



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN  
A Unit of Sri. B. S. Jain Educational Society | Reccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

**S  
T  
U  
D  
E  
N  
T**

**H  
A  
N  
D  
B  
O  
O  
K**



**2021 - 2022**



*Recognized  
as  
Authorized World Skill India Training Centre by MESC*

## SHASUN STUDENT PROFILE

Name : .....

Date of Birth : .....

Name of Father : .....

Mobile No. : .....

Name of Mother : .....

Mobile No. : .....

Address : .....

.....

.....

Admission No. : .....

Department : .....

Shift I ☐

Shift II ☐

Class / Section /  
Degree : .....

Liberal Arts : .....

Certificate Course : .....

Sports : .....

**Late Smt.Sundarbai Shankarlal Srisimal & Late Sri.Shankarlal Srisimal**  
Their blessing are with us always



**To Commemorate the memory of their parents, the donors have named  
the college after them as,**

**SHASUN**

## NAVKAR MANTRA

### Jaina Prayer

णमो अरिहताणं

**Namo Arihantanam** - नमो अरिहन्ताणाम्

I bow in veneration to Arihantas

(The destroyers of our inner enemies viz., Karmas)

णमो सिद्धाणं

**Namo Siddhanam** - नमो सिद्धाणाम्

I bow in veneration to Siddhas.

(The souls that are perfect through the destruction of the Karmas)

णमो आचरियाणं

**Namo Achariyanam** - नमो आचार्याणाम्

I bow in veneration to Acharyas

(The Head Sadhus of the fourfold Jain Sangh)

णमो उपज्झायाणं

**Namo Uvajjhayanam** - नमो उपज्झायानाम्

I bow in veneration to Upadhyayas

(The learned Sadhus who teach the Scriptures)

णमो लोए सव्वसाहुणं

**Namo leo savva sahanam** - नमो लोए सव्वसाहुणाम्

I bow in veneration to all Sadhus in the world.

(Those who are pursuing the parth of Moksha or Salvation)

एसो पंच णमोक्कारो, सव्वपावप्पणासणो ।

मंगलाणं च सव्वेसिं, पटमं हवइ मंगलं ।।।।

**Eso pancha nam kkarro, Savva pavappanasano**

**Mangalanam cha savvesim, Padhamam havai mangalam**

एसो पञ्च नमोक्कारो, सव्व पाव पाप्पासणो

मङ्गलाणं च सव्वेसिं, पटमं हवइ मङ्गलं

This five-fold salutation destroys all sins and

is the most auspicious amongst all mantras.



परस्परपद्मदो जीवानाम्

### தமிழ்த்தாய் வாழ்த்து

"நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிட நல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ் மணக்க இருந்த பெருந் தமிழணங்கே!  
தமிழணங்கே!  
உன்சீரிளமைத் திறம் வியந்து செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!! வாழ்த்துதுமே!!!"

### National Anthem

Jana-gana-mana-adhinayaka jaya he Bharata-bhagya-vidhata  
Punjaba-Sindhu-Gujaratha-Maratha Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga uchchala-jaladhi-taranga  
Tava Subha nama jage, tava shubha ashish maange,  
gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he, jaya jaya jaya jaya he.

### Pledge

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 respect to my parents, all teachers and elders 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.

## **COLLEGE ANTHEM**

**Shasun College instills character &  
attitude Diligence, respect, trust &  
gratitude**

**Power to learn, to know,  
to do Good to society &  
nations true.**

जीना परंपरा से हम जीते,  
अपने अंधकार को मिटाये,  
सत्व, करुणा, शांति, लय  
और परिश्रम के पथ पे चले!

கலை விஞ்ஞானம் கல்வியுடனே  
கலாச்சாரம் தருமிடம்  
கண்ணின் மணிபோல் எம்மைக் காத்து  
எண்ணும் வண்ணம் பெறுமிடம்

**Shasun Shasun Shasun**

## GOVERNING COUNCIL

### Secretary :

**Sri. Abhaya Srisrimal Jain**

### Associate Secretary :

**Sri. R. Ashok Kumar Mehta**

### Members :

**Sri.S.Mohanchand Dadha**  
**Sri. Kailashmul Dugar**  
**Sri. Ajit Kumar Chordia**  
**Sri. Navaratanmull Dugar**  
**Sri. Vimal Kumar Srisrimal**  
**Sri. Narendar Kumar Sakaria**  
**Smt. Usha Abhaya kumar**  
**Smt. Manju Dugar**

### Ex-Officio :

**Sri.B.C.Bohra**  
President  
Sri S.S.Jain Education Society  
**Sri. Harish L Metha**  
Hon. Secretary General  
Sri.S.S. Jain Educational Society  
**Dr. S. Padmavathi**  
Principal  
**Dr A J Vanisree**  
University Nominee

-----  
**Dr. Gyan Jain**  
Director - Dept. of Jainology  
**Dr. S. Rukmani**  
Vice Principal

| <b>CONTENTS</b>                       |           |
|---------------------------------------|-----------|
| <b>Preamble</b>                       | <b>9</b>  |
| <b>Vision, Mission and Objectives</b> | <b>12</b> |
| <b>Academic Programmes</b>            | <b>16</b> |
| <b>Rules &amp; Regulations</b>        | <b>31</b> |
| <b>Teaching Staff</b>                 | <b>42</b> |



## PREAMBLE

Sri Swetambar Stanakwasi Jain Educational Society (Regd.) was founded in the year 1937. The society has been rendering yeoman service to the community by nurturing learning experience and enabling students to realize their inherent potential and to mould them into competent, self-reliant and socially responsible citizens. In the Eight decades of its presence, the Society has been responsible for successfully establishing several educational Institutions like Mohanmull Chordia Jain Industrial Training Centre, Shri Agurchand Manmull Jain College, Shri Tarachand Galada Jain Vidyalaya, Shri Mangichand Bhandari Jain Higher Secondary School, Shri Amoluck Chand Galada Jain Higher Secondary School and Sri Badalchand Sayarchand Chordia Jain Vidyalaya.

Shri Shankarlal Sundarbai Shasun Jain College for Women is yet another feather in the cap of Sri S. S. Jain Educational Society. The College has been established with a generous contribution made by Smt.Sundarbai Shankarlal Charitable Trust, T.Nagar, Chennai. The name SHASUN (SHA + SUN) is derived from taking the first 3 letters of the names of the founders who are the parents of the Secretary. The value of respecting the parents is showcased. The Management Committee of the College consists of eminent industrialists, philanthropists, academicians and administrators of repute. With their constant guidance and encouragement, the College is confident of converting itself into an Institution of excellence.

The aim of Shri Shankarlal Sundarbai Shasun Jain College for Women is to provide quality education to young aspiring women candidates and to equip them to meet the changing needs of the society and industry. With this goal in mind the College provides the students a congenial atmosphere conducive to their academic and creative growth. It is a self-supporting Institution committed to the cause of education - general, professional, moral and technical, catering to the educational aspirations of the society at large. It embodies and strives to deliver world-class education and research in Science and Humanities. The College seeks to foster interdisciplinary working within the campus and encourages external collaboration. In pursuit of this goal, the College seeks to develop in the students an intellectual curiosity and an open

mind to excel academically and in extra-curricular activities.

The College has a team of highly reputed established academicians, a well-equipped library with a wide range of books, periodicals, journals (National and International) e-resources, manuals, an impressive Computer Centre with Internet facilities. It also has a well-laid playground and facilities for indoor and outdoor games.

The college has a unique Research, Training and Counseling Centre called Shasun Knowledge Centre. The students are offered various Value Added courses, Aesthetic courses and they are trained to prepare for wall magazines, collateral competitions, projects, seminars stage shows, and exhibitions through the Centre called Shasun Shakthi Cell. The two centers namely SHABASH and SCALE caters to the Entrepreneurial and Leadership programmes of the students. Every classroom is provided with LCD projectors, pin up boards and the classes are ICT enabled. The College has fully equipped Visual Communication, Computer Science and Psychology Laboratories.

The college was granted permission by the Govt. of Tamil Nadu by its G.O. of 16th September, 2004 and affiliation by the University of Madras on 18th May 2005. The college started with a student strength of 105 and is functioning now with a strength of 3872 students.

Our Institution is the first Arts and Science College in India to be certified as Centre of Excellence in Media, Entertainment and Communication in Association with Media Entertainment Skills Council (MESC), Government of India. The Centres of Excellence in Retail in Association with RASCI and Arts and Culture in Association with National Skill Development Corporation (NSDC), Government of India was started with a lofty vision to enhance the skills required to become employable and build entrepreneurship and leadership skills

## **LANDMARK OF SHASUN**

|   |             |
|---|-------------|
| Inception of the College                                  | 13.04.2005  |
| Laying of the Foundation of New Building                  | 13.10.2005  |
| Inauguration of Shift I                                   | 16.06.2005  |
| Inauguration of Shift II                                  | 24.06.2007  |
| Inauguration of Shasun Shakthi Cell                       | 08.08.2007  |
| Add on courses Introduced                                 | 2007        |
| Fine Arts courses Introduced                              | 2008        |
| Journal Knowledge Economy Published                       | March, 2010 |
| Inauguration of Shasun Knowledge Center                   | 12.06.2010  |
| MoU (University of Missouri)                              | 30.01.2014  |
| Inauguration of COE –Retail                               | 12.10.2018  |
| Inauguration of COE -Media, Entertainment & Communication | 14.11.2018  |
| Inauguration of COE -Arts & Culture                       | 14.11.2018  |

## **AWARDS AND RECOGNITIONS**

|                                      |                         |
|--------------------------------------|-------------------------|
| 1. ISO Certificate                   | 05.09.2012              |
| 2. NAAC Accreditation -A Grade       | 05.01.2013              |
| 3. CSI Best Student Branch Award     | 2014, 2017, 2018 & 2019 |
| 4. NIRF Ranking                      | 150-200 Band            |
| 5. ISO Standard Revision Certificate | 05.12.2017              |
| 6. NAAC Reaccreditation              | 16.08.2018              |
| 7. India Today Ranking               | 98 <sup>th</sup> Rank   |
| 8. Times of India Ranking            | 46 <sup>th</sup> Rank   |

## Our Vision

- To create a centre of excellence on par with world class Institutions.
- To empower students through education and help them realize their potential.

## Our Mission

- To prepare students for the challenges of life and career.
- To impart value-based holistic education along with co-curricular, extra-curricular and life-skill programmes.
- To facilitate job placements through campus interviews.

