ST. XAVIER'S COLLEGE VAIKOM

KOTHAVARA P.O.

Affiliated to Mahatma Gandhi University

Reaccredited with 'B+' Grade by

The National Assessment & Accreditation Council (NAAC)

Established in 1981

e-mail : stxaviersvkm@gmail.com

Website : www.stxavierscollegevaikom.org

ST. XAVIER'S COLLEGE VAIKOM PIN: 686607 KOTHAVARA

HAND BOOK
&
ACADEMIC CALENDAR
2021 - 2022

Name.....

Class No. ..... Programme.....

Home Address.....

.....

Ph.....

for Dr.Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kothavara P.O.



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VISION

The integral formation of the human person for the fulfilment of his/her individual responsibilities with sincerity, honesty and maturity.

MISSION

To provide value - based education in letter and spirit and mould the character of the younger generation to achieve progress and prosperity in life thereby serving the society.

AIMS AND OBJECTIVES

- We aim at moulding our students as leaders who are intellectually competent, emotionally balanced, spiritually enlightened, morally upright and psychologically integrated.
- Our students should be the torch bearers of truth and justice. We do not discriminate students on the basis of caste, creed or faith. A perfect secular atmosphere is provided to our students knowing fully well that to be humane is the essence of all religious teachings.
- We aspire towards establishing a just and humane society where dignity of human beings are upheld and respected, a society where unjust social customs, norms, practices and structures are challenged and demolished.
- We strive to project our cultural heritages such as ahimsa, religious tolerance and harmony and above all national integration in all our endeavours.
- In this era of globalization the whole world is becoming a family. We train our students keeping this view in our mind that all are our brothers and sisters. Only such a feeling of universal brotherhood can put an end to global terrorism and mutual hatred.
- Though this is a Christian institution, more than 90% of the students belong to other castes. We accept and respect them. We exhort our students to have beautiful dreams about their future and we enable them to develop a will to cherish their dreams. Discipline and hard work are the two factors that lead man to success.
- Our College encapsulates this vision and we strain every nerve to achieve this. The College hence calls upon all especially students, teachers, staff, parents and the public to recognize this vision and lend a helping hand for its realization.

ST. XAVIER'S COLLEGE : A PROFILE

St. Xavier's College Vaikom, accredited with 'B' grade by NAAC, was established in the year 1981 under the aegis of St. Xavier's Church, Kothavara. At inception, it was a Junior College affiliated to the Kerala University, but later came under the jurisdiction of Mahatma Gandhi University, Kottayam on its formation in 1983. The College has immensely contributed to the cause of higher learning and development of this region. The College offers Six Degree courses viz; B.Sc. Physics, B.Sc. Zoology, B.Sc. Chemistry, B.A. Economics, B.A. Political Science and B.Com. Post Graduate Course in Commerce was started in 2013 to meet the ever growing demand for higher education. Apart from these regular streams, the College has started a full fledged Computer centre; St. Xavier's Institute of Information Technology (XIIT), which offers short term courses like DCA, PGDCA and Tally to regular students as well as outsiders catering to ever growing demands in this field. The Multi Gym facility provided in the College ensures the physical health of the students and equips them to compete in various sports and games. Apart from these, the College offers a foundation course in Karnatic Music, Martial arts training and an Enhancement Programme in English.

ST. FRANCIS XAVIER, OUR HEAVENLY PATRON

St. Francis Xavier, S.J., was a Navarrese Basque Roman Catholic Missionary, born in Javier, Kingdom of Navarre (now part of Spain). His acquaintance with Ignatius of Loyola prompted him to join the path of devotion. He devoted himself to religious service and became one of the founders of Jesuit Order. In 1530, Francis was awarded Degree of Master of Arts and taught Aristotelian Philosophy at Beauvas College, University of Paris. The world venerated him for his ability to live and work with the downtrodden and the marginalised. The incomparable apostolic zeal and the stupendous miracles which the God has ordained through him made him an unparalleled divine manifestation. As an ecstatic saint, great teacher and savior, his soul continues to provide providential assistance in all our ventures.

