DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

Owned & Managed by

Tamil Nadu Educational and Medical Trust

A Jain Minority Institution, Co-Education
Approved by Government of Tamilnadu
Affiliated to the University of Madras
Re - Accredited by NAAC

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ACADEMIC CALENDAR
2019 - 2020

SHIFT - I

College Prayer

Jain Mahamantra	தமிழாக்கம்
NAMO Arihantanam	*நமக்குள்ளிருக்கும் பற்று, வெறுப்பு ஆகிய எதிரிகளை அழித்து ஜீவன் முக்தர்களாக விளங்குபவர்களை*
NAMO Siddhanam	*வணங்குகிறேன்.* *கர்ம வினைகளை ஒழித்து அமரர்களாகி விட்ட சித்தர்களை வணங்குகிறேன்.*
NAMO Aayariayanam	*ஜைன சமயத்தின் தலைசிறந்த சாதுக்காளாகிய ஆசிரியர்களை வணங்குகிறேன்.*
NAMO Vuvajzhayanam	*நமக்கு நல்வழிகாட்டும் கல்வியிற்சிறந்த குருமார்களை (உபாத்யாயர்களை) வணங்குகிறேன்.*
NAMO Loye Savve Sahunam	*இவ்வுலக பந்தங்களினின்று விடுபட்டு, பேரின்பமாகிய வீடு பேற்றை (மோட்சத்தை) நாடும் எல்லா சாதுக்களையும் வணங்குகிறேன்.*
Ayso Pancha Namo Karo	*இந்த ஐந்து வித நமஸ்காரங்களும்*
Savva Paava Pano Sano	*எல்லா வித பாவங்களையும் அழிக்கும்*
Mangala Nancha Savvesim	*எல்லா வித மங்களங்களையும் விட*
Padhamam Havai Mangalam	*இது மிக உன்னதமான மங்களமாகும்*

English Translation

To Arhants the perfect souls embodied
Possessed of infinite cognition Knowledge, happiness and power

To Siddhas, the perfect souls in nirvana
Formless and bodiless, free from all karmic attachments

To Acharyas, the masters adept in spirituality

To Upadhayayas, the adepts, guiding the scholar - ascetics

To All the sadhus, the ascetics devoted to the contemplation of self I make obeisance humble.

STUDENTS' PERSONAL PROFILE

Stamp Size Photo

Name of the Student: Ms/ Mr. : _____

Phone No.: _____E-mail:_____

Roll No:_____Branch: _____

Year: _____ Semester:_____Section:_____

University Register No: _____

Date of Birth: _____ Blood Group:-_____

Local Residential Address: Permanent Residential Address:

_____ _____

_____ _____

_____ _____

_____ _____

Name of the Class Advisor: _____

Phone Number of the Class Advisor: _____

Name of the Proctor: _____

Phone Number of the Proctor: _____

Allergy (If any) _____

Name of the Person to contact in Emergency with phone number

_____

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தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்,
தெக்கணமும் அதிற் சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநுறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே!
– தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல் மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!



– மனோன்மணீயம் சுந்தரனார்

National Anthem

Jana gana mana adhinayaka jayahe
Bharatha Bhagya Vidhata
Punjaba Sindu Gujaratha Maratha
Dravida Utkala Vanga
Vindhya Himachala Yamuna Ganga
Ucchhala Jaladhi Taranga
Tava Shuba name jage
Tava Shuba asisa mage
Gahe tavajaya gatha
Jana ganamangala dayaka jayahe
Bharatha Bhagya Vidhata
Jaya he, Jaya he, Jaya jaya jaya jaya he



- Rabindranath Tagore

PLEDGE TO THE NATION

India is my country
All Indians are my brothers and sisters
I love my country,
and I am proud of its rich and varied heritage
I shall always strive to be worthy of it.
I shall give my parents, teachers and
all elders respect
And treat everyone with courtesy
To my country and my people
I pledge, my devotion
In their well-being and prosperity
alone, lies my happiness

GOLDEN PRECEPTS

The best day	– **TODAY**
The greatest need	– **DISCIPLINE**
The greatest teacher	– **NATURE**
The greatest sin	– **FEAR**
The greatest troublemaker	– **GOSSIP**
The meanest feeling	– **JEALOUSY**
The most expensive indulgence	– **HATE**
The cheapest, easiest, stupidest thing to do	– **FAULT FINDING**
The worst bankruptcy	– **THE SOUL THAT LOST ITS CHEER**
The best part of anyone's religion	- **CHEERFULNESS**

JAINISM - THUS SPOKE LORD MAHAVEER



DARKNESS TO LIGHT

- ✠ Every Soul is independent. None depends on other
- ✠ All soul are alike. None is superior or inferior
- ✠ Every soul is in itself absoulutely omniscient and blissful. The bliss does not come from outside.
- ✠ All human beings are miserable due to their own fault, and they themselves can be happy by correcting these faults.
- ✠ The greatest mistake of soul is non recognition of its real self and can only be corrected recognizing itself.
- ✠ There is no separate existence of God. Everybody can attain. Godhood by making supreme efforts in the right direction.
- ✠ Know thyself, recognize thyself, be immersed by thyself you will attain Godhood. God is neither the creator nor the destructor of the Universe. He is merely a silent observer and omniscient.
- ✠ One, who - even after knowing the whole universe can remain unaffected and unattached, is God.
- ✠ Fight with yourself, why fight with external foes? He who conquers himself through himself will obtain happiness.
- ✠ A man is seated on top of a tree in the midst of a burning forest. He sees all living beings perish. But he doesn't realize that the same fate is soon to overtake him also. That man is a fool.
- ✠ All beings hate pain. Therefore one should not hurt or kill them. Ahimsa (non-violence) is the highest religion.

Our Mission

To instill an everlasting urge in the students to learn and think clearly and objectively; in addition to develop energy and vitality to them and enable them to perform effectively to bring peace and prosperity in the society.

Our Vision

Transformation of Human mind and creation of a new culture that has a patience for rules, laws, code of conduct, moral values, natural courtesies and human dignity.

Our Goals

Life is a constant process of teaching and learning. So, much emphasis is laid on the quality of education being imparted. The quality that shapes, persuades and patterns a person - into a total human being vibrant with honesty, sincerity and truthfulness and is thus established in goodness both outwardly and inwardly.

Our Quality Policy

To create a powerful army of youth, knowledgeable, sensitive to nature, proactive with a spirit of adventure, scientific temper and a deep inner craving for structuring a Globe of concord and harmony.

IMPORTANT NOTICE

RAGGING IS A PUNISHABLE 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. Any violation of this rule will lead to dismissal of students involved as per the act of Govt. of Tamilnadu and UGC guidelines. Any student who directly or indirectly commits, participates in, abets or propagates RAGGING within or outside the educational institution shall be punished with imprisonment which may extend up to 2 years and shall also be liable to a fine which may extend up to Rs 2,50,000/ . He/he shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

RESTRICTIONS ON USE OF MOBILE PHONES

Use of mobile phones inside the college is strictly prohibited. If anyone is found using mobile phones, sending SMS etc., inside the college, stringent action will be taken and the mobile phones will be confiscated and will not be returned. However, in case of emergency parents can contact their son/daughter on the following number:



Mobile number: **7200071798**
044 - 24960889

PREVENTION OF TOBACCO PRODUCTS

Use of tobacco products is strictly prohibited inside the college. As per the Cigarettes and Tobacco Products Act, the sale of cigarettes and tobacco products is banned within a radius of 100 yards of this college.

Non-Vegetarian Food (Including Egg) in any form inside the Campus is Strictly Prohibited

HISTORY OF TEAM TRUST

The Tamilnadu Educational & Medical Trust was founded in 1972 as a public Charitable Trust with a view to provide high quality technical & medical education in Tamilnadu. Late Sri.Ratanchand Savansukha, the Founder Trustee and Late Sri.Sundarlal Nahata, Late Sri.S.Suganmal Srisrimal, Late Sri.Dr.C.L.Metha and Sri.Dayachand Savansukha, all promoter Trustees contributed Rs.101/- each towards and for the purpose of founding and maintaining educational Institutions and medical and health centre in the city of Madras and elsewhere together with donations, contributions and collection to be secured and collected and realized by them.

The Broad base of Trust

Subsequently in 1974, Sri.Pukhraj Jain, Sri.Lalchand Munoth, Sri.Nalli Kuppusamy Chetty, Sri.P.G.Chengalvaraya Chetty, Sri.Kushalchand Galada & Sri.S.M.Vasraj Jain were inducted as Life Trustees. To comply with the requirement of Jain minority institution Sri.Nalli Kuppusamy Chetty & Sri.P.G.Chengalvaraya Chetty resigned. Sri.Sundarlal Nahata & Sri.S.M.Vasraj Jain also ceased to be Trustees on their demise. In 1981 Sri.Vinaychand Galada was inducted as Life Trustee. In 1983 Sri.Mahaveerchand Srisrimal was inducted as Life Trustee on the demise of his father Sri.Suganmal Srisrimal. In 1984 Sri.Shantilal Munoth, brother of Chairman Sri.Lalchand Munoth, was inducted as Life Trustee following the establishment of Misrimal Navajee Munoth Jain Polytechnic. In 1994 Sri.Jaswant Munoth, Son of Chairman Sri.Lalchand Munoth, was inducted as Life Trustee following the establishment of Engineering College. In 1995 Sri.Harish L Metha was inducted as Life Trustee on the demise of Sri.Dr.C.L.Metha. In February 2015 Sri.Dharmendra Savansukha was inducted as Life Trustee on the demise of Sri.C.Ratanchand Savansukha.

Properties

The Dhanraj Baid Charities gifted to the Trust property & land measuring 12.5 grounds in Mahalingapuram valued at Rs.2.59 lakhs (TEAM Trust paid Rs.75,000/- for the property as that sum was unpaid by Dhanraj Baid Charities) in 1972 as part of their Rs. 7 lakhs donation. The Trust acquired 25.33 acres of land for Rs.2.5 lakhs in the period 1975 to 1978 and 6.08 acres for Rs.3.60 lakhs in 1981 in Thoraipakkam.

The Misrimal Navajee Munoth Jain Engineering College acquired 5 acres of land for Rs.33.25 lakhs in the year 2001.

All the institutions belonging to the Trust are located in these lands.

The Institutions

The Trust established Dhanraj Baid Jain College in 1972. Dhanraj Baid Charities represented by its Trustee Sri.Ratanchand Savansukha came forward with a donation of Rs.7 lakhs partly in the form of property & partly as cash (paid in installments between 1972 and 1988) and made it possible to establish the Arts & Science College in Chennai. The College was named after Sri.Dhanraj Baid. The Trust established Dhanraj Baid Jain Institute of Management in 1976. Both these institutions are located on a land measuring 17.05 acres with a built up area of over 1,80,000 sq.ft.

The Trust established Misrimal Navajee Munoth Jain Polytechnic in the year 1984. Sri.Lalchand Munoth, Chairman of the Trust, and Sri.Shantilal Munoth came forward with a donation of Rs.10 lakhs in 1984. The Polytechnic was named after the Chairman's father Late Sri.Misrimal Navajee. The said Polytechnic was closed in April 1996 as per AICTE directions.

The Trust established Misrimal Navajee Munoth Jain Engineering College in 1994. Sri. Lalchand Munoth, Chairman of the Trust came forward with a donation of Rs.25 lakhs in 1994 and made it possible to realize the dream of Late Dr.C.L.Metha, Secretary of the Trust and himself to establish a technical College in Chennai. The College was named after the Chairman's father Late Sri.Misrimal Navajee. This College is located in an extent of land measuring 16.86 acres with a built up area of over 3,49,000 sq.ft.

The Trust established Misrimal Navajee Munoth Jain School of Architecture in the year 2012. This College is located in an extent of land measuring 2 acres with a built-up area of over 50,000 sq.ft.

The Trust established Lalchand Leeladevi Munoth Jain Medical Care at Mahalingapuram in the year 2016. Sri.Lalchand Munoth, Chairman of the Trust since 1983 came forward with a donation of Rs. 51 lakhs to establish a State of Art Medical Care. The Medical Care is named after the Chairman and his wife – Lalchand Leeladevi Munoth.

With the background of educational & medical service of which TEAM Trust can well be proud of and with the enthusiasm, cooperation of several donors and well-wishers the Institutions have made all round progress.

Donors

Apart from the main donors after whom the institutions are named a large number of philanthropists contributed handsomely. In the initial days (1972-1975) of the establishment of the Trust, a group of 82 people donated Rs.8,33,186/- (including donations from Sri.Champalal Savansukha family Trust Rs.2,50,000/-

Sri.Kushalchand Galada Rs.51,000/-, Sri.Suganmal Srisrimal, Dr.C.L.Metha, Sri.Lalchand Munoth, Sri.S.M.Vasraj Jain, Sri.Pukhraj Jain, Sri.Nalli Kuppusamy Chetty, Sri.P.G.Chengalvaraya Chetty Rs.10,000/- each and Sri.Sundarlal Nahata Rs.5,000/-) for establishment of the Dhanraj Baid Jain College.

In 1984 a group of 7 people donated Rs.6,00,000/- (M/s. Kumbhat & Co., M/s.S.Devraj & Sons, Sri.Sugalchand Jain, Sri.Nalli Kuppusamy Chetty, Sri.P.G.Chengalvaraya Chetty Rs.1 Lakh each and Sri.Subhashchand Ranka, Sri.Mohanlal Chordia Rs.50,000/- each) as building fund for the Misrimal Navajee Munoth Jain Polytechnic.

In 1997 a group of 11 people donated Rs.43,00,000/- (M/s.Bhawarlal Bafna & Sons Rs.15 Lakhs, Munoth Communication Ltd, Sri.Harish Uday Metha, M/s.Meghraj Sakaria & Sons, Sri.Ravikant Choudhry, M/s.J.G.Group, Sri.S.Shantilal Jain, Sri.K.Shantilal Jain, Sri.Bherulal R.Jain and Sri.Subhashchand Ranka, (Rs.3 Lakhs each), Sri.Prithviraj Kawad (Rs.1 Lakh) as building fund for the Misrimal Navajee Munoth Jain Engineering College. The Trust has also received donations from others over a period of time including Rs.1 Lakh from Sri.Manakchand Gouthamchand Bethala.