## Our Values

- Sattva- Purity of mind and of soul.
- Karuna- Compassion for everything and courage to act.
- Shanthi- Peace in dealing with life and things.
- Parishram- Diligent in thoughts and action.
- Laya- Harmony with environment

## “Go Beyond”

This motto of the College stresses the need to run an extra mile to achieve one's goal. The College endeavors to create an atmosphere wherein the students are encouraged to set high goals, reach out and become achievers.



## ISO MISSION

## QUALITY POLICY

We at SHRI SHANKARLAL SUNDARBAI SHASUN JAIN COLLEGE FOR WOMEN strive to bring out and nurture the talents and skills of our students with quality education, motivate them to be self-disciplined and develop their competence to face the challenges of globalization and groom students to be good citizens of tomorrow.

**We shall achieve this by:**

- Adopting innovative teaching methods.
- Imparting and encouraging the staff to learn new techniques and keep their motivation level high.
- Retention of good and dedicated faculty.
- Providing excellent infrastructure and conducive learning environment.
- Total commitment to comply with all the legal requirements.
- Responding to the changes both in technology and applications.
- Associating with leading industries and research Institutions.
- Continually improving the effectiveness of our processes and systems.



## ***MESSAGE FROM SECRETARY***



**My dear students of Shasun College!**

I deem it my pleasure and privilege to extend a warm and hearty welcome to you into this new academic year 2021-22.

This pandemic has given us the toughest challenge in our academic life. Henceforth teaching as a weapon and a battlefield of knowledge will always win against opposition. Hope all are safe and doing well in this pandemic.

Our students are our dreams and we aim their development not only in the academic area but also to ensure overall growth. The right knowledge is imparted to the students and they are prepared to face the challenges in the future. The staffs take every care to teach the students in the interactive classrooms. Their methods of teaching are innovative, dynamic, and flexible so as to make the process of learning interesting, purposeful, and enriching for their future aim. Sports and Cultural meets as well as the Prize Distribution ceremonies are an integral part of our college. We also aim to develop a positive environment that is highly innovative to the process of learning.

I take this opportunity to congratulate Principal Dr. S. Padmavathi, Vice Principal Dr. S. Rukmani, and all the faculty members for their commitment to providing quality and value-based education. The students will be guided by dedicated faculty who possess rich experience in teaching and research.

We are delighted with your choice of this College and welcome to further your ambitions and goals. We promise to do everything to encourage you in furthering your aspirations and rewarding experience.

My best wishes for your future endeavours.

**Sri. Abhaya Srisrimal Jain**  
**Secretary**

## ***MESSAGE FROM ASSOCIATE SECRETARY***



### **Dear students of Shasun College!**

It's my privilege to welcome you for the academic year 2021-22.

We have been in the field of education for the past decade. In this last decade I have had the dream of an authentic, spirited and a committed institution. I experience a feeling of great satisfaction to be a part of Shri Shankarlal Sundarbai Shasun Jain College for Women, whose belief is the creation of an educational hub providing opportunities to the talented students.

Education is part and parcel of life and we aim to develop the future generation in the field of academics. We started our college with the vision of providing quality education to women. Well-designed infrastructure, equipped laboratories, focus on quality education and industry interaction, boosting academic performances through institute scholarships, keen interest in research, investing in faculty development and continuous improvements are the hallmarks of our institution. At Shasun, we provide a conducive environment for women where they can be creative, learn to solve problems and express themselves. The present scenario demands online teaching and we ensure that the teaching methodology is not only digitised but also innovative and flexible. It is a matter of pleasure that our students excel in the field of academics, culture, and sports.

I take this opportunity to congratulate all the teaching and non-teaching staff for their commitment to the development of our students.

We are proud that you have stepped into Shasun and welcome you to be part of our family for a life-changing experience to fulfil your future dreams. We promise to provide efficient administrative backing and technical support to reach new heights in all terms.

My best wishes for a promising future!

**Sri. R. Ashok Kumar Mehta**  
**Associate Secretary**

## ***MESSAGE FROM PRINCIPAL***



My dear Shasuneons!

Greetings and welcome to the new academic year 2021-22.

Hope you are all safe and healthy during this pandemic situation and that everyone is extending possible help to those who are suffering.

As the Principal of Shasun, I look back on this past year with a feeling of pride for all that has taken place, and at the same time, look forward to the activities that are planned for the upcoming year.

All of you are well aware that our institution not only focuses on theoretical curriculum but also helps to develop the student's holistic personality. We strive to meet the challenge of specific educational outcome goals for students as well as developing creative, resilient, independent young people. While academic excellence is our major thrust, the institution is also devoted to prepare our students for life, groom them to face the challenges of tomorrow, and motivate them to be socially relevant.

I firmly hope and believe that our institution is more than just a place to learn. I am fully confident that over the years, our college will prove to be a pioneer institution in setting exemplary records on the academic horizon of the State in catering to the educational needs to society. With experienced and dedicated members of faculty and excellent infrastructure, our college help students to realize their goals in life. I encourage all students to take advantage of the opportunities provided by the college and involve themselves in all the extra-curricular activities that were offered.

My hearty welcome to the parents and students to be part of the Shasun family to share common ideals and aspirations as we build through a challenging and enriching educational experience for our students.

I request all of you to abide by the directives of the Government and stand together to tide over the crisis.

My best wishes for a productive academic year!

**Dr. S.Padmavathi**  
**Principal**



## ACADEMIC PROGRAMMES

### CHOICE BASED CREDIT SYSTEM (CBCS)

#### School of Commerce

##### Shift I

B.Com – Honours

B.Com – General

B.Com - Accounting & Finance

B.Com - Corporate Secretaryship

BBA - Bachelor of Business Administration

##### PG & Research Department of Commerce

M.Com - Accounting & Finance

M. Phil – Commerce

##### Shift II

B.Com – General

B.Com - Accounting & Finance

B.Com - Bank Management

B.Com - Computer Applications

B.Com - Corporate Secretaryship

#### School of Computational Science

##### Shift – I

B.Sc - Computer Science

BCA - Bachelor of Computer Applications

##### Shift – II

BCA - Bachelor of Computer Applications

##### PG & Research Department of Computer Science

M.Sc - Computer Science

M.Phil - Computer Science

|   |
|---|
| <b>School of Science</b>  |
| <b>Shift – I</b><br>B.Sc – Mathematics<br><b>Shift – II</b><br>B.Sc - Home Science Interior Design & Décor                                  |
| <b>School of Media &amp; Communication</b>  |
| <b>Shift – I</b><br>B.Sc. Visual Communication<br><b>PG Department of Journalism &amp; Communication</b><br>M.A. Journalism & Communication |
| <b>School of Humanities</b>   |
| <b>Shift – I</b><br>B.Sc – Psychology<br><b>PG Department of Applied Psychology</b><br>M.Sc - Applied Psychology                            |
| <b>School of Languages</b>  |
| <b>Shift – II</b><br>B.A. English Literature  |
| <b>School of Religious Studies</b>  |
| <b>Shift II</b><br>PG Diploma in Jainology  |

## **REGULATIONS FOR UNDER GRADUATE/POST GRADUATE DEGREE COURSES IN ARTS, SCIENCES, HUMANITIES, SOCIAL SCIENCES AND COMMERCE**

### **Duration :**

- Each academic year is divided into two semesters.
- The odd semesters consist of the period from June to November of each year and the even semesters from December to April of each year. There will be not less than 90 working days for each semester.

Extracts from the University Regulations

### **COURSE OF STUDY :**

The main subject of Study for Bachelor Degree shall consist of the following.

**PART -I** : Tamil or Other Languages (Sanskrit, Hindi and French)

**PART-II** : English

**PART -III** : Core subjects, Allied subjects and Project/Elective

### **PART-IV**

1. (a) Those who have not studied Tamil up to XII Standard and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses (level will be at 6th standard).  
(b) Those who have studied Tamil up to XII Standard and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses.  
(c) Others who do not come under (a) or (b) can choose non- major elective comprising of two courses.
2. Skill based subjects (Elective) (Soft Skills)
3. Environmental Studies
4. Value Education

### **PART-V : Extension Activities**

A candidate shall be awarded a maximum of 1 credit for Extension Service. All the students have to enroll for NSS / NCC / NSO (Sports & Games) / Rotaract / Youth Red Cross or any other service organizations in the College and have to put in compulsory minimum attendance of 40 hours which shall be duly certified by the Principal of the College before 31st March in a year. If a student lacks 40 HOURS ATTENDANCE in the First Year, she has to compensate the same during the subsequent years. Students who complete minimum attendance of 40 hours in one year will get HALF CREDIT and those who complete the attendance of 80 or more hours in two years will get ONE CREDIT. Literacy and population education, Field Work shall be compulsory components in the above extension service activities.

## **REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS:**

- i. Candidates should register their names for the First Semester Examination after the admission in the UG Courses.
- ii. Candidates should be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) Semester subjects.
- iii. Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed by the Syndicate from time to time. In case of a candidate earning less than 50% of attendance in anyone of the semesters due to any extraordinary circumstance such as medical grounds, such candidates who shall produce Medical Certificate issued by the Authorized Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidates shall have to repeat the missed Semester by rejoining after completion of Final Semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

### **PASSING MINIMUM: For UG (Except B.Com. Honours)**

For External Examination, Passing Minimum shall be 40% (Forty Percentage) of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-voce.

In the aggregate (External + Internal) the passing minimum shall be of 40%.

### **For PG and B.Com Honours**

For External Examination, Passing Minimum shall be of 50 % (Fifty Percentage) of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-voce.

In the aggregate (External + Internal) the passing minimum shall be of 50%. She shall be declared to have passed the whole examination, if she passes in all the papers and practical's wherever prescribed / as per the scheme of examinations by earning 140 CREDITS in Parts-I, II, III, IV&V. She shall also fulfill the extension activities prescribed earning a minimum of 1 Credit to qualify for the Degree.

## **CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

### **PART – I : TAMIL/OTHER LANGUAGES:**

#### **TAMIL/OTHER LANGUAGES OTHER THAN ENGLISH:**

Successful candidates passing the examinations for the Language and securing the marks (i) 60 percent and above and (ii) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the FIRST and SECOND Class respectively. All other successful candidates shall be declared to have passed the examination in the THIRD Class.

### **PART – II : ENGLISH:**

Successful candidates passing the examinations for English and securing the marks (i) 60 percent and above and (ii) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the FIRST and SECOND Class respectively. All other successful candidates shall be declared to have passed the examination in the THIRD Class.

### **PART -III : CORE SUBJECTS, ALLIED SUBJECTS AND PROJECT/ ELECTIVES :**

Successful candidates passing the examinations for Part-III Courses together and securing the marks (i) 60 percent and above (ii) 50 percent and above but below 60 percent in the aggregate of the marks prescribed for the Part-III Courses together shall be declared to have passed the examination in the FIRST and SECOND Class respectively. All other successful candidates shall be declared to have passed the examinations in the THIRD Class.

