



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



2023 - 2024

*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

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 :



Jaina Prayer

णमो अरिहंताणं

Namo Arihantanam - நமோ அரிஹந்தாணம்

I bow in veneration to Arihantas

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

णमो सिद्धाणं

Namo Siddhanam - நமோ சித்தாணம்

I bow in veneration to Siddhas.

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

णमो आयरियाणं

Namo Ayariyanam - நமோ ஆயரியாணம்

I bow in veneration to Acharyas

(The Head Sadhus of the fourfold Jain Sangh)

णमो उवज्झायाणं

Namo Uvajjhayanam - நமோ உவஜ்ஜாயாணம்

I bow in veneration to Upadhyayas

(The learned Sadhus who teach the Scriptures)

णमो लोए सव्वसाहुणं

Namo leo savva sahunam - நமோ லோயே சவ்வ சாஹூணம்

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

ஏசோ பஞ்ச நமோக்காரோ, சவ்வ பாவ பநாசமனோ

மங்களா னம்ச சவ்வேசிம், படமம் ஹவை மங்களம்

This five-fold salutation destroys all sins and

is the most auspicious amongst all mantras.



தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந்
தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து 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 Shubha 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 every one 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.

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

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

Shasun Shasun Shasun

COLLEGE COMMITTEE

Secretary :

Smt. Usha Abhaya Srisimal

Associate Secretary :

Dr. Harish L Metha

Members :

Sri. Bharat Galada
Sri. Sumermul Baid Mutha
Sri. Vimal Srisimal
Sri. Gautham Chordia
Sri. Meharaj Lunawat
Sri. Gambhir Chordia
Smt. Taru Mayur Srisimal

Ex-Officio :

Sri. Padam Chand Chordia
Hon. President, Sri S.S.Jain Educational Society

Sri. Abhaya Kumar Srisimal
Hon. Secretary General, Sri.S.S. Jain Educational Society

Dr. S. Padmavathi
Principal

Dr. S. Rukmani
Vice Principal

SRI S.S. JAIN EDUCATIONAL SOCIETY OFFICE BEARERS

Sri. Padam Chand Chordia - President
Sri. Hastimull Chowdari - Vice President
Sri. Abhaya Kumar Srisimal - Hon. Secretary General
Sri. Kailashchand Chordia - Hon. Joint Secretary
Sri. Shanti Kumbhat - Hon. Treasurer

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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 (MESCC), 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 -Media, Art & Culture	14.11.2018
Research Department – Commerce	14.03.2023
Commerce Lab	24.07.2023

Awards and Recognitions

1. ISO Certificate	05.09.2012
2. NAAC Accreditation -A Grade	05.01.2013
3. CSI Best Student Branch Award 2018 & 2019	2014, 2017
4. NIRF Ranking	Participated
5. ISO Standard Revision Certificate	25.02.2022
6. NAAC Reaccreditation	16.08.2018
7. India Today Ranking	113 rd 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.


Bureau Veritas Certification


**A UNIT OF SRI S.S. JAIN EDUCATIONAL SOCIETY
AFFILIATED TO UNIVERSITY OF MADRAS**
NO 3, MADLEY ROAD, T. NAGAR, CHENNAI - 600 017, TAMIL NADU, INDIA
Bureau Veritas (India) Pvt. Ltd. (Certification Business) declare that the Management System of the above organization has been audited and found to be in accordance with the requirements of the Management System Standard described below.

ISO 9001:2015
Standard

Scope of certification

TO PROVIDE UNDERGRADUATE EDUCATION IN COMMERCE, ACCOUNTING AND FINANCE, CORPORATE SECRETARIAT, BANK MANAGEMENT, BUSINESS ADMINISTRATION, MATHEMATICS, COMPUTER SCIENCE, COMPUTER APPLICATIONS, VISUAL COMMUNICATION, PSYCHOLOGY, COMMERCIAL COMPUTER APPLICATIONS, HONORS, BACHELOR IN TEACHER EDUCATION, HOME SCIENCE, INTERIOR DESIGN AND DECOR, TO PROVIDE POST GRADUATE EDUCATION IN ACCOUNTING AND FINANCE, COMPUTER SCIENCE, PSYCHOLOGY, JOURNALISM AND COMMUNICATION, TO PROVIDE RESEARCH IN COMMERCE (MPhil) AND COMPUTER SCIENCE (M. Phil).

TO PROVIDE DIVERSE CO-CURRICULAR ACTIVITIES THROUGH CLUBS, TO PROVIDE SKILL DEVELOPMENT ACTIVITIES THROUGH CENTRE OF EXCELLENCE AND CONSULTANCY SERVICES IN THE FIELD OF MEDIA & ENTERTAINMENT, RETAIL AND ARTS & CULTURE.

Original cycle start date:	05 September 2012
Expiry date of previous cycle:	04 September 2021
Recertification Audit date:	19 December 2021
Recertification cycle start date:	14 February 2022

Subject to the terms and conditions of the organization's Management System, this certificate expires on **04 September 2024**.

Certificate No. **IND.22.7817/OMAN** Version: **2** Revision date: **25 February 2022**

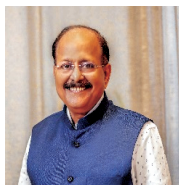

Certification Authority:
Jagdish N. Bhatia
Head - CERTIFICATION, South Asia
Consulting, Industry & Facilities Division


NABCR
CIR 1003

Location: Sri Sankar Lal Sundar Bai Jain Educational Society,
3, Madley Road, T. Nagar, Chennai - 600 017, India.
Address: Level 10, Madley Road - 600 017, India.

For more information regarding the scope of this certificate and the top level of the management system, this certificate can be obtained by contacting the responsible person for certification, please call 022 2278 8200.

*Message from
Honorary Secretary General*



Dear Students,

Firstly, I would like to congratulate all the students for the successful completion of the academic year 2022 - 2023 and I also take this opportunity to welcome everyone back to another exciting academic year at Shri Shankarlal Sundarbai Shasun Jain College for Women. I cordially welcome all the First year students who have chosen Shasun College to begin their journey of higher education.