MILESTONES OF DEVELOPMENT

1981 - Inauguration of the College with Pre-Degree course with two batches in third group (Humanities) and one batch in fourth group (Commerce) consisting of 240 students, 6 faculty members and 7 supporting staff.

1982 - Commencement of First group (Maths) and Second group (Biology) batches.

1991 - The College was upgraded with Degree Course in B.Sc. Physics.

1992 - Inauguration of the Administrative Block Building (His Eminence Antony Cardinal Padiyara Sapthathy Memorial).

1993 - Commencement of B.A. Economics Degree Course.

1995 - Commencement of B.Com. Degree Course.

1998 - Commencement of B.Sc. Zoology (Aquaculture) Vocational Degree Course.

- Inauguration of the New Block by Mar. Thomas Chakiyath, Auxiliary Bishop of Ernakulam - Angamaly.
- Inauguration of the Computer Centre.
- The College was included in the list of Colleges under Section 2(f) and 12(B) of the U.G.C. Act 1956, and became eligible to receive U.G.C. assistance.

1999 - Commencement of B.A Political Science (Journalism) Vocational Degree Course.

2001 - We bagged the First Rank and Third Rank in B.Sc. Zoology (Voc.) in the M.G. University examination. Commencement of B.Sc. Chemistry (Industrial) Vocational Degree Course.

2002 - We bagged the First Three Ranks in B.A. Political Science (Voc.) Examination of the M.G. University.

2003 - We bagged the Second Rank in B.Sc. Zoology (Voc.) examination in the M.G. University.

- We bagged the first three ranks in B.A. Political Science (Voc.) Examination of the M.G. University.

2004 - We bagged the First Rank in B.Sc. Chemistry (Voc.) examination of the M.G. University.

2006 - Silver Jubilee Celebrations of the College. We bagged the First Rank and Third Rank in B.Sc. Chemistry (Voc.) examination of M.G. University.

2007 - We bagged the First Rank in B. Sc. Chemistry (Voc.) examination of the M. G. University.

- We bagged the First Three Ranks in B.A. (Pol. Science) (Voc.) examination of the M.G. University.

2008 - Library automation process started.

2009 - Automation of the College Office.

- Choice Based Credit & Semester System for Degree Courses started.

2011 - A well furnished and adequately equipped Smart Class room was constructed.

2013 - The new building (St. Thomas Block) was formally blessed by Mar. Sebastian Adayanthrath (Auxiliary Bishop of Ernakulam - Angamaly)

2013 - Postgraduate Course in Commerce was introduced.

- NAAC Team visited this institution for assessment

2014 - The College was accredited with B Grade by NAAC

2015 - St. Xavier's Institute of Information Technology (XIIT) blessed and inaugurated by Mar Eaphrem Nariculam, Bishop, Chanda Diocese.

2016 - UGC Sponsored National Seminars organised by Department of Economics, Political Science, Physics, Zoology and Commerce.

- Sreerag B. of final year Zoology represented the Republic Day Parade at Delhi.
- Awarded, one among the best six NSS Units, by M.G. University.

2017 - One day National Seminar on 'Secular Democracy' under the auspices of Department of Political Science and The Institute of Parliamentary Affairs, Government of Kerala.

- Launched an outreach programme for students and faculty on behalf of Indian Institute of Remote Sensing (IIRS), Thiruvananthapuram.
- The College Union introduced an Ever Rolling Trophy for the best performing house in the Arts Festival.
- The College participated in the longest crocheted scarf making: measuring (14.089 Kms) and was acknowledged by Guinnes World Records.
- St. Xavier's Ever Rolling Trophy for football.

2018 - Instituted St. Xavier's Ever Rolling Trophy for Kabbadi.

- Organised a one day seminar on Career Orientation and E-Learning at Vaikom on behalf of Career and Placement Cell.

