



ஸ்ரீ சந்திர பிரபு ஜெயின் கல்லூரி, மீஞ்சூர். SHREE CHANDRAPRABHU JAIN COLLEGE

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

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Website : www.scpjaincollege.com

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

STUDENT'S PROFILE 2020– 2021 PERSONAL COPY

Name of the Student : M/F

Class / Roll No. : /

Univ. Exam Reg. No :

Father's / Guardian's Name :

Residential Address :

Phone / Mobile Number :

E-mail ID :

Phone / Mobile :

Date of Birth :

Height / Weight :Cms /Kgs

Blood Group :

Student'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).

R^aRJRÔN YÔRJÕ

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 9. பஞ்சாபி மொழி
 10. பஞ்சாபி மொழி

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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**

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MESSAGE FROM THE SECRETARY

Shree Chandrababhu Jain College was established in 1997 by Shree Chandrababhu Jain Educational Foundation. The Management has been rendering a noble service in the field of education especially for the weaker sections of the society. We provide a quality and need based education. Our college has grown tremendously over a period of 20 years.

Our College has nearly 100 staff and 1500 students. An environment friendly ambience is the exceptional feature of our College.

The Endowment Gold Medal instituted by our College is awarded to the top ranking student in the Exams of the University of Madras

Our college celebrates Fresher's Day, Forgiveness Day, Women's Day and Annual & Sports Day in a very grand manner & VVIPs have participated as Guests of Honour in these functions. We were able to get the Scholarships for ST/SC, ADCC and Minority Students, Scholarship for Best Out going SC/ST students & financial Assistance to farmer's children. Our college has also been implementing the free education scheme introduced by University of Madras.

Placement in good corporate companies is another achievement

with which about 80% of the 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 prepares our Student Teams in sports and athletics.

About 900 students have benefitted by our unique Book Bank Project.

Our mission is to provide a unique learning which will enable the overall development of the students. Our goal is to promote academic excellence and create socially responsible citizens.

All the students are request to follow the Rules and Regulations framed by the management to achieve our Vision and Mission.

Our College is recognised learning Centre (Code : 706) for all the courses of study offered by the Institute of Distance Education of the University of Madras.

Lalith Kumar O. Jain
Hony. Secretary-SCIPC

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 Kapoorchandji Chhajed**
- 13. Shri Shankarlal Chunnilalji**
- 14. Shri Champalal A. Jain**
- 15. Shri Suresh G. Mardia**
- 16. Shri Mohanlal Vastimalji**
- 17. Shri Sha Lalchand Bhimraj**
- 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 Chunnilal Achaldas
31. M/s. Nirmal Enterprises
32. Shri Roopchand Devichand Kanwarlal Mardia
33. M/s. Nakoda Textiles

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

LIFE TRUSTEES

1. M/s. Parmar Exports
2. M/s. Sree Ganapathy Colour Company
3. M/s. D. Sardarmal & Co.,
4. Shri Sohanlal Prakashchand Saklecha
5. M/s. R.K. Stainless
6. M/s. Sanghvi 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 2017 - 2019

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 Jawarchand 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 Bharat K. Doshi
Members	:	Shri B.T. Vajawat Shri Champalalji A.Jain Shri Kantilal H.Sanghvi Shri Shantilal S. Jain Shri Manhorlal J.Jain Shri Narendara P. Srisimal Shri Vimal Kumar L.Shah Shri Bharat Kumar S.Sanghvi Shri Prakashchand Saklecha (Minjur) Shri M. Suryaprakash Bhandari
University Representative	:	Dr. P.Thangavelu, M.Sc.,M.tech., M.Tech., Ph.D., (Professor & Head, Dept. of Comp. Sci, University of Madras)
Ex-Officio Members	:	President(SCPJEF), Secretary(SCPJEF), Treasurer, Jt.Treasurer, Principal

STAFF DETAILS

1 Dr.V.Nagajothi Principal

■ TAMIL

1. Mr. C. Mohan, M.A., M.Phil., B.Ed., Sr. Asst.Prof & HOD
 2. Dr. P. Rajagopal, M.A., M.B.A., M.Phil., Ph.D Asst.Prof
 3. Mrs. R.Bavani., M.A., M.Phil. Asst.Prof
 4. Mr. G.Rameswaran, M.A., M.Phil., S.E.T Asst.Prof
 5. Dr. B.Kavitha, M.A., M.Phil., Ph.D., NET Asst.Prof

