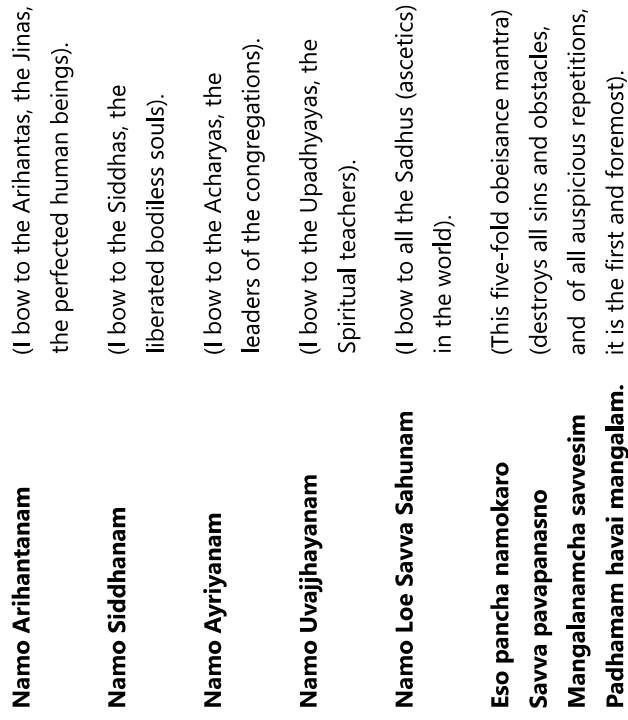




MESSAGE FROM THE SECRETARY

Shree Chandrababhu Jain College Forbes, HCL, Apollo was established in 1997 by Shree Pharma, HDFC Bank etc., Chandrababhu Jain Educational during the Campus Foundation. The Management has recruitment Programmes been rendering a noble service in the held at our college.

The Department of Physical Education economically backward of the society. Our prepares our Student Teams in sports We provide a quality education. Our college has grown tremendously over a and athletics.

More than 900 students benefit each year from 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 requested to follow the Rules and Regulations framed by the Management to achieve our Vision and Mission.

It fills my heart with immense joy and pride to share that our college has completed 25 Years of its endeavour in spreading quality education for holistic development of students , in the rural part of Tamilnadu

Lalith Kumar O. Jain
Hony. Secretary-SCPIC

Vision

To Develop this Institution in to a most preferred destination for promoting a promising career for students of underprivileged society all over Tamilnadu. To mould the students as disciplined citizens and employable potentials fostering the values and traditions of this country and lead others to prosperity.

Mission

To develop the potency and competence of our students by providing excellent education and promoting their skills for the betterment of their lives, the society and the country.

Our College has nearly 100 staff and 1500 students. An eco-friendly environment 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 Examinations, of the University of Madras.

Our College celebrates Fresher's Day, Forgiveness Day, Women's Day and Annual & Sports Day and many more in a very grand manner & eminent personalities have been participating as Guests of Honour in these functions. We are able to get the Scholarships for ST/SC, ADCC and Minority Students, Best Out going SC/ST students & financial assistance to farmer's children. Our College has also been implementing the Free Education Scheme introduced by the University of Madras.

Placement in good companies is another achievement with which more than 80% of students have been offered Letter of Appointment by reputed concerns, Like DELL, InfoSys, Wipro, Morfindia Ltd., Ashok Leyland, Eureka

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
Primary Health Center, Minjur	044 - 27935012
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

SHREE CHANDRAPRABHU JAIN EDUCATIONAL FOUNDATION

PATRON TRUSTEES

- | | |
|---|--|
| 31. M/s. Nirmal Enterprises | 41. Sha Kantilal Jayantilal Vajawat |
| 32. Shri Roopchand Devichand Kanwarlal Mardia | 42. Sha Abhaychand Manrupji Rathore |
| 33. M/s. Nakoda Textiles | 43. Sha Bhalechand Manrupji Rathore |
| 34. M/s. Ratan Electricals | 44. M/s. Gautam Pharma Distributors |
| 35. Shri Chaganlal Hastimal Ghoda | 45. Shri Babulal Rikhabchandji Munoth |
| 36. M/s. J.K. Electricals | 46. M/s. Rajhans & Co., |
| 37. M/s. Mahendra Enterprises | 47. Sha Narayandas Hulaskumar Sankhlecha |
| 38. M/s. S. Deoraj Jain | 48. Sha Vasant Kumar Mutha |
| 39. M/s. Rupchand Champalalji Surana | 49. M/s. Shiv Saree Center |
| 40. Sha Mangilal Jasrajji | 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 Chemicals (Madras) Ltd.,
16. M/s. Konica Jewellery
17. M/s. Medi Sales
18. Shri Shravan Kumar Champalalji Rathod
19. Shri Ugamchand Bhandari

