

**ESTD 1952**

# **AGURCHAND MANMULL JAIN COLLEGE**

**A unit of Sri S. S. Jain Educational Society  
Meenambakkam, Chennai - 600 061**

**Government Aided / Co-Educational / Re-Accredited by NAAC**

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(A Jain Minority Institution Affiliated to the University of Madras)

*Recognised by the Government as a Minority Institution*

## **HAND BOOK 2024-2025 SHIFT-1**

Name of the Student: .....

Department: .....

Year: ..... Sec.: ..... Roll No.: .....

Phone: .....

E Mail ID.: .....

Address.....

.....

.....

## JAIN MAHA MANTRA

नमो अरिहंताणम - **Namo Arihantanam**

I bow in veneration to Arihantas  
(The destroyers of our inner enemies viz.Karmas)

नमो सिद्धाणं - **Namo Siddhanam**

I bow in veneration to Siddhas  
(The souls that are perfect through the destruction of the Karmas)

नमो आयरियाणं - **Namo Ayariyanam**

I bow in veneration to Acharyas  
(The Head Sadhus of the four - fold Jain Sangh)

नमो उवज्जायाणम - **Namo Uvajjhayanam**

I bow in veneration to Upadhyayas  
(The learned Sadhus who teach the Scriptures)

नमो लोए सव्व साहूणम - **Namo loe savva sahunam**

I bow in veneration to all Sadhus in the world  
(Those who are pursuing the path of Moksha or Salvation)

एसो पंच नमुक्कारो, सव्व पावप्पणासणो,  
मंगलाणम च सव्वेसिं, पढमं हवई मंगलं

**Eso pancha namukkaro, Savva Pavappanasano  
Mangalanam cha savvesim, Padhamam havai mangalam**

This five - fold salutation destroys all sins and is the most sacred  
amongst all auspicious things.

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We want all our students to understand the universal meaning that  
it conveys.

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## AGURCHAND MANMULL JAIN COLLEGE

### VISION

To position as a leading educational Institution for multifaceted learning and shaping individuals into innovative independent noble citizens guided by Jain principles.

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### MISSION

**Quality Education:** Impart affordable quality education through learner centric approach in state-of-the-art technology enabled ambience.

**Values and Life Skills:** Sensitize learners on inclusiveness, sustainability, gender equity and life skills shaping them into responsible citizens aligning with the principles of Ahimsa, Forgiveness, Live and Let Live.

**Competency Building:** Nurture learners with 21st Century skills and facilitate their career development through immersive learning and industry collaborations, empowering them to become entrepreneurs, researchers, professionals, and lifelong learners

**Research and Development:** Develop an ecosystem for incubation, innovation, research, and consultancy leading to creation of multiple centres of excellence.

## **NATIONAL ANTHEM**

Jana-gana-mana-adhinayaka jaya he  
Bharatha-bhagya-Vidhata  
Punjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchla-Jaladhi-taranga  
Tava Subha name jage,  
Tava Subha asisa mage,  
Gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka-jaya he  
Bharatha-bhagya-vidhata  
Jaya he, Jaya he, Jaya he,  
Jaya, Jaya, Jaya, Jaya he  
- *Rabindranath Tagore*

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## **MY 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 my parents, teachers and all elders respect and  
treat everyone with courtesy.  
To my country and my people, I pledge my devotion.  
In their well-being and prosperity alone, lies my happiness.

**JAI HIND**

## தமிழ்த் தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
 தெக்கணமும் அதிற்சிறந்த திராவிடர்நல் திருநாடும்  
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
 தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து  
 செயல்மறந்து வாழ்த்துதுமே!  
 வாழ்த்துதுமே!  
 வாழ்த்துதுமே!

- மனோன்மணியம் பெ.சுந்தரம் பிள்ளை

## INVOCATION TO TAMIL GODDESS

Bharat is like the face beauteous of Earth, clad in wavy seas;  
 Deccan is her brow crescent - like, on which the fragrant 'Tilak' is  
 the blessed Dravidian land.

Like the fragrance of that 'Tilak'; lounging in the world in joy  
 Supreme reigns Goddess Tamil with renown, spread far and wide.

Praise unto you, Goddess Tamil, who's majestic  
 Youthfulness, inspires awe and ecstasy.

- Manonmaniam P. Sundaram Pillai

ஒவ்வொரு திங்கட்கிழமை காலையும் முதல் வகுப்பு துவங்கும் போது  
உறுதி மொழி எடுத்துக்கொள்ளப்பட வேண்டும்

## தீண்டாமைப் பழக்கத்தைக் கைவிட மேற்கொள்ளும் உறுதி மொழி

இந்திய அரசியலமைப்பின்பால், இடைவிடாத. உளமார்ந்த பற்றுள்ள இந்தியனாகிய நான். நமது அரசியலமைப்பின்படி தீண்டாமை ஒழிக்கப்பட்டுவிட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு, எவர்மீதும் சமூக வேற்றுமையை, மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைபிடிக்கமாட்டேன் என்று இதனால் உளமாற உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற்கிணங்க சாதி சமய வேறுபாடற்றசமத்துவ சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும் உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும். மேலும் தீண்டத்தகாதவர்கள் என்ற கொடுமைக்கு ஆளாகியுள்ள மக்களிடையே காணப்படும் தீண்டாமை உணர்வையும் போக்குவது நமது சமூக கடமை என்பதையும் உணர்ந்து செயல்படுவேன். இந்திய அரசியலமைப்பின்பால் எனக்குள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமாற உறுதியளிக்கிறேன்

## கல்லூரிக் கல்வி இயக்குனர் அவர்களின் செயல் முறைகள்

சென்னை-600 006

ந. க. எண். 57638/096/82 நாள் 29-09-1982

திருவள்ளூர்வராண்டு 2013. துந்துபி, புரட்டாசி 4

### பொருள்:கல்லூரிகள்-கல்லூரி மாணவர் தேர்தல்கள் பொது விதிமுறைகள் குறித்து

மாணவர் பேரவை அலுவலர்க்குரிய வழிகாட்டுத் தொகுப்பு (ஆங்கிலம் மற்றும் தமிழ்) அனைத்துக் கல்லூரி முதல்வர்களுக்கும் உரிய நடவடிக்கைக்கு அனுப்பலாகிறது. முதல்வர்கள் அதனை துணைக் கொள்ளுமாறு வேண்டப் படுகின்றனர்.

இச் சுற்றறிக்கையைப் பெற்றுக்கொண்டதற்கான ஒப்புதலை அளிக்குமாறு அனைவரும் கோரப்படுகின்றனர்.

**நா. அனந்தபத்மநாபன்**  
கல்லூரிக் கல்வி இயக்குனருக்காக

பெறுநர்

அனைத்துக் கல்லூரி முதல்வர்கள், தமிழ்நாடு அனைத்து மண்டலத் துணைக் கல்லூரிக் கல்வி இயக்குனர்கள் உண்மை நகல்/உத்தரவுப்படி/அனுப்பலாகிறது.

ஓம்/  
கண்காணிப்பாளர்

**கல்லூரிகளில் தேர்ந்தெடுக்கப்பெற்ற மாணவ  
அலுவலர்க்குரிய வழிகாட்டி விதிகளின் தொகுப்பு.**

1. பேரவை அலுவலர்கள், மாணவர்களின் நுண்ணறிவும், மக்கட்பண்பும். மேலோங்குவதற்குரிய பணிகளைக் கல்லூரி முதல்வரும் பணியாளர்களும் மேற்கொள்ளும் போது, இணைந்து ஒத்துச் செயல்படுவர்.
2. பேரவை அலுவலர்கள், கல்லூரி வளாகத்தின் இயல்பான நடைமுறையைக் குலைக்கும் எந்தவித ஒழுக்கமற்ற செயலிலும் தம்மை ஈடுபடுத்திக் கொள்ள மாட்டோம் என்ற பொறுப்பினைத் தாமே தம்மீது வரம்பாக ஏற்றிக்கொள்வர்.
3. கல்லூரியில் ஏற்படும் சிக்கல்களுக்கு/முரண்களுக்கு முறையீட்டு நெறி. பேச்சுவார்த்தை நெறிகளிலேயே தீர்வு காண வேண்டும். பிற வழிகளை மேற்கொள்ளலாகாது
4. கல்லூரிக்குத் தொடர்பில்லாத புறம்பான, பிரச்சினைகளில் தலையிடசி கூடாது.
5. கல்லூரிப் பேரவையின் வரம்புக்குள் வராத பொருள்களையும் காரணங்களையும் பொறுப்புடையவர் போல் எடுத்து மொழிவது எவ்விதச் சூழ்நிலையிலும் தம்முடைய கடமை எனக் கருதக் கூடாது.
6. தனிப்பட்டவரின் அக்கறைக்குரிய பொருள்பற்றி அன்றி பெரும்பாலான மாணவர்களின் அக்கறைக்குரிய பொருள்களைப் பற்றியே பேரவை அலுவலர்கள் முதல்வரிடம் எடுத்து மொழிவர்.
7. முதல்வர் பொறுப்பில் அடங்கிய ஒழுக்கம். அதன்மீது எழும் நடவடிக்கை ஆகியவற்றில் நேர்முகமாகவோ. மறைமுகமாகவோ பேரவை அலுவலர்கள் தலையிடக் கூடாது.



8. துறைமன்றங்களின் அலுவலர்களும் ஆசிரிய அறிவுரையாளர்களும் கொண்ட குழுவின் பரிந்துரையினையும். முதல்வரின் ஏற்பு அனுமதியினையும் பெறாது எந்த ஒரு நிகழ்வினையோ, செலவினையோ பேரவை அலுவலர்கள் செய்யக் கூடாது.

9. கல்லூரிப் பேரவையின் வரவு செலவுக் கணக்கினை மாணவர் குழுவிற்குப் பேரவை அலுவலர்கள், பருவத்திற்கு இருமுறை தெரிவித்தல் கடமையாகும்.

10. முதல்வரின் ஒப்பும் ஏற்பும் பெறாமல் வெளியாரைக் கல்லூரிக் கூட்டங்களுக்கும் விழாக்களுக்கும் பேரவை அலுவலர்கள் அழைத்தல் கூடாது.

11. கல்லூரிச் செய்திகளை முதல்வரின் முன் அனுமதியின்றிச் செய்தித் தாள்களுக்கோ. இதழ்களுக்கோ பேரவை அலுவலர்கள் தருதல் கூடாது,

12. முதல்வரின் தனித்த இசைவு பெற்றதற்கு அன்றி பேரவை அலுவலர்கள் தம்மை எவ்வித நிதி திரட்டுச் செயலும் ஈடுபடுத்தி தருதல் கொள்ளக்கூடாது.

