



SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

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

STUDENT HANDBOOK



2022-2023



Recognized as Authorized
World Skill India Traing 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 blessings 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 Arahantas

(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 Acharyanam - नमो आचार्याणाम्

I bow in veneration to Acharyas

(The Head Sadhus of the fourfold Jain Sangh)

णमो उपज्झायाणं

Namo Upajjhayanam - नमो उपज्झायानाम्

I bow in veneration to Upadhyayas

(The learned Sadhus who teach the Scriptures)

णमो लोए सव्वसाहूणं

Namo loe savva sahunam - नमो लोए सव्वसाहूणाम्

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, पढमं हवइ मंगलं ।।।।

Eso pancha nam kkaro, Savva pavappanasano

Mangalanam cha savvesim, Padhamam havai mangalam

एसो पञ्च नमोक्कारो, सव्व पाव पाप्मासणो

मङ्गलाणं च सव्वेसिं, पढमं 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,
सत्त्व, 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 :

Smt. Usha Srisrimal

Associate Secretary :

Dr.Harish L Metha

Members :

Sri.Bharat Galada
Sri.Sumermul Baid Mutha
Sri. Manohar Lodha
Sri.Vimal Srisrimal
Sri.Gautham Chordia
Sri.Megaraj Lunawat
Sri.Gambhir Chordia
Smt.Taru Mayur Srisrimal

Ex-Officio :

Sri.Padam Chordia
Hon.President
Sri S.S.Jain Educational Society
Sri. Abhaya Srisrimal Jain
Hon.Secretary General
Sri.S.S. Jain Educational Society
Dr. S. Padmavathi
Principal

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

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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 Honorary Secretary General. 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 state-of- art 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 3586 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 Centre	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. NAAC Reaccreditation	16.08.2018
5. ISO Standard Revision Certificate	25.2.22
6. NIRF Ranking	Participated
7. India Today Ranking	113rd 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 HONORARY SECRETARY GENERAL



Dear students,

I extend a warm welcome to you all to a wonderful academic year 2022-23 at Shri Shankarlal Sundarbai Shasun Jain College for Women.

“Education is experience, and the essence of experience is self-reliance”

A new academic year comes with a promise of infinite possibilities and a journey of self-discovery and an incredible transformation of one’s personality. It sets the students to the rhythm of adulthood and reminds them during difficult times - of the diverse friendships with their fellow students and teachers. It also comes with a certain natural anticipation – of navigating through adulthood responsibilities. While being a Shasuneon entails understanding, investigating and critiquing ideas, we hope that you also cheerfully engage in discovering new dynamics about your personalities.

Innovation lies at the heart of our institution and we hold on to it dearly and with utmost respect. We hope that in the lieu of our college motto, “Go Beyond”, you bring your dash of uniqueness to our campus, enriching and enlivening it with your fresh thinking and collaborative efforts.

With best wishes,

Sri Abhaya Srisrimal Jain
Honorary Secretary General

MESSAGE FROM SECRETARY



"The purpose of education is to make good human beings with skill and expertise.

Enlightened human beings can be created by teachers."

-A. P. J. Abdul Kalam

Shri Shankarlal Sundarbai Shasun Jain College for Women is a philanthropic Institution that aims to empower young females through holistic higher education. Our college has been a portal of academic excellence. This esteemed institution has been an expert in sending out not only skillful graduates but also responsible citizens each year. We at Shasun, believe that it is of utmost importance to send out graduates who are competent enough to improve and strengthen the society that they are living in. Shasun has always aimed at the self-development of students in terms of knowledge, skill, attitude, professionalism, competence, value inculcation and social responsibility.

Shasun believes in its motto "Go Beyond" and encourages all of its students to foster their passion. Apart from academic excellence, our college also focuses on co-curricular and extracurricular activities as these activities supplement the academic curriculum and help in building significant skills like critical thinking, communication, problem-solving, reasoning, and collaborative abilities. It also inculcates a sense of leadership, meticulousness, sportsmanship, and competitiveness. The Clubs and forums at Shasun engage students in various activities that benefit the society. The Centres of Excellence at Shasun work towards the enhancement of entrepreneurial skills in the students.

I hope the students make best use of all these opportunities provided at Shasun and I wish them all the best for their productive journey ahead.