**PART-IV** (consisting of sub items 1(a), (b) & (c), 2, 3 and 4) as furnished in the Regulations 4 Part-IV supra.

### **PART -V : EXTENSION ACTIVITIES:**

Successful Candidates earning a minimum of Half Credit or a maximum of One Credit SHALL NOT BE taken into consideration for Classification / Ranking / Distinction.

## **RANKING**

Candidates who pass all the examinations prescribed for the Course in the FIRST APPEARANCE ITSELF ALONE are eligible for Ranking/ Distinction; provided in the case of Candidates who pass all the examinations prescribed for the Course with a break in the First Appearance due to the reasons as furnished in the Regulations 7.(iii) Are only eligible for Classification.

## **SOFT SKILLS UNDER CBCS**

1. **General Objectives:** Courses on Soft skills are intended to improve the communication skills and personality development of the students. All UG students shall undergo courses on Soft Skills such as (1) Language and Communication in English (2) Spoken and Presentation Skills (3) Personality Enrichment (4) Computing Skills and (5) Foreign Language Skills, in addition to subject core and elective courses.
2. **Eligibility for the Award of the Degree:** A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed courses on Soft Skills for three years UG degree Programme, a candidate must undergo a minimum of 4 courses (4x3=12 credits).
3. **Examinations:** Examinations for the courses on soft skills will be held along with the semester examinations of the core and elective courses.
4. **Courses on Soft Skills** may be offered at the College/Institutional level in a fixed time slot for all students. Students of all departments are be allowed to choose any of the approved Soft Skill courses. All the courses will be offered in all semesters. If the demand for a course is less than 20 (students) in a college / Institution, the course need not be offered.
5. A candidate shall not choose a course on Soft Skills closely related to her UG degree programme. The Chairperson / Board of Studies will identify courses on Soft Skills related to the major field of study (Example: A Computer Science student will not be permitted to choose Soft Skill courses on computer).

### 1. Shasun eVarsity Service Link

Every student is provided with a unique user name and password to access their performance in the continuous assessment and their attendance.

<https://erp.shasuncollege.edu.in/shasunonline/onlineapplication/loginManager/youLogin.jsp>

### 2. Grievance Redressal Cell, Anti-Ragging Cell and Sexual Harassment Cell

The Students' Grievance Cell of the college maintains a congenial educational environment for the students. It encourages the students to express their grievances candidly, without the fear of being victimized. It advises all to refrain from inciting students against other Students, teachers and College administration. The students could post complaints regarding any issues. Suggestions for any improvements are also encouraged. It is a measure to develop responsive and accountable attitude among college officials to ensure that, there is no leniency in terms of partiality with the students and the college has a Ragging Redressal Cell to prevent the ragging activities among the students. Sexual harassment is gender-based verbal or physical conduct that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. In order to foster a fearless environment, the Institution shall take proactive steps in preventing sexual harassment.

#### I Grievance Redressal Cell

The following members will constitute the Grievance redressal Cell

1. Dr. Sambamurthy Padmavathi, Principal
2. Dr.S. Rukmani, Vice Principal
3. Ms N Geetha, Assistant Professor
4. Dr Jose Suganya, Assistant Professor
5. Ms Sangeetha D, Assistant Professor

#### II Anti-Ragging cell

The following members will constitute Anti-ragging cell:

1. Dr. Sambamurthy Padmavathi, Principal
2. Dr.S. Rukmani, Vice Principal
3. Ms. Keziah Verghese, Counsellor
4. Dr Aramvalarthanayaki, Assistant Professor
5. Police Inspector

### **III Sexual Harassment Cell**

The following members will constitute the Sexual Harassment Cell (POSH) for both staff and students

1. Dr. Sambamurthy Padmavathi, Principal
2. Dr. S. Rukmani, Vice Principal
3. Ms. Kimberly Zohaib, HR Head
4. Ms Sangeetha D, Assistant Professor

### **IV Equal Opportunity Cell**

The following members will constitute Equal Opportunity Cell for students

1. Dr.M. Anita Indu Assistant professor
2. Ms. M. Parameswari, Assistant professor
3. Ms. S. Selvi , Assistant professor
4. Dr.K. Rajalakshmi, Assistant professor
5. Ms. Shashikala.R, Placement Assistant

## **3. Mentoring**

Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Each teacher in all departments is assigned with the task of mentoring 25 students. The personal level interviews with the students are also conducted periodically. All mentors keep a confidential data sheet about their students.

## **4. Student Faculty Ratio**

A lower student-to-Faculty(25:1) ratio helps students to cultivate closer relationships with their lecturers, have quicker access and get involved in more interactive discussions.

## **5. Student Scholarship**

The College offers Management, Merit, Sports, Economically backward, Children of Faculty, PG Student and Scholarships given to the students on the basis of Compassionate Grounds for their needs.

## **6. Student Insurance**

students are provided with student safety insurance by the College.

## **7. Library**

The Library is open to students and staff from 7.30 a.m. to 6.30 p.m. on all working days. The staff and students utilize INFLIBNET and ProQuest for reference and for research.

## **8. Internet**

The College campus is fully Wi-Fi enabled.

## **9. Shasun Medical Assistance Centre - APOLLO SHINE**

Apollo SHINE is a student Health initiative for Neighborhood Engagement being organized by Apollo Hospitals. By virtue of this



initiative, SHASUN students will now have an easy access to a host of world class health care services and amenities. (a) It provides exclusive access for our students to a staffed and equipped First Aid room. (b) It ensures sound health of the students through regular health talks and exposure to health literature and also ensures that regular screening is done. Additionally, Shasun students will receive priority access at all Apollo Hospitals across Tamil Nadu and will receive discounts at all Apollo branded organizations like Apollo Pharmacy, Apollo White dental, etc.

**10. Facilities for Differently-Abled**

The College provides Ramp, Wheelchair, Elevator and Wash Room specifically designed to cater to differently-abled students.

**11. SHAAN -Alumni**

This provides a platform for students to meet and interact with alumni of various batches and develop opportunities for one another in various walks of life.

**12. Student Induction Programme**

The aim of the student induction programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the Institution, help them build bond with other students and faculty members and expose them to a sense of larger purpose and self exploration.

**13. Counseling :**

The College has a professional counsellor to support the psychological and emotional welfare of the students of the college.

**14. Placement**

The Placement cell organises skill development sessions and the pre-placement activities help the students prepare themselves for the internship programmes and campus placements. Placement cell signed an MoU with Sieger Training India Pvt. Ltd. which provides training to final year students for 60 hours on aptitude skills, soft skills, interview skills and domain skills.

**15. Student Council**

“Work for a cause, Not for applause” “Live Life to Express, Not to Impress” Encompassing this in mind Student Council team along with its department secretaries, works and co-ordinates with all the other staff and students for all the college events. The Institution encourages them thereby creating responsible leaders to the society.

## STUDENT COUNCIL 2021-2022

### CORE COUNCIL

| S.NO | NAMES             | DEPT        | SHIFT | POSTING                 |
|------|-------------------|-------------|-------|-------------------------|
| 1    | JAYASHREE S       | B.SC VISCOM | I     | CHAIRPERSON             |
| 2    | KIRTHIKA J        | B.COM GEN   | II    | VICE CHAIRPERSON        |
| 3    | VARSHA V          | M. COM      | I     | EVENT ORGANIZER         |
| 4    | FORAM RIKKY SHAH  | B.A ENGLISH | II    | EVENT ORGANIZER         |
| 5    | ABHINAYA U        | B.COM AF    | I     | CULTURAL SECRETARY      |
| 6    | ABINAYAA SP       | B.COM GEN   | II    | CULTURAL SECRETARY      |
| 7    | BHAGYALAKSHMI.V.S | B.SC MATHS  | I     | SPORTS SECRETARY        |
| 8    | J.MIRACLE JOAN    | B.COM CS    | II    | SPORTS SECRETARY        |
| 9    | RENUKA JAIN. R    | BBA         | I     | DISCIPLINE<br>SECRETARY |
| 10   | TRISHALA PATIL T  | B.COM CA    | II    | DISCIPLINE<br>SECRETARY |
| 11   | NIDHI AGARWAL     | BCA         | I     | PLACEMENT<br>SECRETARY  |
| 12   | BRINDA.K          | B.A ENGLISH | II    | PLACEMENT<br>SECRETARY  |
| 13   | MAHIMA.V          | B.SC MATHS  | I     | HEALTH SECRETARY        |
| 14   | AISWARYA C        | B.COM GEN   | II    | HEALTH SECRETARY        |
| 15   | RIYA K PUNJABI    | B.SC VISCOM | I     | LIBRARY SECRETARY       |
| 16   | G.PRADIKSHA       | B.COM CS    | II    | LIBRARY<br>SECRETARY    |
| 17   | SRUTHI.S          | BBA         | I     | CLUB SECRETARY          |
| 18   | V. NANDHI SHREE   | BCA         | II    | CLUB SECRETARY          |

**DEPARTMENT SECRETARY 2021-2022**

| <b>S.NO</b> | <b>NAMES</b>     | <b>DEPT</b>        | <b>SHIFT</b> |
|-------------|------------------|--------------------|--------------|
| 1           | SAAI SRUTHI S R  | B.COM GEN          | I            |
| 2           | NASIHA FATHIMA I | B.COM AF           | I            |
| 3           | RAMYA ANJUGAM K  | BBA                | I            |
| 4           | SWETHA V         | B.COM CS           | I            |
| 5           | SUWETHA S        | B.SC CS            | I            |
| 6           | GOMATHI R        | BCA                | I            |
| 7           | SUNANTHA N       | B.SC MATHS         | I            |
| 8           | DEEPIKA JAIN     | B.SC VISCOM        | I            |
| 9           | DHARANI G        | B.COM HONS         | I            |
| 10          | ASMITHA H        | B.SC<br>PSYCHOLOGY | I            |
| 11          | SREE SUPRAJAA G  | M. COM             | I            |
| 1           | SHANGAMITHA P    | B.COM GEN          | II           |
| 2           | NETHYA SHREE S.J | B.COM AF           | II           |
| 3           | SREENITHI S      | B.COM BM           | II           |
| 4           | D.KRITHIKA       | B.COM CS           | II           |
| 5           | DEVISSRI C       | B.COM CA           | II           |
| 6           | R.BHAVADHARANI   | BCA                | II           |
| 7           | SEMITHA R        | B.SC ID & D        | II           |
| 8           | GAYATHRI.G       | B.A ENGLISH        | II           |
| 9           | ABBLK            | M.SC CS            | II           |

## LEARNING RESOURCES

### LEARNING MANAGEMENT SYSTEM

The SHASUN LMS is designed to fulfill all aspects of the online learning process, from administering course materials and assignments to documenting class participation and grades. It's a guided platform wherein teachers & students can log in from anywhere and anytime and do their class work.