2019 - NAAC Team visit: re-accredited with B+ Grade with CGPA 2.75 in the II cycle.

- Installation of on-grid solar panels as part of Green Energy initiative.
- Creation of an exclusive BSNL tower as part of UGC guidlines.
- Started regular competitive coaching centre under Career Cell.

2020 - Setting up of weather station in collaboration with M.S. Swaminathan Foundation.

2021 - College new Arch Gate opened

- New UG course B.Sc. Food Science & Quality Control sanctioned.
- Surveillance Camera installed
- We bagged IInd and VIIIth Rank in Zoology (Voc.), IVth Rank in B.Com Model 1, Ist and IInd Rank in B.A. Political Science (Voc.)

SUCCESSION LIST OF MANAGERS

1.	Late Rev. Fr. Antony Chathaparambil (Founder)	1981-1985
2.	Rev.Fr. Mathew Muttamthottil	1985-1989
3.	Rev.Fr. Joseph Puthussery	1989-1998
4.	Late Rev. Fr. George Thottamkara	1998-2000
5.	Rev. Dr. Jose Thachil	2000-2004
6.	Rev. Fr. Alex Kattezhath	2004-2007
7.	Rev. Fr. Kuriakose Kalappurackal	2007-2010
8.	Rev. Fr. Thomas Narikulam	2010-2015
9.	Rev. Fr. Joseph Kodiyan	2015-2017
10.	Rev. Fr. Joshy Vezhaparambil	2017 onwards

SUCCESSION LIST OF PRINCIPALS

1.	Late Rev. Fr. Antony Varikany	01-09-1981 - 31-08-1984
2.	Late Rev. Dr. Paul Manavalan	01-07-1985 - 31-03-1990
3.	Late Rev. Fr. Mathew Velamkunnel CMI	07-06-1990 - 31-03-1994
4.	Rev. Fr. Thomas A. Achandy CMI	22-04-1994 - 30-04-1996
5.	Rev. Dr. Varghese Palamattom CMI	01-05-1996 - 31-05 -2000
6.	Capt. Joseph Augustine	01-06-2000 - 24-03- 2010
7.	Prof. P. George Mathew	25-06-2010 - 30.04.2015
8.	Dr. Rajumon T. Mavunkal	01.05.2015 onwards

COLLEGE COUNCIL FOR THE YEAR 2021- 2022

1.	**Dr. Rajumon T. Mavunkal** (Associate Professor)	(Principal)
2.	**Dr. Gimson D. Parambil** (Associate Professor)	(Vice Principal)
3.	**Smt. V.T. Anie** (Associate Professor)	(H o D, Mathematics)
4.	**Sri. Payas Varghese** (Assistant Professor)	(H o D, Chemistry)
5.	**Dr. Tomy Joseph** (Associate Professor)	(H o D, Economics)
6.	**Smt. T.A. Anju** (Assistant Professor)	(H o D, Commerce)
7.	**Sri. P.C. Ravisankar** (Lecturer, Senior Grade)	(H o D, English, Staff Secretary)
8.	**Dr. Tomy Joseph** (Lecturer, Senior Grade)	(H o D, Physics) (Co-ordinator, IQAC)
9.	**Dr. K.J. Abraham** (Assistant Professor)	(H o D, Zoology & Aquaculture)
10.	**Sri. Roy Mathew** (Assistant Professor)	(H o D, Political Science)
11.	**Sri. K.S. Baby**	(Office Superintendent)
12.	**Smt. Princy D. Nellanat**	(Librarian)

THE FACULTY

Dr. Rajumon T. Mavunkal - Principal
(Associate Professor, Dept. of Physics)

Dr. Gimson D. Parambil - Vice Principal
(Associate Professor, Dept. of Commerce)

ENGLISH

1. **Sri. P. C. Ravi Sankar,** M.A., B.Ed. (HoD) 04829-238021
   (Lecturer, Senior Grade) 9447738021
2. **Smt. Merine John,** M.A., B.Ed. 8281145411
   (Assistant Professor)