Smt. Usha Srisrimal
Secretary

MESSAGE FROM ASSOCIATE SECRETARY



"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

– Malcolm X

Shri Shankarlal Sundarbai Shasun Jain College for Women is marked by an unparalleled commitment towards educational excellence since its inception in the year 2005. Our College aims at providing holistic education to the young females enabling them to become responsible citizens. Shasun ensures that the students walk on a path full of promise, hope and there is always a constant endeavor to create more opportunities for our students to become better entrepreneurs. Our College focuses on developing both the academics and the personal growth of our students. New horizons of change are revealed and students are trained to face the rapidly changing world.

Shasun comprises a beautifully structured campus that caters to the academic needs, committed faculties, and an atmosphere conducive in achieving the academic goals of our students. Innovative teaching and learning practices, well-constructed classrooms and computer labs, certificate courses, and consistent usage of ICT tools in Shasun facilitate the students, making them ready for an enriching and meaningful learning experience. Our College also provides equal importance to Co-curricular, extracurricular activities and students are given meticulous training in sports.

I welcome all the students to engage in a wonderful academic journey and to take full advantage of all the opportunities that are provided to them.

Dr. Harish L Metha
Associate Secretary

MESSAGE FROM PRINCIPAL



The Capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice.

– Brian Herbert

Warm Greetings!

I welcome you all to Our College Shri Shankarlal Sundarbai Shasun Jain College for Women.

Our esteemed Institution aims for Holistic Education where students learn to respect our culture, tradition and to be a responsible human being in the society. We also mould them into prowess individuals to face the rapid changing world. The college is digitalised to provide the best services to the students to develop their academics as well as their personal growth. Our Institution not only focuses on academics but also has clubs and Forums where students are enrolled to serve the society in a better way and these clubs give them an opportunity to turn their hobbies into passion. The college has three Centres, namely Centre of Excellence for Retail, Centre for Media, Entertainment and Communication and Centre for Art & Culture whose main objective is to develop the entrepreneurial and aesthetic skills in the students. We have a wonderful set of academic and non-academic staff who are the backbone for the growth of the students internally and externally. We have smart class rooms to provide visual platform to the students to understand the contents clearly.

Mental well-being is achieved through sports which is one of the most important platforms of the college assuring that every student's potential is brought to the limelight of the stage to achieve laurels globally.

“The purpose of education is to make good human beings with skill and expertise. Enlightened human beings can be created by teachers”- said APJ Abdul Kalam. Once again, we would like to give a warm welcome to all the students who are going to reshape their life in Shasun and move towards success in their upcoming endeavours. I wish good luck to all the freshers for their constructive journey in Shasun.

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

PG & Research Department of Commerce

M.Com - Accounting & Finance

Shift II

B.Com - General

B.Com - Accounting & Finance

B.Com - Bank Management

B.Com - Computer Applications

B.Com - Corporate Secretaryship

School of Management

Shift 1

BBA - Bachelor of Business Administration

School of Science

Shift – I

B.Sc – Mathematics

Shift – II

B.Sc - Home Science Interior Design & Décor

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
School of Media & Communication
B.Sc.Visual Communication PG Department of Journalism & Communication M.A. Journalism & Communication
School of Humanities
Shift – I B.Sc – Psychology PG Department of Applied Psychology M.Sc - Applied Psychology
School of Languages
Shift – II B.A. English Literature
School of Religious Studies
Shift II 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 consists 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 the 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 App

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. I. Grievance Redressal

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.

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. Ms.Akila, Assistant Professor
5. Ms Sangeetha D, Assistant Professor

II.Anti-Ragging cell

The college has a Ragging Redressal Cell to prevent the ragging activities among the students. Senior teachers form part of the cell to monitor and prevent ragging in the campus.

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.Prevention of Sexual Harassment Cell

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 has taken proactive steps in preventing sexual harassment by establishing the prevention of sexual harassment cell

The following members will constitute the prevention of 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 equal opportunity cell ensures that all students are treated equally. The cell aims to prevent any type of harassment against the minority/disadvantaged groups and also ensures to eliminate the perception of discrimination in terms of religion, race, caste, disability, scheduled caste and scheduled tribes.