13. மேற்கூறப்பட்ட நெறிகளைக் கடைபிடித்தல் வேண்டும். இவற்றிலிருந்து பிறழ்வோர்மீது தக்க நடவடிக்கை எடுக்கப்படும்

**AGURCHAND MANMULL JAIN COLLEGE**  
**MANAGEMENT CORE COMMITTEE**

**Secretary**

Sri. Udhan Kumar Chordia

**Associate Secretary**

Sri. Hemant P Chordia

**Management Committee members**

Sri. Bhavanesh Deora

Sri. Deepak Srisrimal

Sri. Hemant Dugar

Sri. Narendra Nahar

Sri. Narrindar Chordia

Sri. P. Suresh Chand Chordia

Sri. Pannalal Chordia

Sri. Sanjay Bhandari

Sri. Siddharth Galada

Sri. Sumith Bothra

Sri. Surendra Gadiya

Sri. Vijay Kumar Jain

**Hon. President SSJES (Ex-Officio)**

Sri. Padamchand Chordia

**Hon. Secretary General SSJES (Ex-Officio)**

Sri. Abhaya Kumar Srisrimal Jain

**Director**

Dr. N. Venkataramanan

**Principal**

Dr. B. Mahavir

**Dean**

Dr. M M Ramya

**University Nominee**

Dr. Utham Kumar Jamadhagni

# S.S. JAIN EDUCATIONAL SOCIETY

## -----OFFICE BEARERS -----



**Sri. Padamchand Chordia**

**PRESIDENT**



**Sri. Hastimul Chowdhari**

**VICE PRESIDENT**



**Sri. Abhaya Kumar Srisrimal Jain**

**HON. SECRETARY**



**Sri. Mahendra Dadha**

**JOINT SECRETARY**



**Sri. Kailashchand Chordia**

**TREASURER**

# AGURCHAND MANMULL JAIN COLLEGE



**Sri. Udhan Kumar Chordia**  
**Secretary**



**Sri. Hemant P. Chordia**  
**Associate Secretary**



**Dr. B. Mahavir**  
**Principal**



**Dr. S. Ananthakrishnan**  
**Vice-Principal**

# AGURCHAND MANMULL JAIN COLLEGE

## -----MANAGEMENT COMMITTEE MEMBERS-----



**Sri. Vijay Srisrimal**



**Sri. Sanjay Bhandari**



**Sri. Bhavanesh Deora**



**Sri. P. Suresh Chand Chordia**



**Sri. Narendra Nahar**



**Sri. Surendra Gadiya**



**Sri. Sumit Bothra**



**Sri. Hemant Dugar**



**Sri. Pannalal Chordia**



**Sri. Narrindar Chordia**



**Sri. Deepak Srisrimal**



**Sri. Siddarth Galada**





# AMJC PLACEMENTS

**40+**  
Recruiters

**800+**  
Student Placed in  
2024 -2025



## Agurchand Manmull Jain College

A unit of Shri S.S Jain Educational | Affiliated to University of Madras | Reaccredited by NAAC  
Meenambakkam, Chennai - 600061

# AGURCHAND MANMULL JAIN COLLEGE

## INFRASTRUCTURE



SARDARMAL CHORDIA BLOCK



QUARDANGLE



BHAGVAN MAHAVEER GYAN BHAVAN - EXTERIOR



**BHAGVAN MAHAVEER GYAN BHAVAN - INTERIOR**



**PARASMAL CHORDIA SEMINAR HALL**



**CONFERENCE HALL**





SMT. NENI KAVUR BAI  
WOMENS HOSTEL



SMT. NENI KAVUR BAI WOMEN'S HOSTEL



BOY'S HOSTEL

# AGURCHAND MANMULL JAIN COLLEGE

## SPORTS INFRASTRUCTURE



CRICKET GROUND



FOOTBALL GROUND



PADMA SHRI MOHANMULL CHORDIA INDOOR STADIUM - INTERIOR



PADMA SHRI MOHANMULL CHORDIA - INDOOR STADIUM - EXTERIOR





VOLLEYBALL COURT



BASKETBALL COURT

# AGURCHAND MANMULL JAIN COLLEGE

## ACADEMIC INFRASTRUCTURE



LIBRARY



PHYSICS LAB



CHEMISTRY LAB



ECS LAB



# AGURCHAND MANMULL JAIN COLLEGE

## ACADEMIC INFRASTRUCTURE



COMPUTER LAB



VISCOM LAB

# AGURCHAND MANMULL JAIN COLLEGE

## EVENTS



FLAGGING OFF 'VIKSIT BHARAT SANKALP YATRA' ON 22.12.2023 BY HONORABLE MINISTER OF INFORMATION & BROADCASTING AND YOUTH AFFAIRS & SPORTS, GOI, SHRI. ANURAG SINGH THAKUR.



INTERACTIVE SESSION ON "TRANSFORMING INDIA INTO A NEW DECADE" ON 29.12.2023 WITH HONORABLE FINANCE MINISTER, GOI, SMT. NIRMALA SITHARAMAN



# AGURCHAND MANMULL JAIN COLLEGE

## EVENTS





# AGURCHAND MANMULL JAIN COLLEGE

## CULTURAL EVENT



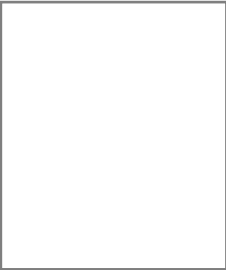
SARDAR 'EUPHORIA' INTERCOLLEGIATE CULTURAL FEST - 6TH & 7TH OCTOBER 2023  
WITH ARJUN DAS



SARDAR 23 – INTERCOLLEGIATE CULTURAL FEST - PRIZE WINNERS

OFFICE COPY

PERSONAL MEMORANDUM



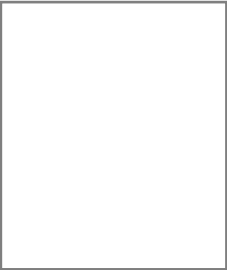
Name .....  
Designation/Reg. No. ....  
Dept./Class/ Sec .....  
Date of Birth .....  
Blood Group ..... Height ..... Cm. | Weight ..... Kg.  
Address .....  
.....  
..... PIN .....  
E-Mail .....  
Mobile .....  
Alternate Mobile .....  
PAN No. .... Aadhaar No. ....  
Insurance Policy No..... Premium Due Date .....  
Bank A/C No. ....  
Bank Name ..... IFSC .....  
Vehicle No. .... R.C. No. ....  
Driving License No. .... Expiry Date .....  
Passport No. .... Expiry Date .....  
Other details .....  
.....

In case of emergency, please report to  
(Mobile/Phone) .....



STUDENT'S COPY

PERSONAL MEMORANDUM



Name .....  
Designation/Reg. No. ....  
Dept./Class/ Sec .....  
Date of Birth .....  
Blood Group ..... Height ..... Cm. | Weight ..... Kg.  
Address .....  
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PAN No. .... Aadhaar No. ....  
Insurance Policy No..... Premium Due Date .....  
Bank A/C No. ....  
Bank Name ..... IFSC .....  
Vehicle No. .... R.C. No. ....  
Driving License No. .... Expiry Date .....  
Passport No. .... Expiry Date .....  
Other details .....  
.....

In case of emergency, please report to  
(Mobile/Phone) .....



## KNOW YOUR COLLEGE

Agurchand Manmull Jain College was established in 1952 by the magnanimity and munificence of Padma Shri Mohanmullji Chordia, through the Sri. S.S. Jain Educational Society, at the inspiration of Her Holiness Shri Sayar Kanwarji Maharaj. Today, it is a 72-year-old premier institution in Chennai, affiliated to the 166-year-old University of Madras. Having celebrated its Diamond Jubilee in 2012, it has started to make a more meaningful and socially-significant journey towards the next in 2027 commemorative milestone, the 75th anniversary. The Founder and Chief Donor Padma Shri Mohanmullji Chordia's vision of providing quality and affordable education to weaker sections of the society, in particular, and moulding the character and career of the younger generation has been the driving force of the College. Since its inception, the College has been catering to diverse higher educational needs of different sections of the student community. The Institution became co-educational since the academic year 2003-2004 to empower girl students and to ensure equal opportunities for them in all walks of economic and social life.

Shift-II, which came into existence as Evening College in 1972. Today, Shift -II comprises of schools of commerce, business administration, arts, communication and Media studies, that offers 24 undergraduate and 7 postgraduate programmes.

Situated ideally in the immediate proximity of the Meenambakkam Railway Station on the Beach-Tambaram BG Line, Metro Railway Station and the National Highway, the College provides a peaceful academic atmosphere for fruitful learning. The lush green gardens with serene, pollution-free environment, the spacious, airy, and well-furnished smart classrooms in the Main Building and in the Annex and Viscom Blocks, the well-stacked computerised libraries, and the Computer Centre with internet facility pave the way for attainment of great academic standards. In addition, there are facilities for co-curricular and extra-curricular activities that enrich the personality of the students. A vast number of alumni of the College are occupying great positions in diverse spheres of economic and social life, including business, industry, judiciary and academics.

The Institution is committed to the principles of Sathya, Dharma and Ahimsa. A student who dedicates to these principles and is totally focussed and committed in all thought and deed, is sure to leave the portals of the

Institution as a fully-grown value-based adult with the right employable skills.

This Hand Book sets before the students various academic and extra-curricular activities and facilities provided by the College for their overall personality development.

## RESEARCH PROGRAMMES - SHIFT I

DEPARTMENTS AFFILIATED FOR Ph.D. PROGRAMMES	
1	ECONOMICS
2	PHYSICS
3	MATHEMATICS

DEPARTMENTS AFFILIATED FOR M.Phil PROGRAMMES	
4	ECONOMICS
5	PHYSICS
6	MATHEMATICS
7	COMMERCE

POST GRADUATE PROGRAMMES - SHIFT I		
8	M.A.	ECONOMICS
9	M.Com.	COMMERCE
10	M.Sc.	CHEMISTRY
11	M.Sc.	PHYSICS
12	M.Sc.	MATHEMATICS

UNDER-GRADUATE PROGRAMMES - SHIFT I		
13	B.A.	ECONOMICS
14	B.A.	ENGLISH LITERATURE
15	B.A.	PHILOSOPHY
16	B.Com.	GENERAL

17	B.Com.	CORPORATE SECRETARYSHIP
18	B.Sc.	CHEMISTRY
19	B.Sc.	PHYSICS
20	B.Sc.	MATHEMATICS

## SELF FINANCING PROGRAMMES

UNDER-GRADUATE PROGRAMMES - SHIFT II		
21	B.A.	Tourism And Travel Management
22	B.A.	Public Administration
23	B.A.	Criminology And Police Administration
24	B.B.A.	Business Administration
25	B.C.A	Computer Applications
26	B.Com.	Accounting and Finance
27	B.Com.	Computer Applications
28	B.Com.	Marketing Management
29	B.Com.	Information Systems Management
30	B.Com.	Corporate Secretaryship
31	B.Com.	Bank Management
32	B.Com.	General
33	B.Sc.	Physics with Computer Applications
34	B.Sc.	Computer Science
35	B.Sc.	Electronics And Communication Science
36	B.Sc.	Mathematics with Computer Applications
37	B.Sc.	Home Science Interior Design And Decor
38	B.Sc.	Software Applications
39	B.Sc.	Electronic Media
40	B.Sc.	Visual Communication
41	B.Sc.	Psychology
42	B.A.	Defence & Strategy Studies
43	B.A.	Tamil
44	B.Sc.	Computer Science with Artificial Intelligence



<b>POST GRADUATE PROGRAMMES</b>		
45	M.Sc.	Visual Communication
46	M.Sc.	Computer Science
47	M.Sc.	Mathematics
48	M.A.	Tourism And Travel Management

<b>NEW PROGRAMMES INTRODUCED SINCE 2023 IN SHIFT II</b>		
49	M.A.	Public Administration
50	M.Com.	Accounting and Finance
51	M.Sc.	Applied Psychology (Counseling Psychology)

## **WARNING AGAINST RAGGING**

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the Complaint Box kept in the Shift I Office.

Ragging is a serious Criminal Offence that attracts severe punishment in the form of Dismissal from the College and Police action resulting in being jailed.

## **DO NOT RAG - DO NOT GET RAGGED**

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### **TAMIL NADU PROHIBITION OF RAGGING ACT 1997**

Agurchand Manmull Jain College strictly adheres to the Tamil Nadu Prohibition of Ragging Act, 1997 and “Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. (For details see [www.ugc.ac.in](http://www.ugc.ac.in)) It has taken adequate and necessary measures to curb the menace of Ragging in our institution completely. A multiple mechanism is made to ensure a ragging-free campus.

The measures undertaken as per the UGC directives are as follows-

**A. Basic Measures:**

- Anti-Ragging Boards are prominently displayed with the email and contact number of the Nodal Officer of the Anti-ragging Committee in our College website and Campus area like College Office, Canteen, Hostel and all Common Facilities area.
- Anti-ragging warning in the institution's prospectus and information booklet/brochures are issued to all stakeholders.
- In compliance with the UGC Regulations and its 2nd Amendment regarding submission of undertaking by each student and every parent, an online undertaking in every academic year.
- The UGC has notified 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following”
- “3.(i)Any act of physical or mental abuse (including bullying and exclusion)targeted at another student(fresher or otherwise) on the ground of Colour, race, religion, caste, ethnicity, gender(including transgender),sexual orientation, appearance, nationality ,regional origins, linguistic, place of birth, place of residence or economic background”.
- All vantage points are installed with CCTV cameras for proper monitoring against any form of ragging.