MALAYALAM

1. **Smt. A.G. Rekha,** M.A., B.Ed. (HoD) 9656964764
   (Assistant Professor)

HINDI

1. **Ms. Anu Raji**, M.A., M.Phil., B.Ed. 9526600905
   (Guest Lecturer)

MATHEMATICS

1. **Smt. V.T. Anie,** M.Sc., M.Phil. (HoD) 04829-235008
   (Associate Professor) 9400535008
2. **Ms. J. Vidya,** M.Sc. 9526316676
   (Guest Lecturer)

PHYSICS

1. **Dr. Rajumon T. Mavunkal,** M.Sc., Ph.D., PGDPJ F.NYAS. (Principal, Associate Professor) 9447697029
2. **Dr. Tomy Joseph,** M.Sc., B.Ed., Ph.D. (HoD) (Lecturer, Senior Grade) 9447910490
3. **Dr. C.C. Bijumon,** M.Sc., B.Ed., Ph.D. (Lecturer, Senior Grade) 0484-2576329 9447814903
4. **Ms. Jismy George,** M.Sc. (Guest Lecturer) 9400174067

CHEMISTRY

1. **Sri. Payas Varghese,** M.Sc., B.Ed. (HoD) (Assistant Professor) 0484-2745766 9447244189
2. **Dr. Subi Joseph,** M.Sc., B.Ed. (Assistant Professor) 9495734612
3. **Dr. Saju Daniel,** M.Sc., B.Ed. Ph.D. (Assistant Professor) 8547546218
4. **Dr. T. Sharika,** M.Sc., Ph.D. (Assistant Professor) 9747232833
5. **Smt. Merly Thomas**, M.Sc., M. Phil. 7736669763

ZOOLOGY AND AQUACULTURE

1. **Dr. K.J.Abraham**, M.Sc., Ph.D. (HoD) (Assistant Professor) 9895848755
2. **Dr. T. Rajalakshmi,** M.Sc., B.Ed. Ph.D. (Assistant Professor) 0484-2792651 9446710847
3. **Dr. Sarita Ramachandran,** M.Sc., Ph.D. (Assistant Professor) 9995785074 9961381975
4. **Smt. Blessy V. Rajan,** M.Sc., B.Ed. (Assistant Professor) 9746350657 7034663435

BOTANY

1. **Ms. Shijina K.R.** M.Sc. (Guest Lecturer) 7592043928

ECONOMICS

1.	**Dr. Tomy Joseph,** M.A., M.Phil., Ph.D. (HoD) (Associate Professor)	9744906955
2.	**Dr. Winson Thomas** M.A., M.Phil., Ph.D. (Assistant Professor)	9605574947
3.	**Ms. Honey Hashim** M.A., B.Ed. (Guest Lecturer)	9809770385

HISTORY

1.	**Smt. Litty Thomas,** M.A., B.Ed. (HoD) (Lecturer, Senior Grade)	04828-224427 9447869533

POLITICAL SCIENCE & JOURNALISM

1.	**Lt. Roy Mathew,** M.A., B.Ed. (HoD) (Assistant Professor)	9539489002 8281012688
2.	**Ms. Parvathi Chandran,** M.A., MCJ (Assistant Professor)	9656004563
3.	**Sri. V.N. Bibu,** MCJ, PGDCA (Assistant Professor)	9744248914
4.	**Ms. V. Ancy Davis,** M.A., B.Ed. (Assistant Professor)	9446231945

COMMERCE

1.	**Dr. Gimson D. Parambil**, M.Com., HDCM FDPIIMB, Ph.D. (Vice Principal, Associate Professor)	0484-2575765 9447378244
2.	**Smt. T.A. Anju,** M.Com. (HoD, Assistant Professor)	0484-2400088 9633514728
3.	**Smt. Amala Joseph,** M.Com. (Assistant Professor)	9447539917
4.	**Sri. Joseph Abey,** M.Com. (Assistant Professor)	9745434537