Shasun college believes that education is an effective medium for both individual and societal transformation, so, we work towards creating better and socially responsible individuals who can contribute to the well-being of the society. I look forward to another amazing year with such remarkable students, dedicated staff members, and an involved parent community

Sri. Abhaya Kumar Srisrimal
Hon. Secretary General, Sri.S.S. Jain Educational Society

Message from Secretary



Warm Greetings!

I feel exhilarated to pen this message for the Student handbook 2023 - 2024. I hope this handbook aids students in knowing more about the institution and its policies.

We at Shasun College, provide a safe and vibrant environment that encourages students to cultivate values like responsibility, respect and understanding. The learning environment of Shasun College supports the mental, physical and emotional growth, while stimulating individuals to diligently strive for excellence. The infrastructural facilities, qualified Staff Members, co-curricular and extracurricular activities add on to the quality of the education provided in our college.

As the Secretary of this honorable institution, I feel extremely happy to welcome all the freshers to our Shasun family and I wish to continue building our relationship as we embark on a new academic year.

Smt. Usha Abhaya Srisrimal
Secretary

Message from Associate Secretary



Warm greetings to each and every one of you as we commence another academic year at our esteemed institution, Shri Shankarlal Sundarbai Shasun Jain College for Women. As the Associate Secretary, it is my honor to extend a heartfelt welcome on behalf of the college administration.

One of the fundamental principles we uphold at our institution is fostering a conducive learning environment that promotes intellectual curiosity, critical thinking, and holistic development. We believe in empowering our students to become responsible, well-rounded individuals who are equipped to face the challenges of the ever-evolving world. This handbook reflects our commitment to providing you with the tools and resources necessary to succeed academically and personally.

The policies and guidelines outlined in this handbook serve as a framework for contributing to a positive and inclusive campus environment that promotes collaboration, empathy, and mutual understanding.

In addition to academics, we always encourage you to explore the diverse range of extracurricular activities available here, as these opportunities offer a chance to develop leadership skills, foster friendships, and enhance your overall college experience.

I hope you embrace the opportunities that lie ahead. I wish you a fulfilling and rewarding academic year filled with intellectual growth, personal achievements, and cherished memories.

Dr. Harish L Metha
Associate Secretary

Message from Principal



Greetings to all the Shasuneons!

You are about to embark on a remarkable journey of learning, growth, and self-discovery. College life is a transformative period where you will expand your horizons, explore your passions, and lay the foundation for a promising future.

Your college years provide a unique chance to delve into academic disciplines and explore new areas of interest. I encourage you to take advantage of the vast knowledge and expertise of your professors, and actively participate in the learning process.

As you navigate through your college journey, remember that your well-being is of utmost importance. College life can be demanding, and it is crucial to prioritize self-care, maintain a healthy work-life balance, and seek support when needed. Our college provides a range of resources, including counseling services, health facilities, and academic support, to ensure that you have the necessary assistance to thrive both academically and personally.

Lastly, I encourage you to embrace diversity and inclusivity throughout your college experience. Our college is a vibrant tapestry of cultures, perspectives, and backgrounds. Engage in meaningful dialogues, respect differing viewpoints, and celebrate the richness of this diversity. By fostering an inclusive community, we can collectively create an environment that appreciates and values every individual.

I hope you seize the opportunities that come your way, challenge yourself, and make the most of this remarkable phase of your life 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
M.Phil - Commerce
Ph.D - Commerce

Shift II

B.Com - General
B.Com - Accounting & Finance
B.Com - Bank Management
B.Com - Computer Applications
B.Com - Corporate Secretaryship

PG Department of Commerce

M.Com - General

School of Management – Shift - I

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
M.Phil - Computer Science

ACADEMIC PROGRAMMES Contd.
CHOICE BASED CREDIT SYSTEM (CBCS)

School of Media & Communication

B.Sc. Visual Communication

PG Department of Journalism & Communication

M.A. Journalism & Communication

PG Department of Visual Communication

M.Sc Visual 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 Basic 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. Hons)

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 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).

LIFE AT SHASUN

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. Students support

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. Dr. S. Anandhi, Assistant Professor
6. Ms. Gayathri, 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. Anna Lakshmi, Founding member, External
2. Dr. S. Rukmani, Vice Principal
3. Ms. Kimberly Zohaib, HR Head
4. Ms Abidha Anwar, Assistant Professor
5. Ms. Thamari, Senior Technical Assistant
6. Ms. Gayathri, Senior Administrative Executive

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. Dr. 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(22:1) 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.

16. Career Guidance Counseling - Tailoring Career Plan for your Future

The Career Guidance Cell has been developed in Shri Shankarlal Sundarbai Shasun Jain College for women with the primary objective to provide career counseling and employment guidance which we measure student's success one at a time. We also assist our students to make good decisions regarding shaping their own future. It helps the students realize their own potential by learning soft skills, managerial skills, the ability to communicate and enhancing their personality, all of which will make them better employable. Career Counseling gives them a platform to voice their opinion about what they would like to pursue and as well discusses the obstacles that they may be worried about.

Our College has Placement Cell which collaborates with various corporate firms and training agencies to facilitate training needs, internships and on-campus / off-campus recruitments.