### E- RESOURCES

1. ProQuest 2.INFLIBNET

### COMMERCE LAB

Commerce Lab provides practical exposure of the processes and procedures followed by organizations in conducting commercial practices. The lab provides practical orientation to students by linking the subject syllabi with practical training in the lab. The Commerce Laboratory is equipped with the latest teaching aids such as projector, video camera and Laptop. Charts, Models, Magazines prepared by students are displayed for the benefit of all.

### LANGUAGE LAB

The English language Lab has been used to facilitate classroom engagement and interaction via computer-based exercises and activities to maximize proficiency in language components (vocabulary and pronunciation) and in language skills (listening, speaking, reading and writing). It provides a diverse experience from the conventional system of teaching and learning English language communication skills and offers advanced features such as authentic recorded materials, spoken by different native speakers, that expose the students to the near – ideal pronunciation of native speakers.

## CENTRE FOR EXTENSION ACTIVITY

### CLUBS

|                      |                                     |
|----------------------|-------------------------------------|
| Advertising Club     | NSS                                 |
| Arts and Crafts Club | Photography Club                    |
| Consumer Club        | Readers' SAIL Club                  |
| Dance & Music Club   | Red Ribbon Club                     |
| Debate Club          | Rotaract Club                       |
| Environment Club     | Shasun Swath Dham, The Fitness Club |
| Heritage Club        | Theatre and Fine Arts Club          |
| Humour Club          | Youth Red Cross                     |
| Leo Club             | Yuva Shakthi Club                   |

## **FORUMS**

### **ENACTUS**

ENACTUS is an International nonprofit organization dedicated to inspiring students to improve the world through Entrepreneurial Action. Enactus provides a platform for teams of students to create community development projects that put people's own ingenuity and talents at the center of improving their livelihoods. Guided by educators the students take the kind of entrepreneurial approach that empowers people to be a part of their own success. Enactus, transforms both the lives of the people we serve, and in turn, the lives of students as they develop into more effective, value-driven leaders. The team has presented projects namely FEMMIGLOW and SWeATCH with tribes (gypsy) as community members and also won MAHINDERA GRANT 2017.

### **SHE CELL**

SHasun Empowerment Cell for Women aims at empowering and nurture our students into holistic individuals in line with the great Tamil poet Bharathiar's 'Pudhumai Pen'. SHE cell focuses on educating women on various dimensions of empowering themselves like legal rights, gender equality and equity, health and hygiene etc. Through this we encourage them to participate in any chosen social, economic, political or cultural sectors on an equal footing.

### **INNOVATION HUB**

Innovation Hub aims to create out-of-the-box solutions and provides opportunities for students to foster their ideas with respect to their fields of interest. The College provides subject matter expertise on technological trends in the field of AI, IoT, Robotics and Data Analysis.

### **AIIESEC GLOBAL INTERNSHIP**

The Memorandum of Understanding was signed between the College and AIESEC Chennai. The college management, through the AIESEC Organization in Chennai, agreed to send students to various countries such as Nepal, Vietnam, Malaysia, etc. for exchange programmes to have good experience, independency and learn how to handle any situation in their life.

### **MEMBERSHIP IN PROFESSIONAL BODIES**

The college is an Institutional member in the following:

1. Confederation of Indian Industries
2. Hindustan Chamber of Commerce
3. Andhra Chamber of Commerce
4. Computer Society of India
5. ICT Academy of Tamilnadu
6. Madras Management Association and

## 7. The Associated Chambers of Commerce & Industry of India

### **SHASUN SUMVRDDHI**

#### **SHASUN ALLIANCE WITH INDUSTRY (SAI)**

A forward looking liaison cell named as Shasun Alliance with Industry (SAI) strengthens the relationship between the Institution and industry through an array of activities.

#### **SHABASH (ENTREPRENEURSHIP DEVELOPMENT CELL)**

The aim of this forum is to create women entrepreneurs, kindle the entrepreneurial spirit among students, create student entrepreneurs by offering entrepreneurial education and facilitate students by providing various self-employment opportunities. It has membership at National Entrepreneurship Network. It organizes Shasun Bazaar and Weekly Bunkers where hundreds of students get a chance to display their entrepreneurial skills.

#### **SHASUN CIVIL ASPIRANTS & LEADERSHIP EMPOWERMENT (SCALE)**

The goal of SCALE is to produce a minimum of 5 IAS officers by 2025 through an exclusive in-house training program assisted in all means by the management to a group of 10 best aspirants.

#### **SHASUN KNOWLEDGE ADVOCACY LEAD PROGRAM-(SANKALP)**

SANKALP offers Value Added Courses for all students. Under the cell, knowledge enrichment programs are offered to cater the diverse educational needs of students by organizing discussion forums and workshops. It also helps to promote experimental and experiential learning through online courses.

Following domain based Add - On courses are proposed to be offered for all second year and third year students to enhance their subject knowledge: Digital Marketing, Advanced Microsoft Excel, Personality Development, Principles of Auditing, Quantitative Aptitude, Research Skills with SPSS, E – Banking, Cash Accounting and Working Capital, Fundamentals of Financial Risk Management, Corporate Governance and Business Ethics' Introduction to Supply Chain Management, Essentials of Web Programming, Health and Fitness, After Effects, Android Application Development, Basics of Python, Graphic Designing, Creative Writing –Short Story and Life Skills. **Life Skill course(Jeevan Kaushal) based on UGC guidelines is offered to all the students.**

Following courses are proposed to be offered in association with various certifying bodies after entering into Memorandum of Understanding.

| SL NO | NAME OF THE COURSE   | KNOWLEDGE PARTNER                           |
|-------|--|---|
| 1     | Communicative English - STEP                                 | The Hindu Group ( THG)                      |
| 2     | Bank Exam Coaching   | TIME Institute                              |
| 3     | Staff Selection Commission Exam coaching (SSC)               | Nesto Institute                             |
| 4     | E Filing of Income Tax Returns                               | IntelliExpert Management Solutions Pvt. Ltd |
| 5     | Certificate Program in Mutual Funds                          | Digital Skills Academy - IIT Madras         |
| 6     | Certificate Program in Security Operations & Risk Management | Digital Skills Academy - IIT Madras         |
| 7     | Web Publishing   | Global Theoretical Services                 |
| 8     | Goods and Service Tax Act (GST)                              | 3 S PRO Academy                             |

#### **ONLINE COURSES:**

NPTEL Courses(MHRD)

Swayam (MHRD Initiative)

Arta Vidya(NSDC Certified)

#### **SHASUN KNOWLEDGE CENTRE (SKC)**

Shasun Knowledge Centre promotes the research interests and academic performance of the teachers. A Half – Yearly Journal Knowledge Economy with registration under RNI and ISSN has been brought out regularly since March 2011. The Centre organizes Orientation Programme, Faculty Development Programme, Seminars and Conferences.

#### **SHASUN SHAKTHI CELL - AIMING AT HOLISTIC DEVELOPMENT OF SHASUNEONS**

Students are given a platform through Shasun Shakthi Cell to showcase their talents in cultural fests and competitions. The following courses are offered under SSC free-of-cost: Classical dance, Folk dance, Classical music, Folk music, Veena, Keyboard, Violin, Guitar, Arts & Crafts, Drawing & Painting, Beautician Course, Theatre Arts, Cookery, Mimicry, and Fashion technology.

#### **SHASUN SHUVRDHHI - ARCHERY TRAINING**

It is a patriotic initiative taken by our college to win Gold Medal in Olympics 2021 for our Country. The Archery team of our college participated in International Archery World Championship held in Thailand and France.

## **SPORTS**

Sports activities and games are available along with the regular college activities. There are opportunities for participating in competitive sports at the intercollegiate, State level and National level.

### **Indoor Games**

1. Chess 2. Table Tennis 3. Carom 4. Badminton

### **Outdoor Games**

1. Archery 2. Sailing and Rowing 3. Volleyball 4. Throw ball 5. Cricket  
6. Kho-Kho 7. Kabaddi 8. Basketball 9. Hockey 10. Foot ball 11. Tennis 12. Footvalley 13. Ball Badminton 14. Athletics

### **Gymnasium**

At Shasun Jain College, we believe that Physical Fitness is important for all round development of students and the faculty. Keeping this in mind, we are providing a Gym facility in our College campus. Our gym is well equipped and the training is given by a qualified lady Gym trainer

## **NCC**

NCC aims at developing discipline, character, the spirit of adventure and ideals of selfless service amongst young citizens. Not only these, it also aims to enlighten leadership qualities among the youth who will serve the Nation regardless of which career they choose. The NCC of our college was started in the year 2019 with an enrollment of 18 cadets.

## **RULES AND REGULATIONS**

### **Conduct and Discipline of Students**

It shall be the bounden duty of every student to abide by the rules and regulations of the college and to conduct herself with discipline and decorum in all places under all circumstances.

- Every student shall attend classes regularly and punctually
- When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that she should greet her.
- When classes are in session, students shall not enter or leave the class rooms without the permission of the teacher concerned.
- Loitering through the corridors, hooting in the class rooms and other undesirable activities which disturb the calm atmosphere of the college are strictly forbidden.
- Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners,



flags, posters etc. without the permission of the Principal.

- Students resorting to strikes will not be entertained by the college management.
- Students are not allowed to make a complaint in a body or to address any authority in individual petition / collective petition. Such action is subversive of good order.
- Habitual negligence in college work, dishonesty, obscenity in words or any other acts of misconduct will involve severe disciplinary action.
- Every student shall handle college property with care and shall do everything in power to preserve cleanliness and tidiness of the furniture, building and the premises. Student shall not disfigure the wall, doors, windows, furniture etc. with bills, engraving etc. If any student damages or destroys any college property she will have to pay the cost of repair.
- The College campus is a no-smoking/ alcohol-free zone. Any student found using or having used drinks, drugs or any other intoxicants will be summarily dismissed from the college.
- Ragging in any form is a serious offence and those indulging in it will be dismissed.
- Violence in any form is an offence and those indulging in it also will be dismissed.
- Shasun is an eco-friendly campus, plastic or other trash should not be thrown inside the college or in the premises.
- A student duly admitted into a course shall continue her study for the full duration of the course i.e., Three Years for UG course/ Two years in PG. If the student discontinues her studies she shall pay the fees due, for the balance period of course to obtain Transfer Certificate and the Conduct Certificate.
- Collection of money by any student on behalf of the college or for any programme in the name of the college without the specific written permission of the Principal is prohibited.
- Students are not allowed to use the Elevator. However the facility is available for students who have a genuine disability or ailment. Request to use the elevator must be forwarded to the Vice Principal through the Head of Department accompanied by documentary proof of disability or ailment.
- Students have to contact the Principal's Office for Leave, Transfer Certificate, Conduct Certificate, Degree Certificate, Testimonials and

other student enquiries through their department HOD. Application for bus pass and Railway pass can be obtained from the office. Those who would like to meet the Principal may do so during 12.45pm to 1.15pm on all working days.