5. **Dr. Mathew Abraham,** M.Com., Ph.D — 8111985228
   (Assistant Professor)
6. **Dr. Titto Varghese,** M.Com., MBA, Ph.D, PDF — 9447661210
   (Assistant Professor)
7. **Dr. Athena Joy,** M.Com., Ph.D — 9995224005
   (Guest Lecturer)

FOOD SCIENCE & QUALITY CONTROL

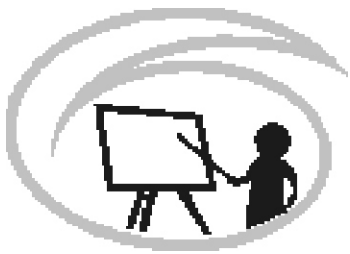
1. **Smt. Ann Mathew Pampackal,** — 9442627648
   M.Tech Food Process Engineering
   (Guest Lecturer)

PHYSICAL EDUCATION

1. **Sri. Bestine C. Michael,** MPE., M. Phil. — 9447204542
   (Assistant Professor - on long leave)

LIBRARY STAFF

1. **Smt. Princy D. Nellanat,** M.Lic. NET — 9446814154
   (Librarian)
2. **Sri. K.M. Varghese** — 9400976473
   (Library. Asst.)
2. **Sri. Tom Mathew** — 9446456848
   (Library. Asst.)



NON - TEACHING STAFF

OFFICE

1.	**Sri. K.S. Baby** (Superintendent)	9747956133 04829-277001
2.	**Sri. P.V. Xavierkutty** (Head Accountant)	9495234140
3.	**Sri. Regimon George** (UD Clerk)	9495110738
4.	**Sri. K.C. Joseph** (UD Clerk)	9495357037
5.	**Mr. Johnson Xavier** (Lab Assistant)	9207509298
6.	**Mr. Jinto Varghese** (Mechanic)	9995960559
7.	**Mr. Siby V. Eapen** (Office Attendant)	9036142921



ACADEMIC PROGRAMMES OFFERED BY THE COLLEGE

Three Year Under-Graduate Programmes
Choice Based Credit System (CBCS)

Common Courses - 1. English
2. Second Language- Malayalam or Hindi
3. Optional Subjects

1. B.Sc.Physics (Model I)
- Core Subject - Physics
- Complementary Subjects - Mathematics and Chemistry

2. B.Sc. Zoology (Voc) (Model II)
- Core Subject - Zoology,
- Vocational Subject - Aquaculture
- Complementary Subject - Botany

3. B.Sc. Chemistry(Voc) (Model II)
- Core Subject - Chemistry
- Vocational Subject - Industrial Chemistry
- Complementary Subject - Mathematics

4. B.A. Economics (Model I)
- Core Subject - Economics
- Complementary Subjects - History & Political Science

5. B.A. Political Science (Voc) (Model II)
- Core Subject - Political Science
- Vocational Subject - Mass Communication and Journalism
- Complementary Subjects - Public Relations and Advertising
  Travel and Tourism Management

6. B.Com. (Model I)
- Optionals - Finance and Taxation

7. B.Sc. Food Science & Quality Control - (Model III)

Two Year Post Graduate Programme

1. M.Com.
- Optional - Finance

OPEN COURSES OFFERED BY VARIOUS DEPARTMENTS IN THE Vth SEMESTER

Students can choose any one of following open courses in their Vth Semester.

Course Code		
1)	PH5 OPT 02 Dept. of Physics	- Physics in Daily life
2)	CH5 OPT 01 Dept. of Chemistry	- Chemistry in Everyday life
3)	ZY5 OPT 01 Dept. of Zoology	- Vocational Zoology
4)	EC5 OPT 01 Dept. of Economics	- Fundamentals of Economics
5)	PS5 OPT 04 Dept. of Politics	- Human Rights in India
6)	CO5 OPT 03 Dept. of Commerce	- Fundamentals of Accounting
7)	Dept. of Physical Education	- Physical Health and Life skill Education

Syllabi for UG Programmes under Choice Based Credit System (CBCS) (2017 Admission onwards)

COMMON COURSES

1. ENGLISH

Model I (B.A. Economics and B.Sc. Physics.)