■ ENGLISH

1. Ms. K. Mugil, M.A., M.Phil., B.Ed., S.E.T Asst.Prof & HOD
 2. Mrs. U. Vidhya, M.A., B.Ed Asst.Prof
 3. Mr. R. Senthil Kumaran, M.A., M.Phil., Asst.Prof
 4. Mrs. M. Vijayalakshmi, M.A., M.Phil., Asst.Prof
 5. Mrs. M. Asha Devi, M.A., M.Phil., B.Ed., Asst.Prof

■ BUSINESS ADMINISTRATION

1. Mr. V. Kalaiselvam, MBA., M.Phil., N.E.T., S.E.T., Asst.Prof.& HOD
 2. Mrs. H. Sudha, MBA., M.Phil., Asst.Prof.
 3. Mrs.D.Rani, MBA., M.C.A Asst.Prof
 4. Mr.N.Naveen Kumar MBA., M.Phil., Asst.Prof
 5. Mr.S.Gopinathan MBA., M.Phil., Asst.Prof
 6. Mrs. K.Priya M.Com Asst.Prof

■ ECONOMICS

1. Mr.K.T.Sasidharan, M.A., M.Phil., S.E.T., Asst.Prof
 2. Dr.R.Rajesh Kanna M.A., M.Phil., Ph.D Asst.Prof

■ COMMERCE (GENERAL)

1. Mrs. P. Kalaimathi, M.Com., M.Phil., B.Ed., Asst.Prof HODi/c
 2. Mr. R. Muralidharan, M.Com., M.Phil., Asst.Prof.
 3. Mr. N. Raja, M.Com., M.Phil. Asst.Prof.
 4. Mr. S.Venkat, M.com., M.Phil., Asst.Prof.
 5. Mrs. S. Valli, M.com., M.Phil., Asst.Prof.
 6. Mrs. B.Parvathi, M.Com., M.Phil., Asst.Prof.
 7. Mrs.M.Rajeshwari M.Com., M.Phil., Asst.Prof.
 8. Dr.J.Sureshkumar M.B.A., Ph.D Asst.Prof.

■ COMMERCE (ACCOUNTING & FINANCE)

- | | |
|---|------------|
| 1. Mrs. K. Nathiya, M.Com., M.Phil. | Asst.Prof |
| 2. Mrs.S.Sharmila, M.Com., M.Phil. | Asst.Prof. |
| 3. Dr. S. Gopinathan, M.Com., M.Phil.,Ph.D.,S.E.T | Asst.Prof |

■ MATHEMATICS

- | | |
|--|------------------|
| 1. Mr. S. Muthukumar, M.Sc., M.Phil., B.Ed.,S.E.T, | Asst.Prof. & HOD |
| 2. Mrs. A. Ezhilarasi, M.Sc., M.Phil. | Asst.Prof. |
| 3. Dr. S. Vijayachitra, M.Sc., M.Phil.,Ph.D., | Asst.Prof. |
| 4. Mr. S. Rajalingam, M.Sc. | Asst.Prof. |
| 5. Mr. S. Sunith Babu, M.Sc., M.Phil. | Asst.Prof. |
| 6. Ms. N. Rubiga, M.Sc., B.Ed. | Asst.Prof. |
| 7. Mr. P. Mohan , M.Sc., S.E.T | Asst.Prof. |
| 8. Mr. B. UmaShankar , M.Sc.,M.Phil., | Asst.Prof |
| 9. Mr.S.Adaikkalanaveen., M.Sc., | Asst.Prof |

■ COMMERCE (CORPORATE SECRETARYSHIP)

- | | |
|---|-------------------|
| 1. Dr. N. Sujatha, M.Com., M.Phil., Ph.D.,S.E.T | 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. P. Meenakahi , M.Com.,M.Phil., | Asst.Prof |

■ COMPUTER SCIENCE

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|--|-----------------|
| 1. Mrs. S. Akila, M.C.A., M.Phil.,B.Ed., | Asst.prof & HOD |
| 2. Mr. Kumaresan, M.C.A., M.Phil., | Asst.Prof. |
| 3. Ms. R. Geetha, M.C.A., | Asst.Prof. |
| 4. Mr. Jagadeesh, M.C.A., M.Phil., | Asst.Prof.. |
| 5. Mr. M. Sabarish, M.C.A., M.Phil., | Asst.Prof.. |