**B. Counseling and Monitoring Measures:**

- We follow regular interaction and counselling with the students and detect early signs of ragging and identifying the trouble-triggers.
- Routine and Surprise monitoring and inspection at hostels (both boys and girls), Canteens, rest cum recreation rooms, toilets, bus-stands, railway stations, Metro stations and any other measures that auger well in preventing/quelling ragging and any uncalled for behaviour /incident are undertaken.

**C. Creative Dissemination of the idea of Ragging - free Campus**

- Events like Anti-ragging Workshops, seminars and other Creative avenues are used to spread the ideas.
- Safety and Security Apps, WhatsApp Groups without affecting the privacy of the individual are creatively deployed. The following Act of the Tamil Nadu Legislative Assembly received assent of the Governor on the 14th February 1997 and is hereby published for general information.

## **SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT**

### **Policy Statement:**

Agurchand Manmull Jain College has a zero tolerance policy with respect to sexual harassment.

It includes all genders under this policy. A PoSH Brochure is issued in this regard.

### **1. Harassment:**

The fundamental difference between harassment and fun is whether the person on the receiving end is feeling uncomfortable/abused or not. Even if the perpetrator did not intend it in that way. Intent does not matter. Impact matters.

### **2. Preventive measures:**

Being mindful of one's action and its impact can go a long way in preventing harassment. For example, maintaining a safe distance, avoiding physical contact, etc. Conscious decision must be made. Eg. whether to share personal information or join a group. A firm no at the first instance will be the best way to handle abuse. Talking to a confidant or a teacher immediately after the first instance

### **3. Code of conduct:**

Work place ethics, Do's and Don't's for students and staffs

#### **a. Students:**

- i) Do not tease, abuse others by word, writing or action.
- ii) Do not give or receive phone numbers or other e- contact identities to unknown persons.
- iii) Do not share somebody else's contact information to anyone unless they ask you to do so.
- iv) Do not Gossip or Spread Rumours.
- v) Respect and maintain personal space.
- vi) In case of difficulty approach the lady teachers in your department, then Principal and lastly to the Internal complaints committee, A. M. Jain College.

#### **b. Staff:**

- i) Treat all student equally without gender bias.
- ii) In case of indiscipline talk to the students in the presence of teachers or staff from both genders.

- iii) Discipline and Decorum should be maintained at all times.
- iv) Respect personal space.
- v) Respect and maintain confidentiality in case of complaint.
- vi) Do not Gossip or Spread Rumours.
- vii) Do not use abusive language or action.
- viii) Do not ask for personal information unless absolutely essential.
- ix) Do not share personal contacts of students.
- x) Insist on letter from concerned staff in case students need OD.
- xi) For any non-academic activity make sure teachers of both genders are present and the proceeding are transparent and safe.

#### **4. Advisory for non-academic activities:**

Prior permission must be obtained from the Principal and the HoD/Coordinators of the participating students for any practice/event whether it is within the college or outside. Presence of teaching staffs of both genders from the shift to which the students belong is mandatory.

#### **5. Awareness:**

Of the types of harassment under PoSH act and Punishments

- i) Verbal- sex based comments, inappropriate description of person, starting sex-based rumours etc.
- ii) Physical-inappropriate touching, patting, pinching etc.
- iii) Visual- sexual gestures, provocative gestures, leering, ogling, etc.
- iv) Written provocative writing or sketching.
- v) Cyber- unwanted repeated calls, invitation, sending of pornographic material etc.

#### **6. Empowerment:**

Empowerment can be given only by giving a safe environment.

Acting promptly on complaint, Maintaining strict confidentiality.

**7. Complaint and redressal in different level** Complain to the person in charge like class teacher or HoD

The next level of complaint should be given to the Principal.

The Internal Complaints Committee may then be approached.

#### **POCSO:**

When the victim is a minor

It should be noted that under the POCSO act all the clauses of harassment are the same. However, since the victim is a minor the case must be immediately handed over to the police. It should also be noted that under the

POCSO act anybody can make a complaint and not reporting the abuse/harassment of a minor can attract fines and imprisonment of upto 6 months

## **STUDENTS' DEVELOPMENT COUNCIL**

### **COMPOSITION:**

All students of the College are *ipso facto* members of the College Students' Welfare Council (SDC). The students of the College will be represented by their respective Class Representatives. The Students' Development Council will have students' office-bearers, namely, Chairperson, Secretary and Assistant Secretary from both boys and girls. The Council will have equal representation of boys and girls. While the two Chairpersons will be elected from among the III year Class Representatives, the two Secretaries will be elected from among the II year Class Representatives. The I year Class Representatives will elect the two Assistant Secretaries. The student office-bearers of the Council will be guided by teacher Vice-Presidents.

### **FUNCTIONS OF THE STUDENT OFFICE-BEARERS:**

The activities of the SDC will start after the Investiture function and come to a close at the Valedictory function which is celebrated as the College Day. The student office-bearers of the SDC shall organize meetings of all associations and clubs in the College, inviting eminent persons from all walks of social life. They shall arrange participation of the College students at Inter-Collegiate events and programmes in association with teacher Vice-Presidents.

### **ELIGIBILITY TO BECOME STUDENT REPRESENTATIVES:**

Only students who have at least 75% attendance in all the semesters and have cleared all the examinations at the end of each semester are eligible to contest for any office in the SDC. Students against whom disciplinary action has been taken or is pending are not eligible to contest SDC elections. Further, students who are fee defaulters are not eligible to contest SDC elections.

### **CONDUCT OF THE ELECTED OFFICE-BEARERS:**

The office-bearers of the SDC shall conduct themselves with dignity and responsibility. In addition to the general rules of attendance and discipline, the SDC office-bearers shall be governed by the Code of Conduct issued by the Government of Tamil Nadu, reproduced and published in this Hand Book both in English and Tamil.

## **CODE OF CONDUCT PRESCRIBED BY DCE FOR THE ELECTED STUDENT OFFICE-BEARERS**

1. The office-bearers of the college union shall cooperate fully with the Principal/ Dean and the staff of the college in promoting intellectual and cultural activities among students.
2. The college union office-bearers shall impose on themselves the responsibility of not involving in any act of indiscipline leading to disruption of normal life in the campus.
3. The problems/issues in the college shall be resolved by representation and negotiations and not by resorting to any other method.
4. The office-bearers shall not involve in any issue not connected with the college.
5. The office-bearers shall, under no circumstances, deem it a part of their duty to represent to the authorities on matters and causes which do not fall under the purview of the college union.
6. The office-bearers may make their representations to the Principal/ Dean on matters pertaining to the general interest of the students only and not on individual cases.
7. The office-bearers shall not interfere directly or indirectly in matters involving discipline and action thereon which are the responsibilities of the Principal.
8. No decision on the activities/programmes of the college union shall be taken by the union office-bearers except with the recommendation of the students' council consisting of the class representatives and staff advisors, and approval of the Principal.
9. It shall be obligatory on the part of the college union office-bearers to present the statement of accounts twice a semester to the students' council.
10. The office-bearers shall not invite anyone not connected with the college for meetings and functions except with the specific approval and consent of the Principal.
11. The union office bearers shall not issue any press statement pertaining to the college matter without the prior permission of the Principal.
12. The union office-bearers shall not involve themselves in any kind of fund-raising campaigns except with the specific approval of the Principal.
13. The above said instructions shall be followed and those who violate shall be dealt with suitably.

## **ABSENTEEISM AND LEAVE RULES**

1. It shall be the duty of every student to attend classes regularly and punctually.
2. No student shall absent himself from any class without proper application for leave. Leave permission to be sought the previous day of leave from Mentor, Class-in-charge and the Facilitator.
3. Leave applications are to submitted through ERP.
4. If a student absents himself/herself without informing of leave for a period of ten working days, he is liable to be taken off from the rolls. Five days of continuous leave owing to sickness needs to be produced medical certificate on the day of reporting to the College.
5. A student must attend at least 75% of the working days to earn his Term Certificate. No deviation or negligence is entertained in this attendance.
6. A student's attendance is a key factor for Internal Marks calculation leading to University Results and henceforth the principal may at his/her discretion require a student who does not show adequate progress in studies or who is irregular in attendance to withdraw from the college.
7. Students who represent the college at debates / seminars / cultural meets / sports / games and other extra-curricular activities like Rotaract Club and Youth Red Cross will earn attendance ONLY when it is properly intimated and permitted by the respective Coordinators, Class in charges and the Department Facilitators.
8. Students are expected to be punctual to classes. Late-comers will be admitted only with the permission of the Principal or the Departmental Head
9. Organised absence from classes and soliciting absence from other students are serious breaches of discipline which would lead to expulsion of the student.



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## **GENERAL CODE OF CONDUCT FOR STUDENTS**

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The Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to maintain the reputation and goodwill of the College.

1. The College commences work with the Jain Mahamantra played over the public address system. All students, whether inside the classrooms or outside, shall stand in silence during the prayer. They should not be found talking or walking when the college prayer is on.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and good heritage that the College stands for.
3. The principle of Ahimsa, which is one of the fundamental tenets of Jainism, prohibits the consumption of non-vegetarian food. Use of non-vegetarian food inside the College campus is strictly banned.
4. Loitering on verandahs, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere on the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the College campus.
5. Students are expected to read all the circulars put up on the various Notice Boards in the College, shared whatsapp messages in the official class groups and ignorance of any circular will not be accepted as an excuse for failing to comply with it.
6. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones will be confiscated, if students are found using them inside the classrooms.
7. Students are advised that smoking and drinking are injurious to health and therefore, involving in these practices anywhere should be avoided. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
8. Students shall not involve in any form of ragging inside or outside the College campus. Ragging in any form is a serious offence and those found

indulging in it will be summarily expelled from the College as per the directions of the Government. Do not rag and do not get ragged.

9. The College does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the /principal, either in writing or oral.
10. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Only speed of 20kmph is allowed inside the campus. Strict action will be taken against those involved in rash driving.
11. Students will have to remit course fees on time. Names will be struck off the rolls and TC given to students who do not remit the fees even after the last date of payment of fees with fine.
12. Students should not make any payments to anybody, unless authorised by the principal
13. Students are forbidden to organise any meeting in the College or collect money for any purpose without the prior permission of the authorities.
14. No student shall enter the College Office except on business and at the stipulated times.
15. Every student should possess identity card with his/her photo affixed on it duly attested. Students are expected to wear their rope identity cards inside the college premises mandatorily, any student not wearing ID card inside the campus will not be allowed to participate in any event, sport or classes.
16. A grievance redressal mechanism exists in the institution. Students are advised to approach the faculty-in-charge of Grievance Redressal cell for getting their grievances or problems addressed.
17. Students of the College are strictly forbidden from participating in political agitations of all kinds. The Principal may also prevent a student from engaging prominently in any political movement that is undesirable to a person who is *in statu pupillari*.

18. If a student attends political meeting or engages in political agitation and conducts himself/herself in a way that is detrimental to the corporate life or functioning of the College, the Principal is empowered to expel or suspend the student or refuse issuing all or some of the certificates due to him. His case may also be reported to the University for punishment under the University regulations.
19. Students are not allowed to address any authority outside the College without the permission of the Principal
20. The Principal/Dean has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.
21. Under the Tamil Nadu Government Education Rules, the Principal has full powers to impose fines, refuse certificates, suspend or expel a student from the College, in case it is found that the behaviour/act of the student is undesirable/detrimental to the interests of the institution.
22. Students found involved in violent behaviour inside or outside the class, and in group violence inside the campus leading to bloody clashes, would be severely dealt with. Disciplinary action will be initiated against all those involved in them, leading to expulsion from the College.