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 ProQuest and National Digital Library for reference and for research.

8. Internet

The College campus is fully Wi-Fi enabled.

9. Shasun Medical Assistance Centre - APOLLO SHINE

SHASUN students now have an easy access to a host of world class health care services and amenities. It provides exclusive access for our students to a staffed and equipped First Aid room. 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 -Alumnae

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 cell (Shasun Sukhada)

The College has a professional counsellor to support the psychological and emotional wellbeing 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. The cell provides training to final year students for on aptitude skills, soft skills, interview skills and domain skills to enhance employability 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 2022-2023**CORE COUNCIL**

S.NO	NAMES	DEPT	SHIFT	POSTING
1	APARNA S GIRISH	B.SC CS	I	CHAIRPERSON
2	AISHWARAYA SENTHILKUMAR	B.COM CS	II	VICE CHAIRPERSON
3	LAKSHMI PRASAD	B.COM HONS	I	EVENT ORGANIZER
4	LALITHA SHARANYA	B.COM GEN	II	EVENT ORGANIZER
5	SUDARSHANA S	B.COM AF	I	CULTURAL SECRETARY
6	PAVITHRA BALAJI	B A ENGLISH	II	CULTURAL SECRETARY
7	SOWMYA S	B COM GEN	I	SPORTS SECRETARY
8	VISHAKA JAIN M	B.COM CS	II	SPORTS SECRETARY
9	SRINIDHI A	B.COM CS	I	DISCIPLINE SECRETARY
10	SNEHA SATISHKUMAR	B.COM AF	II	DISCIPLINE SECRETARY
11	AADITHYA SHREE S	B COM GEN	I	PLACEMENT SECRETARY
12	SHREE SHREYA K V	B. COM BM	II	PLACEMENT SECRETARY
13	POORNIMA	B.SC PSY	I	HEALTH SECRETARY
14	ESHIKA	B.SC IDD	II	HEALTH SECRETARY
15	SHREYA V	B.COM AF	I	LIBRARY SECRETARY
16	ASHIMITHA D	B.COM CA	II	LIBRARY SECRETARY
17	RAMYA VIJAYARAGHAVAN	B COM AF	I	CLUB SECRETARY
18	MEENAKSHI M	B COM CS	II	CLUB SECRETARY

DEPARTMENT SECRETARY 2022-2023

S.NO	NAMES	DEPT	SHIFT
1	MADHUMITHA S	B.COM GEN	I
2	NITHYA MEYAMMAI V	B.COM AF	I
3	BHAVISHYA R	BBA	I
4	VARSHA EASWARAN	B.COM CS	I
5	DIKSHITHA R	B.SC CS	I
6	SURUTHI C	BCA	I
7	TARUNIKKA SREE S	B.SC MATHS	I
8	NISHA	B.SC VISCOM	I
9	SRUTIKA SIVAGANESAN	B.COM HONS	I
10	VAISHALI	B.SC PSYCHOLOGY	I
11	JANANI S	M.SC PSYCHOLOGY	I
11	GAYATHRI C	M. COM	I
1	SWETHA D	B.COM GEN	II
2	NIVVEDITHA S	B.COM AF	II
3	GAYATHRI C V	B.COM BM	II
4	RITHIKA RAMANI	B.COM CS	II
5	GADDE LAYA	B.COM CA	II
6	VIMALADEVI	BCA	II
7	PRACHITA	B.SC ID & D	II
8	GAYATHRI.G	B.A ENGLISH	II
9	KRITHIKA SHREE K R	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 3. NATIONAL DIGITAL LIBRARY

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

Extension programmes of Shasun are 'learnings taking place beyond classrooms' and augment the sense of compassion for others. It helps to build relationships while working with NGO's, government agencies, companies etc. It affirms to make a difference when they do something with what they have learnt.