TRUSTEES OF THE TAMILNADU EDUCATIONAL & MEDICAL TRUST

Shri. M. Lalchand Munoth	Chairman
Dr. Harish L Metha	Secretary (Administration)
Shri. Jaswant Munoth	Secretary (Finance & Secretarial)
Shri. R. Dayachand Savansukha	Trustee
Shri. R. Dharmendra Savansukha	Trustee
Shri. S. Mahaveerchand Jain	Trustee
Shri. J. Pukhraj Jain	Trustee
Shri. M. Shantilal Munoth	Trustee
Shri. K. Vinaychand Galada	Trustee

D.B. JAIN COLLEGE OFFICE BEARERS

Shri.R. Dayachand Savansukha
President

Dr. Harish L Metha
Secretary (Admnistration)

Shri. Jaswant Munoth
Secretary (Academic & Finance)

D.B. JAIN COLLEGE
GOVERNING BODY MEMBERS

Dr. Harish L Metha	-	Chairman, Governing Body
Prof.K.K. Vashishtha	-	UGC - Nominee
Shri.M. Lalchand Munoth	-	Member
Shri. Jaswant Munoth	-	Member
Shri.R. Dayachand Savansukha	-	Member
Shri.R. Dharmendra Savansukha	-	Member
Shri.S. Mahaveerchand Jain	-	Member
Shri.J. Pukhraj Jain	-	Member
Shri.K. Vinaychand Galada	-	Member
Shri.L. Uday Metha	-	Member
Shri.K. Subashchand Ranka	-	Member
Joint Director of Collegiate Education, Chennai Region	-	Government Nominee
Dr.R. Meganathan	-	University Representative
Dr.M. Sakthivel Murugan	-	Member
Principal	-	Member Secretary

Academic Council Members

1. Dr. Harish L Metha	- Secretary (Administration)
2. Mr. Jaswant Munoth	- Secretary (Academic & Finance)
3. Principal	- Chairman
4. Dr. M. Sakthivel Murugan	- Prof. In-charge
5. Mr. T. Murugan	- Controller of Examination
6. Dr. C. Nagarajan	- Department of Co-operation
7. Mr. K. Gubendiran	- Department of Economics
8. Mr. V. Karunakaran	- Department of Mathematics
9. Dr. R. Desingurajan	- Director of Physical Education
10. Dr. R. Rangarajan	- Professor, Dept. of Commerce, University of Madras, Chennai – 600 005.
11. Dr. S. Armstrong	- Professor & Head, Dept of English, University of Madras, Chennai – 600 005.
12. Dr. K. Sivaji	- Professor of Nuclear Physics, University of Madras, Guindy, Chennai -600 025.
13. Mr. D.S. Luther	- Educationist, Rathna Kamal, R.K.Nagar, Mandaveli, Chennai - 600 028.
14. Mr. C.A.V. Murali	- Chartered Accountant DLF Commander's Court, Tower-C, Ethiraj Salai, Chennai – 600 008.
15. Dr. Grace Rathnam	- Principal, C.L.Baid Metha College of Pharmacy, Chennai – 600 097.
16. Dr. S. Balaji	- Department of Computer Science
17. Mrs. A. Vijayalakshmi	- Department of Tamil
18. Mrs. J. Benita Selvakumari	- Department of English
19. Dr. M.Rajesh	- Co-ordinator & Head Dept. of Corp. Secy.
20. Dr. E.Viswanathan	- Dept. of Commerce & NCC Officer
21. Mrs. R.Lavanya	- Dept. of Corporate Secretaryship.
22. Dr. B.Jagadhesan	- Department of Computer Science
23. Dr. S.Ganapathy	- Academic Asst. Coordinator
24. Dr. R.Elangovan	- Dept. of Visual Communication
25. Mr. G.K.Ashok	- Librarian

COLLEGE ACADEMIC ADMINISTRATORS

Principal	
Dr. M. Sakthivel Murugan	Professor-In-Charge
Mr. T. Murugan	Controller of Examinations
Dr. S. Balaji	Additional Controller of Examinations
Dr. M. Rajesh	Co-ordinator
Mr. V. Karunakaran	Asst. Co-ordinator
Dr. B. Jagadhesan	Placement Convenor
Dr. S. Ganapathy	Asst. Academic Co-ordinator

Department of Tamil

1. Mrs. A. Vijayalakshmi, M.A., M.Phil., NET., SLET **(HoD)**
2. Dr. R. Ranitha, M.A., M.Phil., Ph.D.,
3. Mrs. J. Usha, M.A., M.Phil., B.Ed.,
4. Dr. A. Adilakshmi, M.A., M.Phil., Ph.D.,
5. Dr. M. Ramajayam, M.A., M.Phil., B.Ed., Ph.D., NET., SET.,
6. Dr. R. Jothibasu, M.A., M.Phil., Ph.D., NET.,
7. Dr. E. Selvakumar, M.A., M.Phil., B.Ed., Ph.D.,
8. Dr. C. Poonguzhali, M.A., M.Phil., Ph.D.,

Department of English

1. Mrs. J. Benita Selvakumari, M.A., M.Phil., **(HoD)**
2. Mr. T. Hamilton, M.A., M.Phil.,
3. Mr. K. Kannan, M.A., M.A., M.Phil., B.Ed.,
4. Mrs. K. Shoba, M.A., B.Ed., M.Phil., NET.,
5. Ms. E. Dhanyarashmi, M.A., B.Ed., SET., NET.,
6. Mrs. J. Kavitha, M.A., M.Phil.,
7. Ms. M. Evanjaline Nightingale, M.A., M.Phil., SET.,
8. Ms. S.V. Dhivya, M.A., M.Phil.,

Department of Mathematics

1. Mr. V. Karunakaran, M.Sc., M.Phil., MLIS., PGDOR., **(HoD)**
2. Mrs. M. Purchothama Nayagi, M.Sc., M.Phil.,
3. Mrs. N. Srilakshmi, M.Sc., M.Phil.,
4. Dr. M. Pritha, M.Sc., M.Phil., SET., Ph.D.,
5. Mrs. T. Anusuya, M.Sc., M.Phil.,

Department of Commerce

1. Dr. E. Viswanathan, M.Com., B.Ed., M.Phil., MBA., Ph.D., SET., **(HoD)**
2. Dr. C. Mekkal Roy, M.Com., M.Phil., B.Ed., Ph.D., SET.,
3. Mr. M.D. Palanivel, M.Com., MBA., BLIS., M.Phil.,
4. Mr. E. Paranthaman, M.Com., M.Phil., B.Ed.,
5. Dr. M. Megala, M.Com., M.Phil., Ph.D.,
6. Mrs. V. Sivagami, M.Com., MBA., CAIIB., NET(C)., NET(M).,
7. Ms. S. Janani, MBA.,
8. Mrs. M. Amuthamalar, B.E., MBA., PGHRM.,

Department of Corporate Secretaryship

1. Dr. M. Rajesh, M.Com., M.Phil., Ph.D., MBA., **(HoD)**
2. Mrs. R. Lavanya, M.Com., M.Phil.,
3. Mrs. G. Kalpana, M.Com., M.Phil.,

Department of Economics

1. Mr. K. Gubendiran, M.A., M.Phil., DNCC., SLET., **(HoD)**
2. Ms. M. Manjula Devi, M.A., M.Phil.,
3. Mr. P. Mohan, M.A., M.Phil., D.Co.op., SET.,
4. Dr. M. Neelabai, M.A., M.Phil., MBA., Ph.D.,
5. Mr. M. Iyyappan, M.A., M.Phil.,
6. Dr. B. Lakshmi, M.A., M.Phil., Ph.D.,
7. Mrs. C. Parvathy, M.A., M.Phil., SET.,

Department of Cooperation

1. Dr. C. Nagarajan, M.A., M.Phil., Ph.D., **(HoD)**
2. Dr. K. Ayyappan, M.A., M.Phil., MBA., Ph.D.,

Department of Computer Science

1. Dr. S. Balaji, MCA., M.Phil., MBA., Ph.D., **(HoD)**
2. Dr. B. Jagadhesan, MCA., M.Phil., MBA., Ph.D., **(HoD)**
3. Dr. K. Rajasekaran, MCA., M.Phil., Ph.D.,
4. Mr. M. Karthik, MCA., M.Phil.,
5. Mr. P. Saravanan, M.Sc., M.Phil.,
6. Mrs. S. Bhuvaneswari, M.Sc., M.Phil., NET.,
7. Mr. D. Elangovan, MCA., M.Phil., APSET., KSET, TNSET.,
8. Mr. P. Prabakaran, MCA., M.Phil.,
9. Mrs. C. Radha, MCA., M.Phil.,
10. Ms. V. Nisha, M.Sc., M.Phil., SET.,
11. Mrs. J. Lysa Eben, MCA., M.Phil.,
12. Mrs. R. Rengalakshmi, M.Sc., M.Phil., NET.,
13. Mrs. R. Shalini, M.Sc., M.Phil.,
14. Mrs. M. Bharathi, MCA., M.Phil., M.Tech., NET.,
15. Mrs. Durga Siddharth, MCA., M.Phil.,
16. Mrs. S. Vijaya Bharathi, MCA., M.Phil.,
17. Mrs. A. Muthulakshmi, B.E., M.Tech.,
18. Mr. C. Govindasamy, B.Tech., ME.,
19. Mrs. T.R. Nisha Dayana, M.Sc., M.Phil., B.Ed.,
20. Mrs. S. Jaya Prasanna, MCA., M.Phil.,

Department of Library Science

1. Mr. G.K. Ashok, M.A., MLIS., M.Phil., (Librarian)
2. Mr. P. Vijaya Baskar, MLIS., M.Phil., (Asistant Librarian)
3. Ms. K.S. Girija, MLIS., M.Phil., (Assistant Librarian)
4. Mrs. P. Thenmozhi, B.A., M.L.I.S., (Assistant)
5. Mrs. P. Kalavani (Office Assistant)

Administrative Staff (Aided Staff)

Mr. J. Ghousemohideen	Office Assitant (Spl. Grade)
Mr. C. Mani	Waterman (Spl. Grade)

Office Administration

1.	Mr. K.R. Rajesh, M.Com., M.Phil, ACA	Manager (Finance & Admin)
2.	Mr. K. Gopal, B.A.,	Administrative Officer
3.	Mrs. K. Sita, M.A.,	Administrative Co-ordinator
4.	Mrs. K. Latha, B.A.,	Senior Assistant
5.	Ms. C. Helen Glady, B.A.,	Senior Assistant
6.	Mr. M. Suresh Kumar, B.Com.,	Assistant
7.	Mr. M. Siva Kumar, M.Com., MBA., M.Phil,	PA to Principal
8.	Mrs. A. Ashwini, B.E.,	Assistant
9.	Mrs. L. Radhika, MBA	Assistant
10.	Mrs. A. Viji	Accounts Assistant
11.	Mr. M. Chinna Thambi	Campus Supervisor
12.	Mr. G. Krishnan	Electrician
13.	Mr. V. Arulselvan	Helper to Electrician
14.	Mrs. Papitha	ERP Assistant
15.	Mr. Amal Praveen	ERP Assistant

Training & Placement

Dr. B. Jagadhesan	Convener
Mrs. P. Chandrakala	Placement Officer
Mr. V. Karunakaran	NPTEL Co-ordinator
Mrs. V. Sivagami	NPTEL Asst. Co-ordinator
Dr. K. Rajasekaran	ICTACT Coordinator
Mr. P. Saravanan	ICTACT ASST. Coordinator
Mrs. M. Padma	Placement Assistant
Mrs. A. Vijayalakshmi	Member
Mrs. J. Benita Selvakumari	Member
Dr. E. Viswanathan	Member
Dr. S. Ganapathy	Member
Dr. M. Rajesh	Member
Mr. K. Gubendiran	Member
Dr. K. Ayyappan	Member
Dr. S. Balaji	Member
Dr. A. Narmadha	Member
Dr. R. Elangovan	Member
Mr. B. Vivian	Member
Mr. G.K. Ashok	Member

Physical Education

Dr. R. Desingu Rajan, M.A., M.P.E.S., M.Phil., Ph.D., N.I.S.,
(Director of Physical Education)

N.C.C. OFFICER

Capt. Dr.E. Viswanathan, M.Com., M.Ed., M.Phil., Ph.D.,

N.S.S. PROGRAMME OFFICERS

Unit I Mr. M.D. Palanivel, M.Com., M.Phil., MBA., B.L.I.S
Unit II Mr. E. Paranthaman, M.Com., M.Phil., B.Ed.,
Unit III Mr. K. Gubendiran, M.A., M.Phil., DNCC.,
Unit IV Mrs. J. Usha, M.A., M.Phil., B.Ed.,
Unit V Dr. M. Neelabai, M.A., M.Phil., MBA., Ph.D.,

Technical Staff (Computer)

Mr. T. Sathya Arasu, M.Sc., BEd,	Programmer
Mr. A. Sekar, M.C.A.,	Programmer
Mr. T.A. Abhinath, B.Sc.,	Programmer
Mr. A. Santhosh, B.Sc.,	Programmer
Mr. N. Anandakumar, B.Sc.,	Programmer
Mr. K. Sathishkumar, B.Sc.,	Programmer
Mr. V. Srikanth, B.Sc.,	Programmer

Contingent Staff

Mr. K. Ganesh Basker	Office Assistant
Mr. S. Shanmugam	Office Assistant
Mr. A. Ramachandran	Office Assistant
Mr. A. Muthaiya Pandian	Offce Assistant
Mr. D.K. Krishnamurthy	Watchman
Mr. Tej Bahadur	Watchman
Mr. N. Balaraman	Marker
Mrs. V. Kumari	Sanitary Worker
Mr. Nam Bahadur	Watchman

NAAC & IQAC Core Committee

Principal	Chairman
Dr. M. Sakthivel Murugan	Member
Dr. R. Desingu Rajan	Member
Dr. M. Rajesh	Member
Dr. S. Balaji	Member
Dr. B. Jagadhesan	Member
Mr. V. Karunakaran	Member
Dr. E. Viswanathan	Member
Mrs. J. Benita Selvakumari	Member
Mrs. A. Vijayalakshmi	Member
Mrs. M. Manjula Devi	Member
Mr. G. K. Ashok	Member
Mrs. P. Chandrakala	Member

NAAC & IQAC Executive Committee

Ms. E. Dhanyarashmi	Member
Mrs. J. Kavitha	Member
Ms. M. Evanjaline Nightingale	Member
Dr. R. Ranitha	Member
Mr. K. Gubendiran	Member
Mrs. M. Puruchothama Nayaki	Member
Dr. C. Mekkal Roy	Member
Dr. M. Megala	Member
Dr. K. Rajasekaran	Member
Mr. M. Karthik	Member
Mrs. R. Lavanya	Member

Statutory Admission Committee

Principal	Convenor
Dr. M. Sakthivel Murugan	Member
Dr. M. Rajesh	Member
Dr. E. Viswanathan	Member

Calendar Committee

Principal	Convenor
Dr. M. Sakthivel Murugan	Member
Mr. V. Karunakaran	Member
Dr. S. Balaji	Member
Dr. B. Jagadhesan	Member
Dr. S. Ganapathy	Member

Time Table Committee

Principal	Convenor
Dr. C. Nagarajan	Member
Dr. M. Rajesh	Member

Work Diary Committee

Dr. S. Ganapathy	Convenor
Mr. V. Karunakaran	Member
Dr. S. Balaji	Member
Dr. B. Jagadhesan	Member
Dr. K. Rajasekaran	Member

Planning & Evaluation Committee

Principal	Convenor
Dr. S. Balaji	Member
Dr. M. Rajesh	Member
Mrs. J. Benita Selvakumari	Member
Dr. E. Viswanathan	Member
Mr. K. Gubendran	Member
Mr. M.D. Palanivel	Member
Mr. M. Karthik	Member
Ms. E. Dhanyareshmi	Member
Mrs. J. Kavitha	Member
Ms. M. Evanjaline Nightingale	Member

Grievance Appeal Committee

Principal	Convenor
Dr. S. Balaji	Member
Dr. M. Rajesh	Member
Mrs. J. Benita Selvakumari	Member
Dr. M. Ranitha	Member
Mr. M.D. Palanivel	Member
Mr. E. Paranthaman	Member
Dr. K. Rajasekaran	Member
Mr. M. Karthik	Member
Dr. K. Ayyappan	Member

Library Committee

Principal	Convenor
Dr. B. Jagadhesan	Member
Mrs. A. Vijayalakshmi	Member
Mr. P. Mohan	Member
Mr. M. Karthik	Member
Dr. K. Ayyappan	Member

Students' Welfare Committee

Dr. C. Nagarajan	Convenor
Dr. S. Balaji	Member
Dr. M. Rajesh	Member
Mrs. J. Benita Selvakumari	Member
Ms. E. Dhanyareshmi	Member