STUDENT COUNCIL 2023-2024 CORE COUNCIL

NAMES	DEPT	SHIFT	POSTING
Sriya A	B.Com (Honours)	I	CHAIRPERSON
Aishwarya S	B.Com General	II	VICE CHAIRPERSON
Haritha S K	B.Com CS	I	EVENT ORGANIZER
Mohanapriya N	B.Com CS	II	EVENT ORGANIZER
Shivani Sreya H	BBA	I	CULTURAL SECRETARY
A.K. Saiupasana	B.Com (A&F)	II	CULTURAL SECRETARY
Swetha.V	B.Com General	I	SPORTS SECRETARY
Devadharshani.N	B.Com CS	II	SPORTS SECRETARY
Abirami V	B.Com CS	I	DISCIPLINE SECRETARY
R.Vaishnavi Shri	B.Com CS	II	DISCIPLINE SECRETARY
Lavnya Iyengar K	B.Com (Honours)	I	PLACEMENT SECRETARY
Sonia V	B.Com CA	II	PLACEMENT SECRETARY
Uma Maheswari.S	BCA	I	HEALTH SECRETARY
S. Reshma	B.Com General	II	HEALTH SECRETARY
Dhivya Lakshmi M	B. Sc CS	I	LIBRARY SECRETARY
Sneha sai. G	B. Com BM	II	LIBRARY SECRETARY
Varshini P	B.Com (A&F)	I	CLUB SECRETARY
Amritha.A	B.Com General	II	CLUB SECRETARY

DEPARTMENT SECRETARY 2023-2024

S.NO	NAMES	DEPT	SHIFT
1	Priyadarshini	B.COM GEN	I
2	Varsha Suresh	B.COM AF	I
3	Harini. M	BBA	I
4	Komal Mehta	B.COM CS	I
5	Venbarasi R	B.SC CS	I
6	Girisha	BCA	I
7	Kusum Chowdary H	B.SC MATHS	I
8	Nievethitha M	B.SC VISCOM	I
9	Yoga Priya S	B.COM HONS	I
10	Swetha T.J	B.SC PSYCHOLOGY	I
11	Sai Thejas Sri S	M. COM AF	I
12	Tanu Shri R	B.COM GEN	II
13	Bhargavi S	B.COM AF	II
14	Amrithavalli A N B	B.COM BM	II
15	Prithika Joshi I	B.COM CS	II
16	Nandhini T	B.COM CA	II
17	Yoga Lakshmi R	BCA	II
18	Laksha A	B.SC ID & D	II
19	Aishwarya A P	B.A ENGLISH	II
20	Sundara Janani S	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 and Debaters Club
Environment Club	Red Ribbon Club
Fitness Club	Rotaract Club
Heritage Club	Theatre Club
Humour Club	Youth Red Cross
Leo Club	Yuva Shakthi Club
NSS	Content writers Club
Tech Club	SHE Cell
Anti drug club	Arts and Crafts club
Consumer Club	Music and dance club
Photography Club	Electoral literacy Club
SDG 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

1. 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.

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

SL NO	NAME OF THE COURSE	Year
1	Attitude, Behaviour, Competency	First year
2	Scale your aptitude- groom to excellence	Second year
3	Domain Based courses	Third year

ONLINE COURSES:

NPTEL Courses(MHRD)

Swayam (MHRD Initiative)

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

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Centre of Excellence- Media Entertainment & Communication

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Centre of Excellence - Arts & Culture

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

Dr. M. Malarkodi, MBA.,M.Phil.,Ph.D.,NET
SHABASH

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

Dr.C.K Deepa, M.Com., MBA., M.Phil. Ph.D, SET
Shasun Alliance with Industry

ASSOCIATE DIRECTOR

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

COORDINATORS

STUDENT AFFAIRS

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

ACADEMIC AFFAIRS

Coordinators : Ms.M. Banu Rekha, M.Com., M.Phil., SET
Dr. K.Vijayalakshmi, M.CS., M.Phil., SET., Ph.d

SCHOOL OF LANGUAGES

Coordinators : Ms. N. Uma Maheswari, M.A, M.Phil.,B.Ed.,NET
Dr.Saroj Singh M.A., M.Phil., Ph.D

STAFF IN-CHARGE

ISO	Ms. S.G.Packiyavathy
Examinations	Ms.Rajathi & Dr.Shenpagavali
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.Gopika Ramesh
IGNOU	Dr.C.K Deepa & Ms.T.Karpagam
Counsellor	Ms. Keziah Verghese

LIST OF TEACHING STAFF**School of Commerce
Department of Commerce**

S.No	Name of the Faculty	Qualification
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	Dr. K. Vijayalakshmi	M.CS., M.Phil., SET., Ph.D
9	Dr. B. Anuradha	M.Com., M.Phil., B.Ed., Ph.D
10	Ms. M. Banurekha	M.Com., M.Phil., SET
11	Dr. P. Karpagam	M.Com., M.Phil., NET, Ph.D
12	Ms. P.Selvi	M.Com., M.Phil.,
13	Dr.S.Aarthi	M.Com., M.Phil., SET, Ph.D
14	Dr. A. Umahani	M.Com., M.Phil., Ph.D
15	Dr.V.Anuraadha	M.Com., M.Phil., MBA., Ph.D, NET
16	Dr. K.S. Aram Valartha Nayaki	M.Com., M.Phil., NET. Ph.D
17	Dr.K.Thamilarasi	M.CS., M.Com., M.Phil., SET, Ph.D, PGDCA
18	Dr.D.Aruna	M.Com., PGDBM, NET, SET
19	Ms.M.Mahalakshmi	M.Com., M.Phil., MBA., SET
20	Dr. E. Kokila	M.Com(BIM)., M.Com., M.Phil., SET, Ph.D
21	Dr. Sundaramееna Senthil	M.Com., M.Phil., MBA, Ph.D
22	Dr. M. Sangeetha	M.Com., M.Phil., PGDCA, MBA, Ph.D
23	Dr.R.Lakshmi	M.Com., M.Phil., Ph.D
24	Dr. A. Jeyalakshmi	M.Com., M.Phil., PGDCA, NET, Ph.D
25	Dr.P.Akilandeswari	M.Com., M.Phil., NET
26	Ms.M.Malathy	M.Com., MBA., M.Phil., SET
27	Dr. S.Shenphgavalli	M.Com., B.Ed., MBA., M.Phil., SET., Ph.D.
28	Ms.M.Sugapriya	M.Com, M.Phil, MBA, NET
29	Dr.D.Sumathi	M.Com., M.Phil., SET, Ph.D
30	Ms.K.Poorani	M.Com., M.Phil., M.Ed.,
31	Ms.Muthulakshmi.M	M.Com., M.Phil., NET
32	Ms.S.Sakthi	M.Com, MFM, NET
33	Dr.C.R.Rhupa	M.Com, M.Phil, NET, SET, Ph.D., PGDCA
34	Ms.Shobana Padmanabhan	M.Com, M.Phil, SET, CWA (Inter)
35	Ms.B.Geetha Ramani	M.Com., M.Phil., NET
36	Dr. G. K. Lavanya	M.Com., M.Phil., M.B.A., Ph.D
37	Dr. D. Sasikala	M.Com., SET, M.Phil., MBA, NET, Ph.D, PGDCA, PGDHT