Course Code		
EN1CCT01 - I Semester -	Course I	- Fine-tune Your English
EN1CCT02 "	Course II	- Pearls from the Deep.
EN2CCT03 - II Semester -	Course III	- Issues that Matter
EN2CCT04 "	Course IV	- Savouring the Classics
EN3CCT05 - III Semester-	Course V	- Literature and/ as Identity
EN4CCT06 - IV Semester-	Course VI	- Illuminations

Model II (B.Sc. Zoology, B.Sc. Chemistry and B.A. Political Science)

EN1CCT01 - I Semester -	Course I	- Fine-tune Your English
EN2CCT03 - II Semester -	Course II	- Issues that Matter
EN3CCT05 - III Semester -	Course III	- Literature and/ as Identity
EN4CCT06 - IV Semester -	Course IV	- Illuminations

Model I (B.Com.) - Finance & Taxation & Food Science

EN1CCT01 - I Semester -	Course I	- Fine-tune Your English
EN2CCT03 - II Semester-	Course II	- Issues that Matter
EN3CCT07 - III Semester-	Course VII	- Gems of Imagination
EN4CCT08 - IV Semester-	Course VIII	- Revisiting the Classics

2. MALAYALAM

Model I (B.Sc. Physics, B.A. Economics)

ML1CCT01 - I Semester -	Course I	- കഥ, സാഹിത്യം
ML2CCT02 - II Semester -	Course II	- കവിത
ML3CCT03 - III Semester -	Course III	- ദൃശ്യകലാസാഹിത്യം
ML4CCT04 - IV Semester -	Course IV	- മലയാള ഗദ്യ രചനകൾ

Model II (B.A. Political Science), (B.Sc. Zoology/ B.Sc. Chemistry)

ML1CCT07 - I Semester -	Course I	- കഥ, നോവൽ
ML2CCT08 - II Semester -	Course II	- കവിതയും നാടകവും

Model I B.Com.

ML1CCT05 - I Semester -	Course I	- കഥയും കവിതയും
ML2CCT06 - II Semester -	Course II	- ആത്മകഥ, ലേഖനം

3. HINDI

Model I (B.Sc. Physics/B.A. Economics)

HN1CCT01 - I Semester -	Course I	- Prose & One Act Play
HN2CCT02 - II Semester -	Course II	- Short Stories & Novel
HN3CCT03 - III Semester -	Course III	- Poetry, Grammar & Translation
HN4CCT04 - IV Semester -	Course IV	- Drama and Long Poem

Model I B.Com.

HN1CCT01 - I Semester -	Course I	- Prose and Mass Media
HN2CCT02 - II Semester -	Course II	- Poetry, Commercial Correspondence and Translation.

Model II (B.Sc. Zoology, BSc, Chemistry, B.A. Political Science)

HN1CCT01 - I Semester-	Course I	- Poetry & One act play
HN2CCT02 - II Semester-	Course II	- Prose and Short Stories

SYLLABI FOR CORE AND COMPLEMENTARY COURSES

1. B.Sc. Zoology Programme (Vocational) Core & Complimentary Courses

Semester I

1. ZY1CRT01 - Core Course I (Theory)		- General Perspective in Science & Protistan Diversity
2.	Core Course I Practical	- General Perspective in Science & Protistan Diversity
3. ZA1V0T01 - Vocational Course I (Theory)		- Principles and Methods in Aquaculture.
4. ZA1V0T02 - Vocational Course II (Theory)		- Hatchery and Culture Techniques
5.	Vocational Course I & II Practical	- Principles& Methods in Aquaculture, Hatchery and Culture Techniques.