## **COLLEGE LIBRARY**

1. Library is a repository of knowledge. The horizons of knowledge expand when one makes an optimum use of the library. Hence, students who happen to have no class on a particular day are expected to be in the library.
2. The library will be kept open on all working days between 9.00 a.m. and 6.30 p.m. and all students and staff are entitled to use the library during this period.
3. Students are expected to conduct themselves properly and maintain a very high order of discipline inside the library.
4. Strict silence should be observed within the library.

5. Students who use the library will have to enter their academic details and sign up the register kept for this purpose.
6. While each under-graduate student will be given two library cards, a post-graduate student is entitled for three cards.
7. Students can borrow books against their library cards on any working day up to 5.00 p.m. For this, they will have to apply to the librarian in the prescribed format. For each book borrowed, they need to surrender one card, which they can take back once the book is returned to the library.
8. A student can take a maximum number of two or three books at a time. Books can be retained by the student for a period of one month from the date of issue. Extension of this period may be permitted by the librarian on the specific request of the student.
9. A book that is in special demand may be lent out for a period shorter than one month. The book loan may be terminated at any time by the librarian.
10. Books in the reference section are not open for borrowing. These books can be referred and notes taken in the library reading hall. Periodicals are regarded as reference books and as such they will not be loaned out.
11. New books received will be displayed for a fortnight on a separate shelf. These will be available for issue at the end of the fortnight only.
12. Students are not permitted to sub-let the books borrowed by them from the library.
13. Books which are not in good condition will not be issued by the librarian.
14. The borrower of a book is responsible for its proper care and maintenance. The borrower will be held liable for any damage or loss of the book. He/she will be asked to make suitable compensation for the damage/loss caused to the books borrowed.
15. In the event of a student losing a library card, he/she will have to report the matter to the librarian immediately. If the matter is not reported and if someone misuses the card, the person on whose name the card was issued will be held responsible for it.
16. Library cards will have to be surrendered to the librarian at the end of the course period. At the time of surrender, no dues certificate will be issued to the student, which he/she will submit to the college office. In case the student fails to return the cards, a penalty of Rs.50 per library card would be levied.

## **PADMA SHRI MOHANMULLJI CHORDIA BOOK BANK SCHEME**

\*Padma Shri Mohanmullji Chordia Book Bank Scheme is in operation since 2012-2013. Deserving students are given books for all the subjects of the semester. Books given under the Scheme can be used by the students during that particular semester, and they are expected to return the books to the library at the end of the semester once the examinations are over.

\*Students desirous of availing the benefit of Padma Shri Mohanmullji Chordia Book Bank Scheme should take an application form from the Librarian, fill it up, obtain the signatures of the Departmental Coordinator, Deputy Dean and Advisor and submit the same to the Librarian.

\* Students shortlisted for the scheme should remit a one-time amount of Rs.100 for membership card & Rs.50 towards incidental charges.

## **SPORTS & GAMES**

### **FACILITIES**

The College provides extensive facilities for the sportspersons. There are two cricket grounds as per international standards. There are seven nets with different pitches to prepare the students to play at different levels. There are separate courts for basketball, volleyball, handball, throwball, table tennis, kabbadi and badminton. Hockey and football are also encouraged. Athletics have been one of the top priorities of the College. Special attention is being paid for the development of students to participate weight lifting and boxing. Padma Shri.Mohanmull Chordia indoor stadium is a boon for students. A fully equipped state-of the art indoor stadium with four courts with wooden floor to cater to shuttle badminton. With a commentary box and facility to seat 200 spectators. The indoor stadium also doubles up to serve as a multipurpose hall to serve for large gatherings.

### **CONDITIONS**

Students are advised to use the facilities with the permissions of the sports department. Students will not be provided playing materials before 1.30 p.m. on working days. Sportspersons should conform to the rules and regulations while on the playfields. Smoking and use of alcohol and drugs are strictly

prohibited in and around the playfields. Students shall come in proper sports kit for the respective games. Students who are desirous of participating in various games and sports shall take the sports materials after signing the register and lodging the ID cards with the Physical Director. Materials received by them shall be handled carefully and returned without any damage or loss. No outsider shall be brought to the playground without the permission of the Physical Director. All sports activities will be conducted under the direct supervision of the Physical Director.

## **PARTICIPATION IN COMPETITIONS AND TOURNAMENTS**

Teams to represent the college in various games in the inter-collegiate and other tournaments will be selected at the beginning of the academic year. Selection is based on proficiency in both games and academics. The College annual inter-departmental sports competitions and athletic meet will be conducted every year in the even semester. Prizes, awards and certificates would be given to all the winners and runners-up on the Sports Day. Over all championship and individual championship in the sports events would be given on the College Day. Cash awards would be given on the College Day to two outstanding sportspersons of the College with an unblemished academic record and who are recommended by the Physical Director.

## **AGURCHAND MANMULL JAIN SPORTS ACADEMY**

Agurchand Manmull Jain Sports Academy was launched to mark 117th Birth Anniversary of our beloved Founder Padma Shri Mohanmullji Chordia. The aim of this academy is to provide a cohesive frame work for sports specific development. A wide range of high quality support and athlete centered service are given to increase performance level of players. It prepares the sports persons to showcase their talents at the National and International arena.

## **TWENTY-20 GOLD CUP INTER-COLLEGIATE INVITATION CRICKET TOURNAMENT**

Since 1961, the College has been conducting the prestigious Padma Shri Mohanmullji Chordia Gold Cup Inter-Collegiate Cricket Tournament annually on its campus. The Twenty-20 format, launched in 2007-2008 for both boys and girls, has gathered considerable attention and popularity. The Gold Cup is fittingly named after the Founder-President and Chief Donor Padma Shri Mohanmullji Chordia (1902-1984), who was an ardent lover of

cricket. The College organised the Ninth edition of the tournament in February 2018. Prize money is given away in a colourful function to the winners, runners-up, third and fourth position players from both boys and girls.

## **SCHOLARSHIPS FOR ELIGIBLE STUDENTS**

The following are the scholarships that students can avail of:

1. Government Scholarship for SC & ST students
2. Government Scholarship for minority (Jain, Muslim, Christian, Parsi, Sikh, Buddhist) students
3. Management Scholarship and fee concession for economically poor and academically good students. To be eligible for any scholarship, a student must have a minimum of 75% attendance and a good and consistent academic performance.
4. Merit scholarships could be availed by students who maintains 90% in academics and 75% in attendance
5. Sports scholarship could be availed upon verification of documents/ certificates submitted by the physical directors and the authorised committee.
6. Alumni scholarship can be availed for postgraduate programmes if a student has pursued his/ her undergraduate programme from Agurchand Manmull Jain College
7. Staff Scholarship can be availed by wards of faculty from Agurchand Manmull group of institutions

Application forms for these scholarships can be had from the Shift-II Office. For availing community scholarships, students from the eligible communities are advised to submit to the Shift-II Office their community and income certificates.

## **HOSTEL FACILITIES FOR GIRLS AND BOYS**

A hostel for girl students has become fully functional on the campus since June 2015. This two-storeyed fully-furnished concrete structure has both air-conditioned and non-air-conditioned three-in-one room, with a central dining and recreation hall that allows inmates to play indoor games during their free time. The hostel comfortably accommodate about 50 girl students in a given year. This is truly a home away from home. Since the hostel is constructed

within the campus, students will find it absolutely easy to commute to the college. Safety and security are one of the top priorities of the Administration. The hostel for boys has become fully functional on the campus since June 2016. The old hostel has been renovated to accommodate about 150 students in its two majestic floors. It has both air-conditioned and non-air-conditioned three-in-one rooms, with an indoor games facility, a recreation hall, a reading hall, and a centralised kitchen. Safety and security are the hallmarks of the boys' hostel.

## COLLEGE ASSOCIATIONS AND CLUBS

### **The Need:**

A.M. Jain College Shift I endeavours to bring about an all-round development of students. It has been the belief of the College that students need to be involved in different co-curricular and extra-curricular activities, apart from a routine and regular curricular programme, for their whole some growth. It has been the strong belief that the College should provide a platform for the intellectual and cultural growth of the students. Creation of such a platform would develop students into men and women of integrity and character and culture, fully capable of making enlightened choice and intelligent judgment in a social order which is dynamic and which requires the best contribution from every member. Thus, in addition to the curriculum, which seeks to sharpen their intellect, a diversified programme of on and off-campus activities – social, recreational and cultural – that supplement the academic study and provides facilities and opportunities for the development of talent, personal relationship and creative group life with high moral standard, is being offered by the College. To achieve this holistic growth of the students, the College has established several Associations and Clubs which give the students an opportunity to explore and discover themselves and create a separate identity for themselves.

The College endeavours to help every student realise his/her maximum potentialities and acquire a better poise, self-discipline and a deeper sense of personal and social responsibility. The College places great emphasis on

- ❖ Training students to develop leadership qualities in a democratic society.
- ❖ Developing the capacity of students to live rightly and act promptly.



- ❖ Furthering a well-coordinated development of will, emotion and intellect.
- ❖ Enhancing quality of a higher order in every sphere.

### **CLUBS AND CELLS**

The College has formed various clubs, each with a different purpose and content. Students are encouraged to be part of one or more of these clubs, the membership of which gives them exposure to the outside world and trains them in leadership skills, and develops in them a sense of commitment, loyalty and discipline.

### **YOUTH RED CROSS**

Y.R.C. is the most important constituent of its parent organization, the Indian Red Cross. Among the main objectives of this organization is service to the sick and suffering. Y.R.C. seeks to create awareness among the students on the care of their own health and of others.

### **RED RIBBON CLUB**

R.R.C. aims at spreading through students correct information on positive health behaviour in the community; it also seeks to increase voluntary blood donation from among the youth.

### **ROTARACT CLUB**

The Rotaract Club of A.M. Jain College Shift I is an organisation devoted to helping the underprivileged live their lives in a better way. It is attached to the parent club, the Rotary Club of Madras South. Various community service projects are in the domain of this club.

### **CITIZEN CONSUMER CLUB**

The Citizen Consumer Club of A.M. Jain College Shift I has been working on creating and spreading awareness on consumer rights amongst all students and through them to all other consumer segments.

### **KARUNA CLUB**

This Club fosters our young students the values of education, moral values, spirit of non-violence, compassion & kindness, animal welfare, environmental friendliness and protection of environment, maintaining ecological balance, vegetarian way of healthy life and living in harmony with nature. The main objective of this club is to mould the future generation into responsible, productive citizens.

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## **STUDENTS EMPOWERMENT ENTREPRENEURSHIP DEVELOPMENT**

The SEED cell of the College was inaugurated on the 4th August 2017 by Shri. M. Sardarmal Chordia, Former Secretary and Correspondent, Shri. M. Shanthimull Nahar, Former Associate Secretary and Thiru. Mohan Parasaran Senior Advocate, Supreme Court & Former Solicitor General of India. The cell aims to nurture entrepreneurial skills of students by providing a platform to learn skills required to run a business enterprise. The Students are given opportunity to set up their stalls inside the college and manage these stalls from 9.00 a.m to 6.00 p.m. The profit earned is shared equally among the students involved.

## **ARTS & CULTURE CLUB**

Every year intra-collegiate and inter-collegiate cultural events are organised under the auspices of the Students' Welfare Council and the arts and culture club. Boys and girls participate in large numbers to showcase their talents and skills in painting, singing, poetry, and quiz. Students display their oratorical and essay-writing expertise in English, Tamil, Hindi and Sanskrit languages. SDC Office-Bearers and teacher Vice-Presidents encourage the students to participate and win prizes and medals in the different events.

## **STUDENT COUNSELING AND GUIDANCE BUREAU**

Teacher counselors help students understand various career options available after their under-graduate/post-graduate studies. Apart from career-oriented counseling, students can also seek psychological care from the teacher counselors. The Mentoring System, unique to A.M. Jain College Shift I, is quite a successful programme, under which a batch of 25 students are mentored by faculty mentors.