Mrs. J. Kavitha	Member
Ms. M. Evanjaline Nightingale	Member
Dr. R. Desingu Rajan	Member
Mr. E. Paranthaman	Member
Mr. K. Gubendran	Member
Mr. M. Karthik	Member
Mrs. Durga Siddarth	Member
Mrs. S. Vijaya Bharrathi	Member

Extra-Curricular Activities

Dr. M. Rajesh	Member
Dr. S. Balaji	Member
Mrs. A. Vijayalakshmi	Member
Mrs. M. Manjula Devi	Member
Mrs. J. Benita Selvakumari	Member
Mr. M. Karthik	Member
Mrs. S. Bhuvaneswari	Member
Mrs. Durga Siddarth	Member
Mrs. R. Lavanya	Member

Academic audit Committee

Dr. C. Vethirajan	Professor, Department of Corporate Secretaryship, Alagappa University
Mr. Sujith Kumar	Regional Head, HR, Human Resources, INFOSYS, CHENNAI

Students' Council

Principal	Convenor
Dr. S. Balaji	Member
Dr. C. Nagarajan	Member
Dr. M. Rajesh	Member
Dr. E. Viswanathan	Member
Mr. M. Karthik	Member

Magazine Committee

Dr. M. Sakthivel Murugan	Convenor
Mrs. J. Benita Selvakumari	Member
Ms. E. Dhanyarashmi	Member
Dr. J. Kavitha	Member
Ms. M. Evanjaline Nightingale	Member

Dr. M. Ramajayam	Member
Dr. R. Jothibasu	Member
Mr. V. Karunakaran	Member
Mrs. A. Vijayalakshmi	Member
Mrs. M. Manjula Devi	Member
Dr. S. Ganapathy	Member
Mrs. B. Vaishnavi	Member
Mrs. V. Sivagami	Member

Sports Council

Dr. R. Desingu Rajan	Convenor
Mrs. K. Shoba	Member
Mrs. R. Lavanya	Member
Dr. C. Nagarajan	Member
Dr. M. Rajesh	Member
Mr. M. Karthik	Member

Anti-Ragging Committee & Squad Prevention of Sexual Harrassment committee

Principal	Convenor
Dr. C. Nagarajan	Member
Dr. Desingu Rajan	Member
Dr. B. Jagadhesan	Member
Dr. M. Rajesh	Member
Dr. E. Viswanathan	Member
Mrs. A. Vijayalakshmi	Member
Mrs. M. Puruchothama Nayaki	Member
Mr. M. Karthik	Member
Mrs. S. Bhuvaneshwari	Member
Mrs. S. Vijaya Bharathi	Member

Women Students' Forum & Welfare Committee

Mrs. A. Vijayalakshmi	Member
Dr. C. Mekkal Roy	Member
Mrs. S. Bhuvaneswari	Member
Mrs. Durga Siddarth	Member
Dr. M. Megala	Member
Mrs. S. Vijaya Bharathi	Member
Mrs. M. Puruchothama Nayaki	Member

Mrs. R. Lavanya	Member
Mrs. N. Srilakshmi	Member

Health Centre

Dr. A. Kalaiselvan, M.B.B.S.,	Medical Officer

Discipline Committee Members

Dr. C. Nagarajan,	Chairman (Shift I)
Dr. R. Desingurajan	Member
Dr. E. Viswanathan	Member
Ms. M. Manjula Devi	Member
Dr. B. Jagadhesan	Member
Dr. M. Rajesh	Chairman (Shift II)
Dr. K. Rajasekaran	Member
Mr. M. Karthik	Member
Mrs. R. Lavanya	Member
Mrs. S. Vijaya Bharathi	Member

Entrepreneurial Development Cell

Principal	Convenor
Dr. S. Balaji	Member
Dr. E. Viswanathan	Member
Dr. S. Ganapathy	Member
Mrs. P. Chandrakala	Member
Mrs. B. Vaishnavi	Member
Mrs. V. Sivagami	Member
Dr. K. Rajasekaran	Member
Mr. P. Saravanan	Member
Mrs. A. Vijayalakshmi	Member
Mrs. J. Benita Selvakumari	Member
Dr. E. Viswanathan	Member
Dr. M. Rajesh	Member
Mr. K. Gubendiran	Member
Dr. K. Ayyappan	Member
Dr. A. Narmadha	Member
Dr. R. Elangovan	Member
Mr. B. Vivian	Member
Mr. G.K. Ashok	Member

Programmes Offered

Medium of Instruction is **English** for all Programmes.

UNDER - GRADUATE PROGRAMMES

1. B.Com., (General)
2. B.Com., (Corporate Secretaryship)
3. B.Com., (Co-operation)
4. B.Sc., (Mathematics)
5. B.A., (Economics)

POST - GRADUATE PROGRAMMES

1. M.Com., (General)
2. M.Sc., (Mathematics)
3. M.A., (Business Economics)

RESEARCH PROGRAMMES

1. M.Phil. in Commerce	Full -Time
2. M.Phil. in Computer Science	Full -Time
3. Ph.D. in Commerce	Full -Time & Part-time
4. Ph.D. in Corporate Secretaryship	Full-Time
5. Ph.D. in Physical Education	Part-Time

NO CAPITATION NO DONATION

Choice Based Credit System (CBCS)

What is CBCS?
Choice – Based Credit System is a flexible system of learning. 'Credit' defines the quantum of contents / syllabus prescribed for a course and determines the number of hours of instruction required. The distinguishing features of the CBCS are the following:

It permits students to

- learn at their own pace
- choose electives from a wide range of elective courses offered by the various departments
- undergo additional courses and acquire more than the required number of credits
- adopt an inter-disciplinary approach to learning
- make best use of the expertise of available faculty

1 – Schools, Departments and Programmes:

1.1 There are several departments of study and research in the college which are grouped into various schools. Most of these departments offer programmes at various levels under the CBCS. The programmes offered include:

a) Under -Graduate Degree Programmes
b) Master's Degree Programmes
c) M.Phil Programmes
d) Certificate Programmes
e) Diploma Programmes
f) P.G Diploma Programmes

2 – Courses

2.1 A programme consists of a number of courses. A 'Course' is a component (a paper) of a programme. Every course offered by any department is identified by a unique course code. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / viva – voce etc. or a combination of these to meet effectively the teaching and learning needs and the credits may be assigned suitably.

3 – Seminars

3.1 An academic year consists of two semesters

Odd Semester – June to November
Even Semester – December to April

3.2 A Semester normally extends over a period of 15 weeks. Each week has 30 hours of instruction spread over a 5-day week.

4 – Credits

4.1 Credit defines the quantum of contents / syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures / tutorials / laboratory work and other forms of learning required to complete the course contents in a 15 week schedule.

1 Credit = 1 hour of lecture per week

(1 Credit course = 15 hours of lectures per semester)

3 Credits = 3 hours of lecture per week

(3 Credit course = 45 hours of lectures per semester)

Instruction can be through lectures / tutorials / laboratory work / field work or other forms. In determining the number of hours of instruction required for a course involving laboratory / field work, 3 hours of laboratory / field work is generally considered equivalent to 1 hour of lecture

CBCS for U.G Courses

Study Components	No. of Courses	Credit for Course	Total Credits
Part – I Foundation Course Tamil / Other Languages	2+2=4	3	12
Part – II English	2+2=4	3	12
Part – III Core Subjects Allied Subjects Project / Electives with three courses	13-15 4	4-5 5	60 20 15
Part – IV 1 (a) Those who have not studied Tamil upto XII Std and taken a non-Tamil language under Part – I shall take Tamil comprising of two courses (level will be at 6th Std) 1 (b) Those who have studied Tamil upto XII Std and have taken a non-Tamil language under Part – I shall take Advanced Tamil comprising of two courses1 (c) Others who do not come under (a) + (b) can choose non-major elective comprising of two courses 2 Skill based subjects (Elective) 3 Environmental Studies 4 Value Education	1+1=2 3+3=6 1 1	2 2 2 2	4 12 2 2
Part – V Extension Activities	1	1	1

Notes:

1. Distribution of marks between Theory and Internal Assessment 80 : 20
2. Practicals: 80 : 20
3. Minimum pass mark for External and Overall put together: 40
4. Project

Report submission	80
Viva – Voce	20
Total	**100**

5. For B.Com, BCA, BBA and other Job-Oriented Courses – the present system for languages shall continue excepting that each paper shall carry an external: internal assessment component 80: 20

CBCS for P.G Courses

Study Components	**No. of Courses**	**Credit for Course**	**Total Credits**
Subject (including practicals)	14-17	4-5	70
Electives (Major / Non-Major)	4-5	4-5	20
		Total	**90**

Notes:

1. Each paper carries an internal component of 20 Marks
2. There is a minimum pass for External component of 40 Marks
3. Minimum pass mark for External and Overall put together: 50
4. Theory: Internal Assessment: 80: 20
5. Practical: 80:20

Conversion of Marks to Grade Points and Letter Grade (Performance in a paper/course)

RANGE OF MARKS		GRADE POINTS		LETTER GRADE		DESCRIPTION	
PG & UG		PG & UG		PG & UG		PG & UG	
90 -100		9.0-10.0		O		Outstanding	
80-89		8.0-8.9		D+		Excellent	
75-79		7.5-7.9		D		Distinction	
70-74		7.0-7.4		A+		Very Good	
60-69		6.0-6.9		A		Good	
50-59		5.0-5.9		B		Average	
PG	UG	PG	UG	PG	UG	PG	UG
00-49	40-49	0.0	4.0-4.9	U	C	Re-appear	Satisfactory
	00-39		0.0		U		Re-appear
ABSENT		0.0		AAA		ABSENT	

PG : Post-Graduate(also for PG Diploma) UG: Under-Graduate (also for Certificate/Diploma)

C_i = Credits earned for course i in any semester.
G_i = Grade Point obtained for course i in any semester.
n refers to the semester in which such courses were credited.

For a Semester:

GRADE POINT AVERAGE [GPA] = $\sum_i C_i G_i / \sum_i C_i$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

Overall Performance

CGPA		GRADE		CLASSIFICATION OF FINAL RESULT	
PG & UG		PG & UG		PG & UG	
9.5 – 10.0		O+		First Class – Exemplary*	
9.0 and above but below 9.5		O			
8.5 and above but below 9.0		D++		First Class with Distinction*	
8.0 and above but below 8.5		D+			
7.5 and above but below 8.0		D			
7.0 and above but below 7.5		A++		First Class	
6.5 and above but below 7.0		A+			
6.0 and above but below 6.5		A			
5.5 and above but below 6.0		B+		Second Class	
5.0 and above but below 5.5		B			
PG	UG	PG	UG	PG	UG
0.0 and above but below 5.0	4.5 and above but below 5.0	U	C+	Re-appear	Third Class
	4.0 and above but below 4.5		C		
	0.0 and above but below 4.0		U		Re-appear

* Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the scheme of examination; otherwise they are eligible for classification only.

Autonomous

Our College has the distinction of obtaining the coveted NAAC Accrediation for the academic excellence achieved by us for the last five decades.

Our consistent and unflinching effort in attaining nobler heights in the field of higher education led to the autonomous status being conferred on us in June 2006.

This again is no small honour as we passed through the evaluative gaze and the critical assessment of the Expert Committee of the University Grants Commission.

Autonomy means literally autonomy in the introduction of useful courses that serve as a springboard for students to reach higher level of employment on the one side and to pursue enduring research that vertically takes them to greater heights in academic attainments on the other. It confers on us the province to initiate examination reforms that brings to fore the innate talents that lie hidden in a student. It is again within our competence to device and practice with success curriculum innovation, conduct of seminars and arranging project work, formulating schemes for the benefit of the State and the Nation, establishing an enduring nexus with leading industrialists to create conduit for the gainful employment of our students. All these will follow with a redoubled vigour, fervent enthusiasm as a sequel to the autonomous status attained by us.

The special feature of Autonomy is the introduction of Internal Assessment System to continuously assess the academic performance of the students. Adequate attention is focussed on Communication Skills, Personality Development and other skills to tap their potential and to mould them towards work-life balance.

The College is empowered to constitute its own Board of Studies and Academic Council to decide the syllabus, set the Question Papers design the scheme of Evaluation in accordance with the UGC guidelines. Proper credit to each subject could be determined.

The doyens and stalwarts in industry and academics who represent the Board of the studies and the Academic Council guide the institution to integrate the curriculum with the needs of the Industry.

Thanks to the autonomous status, all our efforts concentrate on maintaining a higher level of excellence in education, accommodating new schemes (courses), introducing new methods of teaching and creating conducive learning environment in the campus.

D.B. Jain Club Activities

For enhancing the student's organizing abilities and to develop the habit of serving the society, the college expects the student to be a member of at least one of the clubs mentioned below. It is mandatory for all the students irrespective of the departments. Some of the clubs are,

1. **Entrepreneurship Development Cell**-Promotes and develops innovative ideas among Students and help them with their start up ideas. Specific activities undertaken are, organizing expos, start-ups in the campus, seminars by young entrepreneurs, etc.

2. **L.E.A.P Value Education Club**- Makes the students socially responsible and helps in individual's holistic development. Competitions like essay writing, quiz are periodically conducted on the theme "Human values and ethics".

3. **Women's Empowerment Club**- Makes the girl students aware of their strengths, potential and helps them to be independent. Some of the activities include, awareness programme on health and hygiene, interactive sessions with Apollo Healthcare Foundation etc.
4. **A.P.J Abdul Kalam Quiz Club** – Intends to empower the students with knowledge to create interest and curiosity to collect information related to different fields, currcat affairs and aspects of life. Quiz programs are periodically conducted.

5. **Earth Lovers' Club-** Creates sustainable, environment friendly culture inside the campus and also promotes affinity towards our planet. The activities include, plantation drives, clean campus drives, awareness programmes on recycling waste etc.

6. **Citizen Consumer Club-** Educate Consumers (students) on Consumer rights and duties. Numerous awareness programmes are conducted cyclically.

7. **NSS–**Provides value contribution to the society by actively taking part in various volunteering activities like blood donation camp, eye

donation camp, tobacco awareness camp, cancer awareness camp, voter awareness camp etc.

8. **NCC-** Cadets participate in various activities like National level trekking camp, Mountaineering camp, Child abuse awareness programme, drug abuse awareness programme, traffic awareness programme etc.

9. **Youth Red Cross -** Develops the culture of humanity, unity, neutrality and independence among the people. YRC activities include, AIDS awareness programme, disaster management programmes, first-aid and fire safety training programme, SwachhBharathprograms etc.

10. **Red Ribbon Club-** Creates health awareness among the students through activities such as Swachh Bharath progammes, AIDS awareness rally, Oratorical competition on " AIDS awareness"etc.

11. **Yoga Club-** Promotes healthy mind in a healthy body. Compulsory yoga classes are conducted for all the students by having MOU with Krishnamacharya Yoga Mandiram- a Non-Profit organisation located in Chennai.

12. **Friends Of Police -** A community policing initiative that aims to bring police and public closer. The pupils of the college, assist Thoraipakkam police in managing the traffic in slots.

13. **Jain Cultural Meet club-** Conducts annual events to enhance the extra-curricular activities of the students. More than 50 events are conducted each year which includes singing, dancing, adzap, vegetable carving, mime, rangoli, jewellery design etc.

14. **Business Park -** A dedicated business lab for the benefit of staff and students has been initiated to keep them updated with recent practices in the business world. The Business Lab consists of Management Gurus and their Contributions, Management & Strategies Gurus, Top 10 Companies in India of various Segments, Marketing Mix of Companies, SWOT Analysis of Companies, Study Material (Soft Copy) – 400 Books, Department Library, Management Concepts, How to Start A Startup, Wi-Fi Installed With Systems and Model Manufacturing Plants – Milk & Biscuits Processing Units.