- All communications to the student will be put upon the Notice Board. Every student shall see the Notice Board regularly for necessary information.
- Students should not bring any jewellery, valuables or heavy cash into the campus. If anything is lost the Management, Principal and Staff shall not be responsible for the same.
- Only Vegetarian Food is permissible inside the college premises.
- A Student riding a two wheeler must wear the helmet compulsorily. The two wheeler can be parked in the stipulated area inside the campus.
- Prior permission in writing should be obtained from the Principal: (a) to participate in TV /radio programme; (b) to give interview in the media; (c) to appear in talk shows, reality shows or interview in the Media; (d) respond to any queries for the press or electronic media regarding any aspect of the college.
- No student will be permitted to leave the campus during the class hours.
- Students are not permitted to have visitors in the college.

### **FEES:**

The students are expected to pay the fees for the entire academic year within the stipulated time. If the fees is not paid in the stipulated time the name of the student will be removed from the Student roll without notice.

### **DRESS CODE:**

Students should come to the college modestly dressed. Obscene dress is strictly prohibited. T Shirts, Short Kurta, three fourth pants are not allowed. Students are expected to maintain decency and decorum.

### **RULES FOR ATTENDANCE AND LEAVE**

- Every student must attend the entire lecture, practical classes, test and examinations without fail.
- Absenteeism will be intimated through SMS to parents on all working days

- Late comers shall not enter the class room without the permission of the teacher
- A teacher shall however mark a student coming late present after dealing with her if she thinks that the student had a reasonable reason.
- No student will be allowed to leave the class during class hours without the permission of the Head of the department
- At the end of each month, a list will be put up on the individual class notice board, showing the number of days of attendance lost by each student together with number of late to college till then.
- A minimum of 75% attendance is essential for becoming eligible to appear for University's End Semester Examination, as per norms.
- Attendance for sports activity is compulsory
- The leave letter duly signed by the parent/ guardian has to be submitted before the student proceeds on leave.
- If the leave is not availed in advance, then the leave letter has to be submitted on the day she attends class.
- Absence for more than three days has to be explained with documentary evidence by the student. Medical leave has to be supported by a medical certificate and fitness certificate from a registered Medical Practitioner.

#### **CHANGE OF ADDRESS :**

- A student who shifts residence has to report the new address to the HOD/Principal within three days to effect the change in the college records.

#### **IDENTITY CARD :**

- Each student is issued an identity card with her photo affixed on it duly attested by the Principal. This has to be produced on demand. The student has to wear the ID card always while in Campus. Loss of ID card should be immediately reported at the Principal's office and procure a new one on payment of Rs. 100/-
- The identity card shall be surrendered in the college at the time of issue of transfer certificate or on the completion of the course whichever earlier.

#### **RULES FOR TESTS AND EXAMINATIONS**

- No Student should absent herself from Internal Assessment Examinations without obtaining prior permission from the Principal.
- No retest will be conducted at any circumstances.

- All assignments and practical record books should be submitted on time
- Students are strictly instructed to be in time for all the Internal and University exams:
- Internal Examinations:
- Students coming late to exam hall after 10 minutes from the start time of exam will not be allowed to appear for the exam.
- University Examination:
- Students reporting time to exam hall is 9.50 am in FN session and 1.50 pm in AN session.
- Students coming late after 10.15 am in FN and 2.15 pm in AN will not be permitted to appear for the exam.
- In the above cases, students will be marked absent and directed to Library and the same will be informed to Parent/Guardian.
- Students should follow the proper dress code during examinations:
- Jean with Pockets & Blazer not permitted.
- Students should possess ID card for all the Internal and University examinations. If ID cards are forgotten/lost, students are instructed to get the duplicate ID card from exam cell by paying a fine of Rs.100/-
- Hall tickets should be properly maintained and to be produced by the students for all the University examination. If hall tickets are forgot/lost, students are instructed to get the duplicate hall ticket from exam cell by paying a fine of Rs.100/-
- Mobile phones and other gadgets are strictly prohibited inside the exam hall.
- Borrowing of stationary items is not permitted.
- Usage of scientific calculator is prohibited for both UG/PG commerce students for all Accounting subjects during Internal and University exams.
- Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations shall be removed from the nominal roll. The removal shall be temporary or permanent according to the gravity of the offence.

## **RULES FOR LIBRARY**

- Every staff / student of the college is eligible for membership of the Library,
- The Library can be utilized by the students and staff from 7.30 A.M. to 6 P.M. on working days.
- Books borrowing limit: Faculty – 8, Non Teaching staff – 3, UG Student -2, PG Student - 4
- Borrower's tickets are not transferable.
- Books are to be handled very carefully. If a book is lost by the student, she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
- The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1. per day for students will be collected.
- If the due date falls on holidays, return can be done before the holidays
- The members will be responsible for any loss or non return of books issued against their Identity card
- All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.
- Similarly, the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

## **RULES FOR USING MOBILES AND LAPTOPS INSIDE THE COLLEGE CAMPUS**

- Use of phones, cameras, etc. is prohibited during the class hours inside the campus. If found in contravention, they will be confiscated.
- Laptops and mobile phones must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.

- Mobile phones must remain in silent mode inside the college premises.
- Mobile phones must not be charged inside the classrooms.
- If your mobile phone is lost or stolen, the college will not be responsible.

**The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Principal and her decision shall be final.**

### **NOTE TO PARENTS**

Parents and guardians are reminded that they should follow the students' progress in studies and her general conduct in and outside the college. The college expects them to cooperate with the college authorities in the education of their wards. Their co-operation is solicited especially to ensure a regular attendance. Parents are requested to go through the periodical reports sent to them and interact at least once in a semester in person with the Class Teacher / HOD/ Principal to know their ward's performance and behavior. Parents are instructed to meet the receptionist to contact the staff members between 12.40 PM and 2PM for Shift I and between 12 Noon and 1.10 for Shift II.

### **PARENTS - TEACHER ASSOCIATION**

The purpose of the PTA is to provide a structure through which the parents/guardians of children attending Shasun College can work together for the best possible education and welfare of their children.

### **NOTICE**

Bribe giving and receiving is an offence. Complaints about demand for bribe may be made in person or over phone to the following address.  
The Director of Vigilance and anti-corruption, NCB21-28, P.S. Kumaraswamy Raja Salai, Raja Annamalipuram, Chennai-600028 Phone: 044-24615929, 24615949.

## CENTRES OF EXCELLENCE

Shasun College has embarked on establishing Centres for Excellence in an effort to bring under the same roof connoisseurs from various fields. The first center to be inaugurated was the Centre of Excellence- Retail, in association with Retailers Association's Skill Council of India (RASCI), a skill partner of National Skill Development Council (NSDC) Government of India. First of its kind in Chennai, Shasun aims at leading the way for the Retail Industry in exploring and adopting new technology tools, techniques & practices through training, workshops, conference, retail & consumer behaviour research and analytics, digital technology enablement, manpower supply, creative support and Education. The centre through 'Share Mart' provides a platform for small & fledgling retailers to showcase and sell their products & services on campus. Mentoring and handholding comes as a package service to all share Mart retailers. Creating a new breed of retailer community from among the students is another focal area of the Centre of Excellence Retail.

The Centre of Excellence for Art & Culture, in partnership with Media & Entertainment Skills Council, NSDC, Government of India, was launched to teach, research, promote and showcase Fine and Performing Art forms of India and abroad. By inculcating the cultural values and tradition in the young generation, it aims to create wholesome personalities. In this regard, special Lecture Series, educative workshops, Lecture-Demonstrations and public performances are being organized with eminent personalities from across the world as resource persons.

The Centre of Excellence for Media, Entertainment and Communication focuses on areas such as supply of fresh workforce, training to existing manpower, research projects and publications, graphic designing and photography, short films and audio video, virtual reality & augmented reality, computational photography, and mobile application services.

## Courses offered under COEs

| <b>COE – Retail</b>                                   |  |
|---|--|
| Retail Cashier  |  |
| Retail Departmental Manager                           |  |
| Retail Sales Associate                                |  |
| <b>COE – Media, Entertainment &amp; Communication</b> |  |
| Digital Photographer                                  | Editor                                       |
| Roto Artist   | Graphic Designer                             |
| 3D Modeller   | Assistant Cameraman                          |
| Animator  |  |
| <b>COE – Arts &amp; Culture</b>                       |  |
| Traditional Theatre Forms                             | Grooming & Personal Effectiveness            |
| Styles of Dance – Classical, Folk, Western            | Wealth Out of Waste                          |
| Forms of Music – Vocal & Instrumental                 | Art Education & Therapy                      |
| Styles of Tailoring & Embroidery                      | Traditional & Contemporary Martial Art Forms |
| Styles of Painting & Printing                         | Theory & Practice of Yoga                    |
| Styles of Costume Designing                           | Contemporary Fitness Regime                  |

### DIRECTORS

Dr. Rajshree Vasudevan, M.A., M.Phil., Ph.D., NET  
(Dance- Nritya Prabhakar, Nritya Visharada, Nritya Shali)  
Centre of Excellence - Arts & Culture

Mr. A Ebenezer, B.Sc DFT M.A.  
Centre of Excellence- Media Entertainment & Communication

### ASSOCIATE DIRECTOR

Mr. B Kalaikovan, M.Sc.  
Centre of Excellence- Media Entertainment & Communication

### COORDINATOR

Ms. D Aruna, M.Com., PGDBM, NET, SET  
Centre of Excellence-Retail



## **PRINCIPAL**

Dr. Sambamurthy Padmavathi, M.Com, M.Phil, M.Ed, Ph.D.,SLST

## **VICE PRINCIPAL**

Dr. S. Rukmani, M.Com., M.Phil., ICWA (Inter), Ph.D., SLET

## **DIRECTORS**

Dr. S T Deepa, MCA,M.Phil.,Ph.D.,NET,SET  
Research, Shasun Knowledge Centre (SKC)