## **RISE & SHINE CLUB**

The club was initiated in the academic year 2022-23 with a vision to promote a positive and healthy lifestyle among the young minds of our college. The club primarily focuses on promoting de-addiction through volunteer groups among students. It serves as a platform for establishing positive life goals and habits among students and would organise programmes such as meditation, yoga, mental wellness sessions, and physical fitness programs.

Addiction can affect people from all walks of life and is not limited to specific substances or activities. It is often exacerbated by modern habits such as digital dependence, binge-watching OTT content, and self-destructive lifestyles. Therefore, the Rise and Shine club was established to create a

community of individuals who practice positive and de-addictive lifestyles in their personal lives and then share and spread the message and the cause, among their families, peers, and society at large.

### **WOMEN DEVELOPMENT CELL**

In pursuance of the directions issued by the UGC, MHRD and the University of Madras, our college has set up the Women Development Cell (WDC). The main object of this cell is to make the lady staff and girl students feel safe and sound in and around the college campus. It focuses on creating an environment of gender justice with participation on an equal footing in all spheres. It creates an awareness about rights and laws related to women and the importance of women's health and hygiene. It also provides a platform for listening to complaints and retrieval of grievances.

### **PLACEMENT CELL**

The Placement Cell of A.M. Jain College seeks to provide the connectivity between students and employers. In the years to come the Cell can be expected to play a significant role in campus interviews.

### **JNANA TATTVA**

Jnana Tattva is a cell initiated by the college to offer certificate, value added, and add-on courses beyond the regular curriculum. These supplementary courses aim to provide students additional skills and knowledge to enhance their learning experience and career prospects. The cell coordinates workshops, seminars, hands-on training sessions, and other activities centered around current topics and emerging trends

### **PRITHVI PARISHAD**

Prithvi Parishad is a cell formed by the college to promote environmental sustainability through various awareness and action-oriented programs. The cell organizes cleanliness drives, tree plantation drives, seminars, workshops, and other activities to educate about climate change, waste management, conservation of resources, and maintaining ecological balance. It also oversees projects and initiatives taken up by students and staff to build a sustainable and eco-friendly campus.

## JEEVAKARUNYAM CLUB

Jeevakarunyam Club, a new club, a new initiative of our College. would be unique in the sense that it would reflect the very essence of the main philosophy on which our college stands for “Live and Let Live”.

The Jeeva Karunyam Club of AMJC aims to Sensitize the younger generation to value the existence of every living being whether big or small. To nurture the attitude that “Every Living Being Has The Right To Live”. This forum endeavor to empower students with kindness, care and concern for all living beings including abandoned elderly people, physically and mentally challenged people and also god’s own children.

## CENTRE FOR REVIVAL OF INDIAN KNOWLEDGE SYSTEMS

The Center for Revival of Indian Knowledge Systems (CRIKS) was established by Agurchand Manmull Jain College in May 2023 to institutionalize the exploration, revival, and application of India’s civilizational wisdom. CRIKS serves as a dedicated academic and research hub that bridges India’s traditional knowledge systems with contemporary learning. It nurtures interdisciplinary inquiry, cultural literacy, and value-based education through research, curriculum development, and public engagement. CRIKS draws its inspiration from both the vision of Agurchand Manmull Jain College and the national mission of the Indian Knowledge Systems (IKS) Division, Ministry of Education, contributing actively to the broader

## ANTI-DRUG CLUB

Anti-Drug Club of Agurchand Manmull Jain College was formed under the directives of the Directorate of Collegiate Education & Joint Director of Collegiate Education during October 2024. All the students and staff of the college are its constituent members.

The objectives are:

To propagate awareness to the youth against drug and narcotic substances

To strengthen the objectives of the government of Tamil Nadu in attaining drug free state.

To ensure conducive environment in college by keeping it drug free

To register and bring to notice of the Anti-Narcotic wing of Tamil Nadu government against Drug and substances use by downloading the Drug Free Tamil Nadu App which provides anonymity of the complainant.

## CHOICE BASED CREDIT SYSTEM

### Content of CBCS:

- ❖ From the academic year 2008-2009, the University of Madras introduced the Choice Based Credit System (CBCS) with Semester Pattern. At both the under-graduate and post-graduate levels, each course of study is assigned a certain number of credits, and a student who obtains the required number of credits over the study period is considered as having completed the course and upon that he/she is awarded the degree. Further, at the under-graduate level, a student of a major course of study has the choice to select a subject that he/she would like to learn (other than the major subject) within the prescribed time period and the programme parameters. The non-major elective subject also carries a certain credit. As per the course curriculum, a non-Tamil student has to study Basic Tamil or Advanced Tamil (as the case may be) instead of the non-major elective subject.
- ❖ Apart from this, the course curriculum requires the student to take up four skill-based subjects, known as Soft Skills, in order to improve his/her employability. Moreover, the curriculum seeks to make the student aware of the environment in which he/she is living, and intends to develop the student as a wholesome personality by inculcating values in him/her. Thus, the course curriculum includes Environmental Studies and Value Education. In short, the course curriculum as designed by the University of Madras seeks to mould and shape the student in such a way that he/ she while leaving the portals of the educational institution will not only be knowledgeable and employable, but responsible too.

The broad outlines of the Choice Based Credit System are as follows:

- Part I : Tamil/other Languages
- Part II : English
- Part III (a) : 2 Major Subjects
- Part III (b) : 1 Allied Subject
- Part IV (a) : Non-Major Elective or Basic Tamil/Advanced Tamil
- Part IV (b) : Soft Skills/Environmental Studies/ Value Education/  
Skill Enhancement Programme
- Part V : Extension Activities.

**DURATION OF THE SEMESTERS:**

- Each academic year shall be divided into two semesters. The first academic year shall comprise the first and second semesters, the second academic year the third and fourth semesters, and the third academic year the fifth and sixth semesters respectively.
- The odd semester shall consist of the period from June to November of each year and the even semester from December to April. There shall not be less than 90 working days for each semester.

**CRITERIA FOR INTERNAL ASSESSMENT:**

- Each subject in a course of study will carry 100 marks maximum. A student will be awarded a maximum of 25 marks in the internal assessment and the remaining 75 marks will have to be secured by him/her in the University External Examinations conducted at the end of each semester.
- The criteria for internal assessment will be (i) Tests (2 out of 3) – 10 marks (ii) Attendance – 5 marks (iii) Seminar – 5 marks (iv) Assignment – 5 marks.
- Class attendance should be 75% of all classes taken.
- **Any student not having 75% attendance will be debarred from writing the University examinations.**

**COMPULSORY EXTENSION SERVICE:**

All the students shall have to enrol for extension activities/ services like Sports/ Rotaract/ Youth Red Cross/ Red Ribbon Club or any other service organisation of the College and shall have to put in a compulsory minimum attendance of 40 hours which shall be duly certified by the Principal/ Dean before 31st March in the first year only. If a student lacks 40 hours attendance in the first year he/she shall have to compensate the same during the second year. Literacy and population education field work shall be compulsory components in the above extension service activities.

**REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS:**

- Candidates shall register their names for the First Semester Examination after the admission in the college.

- Candidates shall 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 semester subjects.
- Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed by the University from time to time. In case a candidate earns less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds, he/she shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal/Dean. On submission of the certificate, he/she 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:**

- There shall be no passing minimum for internal assessment.
- For external examination, passing minimum shall be of 40% of the maximum marks prescribed for the paper /practical/project and viva-voce. For U.G. Programme & for P.G. the minimum passing mark shall be 50% of the maximum marks.
- In the aggregate (external + internal) the passing minimum shall be 40% for U.G. & 50% for P.G.
- He/she shall be declared to have passed the whole examination, if he/she passes in all the papers and practicals by earning the prescribed credits in Parts-I, II, III, IV & V. He/she shall earn a maximum of one credit for the extension activities to qualify for the Degree for U.G. programme.

### **CREDIT REQUIREMENTS AND ELIGIBILITY FOR AWARD OF DEGREE**

Candidate shall be eligible for the award of the Degree only if he/she has undergone the prescribed course of study in a College affiliated to the University for a period of not less than two academic years and passed the examinations of all the four Semesters prescribed earning a minimum of 91 credits as per the distribution given in Regulation 4 and also fulfilled such other conditions as have been prescribed thereof.

**CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

- **Part – I** Tamil and other languages: Successful candidates passing the examinations for the Languages 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 subjects together and securing the marks (i) 60 percent and above (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.
- **Ranking:** Candidates who pass all the examinations prescribed for the course in the FIRST APPEARANCE ALONE are eligible for Ranking/ Distinction.



**AGURCHAND MANMULL JAIN COLLEGE  
SHIFT-I****FACULTY | 2024-2025****COLLEGE COUNCIL 2024-2025**

- Dr. B. Mahavir - President
- Dr. S. Ananthakrishnan - Secretary

**MEMBERS**

- Dr. M. Ananathanarayanan
- Dr. Annadanam Madhu
- Dr. V. Easwaran
- Dr. R. Elangovan
- Dr. Harold P Nirmal Kumar
- Mr. T. Madhavan
- Dr. S. Manikandan
- Dr. V. S. Murali
- Dr. E. M. Prasannakumar
- Ms. V. Radha
- Dr. S. Rajesh
- Lt. A. Ramadass
- Dr. S. Ravikumar - Physical Director
- Dr. A. Sharmila
- Dr. R. Sujatha - Librarian
- Mr. K.S. Ganesasundaram - Staff Representative
- Mr. J. Ravichandran - Superintendent. S.G. (retired)  
till 30<sup>th</sup> June 2024
- Mr.P.Jeevagan - Superintendent from  
01<sup>st</sup> July 2024

## COLLEGE ADMINISTRATION

### PRINCIPAL

**Dr. B. Mahavir****M.Sc., M. Phil., M.Tech., Ph.D.**

### VICE-PRINCIPAL

**Dr. S. Ananthakrishnan****M.A., M.Phil., Ph.D., Dip., in  
Journalism. NET (JRF).**

### DEPT. OF TAMIL

1

Dr. V. Eswaran

M.A. M.Phil., B.Ed., Ph.D.  
Assoc. Prof. & HOD

### DEPT. OF ENGLISH

2

Dr. R. Elangovan.

M.A. M.Phil. Ph.D.  
Assoc. Prof. & HOD

3

Dr. V. Ganesan

M.A., M.Phil., Ph.D.  
Assoc. Prof.

4

Ms. G. Mathangi

M.A., M.Phil., NET.  
Asst. Prof.

5

Dr. Y. John Ilavarasu

M.A., M.Phil., Ph.D.  
Asst. Prof.

6

Dr. Sumathi Shivakumar

M.A. M.Phil., M.Sc., Ph.D., SLET.  
Asst. Prof.

7

Dr. S. Rajani Priya

M.A., M.Phil., Ph.D.  
Asst. Prof.

8

Dr. R. Balamukunthan

M.A., M.Phil., Ph.D.  
Asst. Prof.

### DEPT. OF HINDI

9

Dr. Annadhanam Madhu

M.A., Ph.D., URF.  
Assoc. Prof. & HOD

10

Ms. Rajlakshmi

M.A., SET.  
Asst. Prof.

DEPT. OF SANSKRIT		
11	Lt. A. Ramadass	M.A., M.Phil., NET. Asst. Prof. & HOD

DEPT. OF FRENCH		
12	Ms. V. Radha	M.A., M.Phil., NET. Asst. Prof. & HOD

DEPT. OF HISTORY		
13	Dr. S. Ananthakrishnan	M.A., M.Phil., Ph.D., Dip., in Journalism. NET (JRF). Assoc. Prof. & HOD Vice Principal

DEPT. OF MATHEMATICS		
14	Dr. M. Ananthanarayanan	M.Sc., M. Phil., M.Ed., PGDCA., Ph.D., PGD in OR., SLST. Assoc. Prof. <b>Syndicate Member, University of Madras</b>
15	Dr. M. S. Paulraj	M.Sc., M. Phil., Ph.D., NET. Assoc. Prof.
16	Dr. Capt. T. Thulasiram	M.Sc., M. Phil., Ph.D., SLET. Assoc. Prof.
17	Dr. S. Ramkumar	M.Sc., B.Ed., M. Phil., Ph.D. Asst. Prof.
18	Dr. V. Nalina	M.Sc., M. Phil., Ph.D., Asst. Prof.
19	Dr. K. Suchitra	M.Sc., M. Phil., Ph.D. Asst. Prof.
20	Ms. P. Vanitha	M.Sc., M. Phil., Asst. Prof.
21	Mr. R. Sivakumar	M.Sc., M. Phil., Asst. Prof.
22	Mr. R. Sreenivasan	M.Sc., M. Phil. Asst. Prof.
23	Dr. M. Ganeshan	M.Sc., B.Ed., M. Phil., Ph.D. Asst. Prof.