CLUBS

Advertising Club	Readers' SAIL Club
Environment Club	Red Ribbon Club
Fitness Club	Rotaract Club
Heritage Club	Shasun Swath Dham, The Fitness Club
Humour Club	Theatre and Fine Arts Club
Leo Club	Youth Red Cross
NSS	Yuva Shakthi Club

FORUMS

ENACTUS

Enactus is an forum, that connects student, academic and business leaders through entrepreneurial-based projects that empower a deprived community to transform opportunities into real, sustainable progress for our student, committed to using the power of entrepreneurial action to transform the lives and shape a better more sustainable life to people belong to a deprived community. This year our community members are women belong to Tailor's society. We get used sarees from Rajasthan cosmopolitan club and give it to women tailors to stitch cloth bags and help them to market to retailers. Enactus students work for the transformation of both the lives of the people we serve, and in turn, the lives of our students as they develop into more effective, values-driven leaders

Solid Waste Management

Chennai city generates 5000 tons of mixed waste every day and most of the waste is not managed properly. Greater Chennai corporation, installed micro composting units in multiple locations in the city to compost the organic waste. However some of the micro composting units are not functioning properly due to various challenges..One such micro composting unit is in Kannamapet burial ground. Our Shasun Jain College has adopted that unit.

The objective of this project is to implement a sustainable solution to solid waste recycling and management and to engage students in this project to provide hands-on experience and learning. And also to help GCC in the humongous task of recycling the waste collected on a daily basis from households by operating the micro-composting facility seamlessly and produce compost effectively.

Biogas

Biogas project is an eco-friendly project. The purpose is to utilize the food waste in to renewable energy. For this process we collect vegetable waste within the premises, feed in to the plant. It produces methane gas , which is utilized in our college canteen to boil milk and food. It also discharge organic fertilizers from the digester, which in turn we use as manure for the green plants.

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.

AIESEC 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 a good experience, become independent and learn how to handle any situation in their life.

MEMBERSHIP IN PROFESSIONAL BODIES

The college is an Institutional member in the following professional bodies.

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
7. The Associated Chambers of Commerce & Industry of India
8. Madras Chamber of Commerce & Industry

SHASUN SAMVRIDDHI



SHASUN ALLIANCE WITH INDUSTRY (SAI)

The objective of SAI is to identify prospective industries by signing 44 MoU's for value added courses, internship program, projects, industrial visits, placement opportunities for the benefit of the student's knowledge enhancement, which includes The Hindu Group-STEP, MESE, Global Theoretical Research, Tamil Nadu Teachers education University, Pantech-e-learning, Aparjitha, M/S ICA EDU Skills Pvt. Ltd and ASSOCHAM Chamber of Commerce. The total beneficiaries of SAI are 1,500 students during the academic year 2021-22.

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 Vend in stalls 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.

SCALE Shasun Civil Aspirants Leadership Empowerment aims at giving training to Shasuneons to excel in all kinds of TNPSC examinations. 100 hours of training sessions will be conducted on the campus. Resource persons from various reputed academies handle sessions to the aspirants. Test series will be conducted to assist in their examinations. One hour OD is given to the students of both shifts to attend the training sessions.

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	Certified Industrial Accountant	ICA Edu skills Pvt Ltd
3	E filling of GST returns and ITR	Intelli expert solutions
4	Advanced Excel and software testing	Global Theoretical solutions and CSI
5	Bank Exam Coaching	TIME institute
6	Tally with GST	Shah Tax away consultancy Pvt Ltd
7	Goods and Service Tax Act (GST)	3 S PRO Academy

ONLINE COURSES:

NPTTEL 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

Shasun Shakthi Cell showcass the talents of students 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 in mind, Gym facility is provided 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.

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.

FEES:

The students are expected to pay the fees for the entire academic year within the stipulated time.

DRESS CODE:

Students should come to the college modestly dressed. Obscene dress is strictly prohibited. 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.
- SMS alert about wards absenteeism will be sent to the parents between 10.30-11.00 for shift I and 3.30-4.00 for shift II everyday.
- The student who comes after 8.10 a.m (S-I) and 1.20 P.M (S-II) are treated as late comers. They should write their names in the notebook provided at the department.

- 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 mandatorily submitted before the student proceeds on leave.
- If the leave is not availed in advance, then the leave letter has to be mandatorily 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/ PHONE NUMBER

- 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 programmable calculator is prohibited for both UG/PG commerce students for all Accounting subjects during Internal and University exams.
- Any student who is persistently disobedient, 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: 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.