38	Ms. D. Pratibha	M.Com. NET, SET
39	Ms. S. Sukirthana	M.Com., SET, NET
40	Dr. G. Anitha	M.Com., M.Phil., SET, CWA
41	Dr. M. Selina Muthu Rani	M.Com., M.Phil., Ph.D., SET
42	Ms. Nandhini. K	M.Com., NET
43	Ms. K. Chitra	M.Com., M.Phil., NET, SET
44	Ms.M.Raghini	M.com., M.Phil., NET
45	Dr.R Fahima Sultana	M.com., M.Phil., Ph.d., SET
46	Ms.P.Deepaa	M.com., M.Phil., NET
47	Ms.D.Shahila	M.com., M.Phil., NET
48	Dr.K.Sumathi	M.com., M.Phil., B.Ed., Ph.D., NET
49	Ms.V.Jeeva	M.Com., M.Phil., SET
50	Dr. S.M.Majeetha Parveen	M.com., M.Phil., NET, Ph.D
51	Dr.J.Mary Jayakodi	M.com., M.Phil., MBA., NET., SET, Ph.D
52	Dr.N.Kamala Devi	M.Com., MBA., M.Phil., SET., Ph.D
56	Ms.Siva Sankare	M.com., NET
57	Ms.B.Shruthi	M.com., NET
58	Dr.N.Yogalashmi	M.com., MFM., NET., SET., Ph.D
59	Ms.M.S.Divya	M.com., NET
60	Ms. S. Sithal	M.com., NET
61	Ms. V. Manjushree	M.com., NET

Department of Business Administration

S.No	Name of the Faculty	Qualification
62	Dr. J. Latha	M.A., M.B.A., SLET., Ph.D
63	Dr.G.Vaishnavi	MBA., NET, SET
64	Ms.P.Vidhya	MBA., NET
65	Dr. M. Malarkodi	MBA., M.Phil., Ph.D., NET
66	Dr.C.Vijaya	MBA., NET., Ph.D
67	Ms.Sumathi. S	MBA, SET

Department of Economics

S.No	Name of the Faculty	Qualification
68	Dr.S.Valli	M.A., M.Phil., NET, Ph.D
69	Ms. S. Dhanalakshmi	M.A., M.Phil.,
70	Dr. K.Angayarkanni	M.A., M.Phil., Ph.D
71	Dr. V.Mary Diana	M.A., M.Phil., Ph.D, SET

School of Computational Science

Department of Computer Science & Applications

S.No	Name of the Faculty	Qualification
73	Dr. S.T. Deepa	M.C.A. M.Phil., SET, NET, Ph.D
74	Ms.T.Yegammai	M.Sc., M.Phil.,
75	Ms. S.G. Packiavathy	M.Sc., M.Phil.,
76	Dr. B.Gomathi	MCA., M.Phil., Ph.D
77	Ms. S. Jayasri	MCA., M.Phil.,
78	Ms. K. Suma	M.Sc., M.Phil., SET
79	Dr.S.Sridevi	MCA., M.Phil., Ph.D
80	Ms.S.Raja Meenakshi	MCA., M.E., SET, NET
81	Ms.N.Rehna	MCA., M.Phil., SET
82	Ms. Vidhya Venkatraman	M.Sc., M.Phil.,
83	Dr. M. Anita Indu	M.Sc., M.Phil., Ph.D, SET
84	Ms. S. Sudha	M.Sc., M.Phil., SET
85	Dr.G.Uma Maheswari	M.Sc., B.Ed., M.Phil., Ph.D., NET, SET
86	Ms.J.Jeba Priya	M.C.A., M.Phil., B.Ed., SET
87	Ms.V.Venkateswari	MCA., SET
88	Ms. N.M. Kavitha	MCA., M.Phil., M.Tech., SET
89	Dr. S. Prasanna	MCA., M.Phil, Ph.D
90	Ms. K. Abirami	MCA., M.Phil., SET
91	Ms. K. Vani	MCA., M.Phil., M.E., SET, NET
92	Ms. A. Jyothi	MSc., NET
93	Dr. B. Sree Vidya	M.Sc., M.Phil, SET, Ph.D, MBA
94	Ms. Jeya Gowri K	M.Sc., M.Phil., NET
95	Ms. Reshma	M.Sc., MCA., M.Phil., NET, SET, PGDCA
96	Ms.E.Kanimozhi	MCA., SET
97	Ms.Sree Swarnalatha	MCA., NET

School of Science

Department of Mathematics & Statistics

S.No	Name of the Faculty	Qualification
98	Ms. V.Sasikala	M.Sc., M. Phil
99	Dr. R. Revathy	M.Sc., M.Phil., Ph.D
100	Ms. N. Geetha	M.Sc., M.Phil.,
101	Dr. M. Kamalam	M.Sc., M. Phil., Ph.D
102	Ms. E. Rajathi	M.Sc., M.Phil.,
103	Ms. M. Akila	M.Sc., M. Phil., SET
104	Dr. V.Chandra	M.Sc., M.Phil., Ph.D.,
105	Ms.A.Sabika Fathima	M.Sc., M. Phil., B.Ed., SET
106	Ms.C.Vasanthi	M.Sc., M. Phil, SET
107	Ms. S. Deepa	M.Sc., M. Phil., SET
108	Ms. H.Thahira Banu	M.Sc., M.Phil., B.Ed., SET
109	Dr. M. Kousalyaparaskathi	M.Sc., B.Ed., M.Phil., Ph.D
110	Ms. E. Santhanamari	M.Sc., M.Phil., SET