COMPUTER APPLICATION

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| 1. Mr. A.P.Babu, M.C.A ., M.Phil., | Asst.Prof. H.O.D. i/c |
| 2. Mrs. AN. Thirunellai, M.C.A. | Asst.Prof. |
| 3. Ms. S. Jothi, M.Sc., (IT), M.Phil., | Asst.Prof. |
| 4. Mr. P. Saravanan, MCA., M.Phil. | Asst.Prof |
| 5. Mrs. J.ChandiRani, M.C.A.,M.Phil., | Asst.Prof |

Lab Assistant

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| 6. Mrs. M. Chitra, B.B.A | Lab.Asst |
| 7. Mrs. M. Mounapriya, M.C.A | Lab.Asst |

■ PLANT SCIENCE

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|---|-----------------|
| 1. Dr. C.P. Prakash, M.Sc., Ph.D. | Asst.Prof. &HOD |
| 2. Ms. A.Eswari, M.Sc., M.Phil.,Ph.D. | Asst.Prof. |
| 3. Dr.M.Thilagam, M.Sc., M.Phil.,Ph.D. | Asst.Prof. |
| 4. Dr.M.Jayalakshmi, M.Sc., M.Phil.,Ph.D. | Asst.Prof. |

■ Lab Assistant

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| 5. Ms. B.Ammu, M.Sc. | Lab.Asst. |
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■ CHEMISTRY

- | | |
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| 1. Mrs. P. Bhavanee, M.Sc., M.Phil. | Asst.Prof.& HOD |
| 2. Mr. S. Srinivasan, M.Sc. | Asst.Prof. |
| 3. Dr. N.S.Gayathri, M.Sc., Ph.D | Asst.Prof |
| 4. Dr. R.Suresh, M.Sc.SET | Asst.Prof. |

Lab Assistant

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| 5. Mrs. N. Suseela | Lab.Asst. |
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PHYSICS (ECS)

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| 1. Mrs. S.R. Gomathy, M.Sc., M.Phil. | Asst.Prof.& HOD |
| 2. Mr. R. Dhanajayan, M.Sc., M.Phil. | Asst.Prof. |
| 3. Mr. M.Kumaresan, M.Sc., M.Phil. | Asst.Prof. |

Lab Assistant

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| 5. Mrs. M.Sowmya | Lab.Asst |
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■ PLACEMENT CELL:

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

■ PHYSICAL EDUCATION

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|-----------------------------------|---------------|
| 1. Mr. R. Sugumar, M.PEd., M.Phil | Phy. Director |
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■ TELUGU

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

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| 1. Mr.Murad , M.A., M.Phil | Asst. Prof. |
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■ LIBRARIAN

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| 1. Mrs.P.Madhivani.,B.Lit., MLIS | Librarian |
| 2. Mr. P. Gunasekaran | Library Attender |

■ ADMINISTRATIVE STAFF

- | | |
|---------------------------------------|---------------------|
| 1. Mrs. S. Jamuna Rani, M.Com., CWC., | Asst. Accountant |
| 2. Mrs. K. Latha, B.A., PGDCA., | Admin. Asst. |
| 3. Mrs. R. Victoria, B.Lit. | Admin. Asst. |
| 4. Mrs. V. Malarvizhi, M.Com | Accountant |
| 5. Mr. A. Saravanan | Office.Asst. |
| 6. Mrs. V. Malliga | Office Asst. |
| 7. Mrs. C. Akalya,, M.B.A | Stenographer |
| 8. Mr. G. Rajendaran | Attender |
| 9. Ms. P. N. Sowmya, B.Sc. | Data Entry Operator |

■ 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.

RULES AND REGULATIONS

I. TIMINGS AND ATTENDANCE

1. The College commences at 9.30 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.
2. The Prayer bell will ring at 9.35 a.m. and end by 9.40 a.m. During the Prayer, Staff and students should keep standing. Students at the entrance and other places should also stand still till the end of the Prayer.
3. Classes commence at 9.45 a.m and students coming after 9.45 a.m should enter through the door between A & B Blocks and go to the Library and sign the Register and keep reading the News Papers and Journals. By 10.40 a.m. students should enter into the class room for the 2nd hour. They are eligible for attendance from the 2nd hour if they 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. Permission to participate in programmes of other Colleges 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. Wearing our College Identity card /badge is compulsory. Repeated disobedience to this Rule will result in the expulsion of the student.
2. Fees once paid will not be refunded. Students who want to discontinue their studies will have to remit the fees for the rest of the Course. (2nd to 6th semester as the case may be) Request for refund of fees will not be entertained. An undertaking to this effect has to be given at the time of admission.
3. Any request / representation to the Principal should be routed through the class teacher and the HOD.
4. Students can also meet the secretary directly at the specific time of the day if and when necessary.
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 for that day.
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 the following will be the Categorization of the students and eligibility for appearing for the examination.