Dr. S. Vimaladevi, M.Com., M.Phil.,MBA,NET,SET  
Shasun Knowledge Advocacy Lead Programme (SANKALP)

Ms.N.M.Kavitha, MCA., M.Phil., M.Tech., SET  
Internal Quality Assurance Cell (IQAC)

Dr. M. Malarkodi, MBA.,M.Phil.,Ph.D.,NET  
Shasun Alliance with Industry (SAI)  
& SHABASH

## **ASSOCIATE DIRECTOR**

Ms. K. Suma, M.Sc, M.Phil, SET  
Internal Quality Assurance Cell (IQAC)

## COORDINATORS

### STUDENT AFFAIRS

**Coordinator** :Ms. N.Geetha, M.Sc., M.Phil.,

**Additional Coordinator:** Ms. M. Akila, M.Sc., M.Phil.,SET

### ACADEMIC AFFAIRS

**Coordinator** :Ms. M. Banurekha, M.Com., M.Phil., SET

**Additional Coordinator:** Ms.P.Akilandeswari, M.Com., M.Phil., NET

### SCHOOL OF LANGUAGES

**Coordinator** :Ms. N. Uma Maheswari, M.A, M.Phil.,B.Ed.,NET

### SCHOOL OF COMMERCE

**Coordinator** :Dr. V. Chitra, M.Com.,M.Phil.,Ph.D.,MBA, B.Ed., NET

### SCHOOL OF SCIENCE

**Coordinator** :Dr. X. Jose Suganya, M.Sc., M.Phil., Ph.D

## STAFF IN-CHARGE

|                            |   |
|----------------------------|---|
| ISO                        | Ms. S.G.Packiyavathy                            |
| Examinations               | Dr. D Sumathi & Dr.V.Anuraadha                  |
| Staff Secretary            | Dr. S Sridevi & Ms. M Mahalakshmi               |
| Students Council           | Ms.T.Karpagam & Dr.T.Vanitha Devi               |
| NCC                        | Ms.M.Sukanya                                    |
| Shasun Shakthi Cell        | Dr. M. Rani                                     |
| Extension activity         | Ms. S.Shandhini                                 |
| Bridge Course              | Dr.C.R.Rhupa & Dr. V. Chandra                   |
| Parent Teacher Association | Ms.Parameswari , Dr.Anusha & Ms.Rinitha Angelin |
| IGNOU                      | Dr.C.K Deepa & Ms.T.Karpagam                    |
| Counsellor                 | Ms. Keziah Verghese                             |
| Canteen                    | Ms.V.Sasikala & Ms.E.Rajathi                    |



| School of Commerce     |                               |   |
|------------------------|-------------------------------|---|
| Department of Commerce |                               |   |
| <u>S.No</u>            | <b>Name of the Faculty</b>    | <b>Qualification</b>                          |
| 1                      | Dr. Sambamurthy Padmavathi    | M.Com., M.Phil., M.Ed., Ph.D., SLST           |
| 2                      | Dr. S.Rukmani                 | M.Com., M.Phil., ICWA (Inter)., SLET, Ph.D    |
| 3                      | Dr. B.Kavitha                 | M.Com., M.Phil., MBA, MHRM, SET, Ph.D, PGDE&S |
| 4                      | Dr.C.K Deepa                  | M.Com., MBA., M.Phil. Ph.D, SET               |
| 5                      | Dr. B. Selvakumari            | M.Com., M.Phil., MBA., Ph.D                   |
| 6                      | Dr.K. Rajalakshmi             | M.Com ., M.Phil., MBA, NET, Ph.D              |
| 7                      | Ms. S. Selvi                  | M.Com., M.Phil., NET                          |
| 8                      | Ms. K. Vijayalakshmi          | M.CS., M.Phil., SET                           |
| 9                      | Dr. B. Anuradha               | M.Com., M.Phil., B.Ed., Ph.D                  |
| 10                     | Dr. V.Chitra                  | M.Com., M.Phil., MBA., B.Ed., NET, Ph.D       |
| 11                     | Ms. M. Banurekha              | M.Com., M.Phil., SET                          |
| 12                     | Ms. P. Karpagam               | M.Com., M.Phil., NET                          |
| 13                     | Ms. P.Selvi                   | M.Com., M.Phil.,                              |
| 14                     | Dr.S.Aarthi                   | M.Com., M.Phil., SET, Ph.D                    |
| 15                     | Dr. A. Umahani                | M.Com., M.Phil., Ph.D                         |
| 16                     | Dr.V.Anuraadha                | M.Com., M.Phil., MBA., Ph.D, NET              |
| 17                     | Dr. K.S. Aram Valartha Nayaki | M.Com., M.Phil., NET. Ph.D                    |
| 18                     | Dr.K.Thamilarasi              | M.CS., M.Com., M.Phil., SET, Ph.D, PGDCA      |
| 19                     | Dr.G.Srividhya                | M.Com., M.Phil., Ph.D                         |
| 20                     | Ms.D.Aruna                    | M.Com., PGDBM, NET, SET                       |
| 21                     | Ms.M.Mahalakshmi              | M.Com ., M.Phil., MBA., SET                   |
| 22                     | Ms.E. Kokila                  | M.Com(BIM)., M.Com., M.Phil., SET             |
| 23                     | Dr. Sundaramееna Senthil      | M.Com., M.Phil., MBA, Ph.D                    |
| 24                     | Dr. M. Sangeetha              | M.Com ., M.Phil., PGDCA, MBA, Ph.D            |
| 25                     | Dr.S.Vimaladevi               | M.Com., M.Phil., MBA., Ph.D., SET, NET        |
| 26                     | Dr.R.Lakshmi                  | M.Com., M.Phil., Ph.D                         |
| 27                     | Dr. A. Jeyalakshmi            | M.Com., M.Phil., PGDCA, NET, Ph.D             |
| 28                     | Ms.P.Akilandeswari            | M.Com., M.Phil., NET                          |
| 29                     | Ms.M.Malathy                  | M.Com., MBA., M.Phil., SET                    |
| 30                     | Dr. S.Shenphgavalli           | M.Com., B.Ed., MBA.,M.Phil.,SET., Ph.D.       |
| 31                     | Ms.M.Sugapriya                | M.Com, M.Phil, MBA, NET                       |
| 32                     | Dr.D.Sumathi                  | M.Com., M.Phil., SET, Ph.D                    |
| 33                     | Ms.K.Poorani                  | M.Com., M.Phil., M.Ed.,                       |
| 34                     | Ms.Muthulakshmi.M             | M.Com ., M.Phil., NET                         |
| 35                     | Ms.S.Sakthi                   | M.Com, MFM, NET                               |
| 36                     | Dr.C.R.Rhupa                  | M.Com ,M.Phil, NET, SET, Ph.D., PGDCA         |
| 37                     | Ms.Shobana Padmanabhan        | M.Com, M.Phil, SET, CWA (Inter)               |
| 38                     | Ms.B.Geetha Ramani            | M.Com., M.Phil., NET                          |
| 39                     | Ms.R. Nithya                  | M.Com.,M.Phil., SET                           |

|  |                            |   |
|--|----------------------------|---|
| 40   | Dr. G. K. Lavanya          | M.Com.,M.Phil., M.B.A.,Ph.D                       |
| 41   | Dr. D. Sasikala            | M.Com.,SET, M.Phil., MBA, NET, Ph.D, PGDCA, PGDHT |
| 42   | Ms. D. Pratibha            | M.Com. NET, SET                                   |
| 43   | Ms. S. Sukirthana          | M.Com., SET, NET                                  |
| 44   | Ms. G. Anitha              | M.Com., M.Phil., SET,CWA                          |
| 45   | Dr. M. Selina Muthu Rani   | M.Com., M.Phil., Ph.D., SET                       |
| 46   | Ms. K. Chitra              | M.Com., M.Phil., NET, SET                         |
| 47   | Ms. Nandhini. K            | M.Com., NET                                       |
| 48   | Ms. N. Meenakshi           | M.Com.,M.Phil.,NET                                |
| 49   | Ms. M. Raghini             | M.Com.,M.Phil.,NET                                |
| 50   | Dr. Fahima Sultana         | M.Com., M.Phil., Ph.D,SET,                        |
| 51   | Ms. P. Deepaa.             | M.Com., M.Phil.,NET                               |
| 52   | Ms. Shahila D              | M.Com., M.Phil.,NET                               |
| 53   | Ms. Siva Sundari           | M.Com., M.Phil.,NET                               |
| 54   | Dr. Sumathi K              | M.Com., M.Phil.,Ph.D.,NET                         |
| 55   | Ms. Deepa Shridhar         | M.Com., M.Phil.,SET                               |
| 56   | Ms. Majeetha Parveen S.M   | M.Com., M.Phil., NET                              |
| 57   | Ms. J. Mary Jayakodi       | M.Com., M.Phil., NET, SET                         |
| <b>Department of Business Administration</b>             |                            |   |
| <b>S.No</b>  | <b>Name of the Faculty</b> | <b>Qualification</b>                              |
| 58   | Dr. J. Latha               | M.A., M.B.A., SLET., Ph.D                         |
| 59   | Ms.G.Vaishnavi             | MBA., NET, SET                                    |
| 60   | Ms.P.Vidhya                | MBA., NET   |
| 61   | Dr. M. Malarkodi           | MBA.,M.Phil.,Ph.D.,NET                            |
| <b>Department of Economics</b>                           |                            |   |
| <b>S.No</b>  | <b>Name of the Faculty</b> | <b>Qualification</b>                              |
| 62   | Dr.S.Valli                 | M.A., M.Phil., NET, Ph.D                          |
| 63   | Ms. S. Dhanalakshmi        | M.A., M.Phil.,                                    |
| 64   | Dr. K.Angayarkanni         | M.A., M.Phil., Ph.D                               |
| 65   | Dr. V.Mary Diana           | M.A., M.Phil., Ph.D, SET                          |
| 66   | Ms Radhika Samuel          | M.A.,M.Phil, NET                                  |
| <b>School of Computational Science</b>                   |                            |   |
| <b>Department of Computer Science &amp; Applications</b> |                            |   |
| <b>S.No</b>  | <b>Name of the Faculty</b> | <b>Qualification</b>                              |
| 67   | Dr. S.T. Deepa             | M.C.A. M.Phil.,SET, NET, Ph.D                     |
| 68   | Ms.T.Yegammai              | M.Sc.,M.Phil.,                                    |
| 69   | Ms. S.G. Packiavathy       | M.Sc., M.Phil.,                                   |
| 70   | Dr. B.Gomathi              | MCA., M.Phil., Ph.D                               |
| 71   | Dr. X. Jose Suganya        | M.Sc.,B.Ed., M.Phil.,Ph.D                         |
| 72   | Ms. S. Jayasri             | MCA., M.Phil.,                                    |
| 73   | Ms. K. Suma                | M.Sc., M.Phil., SET                               |
| 74   | Dr.S.Sridevi               | MCA., M.Phil., Ph.D                               |