15. Alumni Association

Students who are coming out of the college after Graduation or Post Graduation can become members of the Alumni Association. The Association aims at instilling a sense of belonging and togetherness even after years of separation. Frequent meetings under the auspices of the Association will offer a platform for the members to interact with each other, Mutual help, if any, can be had of. Constructive suggestions can be brought to the attention of the college authorities. It will help to formulate policies for implementation.

Responding to the old students and keeping the welfare of the present students in mind, the college could strive to do all that is good for the future students which will catapult the college to the summit of fame and name.

The college has a well knit Alumni Association which is very much active. The Alumni Association of D.B. Jain College has towering personalities such as I.P.S. Officers, State and Central Govt. Officers, Bank Officers, Cine Actors and Directors, Educationists, Industrialists, Editors of leading Magazines, MLA's, Panchayat Chairman and Councillors.

The Association makes all out efforts to improve the development of the college. It is gratifying to note that the present Secretary (Admn) of the college Dr. Harish L Metha - the illustrious son of Late. Dr. C. L. Metha - the founder secretary of our college, was an alumnus of our college and incidentally a dynamic member of the Alumni Association of the college.

Apart from these clubs, various departmental clubs also function in the campus. Students are requested to actively participate in the clubs and improve their organization and leadership skills.

Rules and regulations to be followed by the members of the club

1. The Student should enrol in atleast one club and a maximum of four clubs.
2. The Students should also participate in the departmental activities by enrolling to the Heads of the respective departments.
3. Certificates will be provided to all the members at the end of the academic year.

4. One additional credit will the given to the students as this is also a part of extension activities.
5. An application form will be given to the students and they are expected to submit the filled form before the stipulated time.
6. The Students must report to the respective faculty in charge of the club, as soon as the college approves the membership.
7. Memberships shall be renewed every year.
8. The Students are strictly instructed to wear formals during the club activities.
9. Any form of availing leave during the club activities must be reported to the respective club in charges.
10. The students are expected to actively participate throughout the year as the College strongly believes that hands-on experience is equivalent to classroom learning.

D.B. Jain Club Activities

S.No.	D.B. Jain Club Activities	Convenor
1.	Entrepreneurship Development Cell	Dr.B.Jagadhesan
2.	L.E.A.P Value Education Club	Mr.V.Karunakaran
3.	Women's Empowerment Club	Ms.S.Vijaya Barathi
4.	A.P.J Abdul Kalam Quiz club	Ms.B.Vaishnavi
5.	Earth Lovers' Club	Ms. J. Benita Selvakumari
6.	Citizen Consumer Club	Ms.V.Sivagami
7.	NSS	Mr.K.Gubendhiran
8.	NCC	Dr.E.Viswanathan
9.	Youth Red Cross	Mr.M.D.Palanivel
10.	Red Ribbon Club	Ms.V.Sivagami Ms.B. Vaishnavi
11.	Yoga Club	Dr.R.Desingu Rajan
12.	Friends of Police	Dr.B.Jagadhesan
13.	Jain Cultural Meet club	Dr.M.Rajesh
14.	Business Park	Dr.S.Ganapathy
15.	Alumni Association	Dr.S.Ganapathy

B.A. (Economics)

Subject	Semester
Foundation Course: TAMIL – I or any **LANGUAGE** **Foundation Course: ENGLISH – I** **Core Course: INDIAN ECONOMY – I** **Core Course: STATISTICS FOR ECONOMISTS – I** **Allied: MARKETING – I** **Non – Major: ELEMENTS OF INSURANCE** **SOFT SKILL – I**	I
Foundation Course:TAMIL – II or any **LANGUAGE** **Foundation Course: ENGLISH – II** **Core Course:INDIAN ECONOMY – II** **Core Course:STATISTICS FOR ECONOMISTS – II** **Allied: MARKETING – II** **Non – Major: HUMAN RESOURCES MANAGEMENT** **SOFT SKILL – II**	II
Tamil – III English – III **Major – I:** Micro Economics – I **Major – II:** Monetary Economics – I **Allied:** Cost Accounting **Soft Skill – III:** Personality Enrichment	III
Tamil – IV English - IV **Major – I:** Micro Economics – II **Major – II:** Monetary Economics – II **Allied:** Management Accounting Environmental Studies **Soft Skill – IV:** Computing Skills	IV
Major – I: Macro Economics – I **Major – II:** Managerial Economics **Major – III:** Fiscal Economics – I **Major – IV:** History of Economic Thought I **Application - Oriented:** Environmental Economics – I Value Education	V
Major – I: Macro Economics – II **Major – II:** International Economics **Major – III:** Fiscal Economics – II **Major – IV:** Health Economics **Application - Oriented:** Entrepreneurial Development	VI

B.Sc (Mathematics)

Subject	Semester
Language Paper – I English Paper - I Algebra DifferentialCalculus and Numerical methods Financial Accounting- I Stress Management - I Essentials of Language and Communication	I
Language Paper – II English Paper - II Integral calculus Analytical Geometry 2D Trigonometry Analytical Geometry 3D Financial Accounting- II Stress Management - II Essentials of Spoken and Presentation Skills	II
Tamil – III English – III **Major – I:** Differential Equations & Laplace transforms **Major – II:** Mathematical Statistics **Allied:** Cost & Management Accounting – I **Soft Skill – III:** Personality Enrichment	III
Tamil – IV English – IV **Major – I:** Vector Calculus, Fourier Series & Fourier transforms **Major – II:** Mechanics **Allied:** Cost & Management Accounting – II Environmental Studies **Soft Skill – IV:** Computing Skills	IV
Major – I: Algebraic Structures – I **Major – II:** Real Analysis – I **Major – III:** Complex Analysis – I **Major – IV:** Discrete Mathematics **Application – Oriented:** Operations Research – I Value Education	V
Major – I: Algebraic Structures – II **Major – II:** Real Analysis – II **Major – III:** Complex Analysis – II **Major – IV:** Graph Theory **Application – Oriented:** Operations Research – II	VI

B.Com (Cooperation)

Subject	Semester
Tamil – I English – I **Major – I:** History, Theory & Practice of Cooperation **Major – II:** Financial Accounting **Allied:** Economic Analysis **Non – Major Elective:** General Awareness **Soft Skill – I:** Essentials of Language & Communication	I
Tamil – II English – II **Major – I:** Cooperative Finance **Major – II:** Management Accounting **Allied:** Business Organisation **Non – Major Elective:** Insurance **Soft Skill – II:** Essentials of Spoken & Presentation Skills	II
Tamil – III English – III **Major – I:** Non-Credit Cooperatives **Major – II:** Cost Accounting **Allied:** Business Statistics for Cooperatives **Soft Skill – III:** Personality Enrichment	III
Tamil – IV English – IV **Major – I:** Cooperative Management **Major – II:** Income Tax Law & Practice **Allied:** Computer Applications to Cooperatives Environmental Studies **Soft Skill – IV:** Computing Skills	IV
Major – I: Cooperative Law **Major – II:** Banking Law & Practice **Major – III:** Entrepreneurship Development **Major – IV:** Computer Application – Tally **Application – Oriented:** Practical Training Phase – I Practical: Tally Lab Value Education	V
Major – I: Cooperative Administration & Audit **Major – II:** Business Law **Major – III:** Office Management **Major – IV:** Principles of Marketing **Application – Oriented:** Practical training Phase - II	VI

B.Com (Commerce)

Subject	Semester
Tamil-I or Any Language – I English – I Financial Accounting – I Business Statistics Business Economics Basics of Retail Marketing Soft skill-1	I
Tamil/ Language - II English – II Financial Accounting- II Elements of Operation Research Indian Economy Soft skill-2 Fundamentals of Insurance	II
Major – I: Corporate Accounting – I **Major – II:** Business Law **Major – III:** Business Management **Major – IV:** Banking Theory Law & Practice **Allied:** Principles of E-Commerce **Soft Skill – III:** Personality Enrichment	III
Major – I: Corporate Accounting – II **Major – II:** Company Law **Major – III:** Business Environment **Major – IV:** Business Communication **Allied:** Computer Applications in Business (Practical) Environmental Studies **Soft Skill – IV:** Computing Skills	IV
Major – I: Cost Accounting **Major – II:** Human Resources Management **Major – III:** Income Tax Law & Practice – I **Major – IV:** Marketing Management **Application – Oriented:** Entrepreneurial Development Value Education	V
Major – I: Accounting for Managerial Decisions **Major – II:** Practical Auditing **Major – III:** Financial Services **Major – IV:** Income Tax Law & Practice – II **Application – Oriented:** Financial Statement Analysis	VI

B.Com (Corporate Secretaryship)

Subject	Semester
Foundation Course Tamil- I or any language **Foundation Course**English – I **Core Course**Financial Accounting – I **Core Course** Business Management **Allied – I**Banking & Financial Services Basics of Retail Marketing Essentials of Language and Communication	I
Foundation Course Tamil/language II **Foundation Course** English – II **Core Course**Financial Accounting – II **Core Course** Business Environment **Allied – II** Office Management Fundamentals of Insurance **Essentials of Spoken and Presentation Skills**	II
Tamil – III English – III **Major – I:** Corporate Accounting – I **Major – II:** Business Law **Allied:** Business Statistics – I **Soft Skill – III:** Personality Enrichment	III
Tamil – IV English – IV **Major – I:** Corporate Accounting – II **Major – II:** Business Communication **Allied:** Business Statistics – II Environmental Studies **Soft Skill – IV:** Computing Skills	IV
Major – I: Cost Accounting **Major – II:** Human Resources Management **Major – III:** Income Tax Law & Practice – I **Major – IV:** Company Law & Secretarial Practice **Application – Oriented:** Entrepreneurial Development Value Education	V
Major – I: Accounting for Managerial Decisions **Major – II:** Industrial Law **Major – III:** Computer Applications (Practical) **Major – IV:** Income Tax **Application – Oriented:** Institutional Training Project & Viva Voce	VI

M.A. (Business Economics)

Subject	Semester
INDIAN ECONOMIC DEVELOPMENT & POLICES –I MICRO ECONOMIC THEORY –I STATISTICS FOR ECONOMISTS PRINCIPLES OF MANAGEMENT PRINCIPLES OF BUSINESS ACCOUNTING SOFT SKILL- I ESSENTIALS OF LANGUAGES & COMMUNICATION	I
INDIAN ECONOMIC DEVELOPMENT & POLICES –II MICRO ECONOMIC THEORY –II RESEARCH METHODOLOGY STARTERGIC BUSINESS MANAGEMENT ACCOUNTING FOR MANAGERIAL DECISIONS SOFT SKILL- II- ESSENTIALS OF SPOKEN & PRESENTATION SKILLS	II
Macro Economic Theory – I Public Economics – II International Economics – I Managerial Economics Financial Management **Soft Skill – III:** Personality Enrichment	III
Macro Economic Theory – II Public Economics – III International Economics – II Human Resources Management General Financial Services **Soft Skill – IV:** Computing Skills Internship	IV

M.Sc (Mathematics)

Subject	Semester
Algebra – I Real Analysis– I Ordinary Differential Equations Probability theory Elective–I: Skill based course - I	I
Algebra – II Real Analysis – II Partial Differential Equations Mathematical Statistics Mathematical Programming **Soft Skill – II:** Essentials of Spoken & Presentation Skills	II
Complex Analysis – I Topology Mechanics Operations Research Java Programming **Soft Skill – III:** Personality Enrichment	III
Complex Analysis – II Functional Analysis Differential Geometry Tensor Analysis & Relativity RDBMS **Soft Skill – IV:** Computing Skills Internship	IV

M.Com (Commerce)

Subject	Semester
Core – 1 Advanced Corporate accounting **Core – 2** Advanced Financial management **Core – 3** Advanced Marketing Management **Core – 4** Security analysis and portfolio management **Core elective - I** 1.Managerial Economics/ 2.International Business Consumer Rights & Protection Essentials Of Language & communication skills EDP: Extra Disciplinary Programme	I
Core – 5 Advanced cost and management accounting **Core – 6** Operations Research **Core – 7** Services marketing **Core – 8** Business policy and strategy **Core elective - II** 1. Management information system / 2.Corporate Law Essentials of Spoken & Presentation Skills Internship	II
Entrepreneurial Development Fundamentals of Information Technology Direct Taxes Human Resources Management Business Research Methods **Practical:** Fundamentals of Information Technology **Soft Skill – III:** Personality Enrichment	III
Organisational Behaviour Indirect Taxes Financial Markets & Services Marketing research & Consumer Behaviour Project Report & Viva Voce **Soft Skill – IV:** Computing Skills Internship	IV

DEPARTMENTAL ACTIVITIES

1. தமிழ்த்துறை நிகழ்ச்சிகள்

1. "தமிழ் மன்றம்" தொடக்க விழா
2. மாணவர் அரங்கம்
3. முத்தமிழ் விழா – இயல்
4. முத்தமிழ் விழா – இசை
5. முத்தமிழ் விழா – நாடகம்
6. வள்ளலார் விழா
7. பாரதியார் விழா
8. அனைத்துக் கல்லூரி கவிதைப் போட்டி
9. அனைத்துக் கல்லூரி பேச்சுப் போட்டி
10. அனைத்துக் கல்லூரி கட்டுரைப் போட்டி
11. சிறப்புச் சொற்பொழிவு
12. "தமிழ் மன்றம்" நிறைவு விழா

2. Department of English

1. Inauguration of English Association
2. Weekly Quiz Programme in English
3. Essay Competition in English
4. Oratorical Competition in English
5. Inter-Collegiate Essay Competition in English
6. Inter-Collegiate Oratorical Competition in English
7. English Association Valedictory Function

3. Department of Mathematics

1. Inauguration of Math Club
2. Ramanujan's Day Celebration
3. Exhibition of Mathematical Designs / Models
4. Quiz Programme
5. Inter-Departmental Poster Deisgns Events
6. Parent-Teachers Meet
7. Math Fest
8. Personality Development Programme
9. Aptitude & Reasoning Programme
10. Special Lecture
11. NPTEL Programme
12. Valedictory Meeting of Mathematics Association

4. Department of Economics

1. Inauguration of Economics Association
2. Inter-Departmental Quiz Programme
3. Guest Lecture
4. Seminar (Inter - Departmental)
5. Debate

5. Department of Commerce

1. Entrepreneurial Awareness Programme for III year students
2. Entrepreneurial Motivation and Development for III year students
3. Personality Development Programme for III year students
4. Inauguration of Departmental Association
5. Career guidance for commerce students organised by ICSI, Southern Regional Office, Chennai
6. Inter-Collegiate One day Seminar "Jainspire"
7. State Level Seminar
8. Effective Communication skills and strategies
9. HRD Programme to the III year students for the preparation of Bio-Data, Interview and Group Discussion
10. Parents Meeting for the Department of Commerce

6. Department of Co-Operation

1. Inauguration of Co-operator's Association
2. Youth and Leadership
3. Co-operative Week Celebration
4. Inter-Collegiate Quiz Competition
5. Valedictory Function - Co-operator's Association

7. Department of Corporate Secretaryship

1. Inauguration of Department Association
2. Personality Development Programme.
3. Talk on Stock Market.
4. Talk on Recent Trends in Banking.
5. Talk on Recent Trends in Corporate Law.
6. Effective Communication Skill, Development Programme
7. Special Lecture on Public Speaking.
8. HRD programme focussing on preparation of Bio-Data, attending interview and participating in Group Discussion.
9. One day Inter-Collegiate Seminar "JAIN CORP".
10. Career guidance organised by ICSI, SIRC, Chennai.
11. Parents Meeting.
12. Valedictory Function.