The College will function for not less than 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. Separate attendance will be maintained 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 arrear at the examination of the previous semester 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 **re do** 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 re do 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

can join the Semester. However in respect of I & II year students they will be permitted to move to the next semester and the re do 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 advised to note the attendance of the students and advice 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 IN THE CLASS ROOM & CAMPUS

1. Dress Code to be followed in the College : 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. Women students are advised not to wear expensive jewellery. If anything is lost, the college authorities will not be responsible.
2. Students should watch the college Notice boards and read the circulars. Ignorance of any notice will not be accepted as an excuse for failing to comply with the instructions issued now and then.
3. Students must bring Text books / Note books regularly to all the 5 hrs as per the time table. Particularly for the language classes.
4. Parents / Vendors / Visitors or any outsiders should not go direct and more 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.
5. In case of any representation / enquiry or grievances only the Parents are permitted to meet the Principal / HOD. In case if both the Parents are not available then the legal guardian can appear on their behalf.
6. Smoking and drinking alcoholic beverages and use of tobacco and narcotics are strictly prohibited in the college campus. Violators will be punished.
- 7.. Students traveling by trains should behave decently and should not cause any hardship to co-passengers and the 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. 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.

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

Students can play indoor and outdoor games from 3.00 P.M. to 5.30 P.M. Teams will be formed by the college to represent intra-college, inter-college, University and Inter University level competitions.

VII. CLUBS AND FORUMS

- **NATIONAL SERVICE SCHEME** : There are 2 credits for each student for extension activities like NSS, RRC, YRC, Karuna Club and Physical Education.

The students should join in any one of the following : 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** : This club has been established to serve the 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.
- **SCIENCE CLUB** : The Science Club has been functioning since the Academic year 2005-06. The objective of this Club is to create the awareness on latest scientific developments.
- **Citizen Consumer Club** : Citizen Consumer Club has been existing in this college since the year 2010. 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.
- **Culture and Values Forum** : This forum aims at making the students to understand, appreciate and internalize certain values and practice that in their day -to -day life. The forum also familiarize them with the Indian Ethos , culture and create a sense of national identity. Membership to the forum will be limited to those who are interested since meaningful literati on is possible with a limited number.
- **Entrepreneurial Development CELL** : The sole object of the EDC is to promote specialized knowledge in the field of entrepreneurship development. This CELL strives to identify talented youth to take up

entrepreneurial works.

VIII. MENTORSHIP

Mentoring is a professional relationship in which an experienced person (mentor) assists another (the mentored) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth. It's a sustained relationship between a Guru and Students. Through continued involvement, our staff offers support, guidance and assistance to the students who goes through a difficult period, faces new challenges or work to correct earlier problems. Selected staff of our College will guide the students to develop their skills in all aspects.

IX. WOMEN'S COUNSELLING CELL :

The Women Counselling Cell 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.

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 organises 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.

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 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. Journals / Magazines will not be lent.

XIV. BOOK BANK

The Book Bank established in the year 2006. Provides the text books to the deserving students by collecting a refundable caution deposit of Rs.500/- for Science subjects & Rs.300/- for others.

XV. ROLE OF THE 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. Further the Parents should attend the Parents' Meet arranged by the College without fail.

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 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.

XVII. 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 Oriental Insurance Company Limited. Each year the student has to pay sum of Rs.15/- as Premium. During that year if there is an accident –

I)	The injured Student could get treatment upto in any hospital	Rs. 1,00,000/-
ii)	If the bread winner of the Student's Family dies in an accident, compensation will be paid up to	Rs. 1,00,000/-
ii)	Compensation for Accidental Death of a Student will be	Rs. 2,00,000/-

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. .