|    |                        |                                       |
|----|------------------------|---------------------------------------|
| 75 | Ms.S.Raja Meenakshi    | MCA., M.E., SET, NET                  |
| 76 | Ms.N.Rehna             | MCA., M.Phil., SET                    |
| 77 | Ms. Vidhya Venkatraman | M.Sc., M.Phil.,                       |
| 78 | Dr. M. Anita Indu      | M.Sc., M.Phil., Ph.D, SET             |
| 79 | Ms. S. Sudha           | M.Sc.,M.Phil., SET                    |
| 80 | Dr.G.Uma Maheswari     | M.Sc., B.Ed., M.Phil., Ph.D.,NET, SET |
| 81 | Ms.J.Jeba Priya        | M.C.A., M.Phil., B.Ed., SET           |
| 82 | Ms.R.Supriya           | M.Sc., MBA                            |
| 83 | Ms.V.Venkateswari      | MCA., SET                             |
| 84 | Ms.R. Aparna           | M.Sc.,MCA., M.Phil., NET, SET, PGDCA  |
| 85 | Ms. N.M. Kavitha       | MCA., M.Phil., M.Tech., SET           |
| 86 | Dr. S. Prasanna        | MCA., M.Phil, Ph.D                    |
| 87 | Ms. K. Abirami         | MCA., M.Phil., SET                    |
| 88 | Ms. K. Vani            | MCA., M.Phil., M.E.,SET,NET           |
| 89 | Ms. A. Jyothi          | MSc., NET                             |
| 90 | Dr. B. Sree Vidya      | M.Sc., M.Phil, SET, Ph.D, MBA         |
| 91 | Ms. Jeya Gowri K       | M.Sc., M.Phil.,NET                    |

### School of Science

#### Department of Mathematics & Statistics

| <u>S.No</u> | <b>Name of the Faculty</b> | <b>Qualification</b>        |
|-------------|----------------------------|-----------------------------|
| 92          | Ms. V.Sasikala             | M.Sc., M. Phil              |
| 93          | Ms. R. Revathy             | M.Sc., M.Phil.,             |
| 94          | Ms. N. Geetha              | M.Sc., M.Phil.,             |
| 95          | Dr. M. Kamalam             | M.Sc., M. Phil., Ph.D       |
| 96          | Ms. E. Rajathi             | M.Sc., M.Phil.,             |
| 97          | Ms. M. Akila               | M.Sc., M. Phil., SET        |
| 98          | Dr. V.Chandra              | M.Sc., M.Phil., Ph.D.,      |
| 99          | Dr.S.Geetha                | M.Sc., B.Ed., Ph.D          |
| 100         | Ms.A.Sabika Fathima        | M.Sc., M. Phil., B.Ed., SET |
| 101         | Ms.C.Vasanthi              | M.Sc., M. Phil, SET         |
| 102         | Ms. S. Deepa               | M.Sc., M. Phil., SET        |
| 103         | Ms. H.Thahira Banu         | M.Sc.,M.Phil., B.Ed., SET   |
| 104         | Dr. M. Kousalyaparasakthi  | M.Sc.,B.Ed., M.Phil., Ph.D  |
| 105         | Ms. E. Santhanamari        | M.Sc., M.Phil., SET         |

#### Department of Home Science (ID&D)

| <u>S.No</u> | <b>Name of the Faculty</b> | <b>Qualification</b> |
|-------------|----------------------------|----------------------|
| 106         | Ms. J. Vidhya              | M.Sc., M. Phil., NET |
| 107         | Ms. R.Thamil Selvi         | M.Sc., M. Phil.,     |
| 108         | Ms.J. Maimoona Bushra      | M.Sc., M.Phil., NET  |
| 109         | Ms.R. Nusrath Nisha        | M.Sc., NET           |

#### School of Media and Communication

#### Department of Journalism & Visual Communication

| <u>S.No</u> | <b>Name of the Faculty</b> | <b>Qualification</b> |
|-------------|----------------------------|----------------------|
|-------------|----------------------------|----------------------|

|                                 |                            |                                |
|---------------------------------|----------------------------|--------------------------------|
| 110                             | Mr.A.Ebenezer              | B.Sc., D.F.Tech., MJMC         |
| 111                             | Mr.B.Kalaikovan            | M.Sc.,                         |
| 112                             | Ms.K.Nirmala Devi          | M.A., M.Phil.,                 |
| 113                             | Ms. Arya Haridas           | M.Sc., SET                     |
| 114                             | Ms. K. Suguna              | M.A., M.Phil., NET             |
| 115                             | Ms.M. Shanbhagam           | M.A., M.Phil., SET             |
| 116                             | Ms. M.S. Aby               | M.Sc., SET                     |
| 117                             | Dr. N. Bhuvana             | M.Sc., Ph.D                    |
| 118                             | Dr. K.Ebiraj               | M.Sc., Ph.D                    |
| 119                             | Ms.K.Ambikai               | M.Sc., NET                     |
| <b>School of Humanities</b>     |                            |                                |
| <b>Department of Psychology</b> |                            |                                |
| <u>S.No</u>                     | <b>Name of the Faculty</b> | <b>Qualification</b>           |
| 120                             | Ms.S.Sowmya                | M.Sc (Tech), M.Sc., NET        |
| 121                             | Ms. D. Sangeetha           | M.Sc., NET                     |
| 122                             | Ms. R. Abirami             | M.Sc.,                         |
| 123                             | Ms. Anindhitha R           | M.Sc., NET                     |
| 124                             | Ms. Abidha Anwar           | M.Sc., NET                     |
| 125                             | Ms. Pavithra T             | M.Sc., NET                     |
| 126                             | Ms. S. Sowmya              | M.A., NET                      |
| 127                             | Ms. G. Gayathree           | M.Sc., NET                     |
| 128                             | Ms. Keziah Verghese        | M.Sc.,                         |
| 129                             | Ms. Janani V.S             | M.Sc., NET                     |
| <b>School of Languages</b>      |                            |                                |
| <b>Department of Tamil</b>      |                            |                                |
| <u>S.No</u>                     | <b>Name of the Faculty</b> | <b>Qualification</b>           |
| 130                             | Ms. N. Uma Maheswari       | M.A., M.Phil., B.Ed., NET      |
| 131                             | Ms. R.Nagarani             | M.A., M.Phil., SLET            |
| 132                             | Dr. R. Geetha              | M.A., M.Phil., Ph.D., NET      |
| 133                             | Dr.C. Umarani              | M.A., M.Phil., SLET, Ph.D      |
| 134                             | Dr M.Rani                  | M.A., Ph.D, NET                |
| 135                             | Ms. T. Vasuki              | M.A., M.Phil., NET             |
| 136                             | Ms. M. Parameswari         | M.A., M.Phil., NET             |
| 137                             | Dr.T.Vanitha Devi          | M.A. M.Phil., Ph.D., SET, NET  |
| 138                             | Dr. S. Ananthi             | M.A. M.Phil., Ph.D, NET, SET   |
| 139                             | Ms. C. Punithavathi        | M.A., M.Phil.,NET, SET.,M.Ed., |
| <b>Department of Hindi</b>      |                            |                                |
| <u>S.No</u>                     | <b>Name of the Faculty</b> | <b>Qualification</b>           |
| 140                             | Dr.Saroj Singh             | M.A., M.Phil., Ph.D            |
| 141                             | Dr. Y. Uma                 | M.A., M.Phil., Ph.D            |
| <b>Department of Sanskrit</b>   |                            |                                |
| <u>S.No</u>                     | <b>Name of the Faculty</b> | <b>Qualification</b>           |
| 142                             | Dr. Anusha.S               | M.A. M.Phil., Ph.D., SET       |

|   |                            |                             |
|---|----------------------------|-----------------------------|
| 143                                     | Dr. Ramadevi               | M.A., M.Phil, Ph.D          |
| <b>Department of French</b>             |                            |                             |
| <u>S.No</u>                             | <b>Name of the Faculty</b> | <b>Qualification</b>        |
| 144                                     | Ms.Priya Singh             | M.A., NET                   |
| <b>Department of English</b>            |                            |                             |
| <u>S.No</u>                             | <b>Name of the Faculty</b> | <b>Qualification</b>        |
| 145                                     | Dr. S. Santosh Smitha      | M.A., B.Ed., Ph.D           |
| 146                                     | Ms.T.Karpagam              | M.A. M.Phil., NET           |
| 147                                     | Ms.K.Gayathri              | M.A, M.Phil                 |
| 148                                     | Dr.V.Deepa                 | M.A, M.Phil, Ph.D, PGDELT   |
| 149                                     | Ms.S.Shandhini             | M.A, M.Phil, SET, NET       |
| 150                                     | Ms. Rohini Unnikrishnan    | M.A, M.Phil                 |
| 151                                     | Ms. V. Gayathri            | M.A, SET                    |
| 152                                     | Ms. M. Mohanapriya         | M.A, M.Phil, DHRM, SET, NET |
| 153                                     | Ms. R. Vinolatha           | M.A., B.Ed., M.Phil.,       |
| 154                                     | Ms. R. Subha Jasmine       | M.A. M.Phil., SET           |
| 155                                     | Dr. Sharon Grace           | M.A., Ph.D                  |
| 156                                     | Ms.S. Nishanthi            | M.A., M.Phil., NET          |
| 157                                     | Ms. S.Jhansilin            | M.A., NET                   |
| 158                                     | Ms. P. Swadhika            | M.A. M.Phil., NET           |
| 159                                     | Ms. N. Visudha             | M.A., NET                   |
| 160                                     | Ms. R. Rishiga             | M.A., NET                   |
| 161                                     | Ms.R.Thanga Archana        | M.A., M.Phil., NET          |
| <b>School of Religious Studies</b>      |                            |                             |
| <b>Department of Jainology</b>          |                            |                             |
| <u>S.No</u>                             | <b>Name of the Faculty</b> | <b>Qualification</b>        |
| 162                                     | Dr.Gyan Jain               | B.Tech., M.A., Ph.D         |
| 163                                     | Dr.Sunitha Bardia          | M.A., N.D., PGDJ            |
| 164                                     | Dr.V.Saroja Choradia       | M.A., N.D., PGDJ            |
| 165                                     | Dr. Rajal Borundia Jain    | M.A., Ph.D                  |
| 166                                     | Ms. D. Reshma              | M.A., M.Phil.,NET           |
| <b>Department of Library</b>            |                            |                             |
| <u>S.No</u>                             | <b>Name of the Faculty</b> | <b>Qualification</b>        |
| 167                                     | Ms.P. Mathangi devi        | M.LIS.,                     |
| 168                                     | Ms.M. Sajitha              | MLIS., NET                  |
| 169                                     | Ms.G.Lekha                 | MLIS., NET                  |
| <b>Department of Physical Education</b> |                            |                             |
| <u>S.No</u>                             | <b>Name of the Faculty</b> | <b>Qualification</b>        |
| 170                                     | Dr. P. Malaialagu          | M.A., M.Ped., M.Phil., Ph.D |
| 171                                     | Ms. M. Sukanya             | B.A., M.Ped.,               |