8. Department of Computer Science

1. Inauguration
2. Technical Seminar on Applications of Networking
3. Seminar on personality empowerment
4. Industry visit (Multimedia industry)
5. Art of mind maximization
6. Parent - Teacher meet
7. Inter - Departmental meet
8. Talk on emerging trends on IT
9. Lecturer on way to success
10. Mock interview
11. Our Corporate Voice
12. One-Day workshop on effective communication
13. State level Conference
14. Discussion Forum
15. Intercollegiate Technical Symposium
16. Reality of IT industry - Special lecture
17. Technical Seminar & Valedictory

9. Training & Placement Cell Activities

1. Workshop on "Communication Skills"
2. Personality Development Program
3. Gudelines to "Resume Writing"
4. Seminar on "Current Trends & Opportunities in Job Market"
5. Aptitude & Reasoning
6. Workshop on "Speed maths"
7. Job Opportunities in Banking Sector
8. Career opportunities in Multimedia & Animation
9. Mock Group Discussion
10. Mock Interview
11. Workshop on "Employability Skills"
12. Training on BPO Sector
13. Industrial Visit
14. Job Fair
15. On-Campus & off-Campus Drives

15. Placement Day

கல்லூரி விதிமுறைகள் :

1. உடை கட்டுப்பாடு :

மாணவர்களுக்கு :

- ❖ ஆடவர் முழுக்கால் சட்டை மற்றும் மேல் சட்டை அணிந்து வருதல் வேண்டும்.
- ❖ ஜீன்ஸ் டீ ஷர்ட், கார்கோ மற்றும் இருக்கமான ஆடைகள் அணிந்து வர அனுமதியில்லை.
- ❖ நீண்ட முடி, பங்க் ஆகிய சிகையலங்காரங்கள் தடை செய்யப்பட்டுள்ளது.

மாணவியருக்கு :

- ❖ மாணவிகள் புடவை, சல்வார் கமீஸ் ஆகியன அணிந்து வருதல் வேண்டும்.
- ❖ துப்பட்டா சரியான முறையில் பிணைக்கப்பட வேண்டும்.
- ❖ லெக்கின்ஸ் ஜீன்ஸ் அணிதல் தடை செய்யப்பட்டுள்ளது.
- ❖ கையில்லாத குறுகிய மேல் சட்டை அணிதல் தடை செய்யப்பட்டுள்ளது.
- ❖ கூந்தலை கட்டாமல் பின்னி முடிந்து வருதல் வேண்டும்.

2. மாணாக்கர் கல்லூரி **அடையாள அட்டை** இல்லாமல் கல்லூரி வளாகத்திற்குள் நுழைய அனுமதியில்லை. மாணாக்கரின் அடையாள அட்டை நூலக அட்டை களவு போனாலோ, தொலைந்துவிட்டாலோ உடனடியாக கல்லூரி நிர்வாகத்திற்கு தெரியப்படுத்த வேண்டும். இவற்றை ரூ.25 செலுத்தி மீண்டும் பெறலாம்.

3. மாணாக்கர் கல்லூரிக்கும், வகுப்பறைக்கும் உரிய நேரத்தில் வருதல் வேண்டும்.

4. மாணாக்கர் கல்லூரியின் முதல் மணி ஒலித்தவுடன் வகுப்பறையில் இருத்தல் வேண்டும்.

5. பேராசிரியர்கள் அனுமதியின்றி மாணாக்கர் பாடவேளையில் வெளியே வரவும், உலாவுதற்கும் அனுமதியில்லை. தகுந்த காரணமின்றி மாணாக்கர் 5 நிமிடத்திற்குமேல் தாமதமாக வந்தால் வகுப்பறைக்குள் அனுமதிக்கப்படமாட்டார்கள். பாடவேளையில் வகுப்பில் இல்லாதோர் / ஒழுங்கீன நடவடிக்கையுடையோர் கண்காணிக்கப்பட்டு இடைநீக்கம் / நிரந்தர நீக்கம் செய்யப்படுவர்.

6. மாணாக்கர்கள் வகுப்பு நேரங்களில் வகுப்பில் கண்டிப்பாக அமைதி காக்க வேண்டும்.

7. மாணாக்கர்கள் பேராசிரியர்கள் வகுப்பினுள் நுழைந்தவுடன் அமைதியாக எழுந்து நின்று பின் போராசிரியர் அமரக் கூறிய பின் அமர்தல் வேண்டும்.

8. பாட புத்தகமின்றி வரும் மாணாக்கர் வகுப்பறைக்குள் அனுமதிக்கப்படமாட்டார்கள்.

9. வகுப்பு நேரத்தில் விடுப்பு வேண்டின், வகுப்பு தொடங்கும் முன்பே அந்த வகுப்பு ஆசிரியரிடம் முன் அனுமதி பெற வேண்டும்.

10. முதல்வரின் அனுமதி பெறாமல் எந்த அறிவிப்புகளையும் தகவல் பலகைகளில் ஒட்டுதல் கூடாது.

11. கல்லூரி வளாகத்திற்குள் மாணாக்கர் கூட்டம் கூட அனுமதியில்லை. முதல்வர் அனுமதியின்றி எந்த கூட்டமோ, விழாவோ கல்லூரி வளாகத்திற்குள் நடத்த அனுமதியில்லை.

12. மாணாக்கர்கள் தங்களுக்குள் எந்தவிதமான சுற்றறிக்கைகளை அனுப்புவதோ அல்லது நிர்வாக அனுமதி இல்லாமல் தகவல் பலகைகளில் ஒட்டுதலோ நிச்சயமாக தடைசெய்யப்படுகிறது.

13. மிதிவண்டி மற்றும் இருசக்கர வாகனங்களும் அதற்கென ஒதுக்கப்பட்ட இடத்தில் மட்டுமே நிறுத்த வேண்டும். தேவையற்ற இடங்களில் நிறுத்துவது தண்டனைக்குரியது.

14. சமூக உணர்வுகள் மேலோங்க விளையாட்டு நிகழ்வுகளைக் காணவும், விளையாடவும், விளையாட்டு உணர்வுகளை பலப்படுத்தவும் வேண்டும்.

15. மாணாக்கர்கள் கல்லூரி நடைபெறும் நிகழ்ச்சியிலோ அல்லது கல்லூரி சம்பந்தப்பட்ட பொது நிகழ்ச்சிகள் நடத்தப்படும்போதோ கல்லூரியின் பெருமையை பேணிக்காத்தல் வேண்டும்.

16. மாணாக்கர்கள் எந்தவிதமான தன்னிச்சையான அமைப்புகளாக ஏற்படுத்தி நடைமுறைப்படுத்தவோ அல்லது வழி நடத்தவோ அனுமதி இல்லை. மீறினால் ஒழுங்கு நடவடிக்கைக்கு உட்படுத்தப்படுவர்.

17. மாணாக்கர் எந்த விதமான அரசியல் மற்றும் பொது கூட்டங்களில் பங்கேற்க அனுமதியில்லை. ஊடகங்களில் கருத்து பரிமாற அல்லது தகவல்களை அனுப்ப முன் அனுமதி கல்லூரி முதல்வரிடமிருந்து பெறுதல் வேண்டும்.

18. மாணாக்கர்கள் வகுப்பு புறக்கணிப்புகளில் ஈடுபடுவது மற்றம் கல்லூரி புறக்கணிப்பு போராட்டங்களில் ஈடுபடுவது முற்றிலும் தண்டனைக்குரியது. இதனை முன்னின்று செயல்படுத்துபவர்கள் மீது முதல்வர் அவர்கள் நேரடியாக ஒழுங்கு நடவடிக்கைக்கு உட்படுத்த முழு உரிமை உண்டு.

19. தொடர்ச்சியான வருகைப்பதிவு மற்றும் அவ்வப்பொழுது சமர்ப்பிக்க

வேண்டிய எழுத்து ஒப்படைவு (Assignment) போன்றவைகளை கட்டாயம் செய்தல் வேண்டும். மீறும் மாணாக்கர்கள் மீது ஒழுங்கு நடவடிக்கை எடுக்கப்படும்.

20. **கல்லூரி வருகைப்பதிவு :**

மாணாக்கர்கள் முன்னறிவிப்புடன் விடுப்பு விண்ணப்பம் அளித்து விடுப்பு எடுக்க அனுமதிக்கப்படுவர். விடுப்பு விண்ணப்பங்கள், பெற்றோர் அல்லது பாதுகாவலர் கையொப்பத்துடன் துறைப் பொறுப்பாசிரியரிடம் முன்கூட்டியே அளிக்கவேண்டும். அவ்வாறு செய்ய இயலாவிட்டால் திரும்ப வருகை தரும் முதல் நாளிலேயே விடுப்பு விண்ணப்பத்தை சமர்ப்பிக்க வேண்டும்.

மூன்று நாட்களுக்குமேல் விடுப்பு எடுக்க நேரிட்டால் மருத்துவச் சான்றிதழுடன் விடுப்பு விண்ணப்பத்தை சமர்பிக்க வேண்டும்.

மாணாக்கர் 15 நாட்களுக்கு மேல் முன்னறிவிப்பின்றி, தகுந்த காரணங்களின்றி வகுப்பிற்கு செல்ல அனுமதிக்கப்படமாட்டார்.

கல்லூரியில் நடத்தப்படும் அனைத்து தொடர் மதிப்பீட்டுத்தேர்வுகள் மற்றும் சிறப்பு வகுப்புகளுக்கு வராமல் இருந்தால் அபராதத் தொகை வசூலிக்கப்படும். மறுதேர்வுகள் நடத்தப்பட மாட்டாது.

21. **கேலிவதை :**

மத்திய / மாநில அரசு, பல்கலைக்கழக மானியக்குழு மற்றும் சென்னைப் பல்கலைக் கழகம் ஆகியன கேலிவதைகளுக்கு எதிராக, கடுமையான சட்டங்களை வகுத்துள்ளன. கல்லூரிகள் அந்த விதிமுறைகளை கடுமையாக பின்பற்றுமாறு அறிவுறுத்தப்பட்டுள்ளது

மாணாக்கர் கேலிவதை செயல்களில் ஈடுபட்டால், அது பற்றி புகார் பெறப்பட்டவுடன் கல்லூரி நிர்வாகம் காவல் துறைக்கு புகார் தெரிவிக்க அறிவுறுத்தப்பட்டுள்ளது. மேற்படி, மாணாக்கர்கள் மீது காவல்துறை நடவடிக்கை மேற்கொள்ளும் பட்சத்தில் அவர்கள் கல்லூரியிலிருந்து நீக்கப்படுவார்கள்.

பெண்களுக்கான கேலிவதை செயல்களில் ஈடுபடும் மாணவர்கள் மீது பாராளுமன்றத்தின் பெண்களுக்கான பாதுகாப்பு சட்டத்தின் மீது நடவடிக்கை எடுக்கப்படும்.

22. கல்லூரிக்கு கைப்பேசி கொண்டுவருதல் மற்றும் உபயோகப்படுத்துதல் தடை செய்யப்பட்டுள்ளது. கல்லூரி வளாகத்திற்குள் மாணாக்கரிடமிருந்து கைப்பேசி கைப்பற்றப்பட்டால், அக்கைப்பேசியை மாணாக்கரின் முழு கல்வியாண்டும் (3 ஆண்டுகள்) முடிந்தபின் பெற்றோரிடம் ஒப்படைக்கப்படும்.

23. மாணாக்கர்கள் சக மாணவர்களை தீயவார்த்தைகள் கூறி

அவமானப்படுத்துவது, வன்முறை ரீதியிலான செயல்களில் ஈடுபடுவது மற்றும் மிரட்டுதல் போன்றவை முற்றிலும் தண்டனைக்கு உட்பட்டது. அவர்கள்மீது கல்லூரி நிர்வாகம் உடனடியாக ஒழுங்கு நடவடிக்கை எடுக்கும்.

24. மது அருந்துதல், போதை பொருட்கள் மற்றும் புகையிலைப் பொருட்கள் பயன்படுத்துதல் தடை செய்யப்பட்டுள்ளது. அவ்வாறு கண்டறியப்பட்டால் அம்மாணாக்கர் மீது ஒழுங்கு நடவடிக்கை மற்றும் விசாரனைக்கு உட்படுத்தப்பட்டு கல்லூரியிலிருந்து நீக்கப்படுவர்.

25. சைவ உணவுகளுக்கு மட்டும் கல்லூரி வளாகத்தில் அனுமதி உண்டு. அசைவ உணவுகளைக் கல்லூரி வளாகத்திற்குள் எடுத்து வருவது கண்டிப்பாகத் தடைசெய்யப்பட்டுள்ளது.

26. கல்லூரி வளாகத்திற்குள் எந்தவித அறிக்கையும், துண்டுச் சீட்டும் ஒட்டுதல் கூடாது. கல்லூரிச் சொத்துக்களுக்கு சேதம் விளைவிக்கும் மாணாக்கர் ஒழுங்கு நடவடிக்கைக்கு உட்படுத்தப்பட்டு, அதற்குரிய அபாராதத் தொகையும் வசூலிக்கப்படும். கல்லூரி வளாகம், வகுப்பறை, ஓய்வறை, ஆய்வுக் கூடங்கள், விளையாட்டு மைதானம் ஆகிய இடங்களை தூய்மையாக வைத்துக் கொள்ளவேண்டும்.

27. மாணாக்கர்கள் கல்லூரியின் அனைத்து விதிமுறைகளையும் அவ்வப்போது கொண்டுவரப்படும் கட்டுப்பாடு நடவடிக்கைகளையும் கட்டாயமாக பின்பற்ற வேண்டும். மேற்கண்டவைகளை முழுமையாக பின்பற்றும் மாணாக்கர்கள் மட்டுமே பருவத்தேர்வு எழுத அனுமதிக்கப்படுவர். மேலும் உதவித்தொகை பெறுதல், வேலை வாய்ப்பு முகாமில் பங்கேற்றல் மற்றும் எல்லா விதமான சான்றிதழ்களும் பெற பரிந்துரை செய்யப்படுவார்கள். கல்லூரி விதிமுறைகளை மீறும் மாணாக்கர்கள் மீது ஒழுங்கு நடவடிக்கை எடுத்து இடைநீக்கம் செய்ய அல்லது மாற்றுச் சான்றிதழ் அளித்து முழு நீக்கம் செய்ய முதல்வர் அவர்களுக்கு முழு உரிமை உண்டு.

28. சான்றிதழ்கள் தேவைப்படும் மாணாக்கர் இரண்டு நாட்களுக்கு முன்பே முதல்வருக்கு சான்றிதழ் வேண்டி விண்ணப்பிக்க வேண்டும். கல்லூரியிலிருந்து பெறப்படும் சான்றிதழ்களுக்கும், பல்கலைக்கழகத்திலிருந்து பெறப்படும் சான்றிதழ்களுக்கும் நிர்ணயிக்கப்பட்ட தொகையை செலுத்திப் பெற்றுக் கொள்ளலாம்.

29. கல்லூரி விதிமுறைகளை அவ்வப்பொழுது உள்ள சூழ்நிலைக்கேற்ப மாற்றம் செய்ய, திருத்தம் செய்ய அல்லது கூடுதலாக இணைக்க நிர்வாகத்திற்கு உரிமை உண்டு.

30. மாணவர்கள் பேருந்து நிறுத்தங்களிலும் பேருந்துகளிலும் ஒழுங்காக நிற்கவும், பயணிக்கவும் அறிவுறுத்தப்படுகிறார்கள். சகபயணிகளுக்கு பாதிப்பு விளைவித்தால் கடுமையான தண்டனைக்கு ஆளாகுவார்கள். பேருந்தில் ஆடல், பாடல், விவாத செயல்களில் ஈடுபடுதல் கூடாது.