XVIII. . General

1. All the students seeking admission to the first year should open a Savings Bank account in any one of the Nationalized Banks and submit a photo copy of the first page of the Bank Pass Book.
2. The medium of instruction is English. The staff however will help the students to understand the lectures in English by using Tamil as and when necessary.
3. College fees should be paid within the stipulated time. A grace time of 10 working days will be given to pay the fees without fine. Thereafter a fine of Rs.10/- per working day will be charged upto the next 10 days. Further more 10 days will be allowed with a penalty of Rs.50/- per working day and if not paid before that day the name of the student will be removed from the rolls. However, the student will be readmitted on payment of the fees with penalty and a re-admission fee. Attendance during this period will not be given.
4. Students involving in Eve-teasing,ragging, indiscipline, group clash, violence or cause damage to College property will be expelled from the College.
5. Students involving in Eve-teasing and Ragging are punishable under the relevant Act with rigorous imprisonment up to 2 years and penalty up to Rs.10,000/- and expulsion from the college.
- 6.. Only Vegetarian Food is allowed inside the College Campus. Even egg is not allowed..

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 details.)

[illegible]

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

JUNE - 2020

Date	Day		Day order	Term Days
1	MON	-		
2	TUE	-		
3	WED	-		
4	THU	-		
5	FRI			
6	SAT			
7	SUN	-		
8	MON			
9	TUE			
10	WED			
11	THU			
12	FRI			
13	SAT	ONLINE CLASSES		
14	SUN			
15	MON			
16	TUE			
17	WED			
18	THU			
19	FRI			
20	SAT			
21	SUN			
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN			
29	MON			
30	TUE			

"If you want to Shine like a sun. First burn like a sun."

JULY - 2020

Date	Day		Day order	Term Days
1	WED			
2	THU			
3	FRI			
4	SAT			
5	SUN			
6	MON			
7	TUE			
8	WED			
9	THU			
10	FRI			
11	SAT			
12	SUN			
13	MON			
14	TUE			
15	WED	ONLINE CLASSES		
16	THU			
17	FRI			
18	SAT			
19	SUN			
20	MON			
21	TUE			
22	WED			
23	THU			
24	FRI			
25	SAT			
26	SUN			
27	MON			
28	TUE			
29	WED			
30	THU			
31	FRI			

"Arise, awake and don't stop until the goal is reached."

AUGUST - 2020

Date	Day		Day order	Term Days
1	SAT			
2	SUN			
3	MON			
4	TUE			
5	WED			
6	THU			
7	FRI			
8	SAT			
9	SUN			
10	MON			
11	TUE			
12	WED			
13	THU			
14	FRI	ONLINE CLASSES		
15	SAT			
16	SUN			
17	MON			
18	TUE			
19	WED			
20	THU			
21	FRI			
22	SAT			
23	SUN			
24	MON			
25	TUE			
26	WED			
27	THU			
28	FRI			
29	SAT			
30	SUN			
31	MON			

"We become what we think about."

SEPTEMBER - 2020

Date	Day		Day order	Term Days
1	TUE			
2	WED			
3	THU			
4	FRI			
5	SAT			
6	SUN			
7	MON			
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT			
13	SUN			
14	MON	ONLINE CLASSES		
15	TUE			
16	WED			
17	THU			
18	FRI			
19	SAT			
20	SUN			
21	MON			
22	TUE			
23	WED			
24	THU			
25	FRI			
26	SAT			
27	SUN			
28	MON			
29	TUE			
30	WED			

"You are the creator of your own destiny."

OCTOBER - 2020

Date	Day		Day order	Term Days
1	THU			
2	FRI			
3	SAT			
4	SUN			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			
10	SAT			
11	SUN			
12	MON			
13	TUE			
14	WED	ONLINE CLASSES		
15	THU			
16	FRI			
17	SAT			
18	SUN			
19	MON			
20	TUE			
21	WED			
22	THU			
23	FRI			
24	SAT			
25	SUN			
26	MON			
27	TUE			
28	WED			
29	THU			
30	FRI			
31	SAT			

"Accept finite disappointment but never lose infinite hope."