ACADEMIC YEAR 2024 - 2025 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							

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							

STAFF DETAILS			
S.No.	Name	Qualification	Designation
1	PRINCIPAL INCHARGE Dr. N. Sujatha	M.Com.,M.Phil.,Ph.D.SET	Principal i/c
2	TAMIL Mr. M. Prabhu	M.A.,M.Phil.NET	Asst.prof. & HOD i/c
3	Mrs. M. Geetha	M.A.,M.Phil.	Asst.Prof.
4	Dr. P.S. Dhanasekar	M.A.,M.Phil.Ph.D.	Asst.Prof.
5	Mr. S. Ajith Kumar	M.A.,M.Phil.	Asst.Prof.
6	ENGLISH Mrs. M. Vijayalakshmi	M.A.,M.Phil.M.Ed.	Asst.prof. & HOD i/c
7	Mrs. M. Ashadevi	M.A.,M.Phil.B.Ed.	Asst.Prof.
8	Mrs. Deepa Martin	M.A.,M.Phil.	Asst.Prof.
9	Mrs. P.Vimala	M.A.,	Asst.Prof.
10	Mrs. P.Anusha	M.A.,	Asst.Prof.
11	BUSINESS ADMINISTRATION Dr. V.Kalaiselvam	MBA,M.Phil.Ph.D.SET/NET	Asst.prof. & HOD
12	Dr. J.Suresh Kumar	MBA.,Ph.D.	Asst.Prof.
13	Mrs. R.Varalakshmi	MBA.,M.Phil.	Asst.Prof.
14	Ms. K.Mouneetha	MBA.,	Asst.Prof.
15	ECONOMICS Dr. M.Kamu	M.A.,M.Phil.Ph.D.	Asst.Prof.
16	COMMERCE Mrs. G.Shanthi	M.Com.,M.Phil.	Asst.prof. & HOD i/c
17	Mr. R.Muralidharan	M.Com.,M.Phil.	Asst.Prof.
18	Mr. S.Venkat	M.Com.,M.Phil.	Asst.Prof.
19	Mrs. A.Menaka	M.Com.,M.Phil.	Asst.Prof.
20	Mrs. G.Indhumathi	M.Com.,M.Phil.	Asst.Prof.
21	Dr. M.Ravindran	M.com.,M.Phil.Ph.D.	Asst.Prof.
22	CORPORATE SECRETARYSHIP & ACCOUNTING AND FINANCE Dr. K.Gunasekaran	M.Com.,MBA.,M.Phil.Ph.D.,	Asst.prof. & HOD
23	Mr. V.Sriram	M.Com.,M.Phil.	Asst.Prof.
24	Mrs. S.Anitha	M.Com.,M.Phil.	Asst.Prof.
25	Mrs. S. Vasanthi	M.Com.,M.Phil.	Asst.Prof.
26	Mrs. S.Mohana	M.Com.,M.Phil.	Asst.Prof.

MARCH - 2025				
Date	Day		Day order	Term Days
1	SAT		H	H
2	SUN		H	H
3	MON	National Defence Day	III	63
4	TUE		IV	64
5	WED		V	65
6	THU		VI	66
7	FRI		I	67
8	SAT	International Women's Day	II	68
9	SUN		H	H
10	MON		III	69
11	TUE		IV	70
12	WED		V	71
13	THU		VI	72
14	FRI		I	73
15	SAT	World Consumer Rights Day	H	H
16	SUN		H	H
17	MON	Model Exam Begins	II	74
18	TUE		III	75
19	WED		IV	76
20	THU		V	77
21	FRI	Model Exam Ends	VI	78
22	SAT		I	79
23	SUN		H	H
24	MON		II	80
25	TUE		III	81
26	WED		IV	82
27	THU		V	83
28	FRI	Good Friday	H	H
29	SAT		H	H
30	SUN		H	H
31	MON	Ramzan	H	H
Total Working Days: 21				

NON TEACHING STAFF LIST FOR THE YEAR 2024- 2025

S.No.	Name	Designation
1	Mr. Ravi Raja Gopal. N	Estate Manager
2	Mrs. S.Jamuna Rani	Asst. Accountant
3	Mrs. R.Latha	Admin. Asst.
4	Mrs. R.Victoria	Admin. Asst.
5	Mrs. V.Malarvizhi	Accountant
6	Mrs. Akalya. C	Admin. Asst.
7	Mr. A.Saravanan	office Asst.
8	Mr. P.Balaji	Sr. Sys. Engg. & PRO
9	Mr. T.Harikrishnan	Sys. Engg
10	Mrs. M.Chitra	Comp. Lab Asst.
11	Mr. A.Veeran	Comp. Lab Attender
12	Mrs. N.Suseela	Chem. Lab Asst.
13	Mrs. N.Santhiya	Lib. Asst.
14	Mrs. S.Poojitha	Data Entry
15	Mrs. Durga. J	Pl. Sci. Lab. Asst.
16	Mrs. Subapriya. s	Comp. Lab. Asst.
17	Mrs. M.Manimala	Ecs. Lab. Asst.
18	Mrs. K.Sridevi	Office Asst.