RULES & REGULATIONS FOR STUDENTS

GENERAL RULES

- Keep the campus clean and green.
- Use the dustbins provided in the classrooms and college premises to discard papers and garbage.
- Don't waste water and food items.
- Switch off fans and lights when not in use in class rooms/ laboratories.
- Use only courteous and polite language and behave with decorum when talking to the faculty members and the staff of the college

DISCIPLINARY RULES

- The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline.
- Students should wear / display their Identity Card prominently, while they are within the campus The security staff/ faculty will not permit any student inside the campus without their identity card. It should be shown to the security / faculty whenever it is demanded.
- Each student must fill the **'Students Response Form'** available in the Academic Calendar immediately on joining the college and forward it to the Principal through the HoD. Subsequent changes in the details provided should also be reported immediately and without fail.
- Students will promptly stand to solemn attention when Jain Prayer song, 'Tamilthai Vazhthu' and National Anthem being played at all times.

- Use of mobile phones inside the college campus is strictly prohibited. If anyone is found using cell phones, sending SMS, browsing on the internet etc. inside the college, stringent action will be taken and the cell phones will be confiscated and will not be returned.
- Loitering inside the campus during working hours is strictly prohibited.
- Students should not leave the college premises during class hours without written permission of the CA/HoD/Principal.
- Students should be punctual in attending classes and other co-curricular and extra-curricular activities. Late comers will not be allowed in the class.
- Damage or destruction in any form to any college property will invite severe punishment. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Students should not write or carve names on the furniture, walls, tiles, boards, vehicles and automobiles etc. within the college premises.
- Pasting of papers, brochures, posters and other printed materials is not permitted anywhere inside the campus.
- During games / library hours / laboratory hours the classroom should be locked if bags are kept inside.
- Students should take care of their belongings. The college will not be responsible for any loss belongings.
- Shouting is not permitted in college premises and absolute silence and discipline should be maintained in the classrooms.

- The following acts of misconduct will result in immediate dismissal from the college:

  Assault of any person

  Wilful damage to University property

  Intimidation, coercion and/or interference with other students

  Misbehaviour with other students and/or Staff

- Smoking and consumption of tobacco products, intoxicants, alcohol and drugs are strictly prohibited inside the campus. If so that will lead to immediate dismissal from the college.
- Weapons must not be brought into, or kept, within the campus.
- Students should not involve themselves in any political or religious activity inside the Campus. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without prior written permission of the Principal.
- No student shall take part in any anti-social or subversive activities. No student shall be a member of any organization or association not concerned with academics, without prior written permission of the Principal.
- No celebrations of festivals, birthdays or similar events are permitted among students during college hours or in the campus or college bus.
- Only Vegetarian Food is Permitted within the Campus. Non - Vegetarian Food in any form is Totally Prohibited.
- Students are expected to maintain discipline in bus, bus stops and other public places.

- Foot board travel must also be avoided.
- All two wheeler users should wear helmet.
- Over speed inside the campus is prohibited. Vehicles should be parked at the central parking lot in places earmarked for each vehicle. Parking of vehicles in places other than the central parking lot is totally prohibited.

DRESS CODE FOR MALE STUDENTS

* Hair should be neatly cut and well groomed (Long hair not permitted) Shall be clean - shaven.
* Shall wear washed, pressed pants with decent shirt full sleeve (No folding of full sleeve) / half sleeve) neatly tucked in and well polished formal shoes.
* Multi-pocket pants, T-shirts, banians, jeans / pants similar in appearance to jeans and cargo pants are not permitted.
* Exhibition of unwanted designs with (lowers, cartoons or writings or phrases on either shirt or pant arc not permitted. Multi-pocket pants and shirts are not permitted.
* Wearing of ear rings is not permitted unless there is prior permission from the Principal with genuine reasons.

DRESS CODE FOR FEMALE STUDENTS

* Saree or churidhar with dupatta pinned to the kurta.
* Sleeveless kurtas / blouses, high slit kurtas, short kurtas and single pleat dupatta, leggings are not permitted.

Identity Cards

Each student of this College is expected to wear the identity card issued by the college. No Student is permitted to enter in the campus without ID Card. Some of the specific uses of the ID Card are given below.

1. To get concessional tickets to travel by Bus, Rail or Air.
2. To become a member of the U.S.I.S. Library, British Council Library, Connemara Library or Local Library Authority and to enable the students to borrow books.
3. For postal identity.
4. To get the magazine, campus FORUM etc.
5. For the receipt of payment of fee concession, Scholarship etc, at the College counter.
6. As a general identity card.
7. To get hall tickets for the University Automous Examinations.

Students should meet their Head of the Department to get their identity card.

CODE OF CONDUCT DURING PROGRAMMES/ EVENTS/CELEBRATIONS/FUNCTIONS

- All functions - culturals, events, seminars, meetings, training / classroom sessions etc. demand discipline and students must follow the dress code.
- Discipline must be maintained while attending functions like College Day, Graduation Day, and Sports Day etc.

i. Maintain absolute silence until the meeting / function is over,

ii. Be seated before the commencement of the meeting.

iii. When the Chief Guest / VIP enters the auditorium, the audience should stand and welcome. They should sit only after the Chief Guests are seated.

iv. Students and audience can leave the auditorium only after the Chief Guest / VIP leaves the auditorium.

v. Only the official/authorized photographer is permitted.

- Under the Government's Educational Rules, the Principal has full power to inflict punishment on errant and defaulting students for lack of attendance, loss of term certificates, etc. The punishment could be Fine, Suspension, Expulsion, etc. This is in order to maintain discipline and punctuality.

RAGGING

Ragging in any form is totally banned and is punishable as per the Government Order. If any student is found to be indulging in any sort of ragging or harassment to juniors or other fellow students, inside or outside the campus, bus, hostel, he/she will be dismissed immediately from the college, and criminal action will be taken against them as per the rules.

Fees

All fees due to college are to be paid within the due dates. No extension of time shall be granted. In case of failure, the name of the student concerned will be struck off from the rolls.

LEAVE/ON DUTY/PERMISSION RULESLEAVE RULES

- Applications for leave shall be addressed to the Principal and submitted to the HoD. (Sample attached)

- In case of sickness or injury, intimation is to be given to the HoD over telephone or e-mail or letter followed by a formal leave letter with an authorized Medical Certificate before the student attend the classes after availing leave.

- Any unauthorized absence will attract punishment.

  i) Absence without leave or permission for any part of a working day shall be considered as absence for the whole day.

  ii) Late comers in the morning will not be allowed unless prior permission or suitable intimation is given to the HoD concerned.

- On Duty will be recommended / initiated by the controlling officer and will be granted by the respective HoD of the department concerned depending on the genuineness of the participation in cultural / paper presentation / inter-collegiate competitions etc., through the Principal. No On Duty will be granted for practice.

- Students representing the college in co- curricular or extra-curricular activities should apply to the Principal for “ON DUTY” in a prescribed format.

ATTENDANCE

- Students shall be regular and punctual in their attendance and every student is expected to put in 100% attendance in both theory and practical classes. Due credit for attendance will be given in the internal assessment mark.

- **Students must be present for all tests & events conducted by the college.**

  Dates of Unit Tests/Model Exams will be intimated by the respective HoDs and will be available in the College website.

- Students must secure not less than 85% of overall attendance in a semester. However, a candidate who secures attendance between 75% to 85% only in the current semester due to medical reasons hospitalization/ specific illness or due to participation in College/University/State/ National/ International level sports/Cultural events with prior permission of the Principal, shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examination.

- **It will be considered as gross indiscipline, if the students absent themselves on the first and the last working day of each semester.**

- Attendance shall be marked during all the class hours and during practical classes every day.

OFFICIAL APPROVALS FROM THE PRINCIPAL

In order to get a certificate from the Principal, the following procedure has to be followed:

A requisition letter must be written with a recommendation from the Class Advisor and the HoD.

It should be handed over to the Principal's office placed in the Principal's office.

The office requires at least two days to prepare and dispatch the necessary certificates.

TIME SCHEDULE TO MEET THE PRINCIPAL

Parents	:	9.00 a.m. -10.00 a.m. (except Mondays)
Visitors, Suppliers & Students	:	3.00 p.m. -4.00 p.m. (except Tuesdays)

College Union Composition

All students of the College are "ipso facto" members of the College Union. The Union will have a Chairman, a Vice-Chairman, a Secretary and a Joint-secretary. The Union office bearers are elected from among the students of the College. The Union will have an Executive body known as Students' Council. The students council will consist of the principal, four vice presidents and the student office bearers of the College Union. The Vice-presidents are members of the faculty nominated by the Principal.

Functions:

It is the responsibility of the office bearers of the union to arrange for monthly meeting inviting eminent persons from all walks of life. The Union will have a simple inaugural function in August. All other associations and clubs will be inaugurated immediately after that. The Union activities for the year will end with a valedictory function in the first week of February. All activities and programmes of the college union shall have the students council which will meet once in three months to review the functioning of the union. The union office bearers are accountable to the students council.

Eligibility:

Students should have appeared and passed all the papers of the University examination meant for them held before the date of filing the nomination. **They should not be in arrears of payment of fees to the college.**

Conduct:

The office bearers of the college union shall conduct themselves with dignity and responsibility. In addition to the general rules of attendance and discipline, the college union office bearers had be governed by the code of conduct issued by the Government of Tamilnadu.

Code of Conduct for the elected student - Office Bearers.

1. The office bearers of the college union shall co-operate fully with the principal and staff of the college in promoting intellectual and Cultural activities amongst students.
2. The college union office bearers shall impose on themselves the responsibility of not involving in any act of indiscipline leading to disruption of normal life in the campus,
3. The problems/issues in the college shall be resolved by representation and negotiations and not by resorting to any other method.
4. The office bearers shall not involve in any issues not connected with the college.
5. The office bearers shall under no circumstances, deem it as a part of their duty to represent to the authorities on matters and causes which do not fall under the purview of the college union.
6. The office bearers may make their representations to the Principal on matters pertaining to the general interest of the students only and not on individual cases.
7. The office bearers shall not interfere directly or indirectly in matters involving discipline and action thereon which are the responsibilities of the Principal.
8. No decision on the activities/programmes of the college union shall be taken by the union office bearers except with the recommendation of the Student's Council consisting of the class representatives and staff advisers and approval of the Principal.
9. It shall be obligatory on the part of the College Union office bearers to present the statement of accounts twice a semester to the Student's Council.
10. The office bearers shall not invite anyone not connected with the

college for meetings and functions except with the specific approval and consent of the principal.

11. The union office bearers shall not issue any press statement pertaining to the college matters without the permission of the Principal.

12. The union office bearers shall not involve themselves in any kind of fund raising campaigns except with the specific approval of the principal.

13. The above said instructions shall be followed and those who violate shall be dealt with suitably.

LIBRARY AND THE STUDENTS

1. Library books are the assets of the college and its is the responsibility of all the students to handle them carefully.

3. All students are required to sign in the register placed at the entrance of the library.

2. Access to the library including entering into the reading room is strictly on the basis of the students IDENTITY CARD. Entery into the library, and borrowing of library books shall be allowed only on production of the Identity Card.

4. Personal belongings are to be kept outside the library. The library staff are not responsible for any loss theft of this students belongings.

5. No student shall deface the library books by underlining, scribbling notes, in the margin. Any damage, mutilation, theft and mal practice will be severely dealt with including imposing fine and suspension.

6. Printed books, note books are NOT allowed inside the library other than library books. If necessary only papers are allowed for reference to write notes.

7. Do not disturb the furniture in the library in any way.

8. All the UG students are permitted to take 2 books, PG students 3 books, for M.Phil and Research scholars 4 books at a time. The students can retain the books for a maximum period of 15 days

only. If the students are desirous of extending the period, they shall do so only with the approval of the librarian, such extension shall be granted only for 15 days after which they have to return the books. If the due date falls on a holiday he/she should return it on the next working day. However, if a student wants to keep a book during the holiday (Except summer holidays) he/she has to return the books and borrow on the working day prior to commencement of holidays. These books can be returned on the reopening day. No book will be issued for use in the summer vacation. All books should be returned on or before the last working day of the college.

9. The Librarian can call for return of books at any time with out any giving reason.

10. If a student does not return the book when due or called for, a fine of Rs. 2 per day of default will be levied and the defaulting student will not be allowed the use of the library till the book is turned and the fine paid.

11. If a book is lost by a student he/she shall replace it with a **copy of the latest edition or pay the double the amount of book.**

Student Counselling System

1. The welfare of the students is looked after by Principal with the willing-co-operation of the staff. Besides there is a student's Counselling system in the College which aims at:

   (a) Bringing about intimate contact between the teacher and the taught;

   (b) Detecting and developing the latent talents in the students; and

   (c) Making the student an accomplished, enlightened and useful citizen.

2. The Principal desires the co-operation of all the parents and guardians in the progress, education and conduct of the sons/ daughters/wards.

Free Easy English Class

Communication skills in English is an indispensable qualification

of this 21st century. To be competetive enough in this arena the students who were not exposed to this area much are spotted out and they are given ample training to meet the necessities of the job market.

Free Computer Awareness Class

Exposure to Computer is an imperative need to people hailing from all walks of life. To fulfill this need Computer awarness classes are conducted for students on all Saturdays between 10 a.m. and 2 p.m.

MOST IMPORTANT

TAMIL NADU GOVERNMENT GAZETTE EXTRAORDINARY

The following Act of the Tamil Nadu Legislative Assembly received assent of the Governor on the 14th February 1997 and is hereby published for general information.

Act No. 7 of 1997

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu the Forty eighth year of Republic of India as follows.

Short title, extent and commencement:

1. 1. The Act may be called the Tamil Nadu prohibition of Ragging Act 1997
   2. It extends to the whole of the State of Tamil Nadu.
   3. It shall be deemed to have come into force on the 19th day of December 1996.

Definitions

2. In this Act unless context otherwise requires, “ragging” means display of noisy disorderly conduct during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear shame or embarrassment to a student in any educational institution and includes.
   a. Teasing, abusing of, playing practical jokes on, or causing hurt to such student **or**.
   b. Asking the student to do any or perform something which such a student will not in the ordinary course willingly do.

Prohibition of Ragging

3. Ragging within or without any educational institution is prohibited.

Penalty for Ragging

4. Whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or without 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.

Dismissal of Student

5. Any student convicted of an offense under section I shall also be dismissed from the educational institution and such student shall hot be admitted in any other educational institution.

Suspension of Student

6. 1. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for 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 offense, from the educational institution.

   2. The decision of the Head of the Educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub section (1) shall be final.

Deemed abetment

7. If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section(I) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offense of ragging and shall be punished as provided for in section.

Power to make rules

8. 1. The state Government may make rules for carrying out all any of the purposes of the Act.

   2. All rules made under this Act shall be published in the Tamil Nadu •Government Gazette and unless they are expressed to come in to force on a particular day, shall come into force on the day on which they are published.

   3. Every rule under this Act, shall, as soon as possible after it is made, be placed on the table of the Legislative Assembly and if, before the expiry of the session in which it is so placed or the next session the Assembly

makes any modification in any such rule, or the Assembly decides that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Repeal and Saving-Tamil Nadu Ordinance 10 of 1996

9. 1. The Tamil Nadu Prohibition of Ragging Ordinance 1996 is hereby repealed.

2. Notwithstanding such repeal anything done or any action taken under the Ordinance shall be deemed to have been done or taken under this act.

(By Order of the Government)

A.K. Rajan

Secretary to Govt. Law Dept.