NOVEMBER - 2020

Date	Day		Day order	Term Days
1	SUN			
2	MON			
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN			
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT	ONLINE CLASSES		
15	SUN			
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN			
23	MON			
24	TUE			
25	WED			
26	THU			
27	FRI			
28	SAT			
29	SUN			
30	MON			

Manners maketh man

DECEMBER - 2020

Date	Day		Day order	Term Days
1	TUE			
2	WED			
3	THU			
4	FRI			
5	SAT			
6	SUN			
7	MON			
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT			
13	SUN			
14	MON			
15	TUE	ONLINE CLASSES		
16	WED			
17	THU			
18	FRI			
19	SAT			
20	SUN			
21	MON			
22	TUE			
23	WED			
24	THU			
25	FRI			
26	SAT			
27	SUN			
28	MON			
29	TUE			
30	WED			
31	THU			

"Teachers open the door, but you must enter by yourself."

JANUARY - 2021

Date	Day		Day order	Term Days
1	FRI			
2	SAT			
3	SUN			
4	MON			
5	TUE			
6	WED			
7	THU			
8	FRI			
9	SAT			
10	SUN			
11	MON			
12	TUE			
13	WED			
14	THU			
15	FRI	ONLINE CLASSES		
16	SAT			
17	SUN			
18	MON			
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT			
24	SUN			
25	MON			
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			
31	SUN			

"Believe you can and you're halfway there."

FEBRUARY - 2021

Date	Day		Day order	Term Days
1	MON			
2	TUE			
3	WED			
4	THU			
5	FRI			
6	SAT			
7	SUN			
8	MON			
9	TUE			
10	WED			
11	THU			
12	FRI			
13	SAT			
14	SUN	ONLINE CLASSES		
15	MON			
16	TUE			
17	WED			
18	THU			
19	FRI			
20	SAT			
21	SUN			
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN			

"Practice makes perfect."

MARCH - 2021

Date	Day		Day order	Term Days
1	MON			
2	TUE			
3	WED			
4	THU			
5	FRI			
6	SAT			
7	SUN			
8	MON			
9	TUE			
10	WED			
11	THU	"		
12	FRI	"		
13	SAT	"		
14	SUN	ONLINE CLASSES		
15	MON			
16	TUE			
17	WED			
18	THU			
19	FRI			
20	SAT			
21	SUN			
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN			
29	MON			
30	TUE			
31	WED			

"Opportunity didn't knock until you built a door."

APRIL - 2021

Date	Day		Day order	Term Days
1	THU			
2	FRI			
3	SAT			
4	SUN			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			
10	SAT			
11	SUN			
12	MON			
13	TUE	ONLINE CLASSES		
14	WED			
15	THU			
16	FRI			
17	SAT			
18	SUN			
19	MON			
20	TUE			
21	WED			
22	THU			
23	FRI			
24	SAT			
25	SUN			
26	MON			
27	TUE			
28	WED			
29	THU			
30	FRI	LAST WORKING DAY FOR THE ACADEMIC YEAR		

"Dreams don't work unless you Do."

ACADEMIC YEAR 2020-2021 TIME TABLE (ODD SEMESTER - I /III/V)

Day Order	1 9.45-10.40	2 10.40-11.35	3 11.35-12.30	LUNCH BREAK	4 1.00-1.55	5 1.55-2.50
I						
II						
III						
IV						
V						
VI						

ACADEMIC YEAR 2020-2021 TIME TABLE (EVEN SEMESTER - II /IV/VI)

Day Order	1 9.45-10.40	2 10.40-11.35	3 11.35-12.30	LUNCH BREAK	4 1.00-1.55	5 1.55-2.50
I						
II						
III						
IV						
V						
VI						

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

[illegible]

IMPORTANT TELEPHONE NUMBERS

Principal	044- 27934981
Secretary	044- 23463300
Ambulance / Fire Service/ Traffic	108 / 101/ 103
District Fire Office, Ponneri	044 - 27660299, 27662483
Police Station, Minjur	044 - 27934268
Fire Station, Ponneri	044 - 27974064
Electricity Board, Minjur	044 - 27934274
Govt. Hospital, Ponneri	044 - 27972256
Sugam Hospital, Thiruvotriyur	044 - 25733830, 25733296 40506070
Divya hospital. Minjur	044 - 27935034
University of Madras	044 - 25399778
Registrar	044 - 25361055
Controller of examination	044 - 25368496
NSS co-ordinator	044 - 25399418
Panchayat Office	044 - 27934304
Indian Bank, Minjur	044 - 27934350
Block Development Office	044 - 27934257, 27935274
District Library Office, Ponneri	044 - 27662512
Adi Dravidar Welfare Dept. Tiruvallur	044 - 27963422
YOUTH RED CROSS (YRC)	044 - 28554548