JANUARY - 2025

Date	Day	Day order	Term Days
1	WED		H
2	THU		II
3	FRI		III
4	SAT		H
5	SUN		H
6	MON		IV
7	TUE		V
8	WED		VI
9	THU		I
10	FRI		II
11	SAT		III
12	SUN	National Youth Day	H
13	MON		IV
14	TUE	Pongal	H
15	WED	Thiruvalluvar Day	H
16	THU	Uzhavar Day	H
17	FRI		V
18	SAT		H
19	SUN		H
20	MON	Unit Test I Begins	VI
21	TUE		I
22	WED		II
23	THU		III
24	FRI	Unit Test I Ends	IV
25	SAT	National Voter's Day	V
26	SUN	Republic Day	H
27	MON		VI
28	TUE		I
29	WED		II
30	THU		III
31	FRI		IV

Total Working Days: 21

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. Students who use the toilets are requested to keep them clean and usable by others.
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.
6. Only Vegetarian Food is allowed inside the College Campus.
7. Wearing our College Identity card /badge is compulsory. Repeated disobedience to this Rule will result in the expulsion of the student.
8. 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.
9. Any request / representation to the Principal should be routed through the class teacher and the HOD.
10. Students can also meet the secretary directly at the specific time of the day if and when necessary.
11. 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.
12. 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

NOVEMBER - 2024

Date	Day		Day order	Term Days
1	FRI	Commencement of Theory Exam For Odd Semester	-	-
2	SAT		H	H
3	SUN		H	H
4	MON		-	-
5	TUE	World Radiography Day	-	-
6	WED		-	-
7	THU		-	-
8	FRI		-	-
9	SAT	World Service Day	-	-
10	SUN	Transport Day	H	H
11	MON		-	-
12	TUE		-	-
13	WED		-	-
14	THU	Children's Day	-	-
15	FRI		-	-
16	SAT		H	H
17	SUN	World Student Day	H	H
18	MON		-	-
19	TUE	World Citizen Day	-	-
20	WED		-	-
21	THU	World Fisheries Day	-	-
22	FRI		-	-
23	SAT		-	-
24	SUN		H	H
25	MON		-	-
26	TUE	Law Day	-	-
27	WED		-	-
28	THU		-	-
29	FRI		-	-
30	SAT	Flag Day	H	H
NIL				NIL

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

SEPTEMBER - 2024

Date	Day		Day order	Term Days
1	SUN		H	H
2	MON		VI	60
3	TUE		I	61
4	WED		II	62
5	THU	Teachers Day	III	63
6	FRI		IV	64
7	SAT	Vinayaga Chathurthi	H	H
8	SUN	World Literacy Day	H	H
9	MON		V	65
10	TUE		VI	66
11	WED		I	67
12	THU		II	68
13	FRI		III	69
14	SAT		IV	70
15	SUN		H	H
16	MON	Milad Un Nabi	H	H
17	TUE		V	71
18	WED		VI	72
19	THU		I	73
20	FRI		II	74
21	SAT		H	H
22	SUN		H	H
23	MON	Unit Test II Begins	III	75
24	TUE		IV	76
25	WED		V	77
26	THU		VI	78
27	FRI	Unit Test II Ends	I	79
28	SAT		II	80
29	SUN		H	H
30	MON		III	81

Total Working Days: 22

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/Lab 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

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. Separate certificate is issued for camp and regular activities which is valuable.

- **NATIONAL CADET CORPS (NCC)** : is tasked with developing young people into disciplined, patriotic citizens. The Shree Chandrababhu Jain College's NCC program plays a critical role in instilling discipline and training students for responsible citizenship. The National Cadet

JULY - 2024

Date	Day		Day order	Term Days
1	MON	National CA / GST Day, National Doctor's Day	V	11
2	TUE	World Sports Journalists Day, International Day of Co-Operatives	VI	12
3	WED		I	13
4	THU		II	14
5	FRI		III	15
6	SAT		IV	16
7	SUN		H	H
8	MON		V	17
9	TUE		VI	18
10	WED		I	19
11	THU	World Population Day	II	20
12	FRI		III	21
13	SAT		IV	22
14	SUN		H	H
15	MON	World Youth Skills Day	V	23
16	TUE		VI	24
17	WED	International Justice Day /Muharram	H	H
18	THU		I	25
19	FRI	Fresher's Day / 1st Year Orientation	II	26
20	SAT	World Chess Day	III	27
21	SUN		H	H
22	MON		IV	28
23	TUE	National Broadcasting Day	V	29
24	WED	Income Tax Day	VI	30
25	THU		I	31
26	FRI	Kargil Vijay Diwas	II	32
27	SAT		III	33
28	SUN	World Hepatitis Day	H	H
29	MON	Aadikrithigai	H	H
30	TUE		IV	34
31	WED	World Ranger Day	V	35

Total Working Days: 25

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 (NHFDCC) Scholarship, LIC Merit Scholarship, Endowment Scholarship are also awarded to the students if the students satisfy the norms.

XVIII. 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 United India Insurance Company Limited. Each year the student has to pay sum of Rs.41/- 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. .