Department of Home Science (ID&D)

S.No	Name of the Faculty	Qualification
111	Ms. J. Vidhya	M.Sc., M. Phil., NET
112	Ms. R.Thamil Selvi	M.Sc., M. Phil.,
113	Ms.J. Maimoona Bushra	M.Sc., M.Phil., NET
114	Ms.R. Nusrath Nisha	M.Sc., NET
115	Ms.Divya	M.Sc.,

School of Media and Communication

Department of Journalism & Visual Communication

S.No	Name of the Faculty	Qualification
116	Mr.A.Ebenezer	B.Sc., D.F.Tech., MJMC
117	Mr.B.Kalaikovan	M.Sc.,
118	Ms. M.S. Aby	M.Sc., SET
119	Dr. N. Bhuvana	M.Sc., Ph.D
120	Dr. K.Ebiraj	M.Sc., Ph.D
121	Ms.K.Ambikai	M.Sc., NET
122	Ms.Aswini Chithra	M.Sc.,NET,SET
123	Ms.Arya Haridas	M.Sc., SET
124	Ms.M. Shanbhagam	M.A., M.Phil., SET
125	Ms.Jaya Chandrika	M.A.,M.Phil., NET
126	Ms. M. Samandha Smith	MA.,M.Phil.,NET.,SET

School of Humanities

PG Department of Applied Psychology

S.No	Name of the Faculty	Qualification
127	Ms. Abidha Anwar	M.Sc., NET
128	Ms. Pavithra T	M.Sc., NET
129	Ms. G. Gayathree	M.Sc., NET
130	Ms. Keziah Verghese	M.Sc.,
127	Ms.Gopika Ramesh	M.Sc., SET
128	Ms.Josna Gopinath	M.Sc., NET
129	Dr.P.Nandhini	M.Sc., M.Phil.,Ph.D
130	Ms.R.Nivashini	M.Sc., NET

School of Languages

Department of Tamil

S.No	Name of the Faculty	Qualification
131	Ms. N. Uma Maheswari	M.A., M.Phil., B.Ed., NET
132	Ms. R.Nagarani	M.A., M.Phil., SLET
133	Dr. R. Geetha	M.A., M.Phil., Ph.D., NET
134	Dr. C. Umarani	M.A., M.Phil., SLET, Ph.D
135	Dr. M.Rani	M.A., Ph.D, NET
136	Ms. T. Vasuki	M.A., M.Phil., NET
137	Dr. M. Parameswari	M.A., M.Phil., NET
138	Dr.T.Vanitha Devi	M.A. M.Phil., Ph.D., SET, NET
139	Dr. S. Ananthi	M.A. M.Phil., Ph.D, NET, SET
140	Dr. C. Punithavathi	M.A., M.Phil., NET, SET., M.Ed., Ph.D

Department of Hindi

S.No	Name of the Faculty	Qualification
141	Dr.Saroj Singh	M.A., M.Phil., Ph.D
142	Dr. Y. Uma	M.A., M.Phil., Ph.D

Department of Sanskrit

S.No	Name of the Faculty	Qualification
142	Dr. Ramadevi	M.A, M.Phil, Ph.D
143	Ms.M.Ekalakshmi	M.A.,M.Phil
144	Ms.Kshama	M.A.,M.Phil

Department of French

S.No	Name of the Faculty	Qualification
144	Ms.Priya Singh	M.A., NET

Department of English

S.No	Name of the Faculty	Qualification
145	Dr. S. Santosh Smitha	M.A., B.Ed., Ph.D
146	Ms.T.Karpagam	M.A. M.Phil., NET
147	Ms.S.Shandhini	M.A, M.Phil, SET, NET
148	Ms. Rohini Unnikrishnan	M.A, M.Phil
149	Ms. V. Gayathri	M.A, SET
150	Ms. M. Mohanapriya	M.A, M.Phil, DHRM, SET, NET
151	Ms. R. Vinolatha	M.A., B.Ed., M.Phil.,
152	Dr. R. Subha Jasmine	M.A. M.Phil., SET, Ph.D
153	Dr. Sharon Grace	M.A., Ph.D
154	Ms.S. Nishanthi	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	Dr.S.Meenakshi	M.A., M.Phil., Ph.D
160	Ms.Abinaya	M.A., M.Phil., NET
161	Ms.Akshaya Ramesh	M.A., NET
162	Ms.Sahana Fathima	M.A.,M.Phil., SET
163	Ms.Habeebunisa Begum	M.A.,M.Phil.,SET
164	Ms.N.Mariyam	M.A., NET

School of Religious Studies

Department of Jainology

S.No	Name of the Faculty	Qualification
165	Dr.Gyan Jain	B.Tech., M.A., Ph.D
166	Ms. D. Reshma	M.A., M.Phil.,NET

Department of Library

S.No	Name of the Faculty	Qualification
166	Ms.G.Lekha	B.Sc., MLIS., NET
167	Ms.Sathyareka	MLIS., NET
168	Ms.Mathangi Devi	MLIS.,

Department of Physical Education

S.No	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.,
171	Ms. Abinaya	B.Com., M.Ped.,

Adminisitrative - IT

S.No	Name of the Faculty	Designation
1	Mr.Manikandan A V	Senior System Administrator
2	Mr.Sowthermenthiran V	System Administrator
3	Ms.Thamarai Kannamal S	Senior Technical Assistant
4	Ms.Priyadharshini R	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	Ms.W.Beulah	Technical Assistant
12	Ms.Anuradha B	Psychology - Lab Assistant
13	Ms.Saravana Priya L	Viscom - Technical Assistant
14	Mr.Nirrmal Raj Rao J	Viscom - Technical Assistant
15	Ms. Uma Mageshwari T	Viscom - Technical Assistant
16	Ms. Shruthi G	Viscom - Technical Assistant
17	Ms. Vedarajan S	Viscom Audio Engineer
18	Ms. Iyshweriyaa Sree S.V	Viscom Creative Designer