| Non-Teaching Staff  |                        |                                      |
|---------------------|------------------------|--------------------------------------|
| Adminsitrative      |                        |                                      |
| IT                  |                        |                                      |
| Sl. No.             | Name of the Staff      | Designation                          |
| 1                   | Mr.Manikandan A V      | Senior System Administrator          |
| 2                   | Mr.Sowthermenthiran V  | System Administrator                 |
| 3                   | Ms.Thamarai Kannamal S | SeniorTechnical Assistant            |
| 4                   | Ms.Priyadharshini R    | Technical Assistant                  |
| 5                   | Ms.Sharmila J          | Technical Assistant                  |
| 6                   | Ms. R. Yogeswari       | Technical Assistant                  |
| 7                   | Ms. Divya R            | Technical Assistant                  |
| 8                   | Ms. Niranjana P        | Technical Assistant                  |
| 9                   | Ms. Madathi Manju      | Technical Assistant                  |
| 10                  | Ms. M. Mahalakshmi     | Technical Assistant                  |
| 11                  | Mr.Senthil Kumar M     | Viscom - Technical Assistant         |
| 12                  | Ms.Saravana Priya L    | Viscom -Technical Assistant          |
| 13                  | Mr.Nirmal Raj Rao J    | Viscom - Technical Assistant         |
| 14                  | Ms. Uma Mageshwari T   | Viscom - Technical Assistant         |
| 15                  | Ms. Shruthi G          | Viscom - Technical Assistant         |
| 16                  | Ms. Anuradha B         | Psychology - Lab Assistant           |
| Accounts & Facility |                        |                                      |
| S.No                | Name of the Staff      | Designation                          |
| 17                  | Ms.Vijayalakshmi N     | Senior Accounts cum Facility Manager |
| 18                  | Ms.Keerthi U           | Accounts Executive                   |
| 19                  | Ms.Vaishnavi R         | Accounts Assistant                   |
| 20                  | Ms.Gomathy R           | Accounts Executive                   |
| 21                  | Ms.Ananthi K           | Campus Coordinator                   |
| HR                  |                        |                                      |
| S.No                | Name of the Staff      | Designation                          |
| 22                  | Ms.Kimberly Zohaib     | HR Head                              |
| 23                  | Ms.Priya V             | Senior HR Executive                  |
| 24                  | Ms. Deepika S          | Front Office & HR Executive          |
| Placement           |                        |                                      |
| 25                  | Ms.Shanmuga Priya S    | Placement Officer                    |
| 26                  | Ms.Shashikala R        | Placement Assistant                  |
| Principal's Office  |                        |                                      |
| S.No                | Name of the Staff      | Designation                          |
| 27                  | Ms. B. Akshaya         | Executive Assistant                  |
| 28                  | Ms. Apurva Iyer S      | Executive Assistant                  |
| Admintrative Office |                        |                                      |
| 29                  | Ms.Vijayalakshmi V R   | Senior Admin Executive               |

|                             |                                |                            |
|-----------------------------|--------------------------------|----------------------------|
| 30                          | Ms.Jothilakshmi S              | Senior Admin Executive     |
| 31                          | Ms.Gajalakshmi                 | Senior Admin Executive     |
| 32                          | Ms.Gayathri V                  | Senior Admin Executive     |
| 33                          | Ms.Sankari V                   | Admin Executive            |
| 34                          | Ms.Tasneem Attahar SK          | Admin Executive            |
| 35                          | Ms. M. N. V. J. Rathna Lalitha | Secretarial Assistant      |
| 36                          | Mr Vijayakumar                 | Archery Manager            |
| <b>Centre of Excellence</b> |                                |                            |
| <b><u>S.No</u></b>          | <b>Name of the Staff</b>       | <b>Designation</b>         |
| 37                          | Ms. J. Radhika                 | Research Assistant         |
| 38                          | Ms. M. Divya                   | Executive Assistant        |
| 39                          | Ms. O.B. Kavishna              | Technical Assistant        |
| 40                          | Ms. M. Vanitha                 | Technical Assistant        |
| 41                          | Ms. S. Srividhya               | Admin Executive- COE (A&C) |
| <b>Facility</b>             |                                |                            |
| <b><u>S.No</u></b>          | <b>Name of the Staff</b>       | <b>Designation</b>         |
| 42                          | Mr.Babu M                      | Assistant Estate Manager   |
| 43                          | Mr.Kumaresan S                 | Master Electrician         |
| 44                          | Mr.Prabhu                      | Assistant Electrician      |
| 45                          | Mr. Deepak Khawas              | Electrician - Apprentice   |
| 46                          | Mr.Stephen L                   | Marker                     |
| 47                          | Mr.Srinivasan P                | Office Co-ordinator        |
| 48                          | Mr.Damotharan V                | Office Co-ordinator        |
| 49                          | Ms.Venda                       | Office Co-ordinator        |
| 50                          | Ms.Lakshmi D                   | Office Co-ordinator        |
| 51                          | Mr.Jayashankar A               | Office Co-ordinator        |
| 52                          | Mr.Mariappan V                 | Office Co-ordinator        |
| 53                          | Ms. Sujatha A                  | Office Co-ordinator        |
| 54                          | Ms. Usha L                     | Office Co-ordinator        |
| 55                          | Mr. G. Elumalai                | Gardaner                   |
| <b>Trainer</b>              |                                |                            |
| 57                          | Ms. G. Sowmya                  | Gym Trainer                |





SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

**SC/LRF**

## **LEAVE APPLICATION/OD REQUISITION FORM**

**LEAVE/OD** : .....

**NAME OF THE STUDENT** : .....

**DEPARTMENT/SHIFT** : .....

**CLASS/SECTION** : .....

**DATE OF LEAVE / OD** : FROM.....TO.....  
**(No. of days)**

**NO. OF DAYS LATE**  
**TO COLLEGE** : .....

**REASON FOR LEAVE** : .....

**NATURE OF COMPETITION FOR OD** : .....

**SIGNATURE OF THE STUDENT** : .....

**SIGNATURE OF THE PARENT** : .....

**DATE OF SUBMISSION OF LEAVE/OD** : .....

**Remarks by the Class in charge and HOD** .....

.....

**Signature of the**  
**Class in Charge**

**Signature of the HOD**

SC/BRF



## BONAFIDE REQUISITION FORM

NAME OF THE STUDENT : .....

YEAR : .....

DEPARTMENT / SHIFT : .....

UNIVERSITY REG. NO. : .....

BONAFIDE / TERM FEES FORMAT /  
COURSE COMPLETION/ANY OTHER : .....

FOR BONAFIDE SPECIFY

A) THE NATURE OF COMPETITION  
TO BE ATTENDED : .....

B) PLACE OF THE COMPETITION : .....

C) SIGNATURE OF THE TEACHER  
INCHARGE : .....

SIGNATURE OF THE STUDENT : .....

SIGNATURE OF THE PARENT : .....

DATE OF SUBMISSION : .....

Remarks by the Class in charge and HOD : .....

Signature of the Class in Charge

Signature of the HOD

**SC/ORF**



**OUT PASS REQUISITION FORM**

NAME OF THE STUDENT : .....

DEPARTMENT / SHIFT : .....

CLASS / SECTION : .....

DATE / TIME FOR ISSUE OF OUT PASS : .....

WHETHER THE TEACHER CALLED PARENT : .....

THE PARENT WANTED TO TAKE THE STUDENT : .....

REASON FOR ISSUE OF OUT PASS : .....

FATHER / MOTHER ACCOMPANYING : .....

MOBILE NO. OF THE PARENT ACCOMPANYING : .....

SIGNATURE OF THE STUDENT : .....

SIGNATURE OF THE PARENT ACCOMPANYING : .....

Remarks by the Class in charge and HOD : .....

Signature of the Class in Charge

Signature of the HOD

FOR OFFICE USE

OUT PASS ISSUED / NOT ISSUED

Signature of the Issuing Officer



सर्व-मंगल - मांगल्य, सर्व कल्याण - कारणम् ।  
प्रथानं सर्व - धर्माणां, जैनं जयतु शासनम् ॥

**SRI S.S.JAIN EDUCATIONAL SOCIETY (Regd.)**

3, Madley Road, T. Nagar, Chennai 600 017

**Institutions**

**Shri Agurchand Manmull Jain College (Co-Education)**

Chennai 600 114.

[Since 1952 (Shift I) - Since 1972 (Shift II)]

**Shri Shankarlal Sundarbai Shasun Jain College for Women**

Chennai 600 017.

(Since 2005)

**Shri Mohanmull Chordia Jain Industrial Training Centre**

Chennai 600 114.

(Since 1979)

**Shri Amoluckchand Galada Jain Higher Secondary School**

Chennai 600 079.

(Since 1940)

**Shri Tarachand Galada Jain Vidyalaya Matriculation School**

Chennai 600 017.

(Since 1955)

**Shri Badalchand Sayarchand Chordia Jain Vidyalaya Matriculation School**

Chennai 600 079.

(Since 1961)

**Shri Mangichand Bhandari Jain Higher Sec. School**

Chennai 600 017.

(Since 1970)

**Shri Agurchand Manmull Jain School**

Chennai 600 114.

**OFFICE BEARERS**

|                       |                          |
|-----------------------|--------------------------|
| President             | :Sri. B.C.Bohra          |
| Vice-President        | Sri.B.Ugamrajmootha      |
| Hon.Secretary General | :Sri.Harish L.Metha      |
| Hon.Joint Secretary   | :Sri. Mahaveerchand Bora |
| Hon.Treasurer         | :Sri.Jethmal Chordia     |



No.3, Madley Road, (Next to T.Nagar Bus Stand)  
T.Nagar, Chennai, Tamil Nadu, India - 600 0017.  
Telephone: 044 - 24328506 / 07.