- ◆ Office 9.00 am to 4:30 pm – Monday to Saturday
- ◆ Lunch – 1.30 pm to 2.30 pm
- ◆ Visiting hours for Public – 10:00 am to 4:00 pm on all working days
- ◆ Library – Week days : 9.40 am to 4.30 pm

### **19. Powers and Duties of Officers and Employees**

<b>Sl. No.</b>	<b>Title of the Authority</b>	<b>Responsibilities</b>
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i.	(Secretary) Chief Executive	<ul style="list-style-type: none"> <li>◆ Keep a track with policies of regulatory authorities, finance management</li> <li>◆ Design action plan</li> <li>◆ Define Vision and strategies to achieve the vision</li> <li>◆ Aligning People</li> <li>◆ Communicate Direction by words/ deeds</li> <li>◆ Coalition /teams that accept vision</li> <li>◆ Preparing Master Budget and speeding the development</li> <li>◆ Effective maintenance of campus infrastructure</li> <li>◆ Monitor optimum utilization of campus resources</li> <li>◆ Monitor implementations of planned development</li> <li>◆ Support and coordination between College &amp; Management</li> <li>◆ Monitoring policies and procedures and results</li> <li>◆ Extend guidance and better methods/ systems</li> </ul>
ii.	Principal	<ul style="list-style-type: none"> <li>◆ Building and improving of the quality of education and research</li> <li>◆ Research fund generation from various funding agencies</li> <li>◆ Promoting team work and spirit</li> <li>◆ Staffing of teaching, technical and supporting staff</li> <li>◆ Budgetary optimization of income and expenditure</li> <li>◆ Admissions as per Rules &amp; Regulations of University Guidelines.</li> <li>◆ Overall administration</li> </ul>
iii.	Head of the Department(s)	<ul style="list-style-type: none"> <li>◆ Actively assisting the Principal</li> <li>◆ Monitoring academic profile of the Department</li> <li>◆ Co-coordinating the teaching and learning of the subjects</li> <li>◆ Ensuring timely and adequate provision of textbooks, materials, and equipment required</li> <li>◆ Budgets for the requirements of the laboratories</li> <li>◆ To look after repair/maintenance of equipment and instruments</li> <li>◆ Conduct regular Departmental meetings to monitor developmental activities</li> <li>◆ Motivate faculty to publish research articles and participate in conferences / workshops /symposium</li> </ul>

iv.	Controller of Examinations	<ul style="list-style-type: none"> <li>◆ Acquire and maintain an up-to-date knowledge of the examinations circulars issued by the Parent University</li> <li>◆ Plan and display to staff, parents and students, the examinations schedule</li> <li>◆ Smooth conduct of internal and external exams</li> <li>◆ Assign duties related to invigilation</li> <li>◆ To maintain documents related to functioning of exam</li> </ul>
		<ul style="list-style-type: none"> <li>◆ To strictly follow rules/regulations of the Development of teaching material, planning of lessons, setting up laboratories and experiment, prompt correspondence and rapport with the unscheduled teaching activities such as student stakeholders</li> </ul>
v. vi.	Training & Placement Faculty Officer	<ul style="list-style-type: none"> <li>◆ counselling, setting and grading test papers, Conduct employability, entrepreneurship and soft skill programs</li> <li>◆ Arrange and conducting tests, implementation of project for students, setting and evaluation</li> <li>◆ Awareness camps and programs for personality development for students due to the ever changing world</li> <li>◆ Counsel students for knowledge and changing opportunities of the industry</li> <li>◆ Arrange campus interviews</li> <li>◆ Perform the duties and responsibilities assigned by Principal and Department Head</li> <li>◆ Promote Industry-Institute Interaction for internships sponsored projects, placement etc.</li> <li>◆ Student's activities such as Mentor to literary, sports and student progression system</li> <li>◆ Administration which may be Departmental and or College as member/convener of committees</li> </ul>
vii.	Sports-in-Charge	<ul style="list-style-type: none"> <li>◆ Organize intra and inter college sports events for the students from time to time</li> <li>◆ Procure and make available the sports material and equipments</li> <li>◆ To promote good health, giving students a new way to make them fit and learn their lessons at the same time.</li> <li>◆ Also inculcate the values and importance of team spirit</li> <li>◆ Insist them to work as a part of team to make the student competitive</li> </ul>
viii.	Alumni Association Committee	<ul style="list-style-type: none"> <li>◆ Constitution of committee and maintaining minutes of meeting</li> <li>◆ Maintaining and updating alumni database</li> <li>◆ Organizing Alumni Meet</li> <li>◆ Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc</li> </ul>