24	Dr. Alladi Sriram	M.Sc., Ph.D. Asst. Prof.
25	Mr. G. Murali	M.Sc., M. Phil., B.Ed., SET. Asst. Prof.

**DEPT. OF PHYSICS**

26	Dr. S. Rajesh	M.Sc., M. Phil., Ph.D. Asst. Prof. & HOD
27	Dr. G. Madhavi Latha	M.Sc., M. Phil., Ph.D. Asst. Prof.
28	Dr. G. Kavitha	M.Sc., M. Phil., Ph.D. Asst. Prof.
29	Dr. S. Paramasivam	M.Sc., B.Ed., M. Phil., Ph.D. Asst. Prof.
30	Mr. S. Alex Pandian	M.Sc., M. Phil., B.Ed. Asst. Prof.
31	Dr. A. Lakshmi Chandru	M.Sc., M. Phil., Ph.D. Asst. Prof.
32	Lt. Dr. P. Narayanan	M.Sc., B.Ed., Ph.D. Asst. Prof.

**DEPT. OF CHEMISTRY**

33	Mr. T. Madhavan	M.Sc., M. Phil., NET., Asst. Prof. & HOD
34	Dr. N. Elangovan	M.Sc., M. Phil., Ph.D., P.G.D. Karate. Asst. Prof.
35	Dr. K.N Porchelvi	M.Sc., M. Phil., PG DCOM., Ph.D., NET. Asst. Prof.
36	Dr. K. Rajasree	M.Sc., Ph.D. Asst. Prof.
37	Ms. M. Sandhya Devi	M.Sc., M. Phil. Asst. Prof.
38	Dr. B. Jayanthi	M.Sc., M.Ed., M.Phil., Ph.D. Asst. Prof.

DEPT. OF ECONOMICS		
39	Dr. V.S Murali	M.A., M.Phil., Ph.D. Assoc. Prof. & HOD
40	Dr. D. Venkatesan	M.A., M.Phil., Ph.D. Assoc. Prof.
41	Dr. J. S. Sindhu	M.A., Ph.D., NET (JRF). Asst. Prof.
42	Mr. A. Venkatraman	M.A., M.Phil., NET. Asst. Prof.
43	Dr. M. Ramashri	M.A., M.Phil., Ph.D., M.B.A(HR). Asst. Prof.
44	Dr. V. Venkatraman	M.A., Ph.D. Asst. Prof.
45	Ms. K. Hajira Sulthana	M.A., M.Phil., SET. Asst. Prof.
46	Dr. S. Jothi Prahash	M.A., M.Phil., B.Ed., Ph.D., NET. Asst. Prof.
47	Mr. S. Murugan	M.A., M.Phil., SET., Honors Dip. In Systems Management. Asst. Prof.

DEPT. OF COMMERCE		
48	Dr. Harold Nirmal Kumar	M.Com., M.Phil., M.Ed., Ph.D., D.C.A. Assoc. Prof. & HOD
49	Dr. Teena Dhariwal	M.Com., M.Phil., Ph.D. Asst. Prof.
50	Dr. C. Selvam	M.Com., M.Phil., M.B.A., B.L., M.C.S., Ph.D. Asst. Prof.
51	Mr. K. S. Ganesa Sundaram	M.Com., M.Phil., SET. Asst. Prof.
52	Dr. P. Aasish Nahar	M.Com., Ph.D. Asst. Prof.
53	Ms. A. Kavitha	M.Com., M.Phil., SET. Asst. Prof.
54	Dr. S. Devi	M.Com., M.Phil., M.B.A., SET., Ph.D. Asst. Prof.

55	Dr. T. Sutha	M.Com., M.Phil., Ph.D., NET. Asst. Prof.
56	Mr. R. Rajasekar	M.Com., M.Phil., M.B.A., NET. Asst. Prof.
57	Dr. S. A. Madhavan	M.Com., M.Phil., ACMA., NET., SET., Ph. D. Asst. Prof.
58	Dr. K. S. Nagarajan	M.Com., M.Phil., Ph.D. Asst. Prof.
59	Dr. M. Rajesh	M.Com., M.Phil., M.B.A., Ph.D., NET. Asst. Prof.

**DEPT. OF CORPORATE SECRETARYSHIP**

60	Dr. A. Sharmila	M.C.S., M.Phil. Ph.D. Asst. Prof. & HOD
61	Dr. (Lt.). G. Mahaveer	M.Com., M.Phil., Ph.D. Asst. Prof.

**DEPT. OF PHILOSOPHY**

63	Dr. E. M. Prasannakumar	M.A., Ph.D., NET. Asst. Prof.
64	Ms. K. Sumithra	M.A., M.Phil., SLET. Asst. Prof.

**DEPT. OF PHYSICAL EDUCATION**

65	Dr. S. Ravikumar	B.Com., M.P.ED., M.Phil. NIS., Ph.D. Director of Physical Education Director of Physical Education
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**DEPT. OF LIBRARY**

66	Dr. R. Sujatha	M.SC., (LIS)., M.Phil., NET., Ph.D. Librarian
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## NON TEACHING STAFF

### SHIFT I | 2024-2025

1	Mr. J. Ravichandran M.A. Dip. In Ind. Const. Law	Superintendent S.G. (Retired) - till 30 <sup>th</sup> June 2024
2	Mr. P. Jeevagan M.A., M.L.I.S., M.Phil.	Superintendent - from 01 <sup>st</sup> July 2024
3	Mr. J. Bharath M.Com.	Assistant
4	Ms. P. Mala B.Sc.	Assistant
5	Ms. D. Menaka B.B.A.	Jr. Assistant S.G.
6	Mr. K. Chandrasekaran B.A.	Typist Spl. S.G.
7	Mr. D. Selvam B.A.	Storekeeper S.G.
8	Mr. A. Dharmendra Kumar B.Com.	Record Clerk S.G.
9	Mr. G. Ashok, M.Com., M.L.I.S., M.Phil	Record Clerk S.G.
10	Ms. N. Kavitha M.A.	Record Clerk S.G.
11	Mr. R. Ramesh M.Com., Dip. In Co.op.	Lab Assistant S.G. (Spl. Grade)
12	Mr. C.R. Venkatesh	Lab Assistant S.G.
13	Mr. S. Lamach Johnson B.A.	Lab Assistant S.G.
14	Mr. S. Dilli Sankar B.B.A	Lab Assistant S.G.
15	Mr. K. Sundararajan M.A., B.Ed., M.L.I.S., M.Phil	Lab Assistant S.G.
16	Mr. L. Srinivasan B.A.	Lab Assistant S.G.
17	Mr. G. Suresh	Lab Assistant S.G.
18	Mr. M. Kumar	Sweeper Spl. Grade.
19	Mr. J. Baskaran	Marker Spl. Grade.



## ACADEMIC ASSOCIATIONS & COMMITTEES 2024 – 2025 SHIFT-I

### Academic Associations

Tamizh Manram

Sanskrit *Ranga*

Hindi *Parishad*

French Association

English Association

History Association

Economics Association

Physics Association

Chemical Association

Mathematics Association

Commerce Association

Corporate Secretaryship Association

Philosophy Association

### Faculty In-Charge

Dr. V. Easwaran

Lt. A. Ramadass

Dr. Annadhanam Madhu

Ms. V. Radha

Dr. R. Elangovan

Dr. S. Ananthakrishnan

Dr. V. S. Murali

Dr. S. Rajesh

Mr. T. Madhavan

Dr. M. Ananthanarayanan

Dr. Harold P Nirmal Kumar

Dr. A. Sharmila

Dr. E.M. Prasannakumar

**IQAC / NAAC**

Dr. B. Mahavir	Principal – Convenor
Dr. V. S. Murali	Co-ordinator
Dr. V. Nalina	Assistant Co-ordinator
Dr. S. Rajani Priya	Member
Dr. Sumathi Shivakumar	Member
Dr. K. N. Porchelvi	Member
Dr. P. Aasish Nahar	Member
Dr. E. M. Prasannakumar	Member
Dr. A. Lakshmi Chandru	Member
Dr. Alladi Sriram	Member
Mr. S. Murugan	Member

**Students' Development Council**

Dr. B. Mahavir	Principal-President
Dr. K. Rajasree	Vice-President
Dr. R. Sivakumar	Vice-President
Dr. V. Venkatraman	Vice-President
Dr. S. Jothi Prahash	Vice-President
Dr. K. S. Nagarajan	Vice-President
Dr. Rajlakshmi	Vice-President

**Disciplinary Committee**

Dr. V. Ganesan	Overall Co-ordinator
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**Disciplinary Committees – (Day Order Wise)****I Day Order**

1. Dr. Teena Dhariwal	Convenor
2. Dr. J.S. Sindhu	
3. Mrs. G. Mathangi	
4. Dr. S. Paramasivam	
5. Dr. M. Ganeshan	
6. Mr. S. Alex Pandian	

**II Day Order**

1. Mr. K. S. Ganesasundaram	Convenor
2. Dr. (Lt.). G. Mahaveer	
3. Dr. N.Elangovan	
4. Dr. K. Rajasree	
5. Ms. P. Vanitha	
6. Dr. G. Kavitha	

**III Day Order**

- |                        |                        |
|------------------------|------------------------|
| 1. Dr. M. Ramashri     | Convenor               |
| 2. Dr. S. Devi         |                        |
| 3. Dr. K. S. Nagarajan |                        |
| 4. Dr. S. A. Madhavan  |                        |
| 5. Dr. V. Venkatraman  |                        |
| 6. Ms. J. Vinitha Devi | Ad Hoc Staff-Economics |

**IV Day Order**

- |                         |          |
|-------------------------|----------|
| 1. Dr. R. Sivakumar     | Convenor |
| 2. Dr. B. Jayanthi      |          |
| 3. Dr. R. Sreenivasan   |          |
| 4. Dr. R. Balamukundhan |          |
| 5. Ms. M. Sandhya Devi  |          |
| 6. Mr. A. Venkatraman   |          |

**V Day Order**

- |                     |          |
|---------------------|----------|
| 1. Lt. A. Ramadass  | Convenor |
| 2. Dr. T. Sutha     |          |
| 3. Mr. R. Rajasekar |          |
| 4. Dr. M. Rajesh    |          |
| 5. Ms. K. Sumithra  |          |

**VI Day order**

- |                           |          |
|---------------------------|----------|
| 1. Lt. Dr. P. Narayanan   | Convenor |
| 2. Mr. G. Murali          |          |
| 3. Ms. A. Kavitha         |          |
| 4. Ms. K. Hajira Sulthana |          |