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 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 ' Sharet Vendor Mart' provides a platform for small & fledgling retailers to showcase and sell their products & services on campus, meanwhile the centre also offers NSDC certified skill based courses on Retail sales associate and retail cashier to the unemployed youth. Mentoring and handholding comes as a package service to all sharet 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 the National Skill Development Council, Govt of India, has embarked on an ambitious plan of creating opportunities for awareness, study, teaching, performance, research & documentation of the Arts, from India and Abroad. The Centre has organized various activities such as International Seminars, Conferences, Research Forum for Youngsters, Skill Development Workshops, Certificate Courses, Lecture Series and Wellness programmes conducted by appropriate experts in the field.

Cultural Scholarships are also offered by the centre to outstanding students in Performing Arts (Dance, Vocal & Instrumental Music, Drama, and Oratory), Fine Arts (Art & Craft) and creative content writing to motivate them.

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

COE – Retail	
Retail Cashier	
Retail Departmental Manager	
Retail Sales Associate	
COE – Media, Entertainment & Communication	
Digital Photographer	Editor
Roto Artist	Graphic Designer
3D Modeller	Assistant Cameraman
Animator	
COE – Arts & Culture	
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

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

ASSOCIATE DIRECTOR

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

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

Ms.Rohini Unnikrishnan M.A, M.Phil
Shasun Advocacy Lead Programme

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

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

ASSOCIATE DIRECTOR

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

COORDINATORS

STUDENT AFFAIRS

Coordinator :Ms. N.Geetha, M.Sc., M.Phil.,
Additional Coordinator: Ms. M. Akila, M.Sc., M.Phil.,SET
Co Coordinator : Dr.S.Ananthi M.A. M.Phil., Ph.D, NET, SET

ACADEMIC AFFAIRS

Coordinator :Ms. M. Banu Rekha, M.Com., M.Phil., SET
Additional Coordinator: Dr.P.Akilandeswari, M.Com., M.Phil., NET

SCHOOL OF LANGUAGES

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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
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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
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14	Dr.S.Aarthi	M.Com., M.Phil., SET, Ph.D
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17	Dr. K.S. Aram Valartha Nayaki	M.Com., M.Phil., NET. Ph.D
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25	Dr.R.Lakshmi	M.Com., M.Phil., Ph.D
26	Dr. A. Jeyalakshmi	M.Com., M.Phil., PGDCA, NET, Ph.D
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36	Ms.Shobana Padmanabhan	M.Com, M.Phil, SET, CWA (Inter)

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59	Dr.N.Yogalashmi	M.com., MFM., NET., SET., Ph.D
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Department of Business Administration

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62	Ms.G.Vaishnavi	MBA., NET, SET
63	Ms.P.Vidhya	MBA., NET
64	Dr. M. Malarkodi	MBA.,M.Phil.,Ph.D.,NET

Department of Economics

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66	Ms. S. Dhanalakshmi	M.A., M.Phil.,
67	Dr. K.Angayarkanni	M.A., M.Phil., Ph.D
68	Dr. V.Mary Diana	M.A., M.Phil., Ph.D, SET
69	Dr.S.Bhuvaneswari	M.A., Ph.D

School of Computational Science

Department of Computer Science & Applications

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92	Ms.Reshma	M.Sc.,MCA., M.Phil., NET, SET, PGDCA
93	Dr.K.Bargavi	MCA., Ph.D

School of Science

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96	Ms. N. Geetha	M.Sc., M.Phil.,
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101	Ms.A.Sabika Fathima	M.Sc., M. Phil., B.Ed., SET
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103	Ms. S. Deepa	M.Sc., M. Phil., SET
104	Ms. H.Thahira Banu	M.Sc.,M.Phil., B.Ed., SET
105	Dr. M. Kousalyaparasakthi	M.Sc.,B.Ed., M.Phil., Ph.D
106	Ms. E. Santhanamari	M.Sc., M.Phil., SET
107	Dr.S.Divya Devi	M.Sc., M.Phil., Ph.D