ix.	Anti-Ragging Committee	<ul style="list-style-type: none"> <li>◆ As per UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force Shree Chandrabhu Jain College, Minjur, started the Antiragging and Eve Teasing Committee since 2011.</li> <li>◆ Enforcement of act and its amendments as published from time to time</li> <li>◆ To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises.</li> <li>◆ Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.</li> </ul>
x.	Grievances-Redressal committee	<ul style="list-style-type: none"> <li>◆ To fix the complaint box for receiving complaints from employees at some conspicuous part of the College building and open the box periodically</li> <li>◆ To entertain complaints made by staff members and resolve them amicably</li> </ul>
xi.	Committees for reserved category and minority	<ul style="list-style-type: none"> <li>◆ To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.</li> <li>◆ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category</li> <li>◆ To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development</li> <li>◆ To declare the schemes provided by Government</li> </ul>



xii	Librarian and Library staff	<ul style="list-style-type: none"> <li>◆ To prepare and maintain accession register</li> <li>◆ Classification, digital indexing and rejuvenation of books and journal</li> <li>◆ Maintain question papers and syllabus record</li> <li>◆ To make new books ready for students / staff circulation</li> <li>◆ Maintain record of student projects.</li> <li>◆ Maintain newspaper clipping/ Maintain Computer related record in Register in E library section.</li> <li>◆ Maintaining Library Documentation</li> <li>◆ Providing access to external library database through e-resources and Plagiarism software's</li> </ul>
xiii	Administrative Office Staff	<ul style="list-style-type: none"> <li>◆ All program admissions and its administration</li> <li>◆ All students' original documents and general register record maintenance</li> <li>◆ Bonafide, leaving/ transfer certificate, fee structure and concession forms</li> <li>◆ Online Student Data / Statistical information</li> <li>◆ Eligibility, Pro-rata fees collection and submission</li> <li>◆ Proceedings of Local Managing Committee, Governing Body and other statutory committees and maintenance of records</li> <li>◆ Maintenance of leave record, service books and staff personal files</li> <li>◆ Guidance for form filling/submission of reserved students for scholarship/fee reimbursement</li> <li>◆ Keeping records and maintenance of property</li> </ul>
xiv	Accounts Clerk	<ul style="list-style-type: none"> <li>◆ To draw salary through Pay-roll software &amp; maintain the file of salary</li> <li>◆ Preparation of P.F.</li> <li>◆ Calculation of Form No.16. TDS &amp; Professional Tax</li> <li>◆ To file e-TDS/GST return quarterly</li> <li>◆ To issue salary certificate to employees as per their requirement.</li> <li>◆ To assess Principal for optimization budgetary allocation</li> </ul>

		<ul style="list-style-type: none"> <li>◆ Maintenance of bank and cash books</li> <li>◆ Preparation of computational balance sheet and get it audited</li> </ul>
xv	Lab Assistants	<ul style="list-style-type: none"> <li>◆ To maintain breakage record of glassware</li> <li>◆ To maintain chemical &amp; glassware stock record</li> <li>◆ Calibration /validation of instrument &amp; equipment</li> <li>◆ Issue/return of the glassware to the student for practical</li> <li>◆ To perform cleaning work in laboratories</li> <li>◆ Cleaning of the glassware, equipments and working platforms</li> <li>◆ To help HOD and other faculty members</li> <li>◆ To perform assigned duties as and when directed</li> </ul>

## 20. Directory of Officers

Sl. No.	Title	Details
1.	Lalith Kumar O Jain Chief Executive (Secretary)	044-27934353 +91-9444063796 lalithchajjer@gmail.com
2.	Dr.V.Nagajothi Principal	044-27934353 :: Fax: 044-27935103 +91-9444483871 principal@scpjaincollege.com
3.	Mrs.R.Latha Office Superintendent	044-27934353 (Extn: 30) +91-8190891044 contact@scpjaincollege.com
4.	Dr.N.Sujatha Controller of Examination	044-27934353(Extn: 39) +91-8778577837 ceo@scpjaincollege.com
5.	Dr.C.P.Prakash IQAC-Co-ordinator	044-27934353(Extn: 38) +91-9941403943 iqac@scpjaincollege.com
6.	Mrs.P.Madhivani Librarian	044-27934353(Extn: 41) +91-7358656303 contact@scpjaincollege.com
7.	Dr.J.Sureshkumar Training & Placement Officer	044-27934353(Extn: 50) +91-9842674073 placementcell@scpjaincollege.com
8.	Dr. Dr. M.S. Dhanajayakaran Physical Education Director	+91-6380678192 ped@scpjaincollege.com
9.	Dr.V.Nagajothi Convenor-Grievance Redressal Committee	044-27934353 :: Fax: 044-27935103 +91-9444483871 grievancecell@scpjaincollege.com
10.	Dr.V.Nagajothi Anti-Ragging Committee	044-27934981 +91-9444483871 antiraggingcell@scpjaincollege.com
11.	Mr. S.Sunith Babu Committee for SC/ST	+91-9710465521 scholarships@scpjaincollege.com
12.	Mr. K.Kumerasan Committee for OBC	+91-9994947747 scholarships@scpjaincollege.com
13.	Mr.P.Balaji Systems Manager & Public Relation Officer	044-27934353(Extn: 32) +91-9487825981 pro@scpjaincollege.com