**General Time Table and College Hand Book**

Dr. (Capt.) T. Thulasiram  
Dr. S. Rajesh  
Lt. A. Ramadass

**Arts and Culture Club**

Dr. R. Balamukundan  
Ms. Hajira Sulthana

**National Service Scheme (NSS)****Ex Officio**

Mr. G. Murali

## **Programme Officers**

Mr. A. Venkatraman

Ms. G. Mathangi

Ms. A. Kavitha

Dr. M. Rajesh

## **National Cadet Corps (NCC)**

Lt. A. Ramadass

Associate NCC Officer

1(TN) Arty - BTY - NCC

Lt. Dr. P. Narayanan

Associate NCC Officer

1(TN) - BN - NCC

## **Rotaract Club**

Dr. Y. John Ilavarasu

## **Youth Red Cross (YRC)**

Dr. B. Jayanthi

Dr. G. Madhavi Latha

## **Students Travel Concession**

### **Railways**

Mr. K. S. Ganesasundaram

Mr. A. Dharmendra Kumar

### **Roadways**

Dr. M. Ganeshan

## **Library Committee**

Dr. B. Mahavir

Dr. R. Sujatha

Principal-Convenor

Co-ordinator

## **Members**

Dr. S. Ananthakrishnan

Dr. M. Ananthanarayanan

Dr. Harold Nirmal Kumar

Dr. A. Sharmila

Dr. S. Rajesh

Mr. J. Ravichandran

Superintendent.SG.  
(Retired) - till 30<sup>th</sup> June 2024

Mr. P. Jeevagan

Superintendent  
from 01<sup>st</sup> July 2024**Students Co-operative Society**

Dr. B. Mahavir

Principal - President

Dr. R. Sivakumar

Dr. S. Paramasivam

Ms. M. Sandhya Devi

**Citizen Consumer Club**

Dr. B. Mahavir

Principal – Convenor

Ms. K. Sumithra

Mr. J. Ravichandran

Superintendent.SG.  
(Retired) - till 30<sup>th</sup> June 2024

Mr. P. Jeevagan

Superintendent  
from 01<sup>st</sup> July 2024**Placement Cell**

Dr. B. Mahavir

Principal – Convenor

Dr. S. Ramkumar

Dr. M. Ramashri

Dr. M. Rajesh

**UGC Cell**

Dr. B. Mahavir

Principal - Convenor

Dr. S. Ananthakrishnan

Vice-Principal

Dr. M. Ananthanarayanan

Associate Professor and Head

Mr. J. Ravichandran

Superintendent .SG.  
(Retired) - till 30<sup>th</sup> June 2024

Mr. P. Jeevagan

Superintendent  
from 01<sup>st</sup> July 2024**Internal Assessment Cell**

Dr. B. Mahavir

Principal-Convenor

All Heads of Departments

Mr. J. Ravichandran

Superintendent .SG.  
(Retired) - till 30<sup>th</sup> June 2024

Mr. P. Jeevagan

Superintendent

Mr. G. Ashok

from 01<sup>st</sup> July 2024

Record Clerk S.G

## University External Examination

Dr. A. Sharmila

Chief - Superintendent

Dr. M. Ganeshan

Additional Chief - superintendent

Ms. K. Sumithra

Assistant to

Chief – Superintendent

Mr. J. Ravichandran

Superintendent .SG.

(Retired) - till 30<sup>th</sup> - June 2024

Mr. P. Jeevagan

Superintendent -

from 01<sup>st</sup> - July 2024

Mr. G. Ashok

Record Clerk S.G

## Sports Committee

Dr. B. Mahavir

Principal - Convenor

Dr. S. Ananthakrishnan

Vice-Principal

Dr. S. Ravikumar

Physical Director

Mr. J. Ravichandran

Superintendent .SG.

(Retired) - till 30<sup>th</sup> June 2024

Mr. P. Jeevagan

Superintendent

from 01<sup>st</sup> July 2024

## Women Students Welfare Committee

Dr. B. Mahavir

Principal - Convenor

Dr. K. Suchithra

Dr. K. N. Porchelvi

Ms. V. Radha

## Internal Committee (PoSH)

Dr. K. Suchitra

**Convenor**

### Members

Dr. (Lt.). G. Mahaveer

Dr. B. Jayanthi

Dr. M. Thamaraiselvi

Shift - II

Dr. W. Julice Sudhir

Shift - II

Ms. Mahalakshmi

Psychologist

Dr. J. Vasantha Kumari

External Member

(Gender and PoSH specialist)

**Grievance Redressal Cell – Staff**

Dr. B. Mahavir	Principal-Convenor
Dr. M. Ananthanarayanan	
Dr. V. Ganesan	
Dr. V. Eswaran	
Dr. Teena Dhariwal	
Mr. J. Ravichandran	Superintendent .SG. (Retired) - till 30 <sup>th</sup> June 2024
Mr. P. Jeevagan	Superintendent From 01 <sup>st</sup> July 20

**Grievance Redressal Cell – Counselling and Guidance****Girl Students**

Dr. B. Mahavir	Principal - Convenor
Dr. A. Sharmila	
Ms. G. Mathangi	
Ms. P. Vanitha	
Dr. S. Jothi Prahash	
Mr. J. Ravichandran	Superintendent .SG. (Retired) (Retired) - till 30 <sup>th</sup> June 2024
Mr. P. Jeevagan	Superintendent from 01 <sup>st</sup> July 2024

**Boy Students**

Dr. B. Mahavir – Principal-Convenor	
Dr. D. Venkatesan	
Dr. R. Elangovan	
Dr. S. Ravikumar	
Dr. E.M. Prasannakumar	
Mr. R. Rajasekar	
Dr. V. Venkatraman	
Mr. J. Ravichandran	Superintendent .SG. (Retired) till 30 <sup>th</sup> June 2024
Mr. P. Jeevagan	Superintendent from 01 <sup>st</sup> July 2024
Mr. J. Baskar	



## **College Magazine**

Dr. V. Eswaran  
Dr. Annadanam Madhu  
Ms. V. Radha  
Lt. A. Ramadass  
Dr. Sumathi Shivakumar  
Dr. J. S. Sindhu  
Dr. S. Devi  
Mr. J. Ravichandran

Mr. P. Jeevagan

Superintendent .SG.  
(Retired) till 30<sup>th</sup> June 2024  
Superintendent  
from 01<sup>st</sup> July 2024

## **Women Development Cell**

Dr. J. S. Sindhu  
Dr. G. Madhavi Latha  
Ms. D. Menaka  
Ms. P. Mala  
Ms. N. Kavitha

## **Literacy Club**

Dr. C. Selvam  
Mr. S. Alex Pandian  
Dr. S.A. Madhavan

## **SEED Cell**

Dr. N. Elangovan  
Dr. R. Sreenivasan  
Ms. M. Sandhya Devi  
Mr. D. Selvam  
Mr. L.Srinivasan

## **Pudhumai Penn Thittam**

Dr. G. Kavitha

## **Tamil Pudhalvan Thittam**

Mr. S. Alex Pandian

## **Naan Mudhalvan Thittam**

Dr. Y. John Ilavarasu

## **Discipline & Anti-Ragging Committee**

Dr. B. Mahavir

Dr. (Lt.). G. Mahaveer

Dr. R. Balamukunthan

Mr. K. Hajira Sulthana

Principal - Convenor

Co-ordinator

## **Youth Parliament Association**

Dr. T. Sudha

Dr. B. Jayanthi

## **Forum Of Rise And Shine**

Dr. K. Rajasree

Ms. P. Vanitha

Dr. S. Devi

Mr. R. Ramesh

## **ERP**

Dr. B. Mahavir

Dr. M. S. Paulraj

Dr. Annadhanam Madhu

Dr. S. Paramasivam

Mr. J. Bharath

Principal-Convenor

## **Website**

Dr. S. Ananthakrishnan

Dr. K. Suchithra

Dr. Sumathi Shivakumar

Dr. T. Sudha

Mr. P. Jeevagan

Superintendent

## **Entrepreneurship Cell**

Mr. T. Madhavan

Dr. S. Rajani Priya

Dr. V. Venkatraman

Mr. R. Rajasekar

Mr. C. R. Venkatesh

Mr. S. Dilli Sankar

### **Outcome Based Education Cell**

Dr. V. S. Murali

Dr. S. Rajesh

Dr. N. Elangovan

Dr. V. Nalina

Ms. V. Radha

### **Incubation Cum Innovation Cell**

Dr. S. Ananthakrishnan

Dr.(Capt.). T. Thulasiram

Dr. E. M. Prasannakumar

Dr. P. Aasish Nahar

Mr. S. Lamach Johnson

### **Prithvi Parishad (Environ Club)**

Dr. N. Elangovan

Dr. R. Sreenivasan

Mr. K. Chandrasekaran

Mr. M. Kumar

### **Gnana Tattva-Add-on Courses**

Dr. S. Ramkumar

Dr. G. Kavitha

Mr. R. Rajasekar

Dr. M. Rajesh

### **UMIS**

Dr. Harold Nirmal Kumar

Dr. M. Rajesh

### **Annapoorani Scheme**

Lt. A. Ramadass

Dr. S. Devi

### **Academic Bank of Credit**

Dr. S. Devi

**Research Committee**

Dr. B. Mahavir  
Dr. S. Ananthakrishnan  
Dr. M. Ananthanarayanan  
Dr. Harold Nirmal Kumar  
Dr. J. S. Sindhu

Principal Convenor  
Vice Principal

**Jeevakarunyam Club**

Dr. B. Mahavir – Principal Convenor  
Dr. B. Jayanthi  
Dr. (Lt.). G. Mahaveer  
Dr. G. Kavitha  
Dr. T. Sutha

**Indian Knowledge System (IKS)**

Lt. A. Ramadass

**Anti-Drug Cell**

Ms. G. Mathangi  
Lt. A. Ramadass  
Lt. Dr. P. Narayanan

Co-ordinator

**Ombudsperson Of the College  
– Grievance Redressal Cell**

Dr. S. Paneerselvam,  
Former Professor & Head,  
Department of Philosophy,  
University of Madras.  
Email:sipasel@rediffmail.com;  
Phone:09841059170

**AGURCHAND MANMULL JAIN COLLEGE**  
**Meenambakkam, Chennai - 600 061**

**Calendar**  
**2024-2025**

DATE	DAY	DAY ORDER	JUNE-2024	WORKING DAY NO.
1	Sat			
2	Sun			
3	Mon			

4	Tue			
5	Wed			
6	Thu			
7	Fri			
8	Sat			
9	Sun			
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri			
15	Sat			
16	Sun			
17	Mon		Bakrid	
18	Tue			
19	Wed	I	College Reopens	1
20	Thu	II		2
21	Fri	III		3
22	Sat	--	Holiday	--
23	Sun	--	Holiday	--
24	Mon	IV		4
25	Tue	V		5
26	Wed	VI		6
27	Thu	I		7
28	Fri	II		8
29	Sat	--	Holiday	--
30	Sun	--	Holiday	--

DATE	DAY	DAY ORDER	JULY-2024	WORKING DAY NO.
1	Mon	III		9
2	Tue	IV		10
3	Wed	V	I year Students Induction Programme(SIP)	11

4	Thu	VI	I year (SIP)	12
5	Fri	I	I year (SIP)	13
6	Sat	II	I year (SIP)	14
7	Sun		Holiday	--
8	Mon	III	I year (SIP)	15
9	Tue	IV	I year (SIP)	16
10	Wed	V	I year (SIP)	17
11	Thu	VI		18
12	Fri	I		19
13	Sat	--	Holiday	--
14	Sun	--	Holiday	--
15	Mon	II		20
16	Tue	III		21
17	Wed	--	Muharram- Holiday	--
18	Thu	IV		22
19	Fri	V		23
20	Sat	--	Chathurmasya Begins- Holiday	--
21	Sun	--	Holiday	--
22	Mon	VI		24
23	Tue	I		25
24	Wed	II		26
25	Thu	III		27
26	Fri	IV		28
27	Sat	V		29
28	Sun	--	Holiday	--
29	Mon	VI		30
30	Tue	I		31
31	Wed	II		32
<b>DATE</b>	<b>DAY</b>	<b>DAY ORDER</b>	<b>AUGUST-2024</b>	<b>WORKING DAY NO.</b>
1	Thu	III		33
2	Fri	IV		34
3	Sat	--	Holiday	--
4	Sun	--	Holiday	--