Team of HR

S.No	Name of the Faculty	Designation
19	Ms.Kimberly Zohaib	HR Head
20	Ms.Priya V	Senior HR Executive
21	Ms. Deepika S	HR Executive
22	Ms.Shanmuga Priya S	Placement Officer
23	Ms.Shashikala R	Placement Assistant
24	Ms.Vijayalakshmi V R	Senior Admin Executive
25	Ms.Jothilakshmi. S	Senior Admin Executive
26	Ms.Gajalakshmi. B	Senior Admin Executive
27	Ms.Gayathri V	Senior Admin Executive
28	Ms.Sankari V	Admin Executive
29	Ms.Shaik Tasneem Attahar	Admin Executive
30	Ms. Anu Pindi Haarika	Secretarial Assistant

PRINCIPAL'S OFFICE TEAM

S.No	Name of the Faculty	Designation
31	Ms. B. Akshya	Executive Assistant
32	Ms. Apurva Iyer S	Executive Assistant

Accounts & Facility

S.No	Name of the Faculty	Designation
33	Ms.Vijayalakshmi N	Senior Accounts cum Facility
34	Ms.Keerthi U	Accounts Executive
35	Ms.Gomathy R	Accounts Executive
36	Ms.Sanmathi	Accounts Assistant
37	Ms.Kanniyammal	Accounts Executive

FACILITY

S.No	Name of the Faculty	Designation
38	Mr. S. Gopalakrishnan	Senior Estate Manager
39	Mr.Babu M	Assistant Estate Manager
40	Ms. Ananthi K	Canteen I/c
41	Mr.Kumaresan S	Master Electrician
42	Mr.Prabhu	Assistant Electrician
43	Mr. Deepak Khawas	Electrician - Apprentice
44	Mr.Stephen L	Marker
45	Mr.Srinivasan P	Office Co-ordinator
46	Mr.Damotharan V	Office Co-ordinator
47	Ms.Lakshmi D	Office Co-ordinator
48	Mr.Jayashankar A	Office Co-ordinator
49	Mr.Mariappan V	Office Co-ordinator
50	Ms. Sujatha A	Office Co-ordinator
51	Mr. G. Elumalai	Gardaner
52	Ms.Sathya A	Office Co-ordinator
53	Mr. P. Sathish Kumar	Bus Driver

CENTRE OF EXCELLENCE

S.No	Name of the Faculty	Designation
1	Ms. J. Radhika	Research Assistant
2	Ms. M. Divya	Executive Assistant
3	Ms. O.B. Kavishna	Video Editor
4	Ms. M. Vanitha	Creative Designer
5	Ms. S. Srividhya	Co-Ordinator - COE (A&C)

Career Guidance Counselor

Ms. Sweatha Manoj

Assistant Social Media Coordinator

Ms. Chitra Suresh

GYM TRAINER

Ms. G. Sowmya

JUNE 2023

Date	Day Order	Day	Particulars	Shift I & II
1		Thursday		
2		Friday		
3		Saturday		H
4		Sunday		H
5		Monday		
6		Tuesday		
7		Wednesday		
8		Thursday		
9		Friday		
10		Saturday		H
11		Sunday		H
12		Monday		
13		Tuesday		
14		Wednesday		
15		Thursday		
16		Friday		
17		Saturday		H
18		Sunday		H
19		Monday		
20		Tuesday		
21	1	Wednesday	Odd semester classes begins	
22	2	Thursday		
23		Friday		
24		Saturday		H
25		Sunday		H
26		Monday		
27		Tuesday		
28		Wednesday		
29		Thursday		
30		Friday		

JULY 2023

Date	Day Order	Day	Particulars	Shift I & II
1		Saturday	Holiday	H
2		Sunday	Chaturmasya begins	H
3	3	Monday		
4	4	Tuesday		
5	5	Wednesday	Seminar-SKC	
6	6	Thursday		
7	1	Friday	Investiture ceremony and Inauguration of clubs	
8		Saturday	Holiday	H
9		Sunday		H
10	2	Monday		
11	3	Tuesday		
12	4	Wednesday	SHABASH-ED orientation II years	
13	5	Thursday	SHABASH-ED orientation II years	
14	6	Friday		
15		Saturday	Holiday	H
16		Sunday		H
17	1	Monday	Inno Vision Conference- Student council	
18	2	Tuesday		
19	3	Wednesday	Intercollegiate- Math fest	
20	4	Thursday		
21	5	Friday		
22		Saturday		H
23		Sunday		H
24	6	Monday	Placement training	
25	1	Tuesday	Placement training	
26	2	Wednesday	Placement training	
27	3	Thursday	Placement training	
28	4	Friday	Placement training	
29		Saturday	Holiday/Placement training	H
30		Sunday	Placement training	H
31	5	Monday	Placement training	

AUGUST 2023

Date	Day Order	Day	Particulars	Shift I & II
1	6	Tuesday		
2	1	Wednesday	Student council- Peer teaching workshop	
3	2	Thursday		
4	3	Friday		
5		Saturday	Holiday	H
6		Sunday		H
7	4	Monday		
8	5	Tuesday		
9	6	Wednesday		
10	1	Thursday		
11	2	Friday	Intercollegiate-Commerce	
12		Saturday	Holiday	H
13		Sunday		H
14	3	Monday	Financial awareness day	
15		Tuesday	Independence day	H
16	4	Wednesday	Financial awareness day	
17	5	Thursday	Financial awareness day/Inter departmental-Languages/FDP-Viscom/ Student Council-Students 'day	
18	6	Friday	Inter collegiate- Languages/ FDP-Viscom/Student council-Photography day	
19		Saturday		H
20		Sunday		H
21	1	Monday	FDP-Viscom/PDP-Commerce	
22	2	Tuesday	FDP-Viscom/ PDP-Commerce	
23	3	Wednesday	Intercollegiate-IDD/ FDP-Viscom/ PDP-Commerce	
24	4	Thursday	FDP-Viscom/ PDP-Commerce/ Seminar-SKC	
25		Friday	Varalakshmi Viratham	H
26		Saturday		H
27		Sunday		H
28	5	Monday	PDP-Commerce/Onam Celebrations	
29		Tuesday	Onam	H
30	6	Wednesday	PDP-Commerce	
31	1	Thursday	Interdepartmental-Languages	