கல்லூரி கல்வி இயக்குநர் அவர்களின்
செயல்முறைகள்
சென்னை - 600 006.

ந.க. எண். 57638/ஜே 6/82 நாள் (20.09.1992)
திருவள்ளுவராண்டு 2013, துந்துபி, புரட்சி 4
பொருள் : கல்லூரிகள் பொது விதிமுறைகள் குறித்து

மாணவப் பேரவை அலுவலர்க்குரிய வழிகாட்டு விதிகளின் தொகுப்பு (ஆங்கிலம் மற்றும் தமிழ்) அனைத்துக் கல்லூரி முதல்வர்களுக்கும் உரிய நடவடிக்கைகக்கு அனுப்பலாகிறது. முதல்வர்கள் அதனைத் துணை கொள்ளுமாறு வேண்டப்படுகின்றனர்.

இச்சுற்றறிக்கையைப் பெற்றுக் கொண்டதற்கான ஒப்புதலை அளிக்குமாறு அனைவரும் கோரப்படுகின்றனர்.

நா. அனந்தபத்மநாபன்
கல்லூரி கல்வி இயக்குனருக்காக

பெறுநர்
அனைத்துக் கல்லூரி முதல்வர்கள்
தமிழ்நாடு அனைத்து மண்டலத் துணைக்
கல்லூரிக் கல்வி இயக்குநர்கள்

உண்மை நகல்/உத்தரவுப் படி/அனுப்பலாகிறது
ஒம்/.....
கண்காணிப்பாளர்.

கல்லூரிகளில் தேர்ந்தெடுக்கப்பெற்ற மாணவர்

அலுவலர்களுரிய வழிகாட்டி விதிகளின் தொகுப்பு

1. **பேரவை அலுவலர்கள், மாணவரின் நுண்ணறிவும் மக்கட் பண்பும், மேலோங்குவதற்குரிய பணிகளைக் கல்லூரி முதல்வரும் பணியாளரும் மேற்கொள்ளும் போது இணைந்து ஒத்து செயல்படுவர்.**
2. **பேரவை அலுவர்கள், கல்லூரி வளாகத்தின் இயல்பான நடைமுறையைக் குலைக்கும் எவ்வித ஒழுக்கமற்ற செயலிலும் தம்மை ஈடுபடுத்திக்கொள்ள மாட்டோம் என்ற பொறுப்பினைத் தாமே தம்மீது வரம்பாக ஏற்றுக் கொள்வர்.**
3. **கல்லூரியல் ஏற்படும் சிக்கல்களுக்கு / முரண்களுக்கு முரையிட்டு, பேச்சு வார்த்தை நெறிகளிலேயே தீர்வுகாண வேண்டும். பிற வழிகலை மேற் கொள்ளலாகாது.**
4. **கல்லூரிப் தொடர்பில்லாத புறம்பான பிரச்சனைகளில் தலையடக்கூடாது.**
5. **கல்லூரிப் பேரவையில் வரம்புக்குள் வராத பொருள்களையும் காரணங்களையம பொறுப்புடையவர போல் எடுத்து மொழிவது எவ்விதச் சூழ்நியலும் தம்முடைய கடமை எனக் கருதக கூடாது.**
6. **தனிப்பட்டவரின் அக்கறைகுரிய பொருள் பற்றி அன்றி பெரும்பாலான மாணவர்களின் அக்கறைக்குரிய பொருள்களைப் பற்றியே பேரவை அலுவலர்கள் முதல்வரிடம எடுத்துமொழிவர்.**
7. **முதல்வர் பொறுப்பில் அடங்கிய ஒழுக்கம், அதன் மீது எழும் நடவடிக்கை ஆகியவற்றில் நேர்முகமாகவோ மறைமுகமாகவோ பேரவை அலுவலர்கள் தலையிடக் கூடாது.**
8. **துறைமன்றங்களின் அலுவர்களும் ஆசிரிய அறிவுரையாளர்களும் கொண்ட பரிந்துறையினையும் முதல்வரின் ஏற்பு அனுமதியினையும் பெறாத எந்த ஒரு நிகழ்வினையோ செய்யக்கூடாது.**

Scholarships and Concessions

The Government of India and the State Government award fee concession and scholarships to poor and deserving students, For each of these fee concession and scholarships, students have to apply on the prescribed forms which will be made available.

The fee concessions and scholaships are liable to be withdrawn for poor attendance and progress, anti-social or subversive activities.

All kinds of scholarships will be sanctioned subject to 90% attendance of the student. The payment of the scholarships amount is dependent on maintenance of 90% of the attendance and no relaxation of this rule will be granted to anybody.

Given below are few details regarding scholarships available to students of Arts and science Colleges. For further details the students are advised to contact the College Office.

1. **National Merit Scholarship**

   Based on X Standard marks for Plus 2 and Degree classes and undergraduate marks for P,G. Courses. Minimum marks 60% in aggregate. Income for parents should not exceed Rs.25,000/- per annum.

2. **State Scholarship for the Children of School Teachers**

   Available only to children of all working teachers of recognised primary and secondary schools. Parental income should not exceed Rs.1,000/- per month. Minimum marks 60% in the aggregate in the qualifying examination.

3. **State Government Merit Scholarship Scheme**

   This Scholarship is available to meritorious students who come first in the state in S.S.L.C. / Matriculation / AISLC / India Council for Secondary Education / C.B.S.E. Whose parental income does not exceed Rs.25,000/- per annum.

4. Scholarship in Jawaharlal Nehru University School of International Students, New Delhi : The Scholarship is available to a bonafide

resident of Tamil Nadu intending to take up M.Phil/Ph.D. Course for Advance Studies of International affairs at the school & the Candidates should be below 25 years of age.

5. Scholarship at the Rashtriya Indian Military College Dehradun : These Scholarships are available to candidates natives of Tamil Nadu or domiciled there in who secure admission in the Rashtriya Indian Military College.

6. **Award of Scholarship to cadets belonging to Tamil Nadu in National Defence Academy, Khadakvasla : PUNE.**

   These Scholarships are available to cadets belonging to Tamil Nadu in the Defence Academy, Khadakvasla Maharashtra State.

7. **Educational Concession and Scholarship to the children of Repatriates from Sri Lanka :**
   Students of degree classes should have secured 50% marks. They should be children of Repatriates of Sri Lanka. Income of parents should be not more than Rs.500/- per month.

8. Scheme of Scholarship to students from Non-Hindi speaking state for Post Matric studies in Hindi :
   These scholarships are available to students of Higher Secondary/ pre-degree/Intermediate or equivalent examinations.

9. First degree courses on the basis of Higher Secondary/Indian school certificate/Intermediate or equivalent examinations, M.A., (Hindi) on the basis of B.A., B.Sc., B.Com., or equivalent examinations.
   Only candidates whose mother tongue is not Hindi and who belong to non-Hindi speaking states and who take Hindi as a subject their course of study are eligible for this scholarship. The state Government offers the following concessions also.

10. Educational concessions and scholarships to the children of Freedom Fighters.

11. Educational concessions and scholarships to the children/

dependents of Defence Service Personnel.

12. Jawaharlal Nehru Science Talent Book Scheme. Science Books worth Rs.2000/- is given to boys and girls of first year B.Sc., degree class on basis of merit.

13. **National Loan Scholarships**
About 1500 scholarships are allocated to Tamil Nadu every year. Students who pass the qualifying examination with atleast 50% marks and whose parental income does not exceed Rs.12,000/- per annum are eligible to apply.

14. **State Collegiate Scholarships**
The scholarship under this scheme is open only to students belonging to Tamil Nadu or domiciled therein. These are awarded on the basis of the results of the qualifying Examinations to students whose parental income does not xceed Rs.6,000/- per annum.

15. **Award of Anglo-Indian Scholarship**
these are available to Anglo-Indian students doing their studies in Tamil Nadu.

16. **Adhoc Merit Grant Scheme**
SC/ST students of first year degree who have 60% and above in Higher Secondary Examinations are eligible for a book grant of Rs.300/-. This is not renewable.

17. **Under Rule 92 TNER**
    (a) Half fee concession to Backward class (subjects to income limit specified)
    (b) Full fee concession to Most Backward classes and denotified tribes (subject to income limit specified)
    (c) Full fee concessions for SC (subject to income limit specified)

18. **Educational concessions to the children of Government servants who die in harness**
Tuition fee, special fee and cost of the books purchased reimbursed.

19. Residential non-residential state scholarship for BC and MBC (subject to the income limit and merit)

20. Residential and non-residential scholarship for SC and ST.

21. Tamil Nadu Harijan welfare loan scholarship Residential SC/ST students (besides Post-Metric scholarship)

22. Scholarship for the physically handicapped For the natives of Tamil Nadu subject to the income limit and merit specified,

23. Post-Metric Scholarship
SC/ST students subject to the progress and promotion.

24. Physically handicapped scholarship
To, blind, deaf and orthopedically handicapped children.

25. Scholarship from amalgamated Funds, Directorate of Ex-Servicement Welfare.
To dependents of ex-servicemen whose income does not exceeds Rs.650/- per month and in special cases to bright students whose parental income is less than Rs.750/- per month.

26. Maharani Vidyavathi Devi of Vizianagaram Endowment Scholarship,

Value of Scholarship : Rs. 960/-for year.

Eligibility : All, I, II and 111 years students without arrears

Income limit : 2,000/- per month

27. In the name of former Principal K.S. Nagarajan an endowment for Rs. 20,000/- has been created for granting scholarship to students.

28. In the name of Shri. Shanthi Rajaiah, our retired staff Prof. K.N. Vasupaliah donated Rs. 50,000/- for granting scholarship to students of Economics,

29. Sultan Chand Dropadi Devi Memorial Scholarship Endowment:
An award of Rs. 250/- per month for a II B.Com. (General) student.

Prizes

ACADEMIC

1. Sri. Ladmal Bhandari Rolling Cup for the best team in inter collegiate oratorical contest in Hindi.
2. Donated by Kalyanmal Prakashmal Chordia Trust Misrimal Kalyanmal Chordia Memorial Medal for the student who secures the highest aggregate marks in B.Com., Final Examination.
3. Rolling Cup for the best team in inter-Collegiate Oratorical contest in Telugu.
4. Rolling Shield for the best team in the inter-Collegiate oratorical contest in Tamil donated “by SUTTY” Monthy Magazine Chennai.
5. Cash Prize by Sri. Champalal Savansukha Charitable Trust for the Best three students of our college who secure ranks in the University examinations in any subject.

SPORTS AND ATHLETICS

1. Sri. Ramana Rao Rolling Shield for Sports and Athletics donated by Sri. P.M. Gopalakrishna.
2. Thiagaradha Rolling Shield for Volley Ball donated by Sri. T. Rajendran.
3. Surana Rolling Shield for Cricket donated by Proprietor Surana & Co., Chennai.
4. Surana Rolling Shield for Badminton donated by the Proprietor of Surana & Co.
5. Surana Rolling Shield for Basket Ball and Dhanraj Baid Memorial Rolling Trophy for inter-Collegiate Kabadi Tournament donated by the Proprietor of Surana & Co.

MEMORANDUM OF UNDERSTANDING

Dhanraj Baid Jain College signed a Memorandum of Understanding with Apollo Foundation under a comprehensive programme SHINE, a "Student Health Initiative" on 5th of June 2015. The college collaborated with Apollo Foundation to provide a comprehensive health package to the staff and students of the institution. This programme aims at inculcating habits of discipline, focus and moderation that will lead to a life time of good health among students of educational institutions. This programme shall deliver services related to health screening, health education and training, administration of first aid room and accident insurance coverage to the students of the institution at a nominal rate and free of cost to staff members and certain under privileged students who are economically backward.
The following services are rendered by Apollo Foundation under the SHINE programme.

- To set up first aid room in the institution. A trained nurse will be available to provide services.·
- To provide ambulance services, whenever necessary.
- The SHINE services will be provided during the working hours of the institution.
- Apollo shall provide SHINE help line numbers for Emergency calls and for appointment coordination for appointments at Apollo institution.
- Health screening will be conducted once in every academic year. Information literature in Tamil and English will be distributed to the students on health issues and talks on health issues and training programme will be conducted.
- The staff members will be given training on basic first aid skills and will be certified after completion of the training.
- Health records will be maintained. The records will be returned to the members concerned on expiry of the MOU.
- SHINE card holders will be given 15% to 20% discount on health check up, out-patient investigation, on purchase of medicines, room rent and on X-ray.

The SHINE members will be entitled to accident insurance coverage of Rs. 1,00,000 /- specifically for in-patient hospitalization due to accidents at any Apollo hospital in Chennai, and Rs.1, 00,000 /- in case of loss of life.

Date	Day	June 2019	Day Order	No. of Working Days
1	Sat		-	-
2	Sun		-	-
3	Mon		-	-
4	Tue		-	-
5	Wed	Ramzan	-	-
6	Thu		-	-
7	Fri		-	-
8	Sat		-	-
9	Sun		-	-
10	Mon		-	-
11	Tue		-	-
12	Wed		-	-
13	Thu		-	-
14	Fri	World Blood Donor Day	-	-
15	Sat		-	-

Success is a journey not a destination.

Date	Day	June 2019	Day Order	No. of Working Days
16	Sun		-	-
17	Mon	College opens for II & III Year Students-Odd Semester begins	1	1
18	Tue		2	2
19	Wed		3	3
20	Thu		4	4
21	Fri	International Yoga Day	5	5
22	Sat		-	-
23	Sun	International Olympic Day	-	-
24	Mon		6	6
25	Tue		1	7
26	Wed		2	8
27	Thu		3	9
28	Fri		4	10
29	Sat		-	-
30	Sun		-	-

சுதந்திரம் : நான் யாருக்கும் அடிமையில்லை எனக்கு அடிமை யாருமில்லை.

Date	Day	July 2019	Day Order	No. of Working Days
1	Mon	Chartered Accountants' Day	5	11
2	Tue		6	12
3	Wed		1	13
4	Thu		2	14
5	Fri		3	15
6	Sat		-	-
7	Sun	International Co-operative Day	-	-
8	Mon		4	16
9	Tue		5	17
10	Wed		6	18
11	Thu		1	19
12	Fri		2	20
13	Sat		-	-
14	Sun		-	-
15	Mon	Chaturmasya Begins	-	-
16	Tue		3	21

A smile is an inexpensive way to improve your looks.

Date	Day	July 2019	Day Order	No. of Working Days
17	Wed		4	22
18	Thu		5	23
19	Fri		6	24
20	Sat		-	-
21	Sun		-	-
22	Mon		1	25
23	Tue		2	26
24	Wed		3	27
25	Thu		4	28
26	Fri		5	29
27	Sat		-	-
28	Sun		-	-
29	Mon		6	30
30	Tue		1	31
31	Wed		2	32

பொறுமை கடலினும் பெரிது. ஒன்றுபட்டால் உண்டு வாழ்வு.

Date	Day	August 2019	Day Order	No. of Working Days
1	Thu		3	33
2	Fri		4	34
3	Sat		-	-
4	Sun		-	-
5	Mon	Issue of Examination Application forms - online	5	35
6	Tue		6	36
7	Wed		1	37
8	Thu		2	38
9	Fri	Varalakshmi Vratam	-	-
10	Sat		-	-
11	Sun		-	-
12	Mon	Bakrid	-	-
13	Tue	Continuous Assessment - I Commences	3	39
14	Wed		4	40
15	Thu	Raksha Bandhan, Independence Day, Alumni Meet	-	-
16	Fri		5	41

Change is the law of nature. Those who change survive. Those who dont persih.