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109	Ms. R.Thamil Selvi	M.Sc., M. Phil.,
110	Ms.J. Maimoona Bushra	M.Sc., M.Phil., NET
111	Ms.R. Nusrath Nisha	M.Sc., NET
School of Media and Communication		
Department of Journalism & Visual Communication		
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113	Mr.B.Kalaikovan	M.Sc.,
114	Ms.K.Nirmala Devi	M.A., M.Phil.,
115	Ms.M. Shanbhagam	M.A., M.Phil., SET
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124	Ms. S. Sowmya	M.A., NET
125	Ms. G. Gayathree	M.Sc., NET
126	Ms. Keziah Verghese	M.Sc.,
127	Ms.Neenu Jawahar	M.Sc., NET
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Department of Tamil		
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130	Ms. R.Nagarani	M.A., M.Phil., SLET
131	Dr. R. Geetha	M.A., M.Phil., Ph.D., NET
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137	Dr. S. Ananthi	M.A. M.Phil., Ph.D, NET, SET
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<u>S.No</u>	Name of the Faculty	Qualification
139	Dr.Saroj Singh	M.A., M.Phil., Ph.D
140	Dr. Y. Uma	M.A., M.Phil., Ph.D
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142	Dr.M.Bhuvaneswari	M.A.,M.Phil., Ph.D., NET
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143	Ms.Priya Singh	M.A., NET
Department of English		
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145	Ms.T.Karpagam	M.A. M.Phil., NET
146	Ms.S.Shandhini	M.A, M.Phil, SET, NET
147	Ms. Rohini Unnikrishnan	M.A, M.Phil
148	Ms. V. Gayathri	M.A, SET
149	Ms. M. Mohanapriya	M.A, M.Phil, DHRM, SET, NET
150	Ms. R. Vinolatha	M.A., B.Ed., M.Phil.,
151	Ms. R. Subha Jasmine	M.A. M.Phil., SET
152	Dr. Sharon Grace	M.A., Ph.D
153	Ms.S. Nishanthi	M.A., M.Phil., NET
154	Ms. P. Swadhika	M.A. M.Phil., NET
155	Ms. N. Visudha	M.A., NET
156	Ms. R. Rishiga	M.A., NET
157	Ms.R.Thanga Archana	M.A., M.Phil., NET
158	Ms.G.Rinita Angeline	M.A., M.Phil., NET
159	Ms.S.Sheela	M.A., NET
160	Ms.Karuniya Sundari	M.A., M.Phil.,
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Department of Jainology		
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162	Dr.Sunitha Bardia	M.A., N.D., PGDJ
163	Dr.V.Saroja Choradia	M.A., N.D., PGDJ
164	Dr. Rajal Borundia Jain	M.A., Ph.D
165	Ms. D. Reshma	M.A., M.Phil.,NET
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166	Ms.Mathangi Devi	MLIS.,
167	Ms.Sathyareka	MLIS., NET
168	Ms.G.Lekha	B.Sc., MLIS., NET
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<u>S.No</u>	Name of the Faculty	Qualification
169	Ms.K.R.Vimala devi	B.A.,M.Ped.,M.phil.,NET., M.Sc (yoga)
170	Ms. M. Sukanya	B.A., M.Ped.,

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Adminsitrativ		
IT		
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2	Mr.Sowthermenthiran V	System Administrator
3	Ms.Thamarai Kannamal S	SeniorTechnical Assistant
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23	Ms.Priya V	Senior HR Executive
24	Ms. Deepika S	Front Office & HR Executive
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25	Ms.Shanmuga Priya S	Placement Officer
26	Ms.Shashikala R	Placement Assistant
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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
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35	Ms. Anu Pindi Haarika	Secretarial Assistant
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38	Ms. M. Divya	Executive Assistant
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40	Ms. M. Vanitha	Technical Assistant
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43	Mr.Kumaresan S	Master Electrician
44	Mr.Prabhu	Assistant Electrician
45	Mr. Deepak Khawas	Electrician - Apprentice
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47	Mr.Srinivasan P	Office Co-ordinator
48	Mr.Damotharan V	Office Co-ordinator
49	Ms.Lakshmi D	Office Co-ordinator
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52	Ms. Sujatha A	Office Co-ordinator
53	Ms.Sathya	Office Co-ordinator
54	Mr. G. Elumalai	Gardaner
Trainer		
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FOR OD SPECIFY :

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Remarks by the Class in charge and HOD

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Signature of the HOD

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DATE OF SUBMISSION :

Remarks by the Class in charge and HOD :

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THE PARENT WANTED TO TAKE THE STUDENT :

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