SEPTEMBER 2023

Date	Day Order	Day	Particulars	Shift I & II
1	2	Friday		
2	3	Saturday		
3		Sunday		H
4	4	Monday		
5	5	Tuesday		
6		Wednesday	Krishna Jayanthi	H
7	6	Thursday		
8	1	Friday		
9		Saturday		H
10		Sunday		H
11	2	Monday		H
12		Tuesday	Paryushan Parva Begins	H
13		Wednesday	Paryushan Holidays	H
14		Thursday	Paryushan Holidays	H
15		Friday	Paryushan Holidays	H
16		Saturday	Paryushan Holidays	H
17		Sunday	Paryushan Holidays	H
18		Monday	Vinayagar charthurthi	H
19		Tuesday	Parushan ends	H
20	3	Wednesday		
21	4	Thursday	Interdepartmental-English	
22	5	Friday	School marketing-Honours	
23		Saturday	Holiday	H
24		Sunday		H
25	6	Monday	Mid Semester Examination/FDP-IDD	
26	1	Tuesday	Mid Semester Examination / FDP-IDD	
27	2	Wednesday	Mid Semester Examination / FDP-IDD	
28	3	Thursday	Mid Semester Examination / FDP-IDD	
29	4	Friday	Mid Semester Examination / FDP-IDD	
30		Saturday	Holiday	H

OCTOBER 2023

Date	Day Order	Day	Particulars	Shift I & II
1		Sunday		
2		Monday	Gandhi Jayanthi	
3	5	Tuesday	School marketing-Commerce	
4	6	Wednesday	Interdepartmental-IDD/FDP-Languages/ FDP-SKC	
5	1	Thursday	SHABASH-Ideathon/ FDP-Languages/ FDP-SKC	
6	2	Friday	Intercollegiate- Computer Science/ Student council-Bicycle day/ FDP-Languages/ FDP-SKC	
7		Saturday	Holiday	
8		Sunday		
9	3	Monday	FDP-Languages/ FDP-SKC	
10	4	Tuesday	National seminar-IDD/ FDP-Languages/ FDP-SKC	
11	5	Wednesday	School marketing-Computer Science	
12	6	Thursday	Interdepartmental-Languages	
13	1	Friday	Interdepartmental-Commerce	
14		Saturday	Holiday	
15		Sunday		
16	2	Monday		
17	3	Tuesday		
18	4	Wednesday	National conference-Viscom/ Workshop-SKC	
19	5	Thursday	Workshop-SKC	
20	6	Friday	Interdepartmental-Psychology/School marketing-BCA/ Workshop-SKC	
21		Saturday	Holiday	
22		Sunday		
23		Monday	Saraswathi Pooja	
24		Tuesday	Vijayadasami	
25	1	Wednesday	Continuous Assessment Test	
26	2	Thursday	Continuous Assessment Test	
27	3	Friday	Continuous Assessment Test	
28		Saturday	Holiday	
29		Sunday		
30	4	Monday	Continuous Assessment Test	
31	5	Tuesday	Continuous Assessment Test	

NOVEMBER 2023

Date	Day Order	Day	Particulars	Shift I & II
1	6	Wednesday	PDP-SKC	
2	1	Thursday	School marketing-IDD/ PDP-SKC	
3	2	Friday	PDP-SKC	
4		Saturday	PTA/ Open day/ PDP-SKC	
5		Sunday		H
6		Monday	University Theory examination begins/ PDP-SKC	
7		Tuesday	PDP-SKC	
8		Wednesday	PDP-SKC	
9		Thursday	Student Council/ SHABASH-Diwali Bazaar & Celebrations	
10		Friday	Diwali Holidays	H
11		Saturday	Diwali Holidays	H
12		Sunday	Diwali Holidays	H
13		Monday	Diwali Holidays	H
14		Tuesday		
15		Wednesday	School marketing-BBA	
16		Thursday		
17		Friday		
18		Saturday	Holiday	H
19		Sunday		H
20		Monday		
21		Tuesday		
22		Wednesday		
23		Thursday		
24		Friday		
25		Saturday	Holiday	H
26		Sunday		H
27		Monday	Chathurmasya ends	H
28		Tuesday		
29	1	Wednesday	Reopening of Even semester classes	
30	2	Thursday		

DECEMBER 2023

Date	Day Order	Day	Particulars	Shift I & II
1	3	Friday		
2	4	Saturday		
3		Sunday		H
4	5	Monday	FDP-Computer Science	
5	6	Tuesday	FDP-Computer Science	
6	1	Wednesday	FDP-Computer Science	
7	2	Thursday	FDP-Computer Science	
8	3	Friday	FDP-Computer Science	
9	4	Saturday	FDP-Computer Science	
10		Sunday		H
11	5	Monday	FDP-Computer Science	
12	6	Tuesday		
13	1	Wednesday		
14	2	Thursday		
15	3	Friday		
16	4	Saturday		
17		Sunday		H
18	5	Monday		
19	6	Tuesday		
20	1	Wednesday		
21	2	Thursday		
22	3	Friday	Student council-Twilight Tune Fest	
23	4	Saturday		
24		Sunday		H
25		Monday	Christmas	H
26		Tuesday		
27		Wednesday		
28		Thursday		
29		Friday		
30		Saturday		H
31		Sunday		H