Date	Day	August 2019	Day Order	No. of Working Days
17	Sat		-	-
18	Sun		-	-
19	Mon	National Photography day	6	42
20	Tue		1	43
21	Wed	Continuous Assessment - I Ends	2	44
22	Thu	Last date for payment of Exam. Fees without fine	3	45
23	Fri	Sri Krishna Jayanthi	-	-
24	Sat		-	-
25	Sun		-	-
26	Mon		-	-
27	Tue	Paryushan Parva begins	-	-
28	Wed		-	-
29	Thu	National Sports day	-	-
30	Fri		-	-
31	Sat		-	-

நல்ல புத்தகத்தை விட நல்ல நண்பன் வேறு எதுவுமில்லை.

Date	Day	**September 2019**	Day Order	No. of Working Days
1	Sun		-	-
2	Mon	Vinayaka Chathurthi	-	-
3	Tue	Paryushan Parva Ends	-	-
4	Wed		4	46
5	Thu	Teachers' Day	5	47
6	Fri	Last date for payment of Exam. Fees with fine	6	48
7	Sat	World Forgiveness day	-	-
8	Sun		-	-
9	Mon	Last date of Submission of filled in exam. application forms to the HOD	1	49
10	Tue	Muharram	-	-
11	Wed	Onam	2	50
12	Thu		3	51
13	Fri		4	52
14	Sat	World First Aid Day	-	-
15	Sun		-	-

Quality is never an accident. It is always an outcome of intelligent work.

Date	Day	September 2019	Day Order	No. of Working Days
16	Mon		5	53
17	Tue		6	54
18	Wed		1	55
19	Thu		2	56
20	Fri		3	57
21	Sat		-	-
22	Sun		-	-
23	Mon		4	58
24	Tue		5	59
25	Wed		6	60
26	Thu	Continuous Assessment - II Commences	1	61
27	Fri	Mahalaya Amavasya	2	62
28	Sat		-	-
29	Sun		-	-
30	Mon		3	63

''குழந்தை என்னும் மாறுவேடத்தில் கடவுள் உள்ளார்''

Date	Day	October 2019	Day Order	No. of Working Days
1	Tue		4	64
2	Wed	Gandhi Jayanthi	-	-
3	Thu		5	65
4	Fri	Continuous Assessment - II Ends	6	66
5	Sat		-	-
6	Sun		-	-
7	Mon	Ayudha Pooja	-	-
8	Tue	Vijayadasami	-	-
9	Wed		1	67
10	Thu		2	68
11	Fri		3	69
12	Sat		-	-
13	Sun		-	-
14	Mon	Soft Skill Exams for all UG & PG Programmes	4	70
15	Tue	Dr. A.P.J. Abdul Kalam's Birthday	5	71
16	Wed	World Food Day	6	72

Learning is a treasure that accompanies its owner everywhere.

Date	Day	October 2019	Day Order	No. of Working Days
17	Thu		1	73
18	Fri		-2-	74
19	Sat		-	-
20	Sun		-	-
21	Mon	Practical exams Commence for all Programmes	3	75
22	Tue		4	76
23	Wed		5	77
24	Thu		-6-	78
25	Fri		1	79
26	Sat		-	-
27	Sun	Deepavali	-	-
28	Mon	Deepavali	-	-
29	Tue		2	80
30	Wed	Model Exams. Commence	3	81
31	Thu		4	82

தந்தை தாய் பேண்

Date	Day	November 2019	Day Order	No. of Working Days
1	Fri		5	83
2	Sat		6	84
3	Sun		-	-
4	Mon	Model Exams. End	1	85
5	Tue		2	86
6	Wed		3	87
7	Thu		4	88
8	Fri	Odd Semester Exams Commence	5	89
9	Sat	Dr. C.L. Metha Birthday	-	-
10	Sun	Milad-Un-Nabi	-	-
11	Mon	National Education Day	6	90
12	Tue	Chaturmasya Ends	-	-
13	Wed		1	91
14	Thu		2	92
15	Fri		3	93

Be the change that you wish to see in this world.

Date	Day	November 2019	Day Order	No. of Working Days
16	Sat		4	94
17	Sun		-	-
18	Mon		5	95
19	Tue		6	96
20	Wed		1	97
21	Thu		2	98
22	Fri		3	99
23	Sat		4	100
24	Sun		-	-
25	Mon		-	-
26	Tue		-	-
27	Wed		-	-
28	Thu		-	-
29	Fri		-	-
30	Sat		-	-

அன்பினால் ஆகாதது எதுவுமில்லை.

Date	Day	December 2019	Day Order	No. of Working Days
1	Sun	World AIDS Day	-	-
2	Mon	Classes Commence for the Even Semester	1	1
3	Tue		2	2
4	Wed		3	3
5	Thu		4	4
6	Fri		5	5
7	Sat		6	6
8	Sun	Human Rights' Day	-	-
9	Mon		1	7
10	Tue	Karthigai Deepam	2	8
11	Wed		3	9
12	Thu		4	10
13	Fri		5	11
14	Sat		-	-
15	Sun		-	-
16	Mon		6	12

Manage yourself, lead others.

Date	Day	December 2019	Day Order	No. of Working Days
17	Tue		1	13
18	Wed	College Closes for University Valuation	-	-
19	Thu		-	-
20	Fri		-	-
21	Sat		-	-
22	Sun	National Mathematics Day	-	-
23	Mon		-	-
24	Tue		-	-
25	Wed	Christmas	-	-
26	Thu		-	-
27	Fri		-	-
28	Sat		-	-
29	Sun		-	-
30	Mon		-	-
31	Tue		-	-

இறை பக்தி என்பது உயிர்களின் மூச்சுக்காற்றைப் போன்றது.

Date	Day	January 2020	Day Order	No. of Working Days
1	Wed	New Year's Day	-	-
2	Thu		2	14
3	Fri		3	15
4	Sat		4	16
5	Sun		-	-
6	Mon		5	17
7	Tue		6	18
8	Wed		1	19
9	Thu		2	20
10	Fri		3	21
11	Sat		-	-
12	Sun	National Youth Day	-	-
13	Mon		4	22
14	Tue		5	23
15	Wed	Pongal	-	-
16	Thu	Thiruvalluvar Day	-	-

Great works are performed, not by strength but by perserverance.

Date	Day	January 2020	Day Order	No. of Working Days
17	Fri	Uzhavar Tirunal	-	-
18	Sat		-	-
19	Sun		-	-
20	Mon		6	24
21	Tue		1	25
22	Wed		2	26
23	Thu		3	27
24	Fri		4	28
25	Sat	National Voter's Day	-	-
26	Sun	Republic Day & Alumni Meet	-	-
27	Mon	Continuous Assessment - I Commences	5	29
28	Tue		6	30
29	Wed		1	31
30	Thu	Martyrs' Day	2	32
31	Fri		3	33

இயற்கை வளம் காப்போம்; இன்பமான வாழ்வைப் பெறுவோம்

Date	Day	February 2020	Day Order	No. of Working Days
1	Sat		-	-
2	Sun		-	-
3	Mon	Continuous Assesment - I Ends	4	34
4	Tue	World Cancer Day	5	35
5	Wed	Issue of Examination Application forms - online	6	36
6	Thu		1	37
7	Fri		2	38
8	Sat		-	-
9	Sun		-	-
10	Mon		3	39
11	Tue		4	40
12	Wed		5	41
13	Thu		6	42
14	Fri		1	43
15	Sat		-	-

Your attitude determines your alltitude

Date	Day	February 2020	Day Order	No. of Working Days
16	Sun		-	-
17	Mon		2	44
18	Tue	Last date for payment of Examination fees without fine	3	45
19	Wed	Dhanraj Baid Jain Birthday	-	-
20	Thu		4	46
21	Fri		5	47
22	Sat		-	-
23	Sun		-	-
24	Mon		6	48
25	Tue	Continuous Assesment - II Commence	1	49
26	Wed		2	50
27	Thu	Last date for payment of Examination fees with fine	3	51
28	Fri	Last date to submit the filled - in exams. applications form to the HOD National Science Day	4	52
29	Sat		-	-

பசித்திரு; தனித்திரு; விழித்திரு

Date	Day	March 2020	Day Order	No. of Working Days
1	Sun		-	-
2	Mon		5	53
3	Tue	Continuous Assesment - II Ends	6	54
4	Wed		1	55
5	Thu		2	56
6	Fri		3	57
7	Sat		-	-
8	Sun	International Women's Day	-	-
9	Mon		4	58
10	Tue		5	59
11	Wed		6	60
12	Thu		1	61
13	Fri	Sports Day	2	62
14	Sat		-	-
15	Sun	World Consumer Day	-	-
16	Mon	Soft Skills Exams. for all UG & PG Programmes	3	63

Learn from the mistakes of others, instead of making your own.

Date	Day	March 2020	Day Order	No. of Working Days
17	Tue		4	64
18	Wed		5	65
19	Thu		6	66
20	Fri	Model Exams. Commence	1	67
21	Sat		-	-
22	Sun		-	-
23	Mon		2	68
24	Tue		3	69
25	Wed	Ugadi	-	-
26	Thu		4	70
27	Fri		5	71
28	Sat		-	-
29	Sun		-	-
30	Mon	Model Exams. End	6	72
31	Tue		1	73

எல்லா மனிதர்களையும் நம்பி விடுவது ஆபத்து; ஒருவரையும் நம்பாமல் இருப்பதும் பேராபத்து.

Date	Day	April 2020	Day Order	No. of Working Days
1	Wed		2	74
2	Thu	Practical Exams. Commence	3	75
3	Fri		4	76
4	Sat		-	-
5	Sun		-	-
6	Mon	Mahavir Jayanthi	-	-
7	Tue	World Health Day	5	77
8	Wed		6	78
9	Thu		1	79
10	Fri	Good Friday	-	-
11	Sat		-	-
12	Sun		-	-
13	Mon		2	80
14	Tue	Tamil New Year & Dr. Ambedkar Jayanthi	-	-
15	Wed		3	81

Do not give up, the beginning is always the hardest.

Date	Day	April 2020	Day Order	No. of Working Days
16	Thu		4	82
17	Fri		5	83
18	Sat		6	84
19	Sun		-	-
20	Mon		1	85
21	Tue		2	86
22	Wed		3	87
23	Thu		4	88
24	Fri		5	89
25	Sat		6	90
26	Sun		-	-
27	Mon	Even Semester Examinations Commence	-	-
28	Tue		-	-
29	Wed		-	-
30	Thu		-	-

நிம்மதி, என்ற சொல்லின் முதல் கடை எழுத்துக்கள் நிதி.

Date	Day	May 2020	Day Order	No. of Working Days
1	Fri	May Day	-	-
2	Sat		-	-
3	Sun		-	-
4	Mon		-	-
5	Tue		-	-
6	Wed		-	-
7	Thu		-	-
8	Fri	World Red Cross Day	-	-
9	Sat		-	-
10	Sun		-	-
11	Mon		-	-
12	Tue		-	-
13	Wed		-	-
14	Thu		-	-
15	Fri		-	-
16	Sat		-	-

If you want to test a man's character, give him power.

Date	Day	May 2020	Day Order	No. of Working Days
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		-	-

கடமையை செய் பலனை எதிர் பார்க்காதே.

ODD SEMESTER CLASS TIME TABLE

Semester : ..... Section : ..... Course : .....

	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour
Day I					
Day II					
Day III					
Day IV					
Day V					
Day VI					

COURSE CODE / NAME	NAME OF THE FACULTY
1	
2	
3	
4	
5	
6	
7	

EVEN SEMESTER CLASS TIME TABLE

Semester : ..... Section : ..... Course : .....

	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour
Day I					
Day II					
Day III					
Day IV					
Day V					
Day VI					

COURSE CODE / NAME	NAME OF THE FACULTY
1	
2	
3	
4	
5	
6	
7	

IMPORTANT TELEPHONE NUMBERS			
SL. NO	**NAME**		**PHONE NUMBER**
1	INDIAN BANK - DB JAIN COLLEGE BRANCH		04424965567
2	RAILWAYS - ENQUIRY		132
3	BLOOD BANK		04428294870
4	APOLLO HOSPITAL PERUNGUDI		04424961111
5	ELECTRICITY BOARD		04424960708
6	Dr KALAISELVAN. A		9444800388
7	WOMEN HELPLINE		
8	PERSONAL DOCTOR		
9	CLASS ADVISOR		
10	HEAD OF THE DEPT		
11	OTHER BANK(S)		
12			
13			
14			
15			
16			
17			

LEAVE REQUISITION FORM

Name :

Roll No. / Branch / Section / Year :

Leave Dates (Applying for) :

Purpose* :

Signature of Father / Mother /
Guardian / Warden / Custodian** :

(Signature of the Student) :

Recommendations and

Signature of Class Advisor :

APPROVED / NOT APPROVED

HOD

Date

* If medical leave is for more than two days, Medical certificate is to be enclosed.

* Father to sign under normal circumstances; Mother (only if mother is the guardian when parents have separated or father is abroad or is deceased); Guardian (if father & mother are deceased or if they are abroad); warden (for hostel resident students'); Custodian (if staying away from parents)

REQUISITION FOR BONAFIDE CERTIFICATE

Name :

Roll No. / Branch / Section / Year :

Purpose :

Date :

Student's Signature

Recommendation of HoD

Date : Signature :

BONAFIDE CERTIFICATE

This is to certify that Mr. / Ms. .....of

.....(Year/Branch)

is a bonafide student of Dhanraj Baid Jain College, Chennai 600 097. This certificate is issued for the following purpose.

- Practical Training
- Project Work
- Seminars / Workshop
- Study Tour / Travel Concession
- Competitions

Principal

STUDENT RESPONSE FORM

Name of the student: _____

Branch: _____ Semester: _____ Year:_____

Emergency contact number:_____

Local residential address: Permanent residential address:

_____ _____

_____ _____

_____ _____

_____

_____

Phone number:_____ Phone number: _____

Name of local guardian:_____ Phone Number: _____

Date of birth: _____ Blood group: _____

Allergy if any:

_____

We have read through the academic calendar and are aware of the information given in the calendar. Our ward will abide by the rules and regulations stipulated in the calendar.

Name of the father: _____ Signature: _____

Name of the mother: _____ Signature: _____

Name of the guardian: _____ Signature: _____

Name of the local guardian: _____Signature: _____

Signature of the student: _____

Place: Date:

- Mother should sign in the absence of the father
- Guardian can sign in the absence of both the parents

Name and phone number of contact person in emergency:

_____

ANNEXURE

THIS FORM SHOULD BE SIGNED AS INDICATED BELOW AND RETURNED TO THE CLASS ADVISOR ALONG WITH THE RESPONSE SHEET

CAMPUS DRESS CODE

Every student shall wear a clean and respectful dress.

MALE STUDENTS

- Hair should be neatly cut and well groomed.
- Shall be clean-shaven.
- Shall wear washed / pressed pants with decent shirt neatly tucked with formal shoes. Sleeves should not be folded.
- T-Shirts, banians, jeans / pants similar in appearance to jeans and cargo pants are not permitted.
- No exhibition of dress designs with flowers, cartoons, writings on either shirts or pants.
- Wearing of earrings is not permitted.

FEMALE STUDENTS

- Permitted dress is churidhar with dupatta pinned to the kurta or saree. High slits, short kurtas and single fleet dupatta, sleeveless blouse and leggins are not permitted.

NO MOBILE PHONES:

Mobile phones should not be used inside the classrooms, if found stringent action and fine will be imposed.

I have read the rules and I promise to abide by them.

Father's Signature.....Student's Signature.....

Mother's Signature.....Guardian's Signature..... (if father and mother are deceased)