5	Mon	V		35
6	Tue	VI		36
7	Wed	I		37
8	Thu	II		38
9	Fri	III		39
10	Sat	--	Holiday	--
11	Sun	--	Holiday	--
12	Mon	IV		40
13	Tue	V		41
14	Wed	VI		42
15	Thu	--	Independence Day - Holiday	--
16	Fri	I		43
17	Sat	--	Holiday	--
18	Sun	--	Holiday	--
19	Mon	II	Raksha Bhandan	44
20	Tue	III		45
21	Wed	IV		46
22	Thu	V		47
23	Fri	VI		48
24	Sat	--	Holiday	--
25	Sun	--	Holiday	--
26	Mon	--	Krishna Jayanthi - Holiday	--
27	Tue	I	CIA Test – 1	49
28	Wed	II	CIA Test – 1	50
29	Thu	III	CIA Test – 1	51
30	Fri	IV	CIA Test – 1	52
31	Sat	V	CIA Test – 1	53

DATE	DAY	DAY ORDER	SEPTEMBER-2024	WORKING DAY NO.
1	Sun	--	Parva Paryushan Begins-Holiday	--
2	Mon	--	Holiday	--
3	Tue	--	Holiday	--

4	Wed	--	Holiday	--
5	Thu	--	Holiday	--
6	Fri	--	Holiday	--
7	Sat	--	Vinayakar Chathurthi - Holiday	--
8	Sun	--	Parva Paryushan Ends - Holiday	--
9	Mon	VI		54
10	Tue	I		55
11	Wed	II		56
12	Thu	III		57
13	Fri	IV		58
14	Sat	V	Parent Teachers Meeting	59
15	Sun	--	Holiday	--
16	Mon	--	Milad-un-Nabi - Holiday	--
17	Tue	VI		60
18	Wed	I		61
19	Thu	II		62
20	Fri	III		63
21	Sat	IV		64
22	Sun	--	Holiday	--
23	Mon	V		65
24	Tue	VI		66
25	Wed	I		67
26	Thu	II		68
27	Fri	III		69
28	Sat	--	Holiday	--
29	Sun	--	Holiday	--
30	Mon	IV	CIA Test – 2	70

DATE	DAY	DAY ORDER	OCTOBER-2024	WORKING DAY NO.
1	Tue	V	CIA Test – 2	71
2	Wed		Gandhi Jayanthi - Holiday	--
3	Thu	VI	CIA Test – 2	72

4	Fri	I	CIA Test – 2	73
5	Sat	--	Holiday	--
6	Sun		Holiday	--
7	Mon	II	CIA Test – 2	74
8	Tue	III		75
9	Wed	IV	University Practicals	76
10	Thu	V	University Practicals	77
11	Fri	--	Saraswathi Pooja - Holiday	--
12	Sat	--	Vijayadasami - Holiday	--
13	Sun	--	Holiday	--
14	Mon	VI	University Practicals	78
15	Tue	I	University Practicals	79
16	Wed	II	University Practicals	80
17	Thu	III	University Practicals	81
18	Fri	IV	Model Examination	82
19	Sat	V	Model Examination / Parent Teachers Meeting	83
20	Sun		Holiday	--
21	Mon	VI	Model Examination	84
22	Tue	I	Model Examination	85
23	Wed	II	Model Examination	86
24	Thu	III	University Internal Examination	87
25	Fri	IV	University Internal Examination	88
26	Sat	--	Holiday	--
27	Sun	--	Holiday	--
28	Mon	V	University Internal Examination	89
29	Tue	VI	University Internal Examination / Dhanteras	90
30	Wed	--	Holiday	--
31	Thu	--	Diwali – Holiday	--

DATE	DAY	DAY ORDER	NOVEMBER-2024	WORKING DAY NO.
1	Fri	--	University Examination begins	--
2	Sat	--	Holiday	--

3	Sun	--	Holiday	--
4	Mon	--	Holiday	--
5	Tue	--	Holiday	--
6	Wed	--	Holiday	--
7	Thu	--	Holiday	--
8	Fri	--	Holiday	--
9	Sat	--	Holiday	--
10	Sun	--	Holiday	--
11	Mon	--	Holiday	--
12	Tue	--	Holiday	--
13	Wed	--	Holiday	--
14	Thu	--	Holiday	--
15	Fri	--	Chaturmas Ends - Holiday	--
16	Sat	--	Holiday	--
17	Sun	--	Holiday	--
18	Mon	--	Holiday	--
19	Tue	--	Holiday	--
20	Wed	---	Holiday	---
21	Thu	--	Holiday	--
22	Fri	--	Holiday	--
23	Sat	--	Holiday	--
24	Sun	--	Holiday	--
25	Mon	---	University Examination concludes Holiday	---
26	Tue	--	Holiday	--
27	Wed	--	Holiday	--
28	Thu	--	Holiday	--
29	Fri	--	Holiday	--
30	Sat	--	Holiday	--

DATE	DAY	DAY ORDER	DECEMBER-2024	WORKING DAY NO.
1	Sun	--	Holiday	--

2	Mon	--	Holiday	--
3	Tue	--	Holiday	--
4	Wed	I	College Reopens	1
5	Thu	II		2
6	Fri	III		3
7	Sat	--	Holiday	--
8	Sun	--	Holiday	--
9	Mon	IV		4
10	Tue	V		5
11	Wed	VI		6
12	Thu	I		7
13	Fri	II		8
14	Sat	--	Holiday	--
15	Sun	--	Holiday	--
16	Mon	III	University Examination Results	9
17	Tue	IV		10
18	Wed	V		11
19	Thu	VI		12
20	Fri	I		13
21	Sat	--	Holiday	--
22	Sun	--	Holiday	--
23	Mon	II		14
24	Tue	III		15
25	Wed	--	Christmas - Holiday	--
26	Thu	IV		16
27	Fri	V		17
28	Sat	VI		18
29	Sun	--	Holiday	--
30	Mon	I		19
31	Tue	II		20

DATE	DAY	DAY ORDER	JANUARY 2025	WORKING DAY NO.
1	Wed	--	New year - Holiday	--

2	Thu	III		21
3	Fri	IV		22
4	Sat	--	Holiday	--
5	Sun	--	Holiday	--
6	Mon	V		23
7	Tue	VI		24
8	Wed	I		25
9	Thu	II		26
10	Fri	III		27
11	Sat	--	Holiday	--
12	Sun	--	Holiday	--
13	Mon	--	Bhogi - Holiday	--
14	Tue	--	Pongal- Holiday	--
15	Wed	--	Thiruvalluvar Dinam- Holiday	--
16	Thu	--	Uzhavar Thirunal - Holiday	--
17	Fri	IV		28
18	Sat	V		29
19	Sun	--	Holiday	--
20	Mon	VI		30
21	Tue	I		31
22	Wed	II		32
23	Thu	III		33
24	Fri	IV		34
25	Sat	--	Holiday	--
26	Sun	--	Republic Day - Holiday	--
27	Mon	V		35
28	Tue	VI		36
29	Wed	I		37
30	Thu	II		38
31	Fri	III		39

DATE	DAY	DAY ORDER	FEBRUARY 2025	WORKING DAY NO.
1	Sat	--	Holiday	--

2	Sun	--	Holiday	--
3	Mon	IV		40
4	Tue	V		41
5	Wed	VI		42
6	Thu	I		43
7	Fri	II		44
8	Sat	--	Holiday	--
9	Sun	--	Holiday	--
10	Mon	III		45
11	Tue	--	Thaipooosam-Holiday	--
12	Wed	IV		46
13	Thu	V		47
14	Fri	VI		48
15	Sat	--	Holiday	--
16	Sun	--	Holiday	--
17	Mon	I		49
18	Tue	II		50
19	Wed	III	CIA Test – 1	51
20	Thu	IV	CIA Test – 1	52
21	Fri	V	CIA Test – 1	53
22	Sat	VI	CIA Test – 1	54
23	Sun	--	Holiday	--
24	Mon	I	CIA Test – 1	55
25	Tue	II		56
26	Wed	III		57
27	Thu	IV		58
28	Fri	V		59



DATE	DAY	DAY ORDER	MARCH 2025	WORKING DAY NO.
1	Sat	--	Ramzan-Holiday	--
2	Sun	--	Holiday	--
3	Mon	VI		60
4	Tue	I		61
5	Wed	II		62
6	Thu	III		63
7	Fri	IV		65
8	Sat	V	Parent Teachers Meeting	65
9	Sun	--	Holiday	--
10	Mon	VI		66
11	Tue	I		67
12	Wed	II		68
13	Thu	III		69
14	Fri	--	Holi - Holiday	--
15	Sat	--	Holiday	--
16	Sun	--	Holiday	--
17	Mon	IV	CIA Test -2	70
18	Tue	V	CIA Test -2	71
19	Wed	VI	CIA Test -2	72
20	Thu	I	CIA Test -2	73
21	Fri	II	CIA Test -2	74
22	Sat	III		75
23	Sun	--	Holiday	--
24	Mon	IV	University Practials	76
25	Tue	V	University Practials	77
26	Wed	VI	University Practials	78
27	Thu	I	University Practials	79
28	Fri	II	University Practials	80
29	Sat	--	Holiday	--
30	Sun	--	Telugu New Year - Holiday	--
31	Mon	III		81

DATE	DAY	DAY ORDER	APRIL 2025	WORKING DAY NO.
1	Tue	IV	Model Examination	82
2	Wed	V	Model Examination	83
3	Thu	VI	Model Examination	84
4	Fri	I	Model Examination	85
5	Sat	II	Model Examination Parent Teachers Meeting	86
6	Sun	--	Holiday	--
7	Mon	III	University Internal Examination	87
8	Tue	IV	University Internal Examination	88
9	Wed	V	University Internal Examination	89
10	Thu	--	Mahavir Jayanti - Holiday	--
11	Fri	VI	University Internal Examination	90
12	Sat	--	Holiday	--
13	Sun	--	Holiday	--
14	Mon	--	Tamil New Year /Ambedkar Jayanthi - Holiday	--
15	Tue	--	University Examinations begins- Holiday	--
16	Wed	--	Holiday	--
17	Thu	--	Holiday	--
18	Fri	--	Good Friday - Holiday	--
19	Sat	--	Holiday	--
20	Sun	--	Holiday	--
21	Mon	--	Holiday	--
22	Tue	--	Holiday	--
23	Wed	--	Holiday	--
24	Thu	--	Holiday	--
25	Fri	--	Holiday	--
26	Sat	--	Holiday	--
27	Sun	--	Holiday	--
28	Mon	--	Holiday	--
29	Tue	--	Holiday	--
30	Wed	--	Holiday	--

DATE	DAY	DAY ORDER	MAY 2025	WORKING DAY NO.
1	Thu	--	Holiday	--
2	Fri	--	Holiday	--
3	Sat	--	Holiday	--
4	Sun	--	Holiday	--
5	Mon	--	Holiday	--
6	Tue	--	Holiday	--
7	Wed	--	Holiday	--
8	Thu	--	Holiday	--
9	Fri	--	Holiday	--
10	Sat	--	University Examination concludes Holiday	--
11	Sun	--	Holiday	--
12	Mon	--	Holiday	--
13	Tue	--	Holiday	--
14	Wed	--	Holiday	--
15	Thu	--	Holiday	--
16	Fri	--	Holiday	--
17	Sat	--	Holiday	--
18	Sun	--	Holiday	--
19	Mon	--	Holiday	--
20	Tue	--	Holiday	--
21	Wed	--	Holiday	--
22	Thu	--	Holiday	--
23	Fri	--	Holiday	--
24	Sat	--	Holiday	--
25	Sun	--	Holiday	--
26	Mon	--	Holiday	--
27	Tue	--	Holiday	--
28	Wed	--	Holiday	--
29	Thu	--	Holiday	--
30	Fri	--	Holiday	--
31	Sat	--	University Examination results Holiday	--

NOTES

Date:

Lined area for writing notes.

NOTES

Date:

Lined area for writing notes.

NOTES

Date:

Lined area for writing notes.

NOTES

Date:

Lined area for writing notes.

ODD SEMESTER TIME TABLE							
PERIOD	DAY ORDER	1	2	3	4	5	
I							
II							
III							
IV							
V							
VI							



EVEN SEMESTER TIME TABLE							
PERIOD	DAY ORDER	1	2	3	4	5	
I							
II							
III							
IV							
V							
VI							





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