JANUARY 2024

Date	Day Order	Day	Particulars	Shift I & II
1		Monday	New Year	H
2	5	Tuesday		
3	6	Wednesday		
4	1	Thursday		
5	2	Friday		
6	3	Saturday	Kala Utsav	
7		Sunday		H
8	4	Monday		
9	5	Tuesday	Interdepartmental- Computer Science	
10	6	Wednesday	International conference-Commerce/ School marketing-viscom	
11	1	Thursday		
12	2	Friday	Student Council /SHABASH-Pongal celebration	
13	3	Saturday		
14		Sunday		H
15		Monday	Pongal	H
16		Tuesday	Mattu Pongal/Thiruvalluvar day	H
17		Wednesday	Uzhavar Thirunal	H
18	4	Thursday	MUN-Student Council	
19	5	Friday	MUN-Student Council	
20	6	Saturday	MUN-Student Council	
21		Sunday		H
22	1	Monday	Shreyas	
23	2	Tuesday	Shreyas	
24	3	Wednesday	International conference-Computer Science/Student Council Event	
25	4	Thursday	Intercollegiate- Psychology/Gender sensitisation	
26		Friday	Republic day/SHAAN Alumnae day	H
27	5	Saturday	Shasun Bazzar	
28		Sunday		H
29	6	Monday		
30	1	Tuesday	Interdepartmental-Languages	
31	2	Wednesday	School marketing-A&F	

FEBRUARY 2024

Date	Day Order	Day	Particulars	Shift I & II
1	3	Thursday		
2	4	Friday	Budget Session-Commerce	
3	5	Saturday		
5	6	Monday	Mid Semester Examination	
6	1	Tuesday	Mid Semester Examination	
7	2	Wednesday	Mid Semester Examination	
8	3	Thursday	Mid Semester Examination	
9	4	Friday	Mid Semester Examination	
10	5	Saturday	Student council-Movie screening	
12	6	Monday	FDP-Psychology	
13	1	Tuesday	FDP-Psychology	
14	2	Wednesday	FDP-Psychology	
15	3	Thursday	FDP-Psychology /Intercollegiate-PG Computer Science	
16	4	Friday	FDP-Psychology	
17	5	Saturday	Sports day/ FDP-Psychology	
19	6	Monday	PG commerce-budget session/ FDP-Psychology/International Conference-SKC	
20	1	Tuesday	Interdepartmental-PG Computer Science/ International Conference-SKC	
21	2	Wednesday	Interdepartmental-PG commerce/ International Conference-SKC/ Charade Parade	
22	3	Thursday	International conference-Languages / International Conference-SKC	
23	4	Friday	International conference-English/ Interdepartmental-Languages/ International Conference-SKC	
24	5	Saturday	Intercollegiate- Viscom/ International Conference-SKC	
26	6	Monday		
27	1	Tuesday	Interdepartmental-PG Viscom	
28	2	Wednesday	Intercollegiate PG Commerce	
29	3	Thursday	Interdepartmental-MA Journalism	

MARCH 2024

Date	Day Order	Day	Particulars	Shift I & II
1	4	Friday	Shasun Sanskriti	
2	5	Saturday		
3		Sunday		H
4	6	Monday	Interdepartmental-Maths/ Research Week-PG Commerce	
5	1	Tuesday	International conference-Psychology/ Research Week-PG Commerce	
6	2	Wednesday	FDP-SKC/ Research Week-PG Commerce	
7	3	Thursday	FDP-SKC/ Research Week-PG Commerce	
8	4	Friday	International Women's day/ FDP-SKC/ Research Week-PG Commerce	
9	5	Saturday	FDP-SKC/ Research Week-PG Commerce	
10		Sunday		H
11		Monday	Ramzan	H
12	6	Tuesday	Apollo shine/ FDP-SKC	
13	1	Wednesday	Apollo shine/ FDP-SKC	
14	2	Thursday	Apollo shine/ FDP-SKC	
15	3	Friday	Apollo shine / Placement day	
16	4	Saturday	Apollo shine/Theatre day	
17		Sunday		H
18	5	Monday	Continuous Assessment Test	
19	6	Tuesday	Continuous Assessment Test	
20	1	Wednesday	Continuous Assessment Test	
21	2	Thursday	Continuous Assessment Test	
22	3	Friday	Continuous Assessment Test	
23	4	Saturday	Continuous Assessment Test	
24		Sunday		H
25		Monday	Holi	H
26	5	Tuesday	Valediction of certificate courses and clubs	
27	6	Wednesday	Farewell	
28	1	Thursday	College day	
29		Friday	Good Friday	H
30	2	Saturday	PTA / Open day	
31		Sunday		H

APRIL 2024

Date	Day Order	Day	Particulars	Shift I & II
1		Monday	University theory examinations begins	
2		Tuesday		
3		Wednesday		
4		Thursday		
5		Friday		
6		Saturday		
7		Sunday		H
8		Monday		
9		Tuesday	Telugu New Year	H
10		Wednesday	Workshop-SKC	
11		Thursday	Workshop-SKC	
12		Friday	Workshop-SKC	
13		Saturday		
14		Sunday	Tamil New Year	H
15		Monday		
16		Tuesday		
17		Wednesday		
18		Thursday		
19		Friday		
20		Saturday		
21		Sunday	Mahaveer jayanthi	H
22		Monday		
23		Tuesday		
24		Wednesday		
25		Thursday		
26		Friday		
27		Saturday		
28		Sunday		H
29		Monday		
30		Tuesday		



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SHRI SHANKARLAL SUNDARBAL
SHASUN
JAIN COLLEGE FOR WOMEN

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.....)

REASON FOR LEAVE :

FOR OD SPECIFY :

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

BONAFIDE REQUISITION FORM

NAME OF THE STUDENT :

UNIVERSITY REG. NO. :

DEPARTMENT/SHIFT :

CLASS/SECTION :

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

FOR BONAFIDE SPECIFY :

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



SHRI SHANKARLAL SUNDARBHAI
SHASUN
JAIN COLLEGE FOR WOMEN

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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



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