6.	B01CMV0T01 -	Complementary Course I Theory	- Plant Diversity & Plant Pathology
7.	B02CMV0P01	Complementary Course I Practical	- Plant Diversity & Plant Pathology

(Practical Exams at the end of IInd Sem)

Semester II

1.	ZY1CRT02 -	Core Course II (Theory)	- Animal Diversity - Non-Chordata
2.		Core Course II Practical	- Animal Diversity - Non-Chordata
3.	ZA2V0T03 -	Vocational Course III (Theory)	- Capture Fishery.
4.	ZA2V0T04 -	Vocational Course IV (Theory)	- Biology of Fishes.
5.	-	Vocational Course III & IV Practical	- Capture Fishery & Biology of Fishes
6.	B02CMV0T02-	Complementary Course II (Theory)	- Plant Physiology
7.	B02CMV0P01-	Complementary Course II Practical	- Plant Physiology

(Practical Exams at the end of IInd Sem)

Semester III

1.	ZY3CRT03 -	Core Course III -	Animal Diversity - Chordata (Theory)
2.		Core Course III Practical	- Animal Diversity - Chordata
3.	ZA3VOT05 -	Vocational Course V (Theory)	- Fisheries Environment
4.		Practical III	- Fisheries Environment
5.	ZA3V0T06 -	Vocational Course VI (Theory)	- Fish Nutrition
6.		Practical IV	- Fish Nutrition
7.	B03CMV0T03 -	Complementary Course III (Theory)	- Angiosperm Taxonomy & Economic Botany
8.	B03CMV0P03	Complementary Course III (Practical)	- Angiosperm Taxonomy & Economic Botany

Semester IV

1.	ZY4CRT04 -	Core Course IV -	Research Methodology, Bio Physics & Bio Statistics (Theory)
2.		Core Course IV Practical	- Research Methodology, Bio Physics & Bio Statistics
3.	ZA4V0T07-	Vocational Course VII	- Reproductive Physiology & Endocrinology
4.		Practical V	- Reproductive Physiology & Endocrinology
5.	ZA4V0T08 -	Vocational Course VIII	- Micro Biology, Pathology & Post Harvesting Technology
6.		Practical VI	- Micro Biology, Pathology & Post Harvesting Technology
7.	B04CMV0T04 -	Complementary Course IV (Theory)	- Anatomy & Applied Botany

8.	B04CMV0P04-	Complementary Course IV (Practical)	- Anatomy & Applied Botany

(Practical Exams at the end of IVth Sem)

Semester V

1.	ZY5CRT05	Core Course V: Theory	Environmental Biology & Human rights
2.	ZY5CRP05	Core Course V: Practical	Environmental Biology & Human rights
3.	ZY5CRT06	Core Course VI: Theory	Cell Biology and Genetics
4.	ZY5CRP06	Core Course VI: Practical	Cell Biology and Genetics
5.	ZY5CRT07	Core Course VII: Theory	Evolution, Ethology & Zoogeography
6.	ZY5CRP07	Core Course VII: Practical	Evolution, Ethology & Zoogeography
7.	ZY5CRT08	Core Course VII: Theory	Human Physiology, Biochemistry & Endocrinology
8.	ZY5CRP08	Core Course VII: Practical	Human Physiology, Biochemistry & Endocrinology
9.	ZY5OPT01	Open Course	Vocational Zoology (Apiculture, Vermiculture, Ornamental Fish Culture)

Group activity and Field Study -
Report to be submitted in 6th Semester along with Project and Practical Exam

Semester VI

1	ZY6CRT09	Core Course IX: Theory	Developmental Biology
2	ZY6CRP09	Core Course IX: Practical	Developmental Biology
3	ZY6CRT10	Core Course X: Theory	Microbiology and Immunology
4	ZY6CRP10	Core Course X: Practical	Microbiology and Immunology
5	ZY6CRT11	Core Course XI: Theory	Biotechnology, Bioinformatics and Molecular Biology
6.	ZY6CRP11	Core Course XI: Practical	Biotechnology, Bioinformatics and Molecular Biology
7	ZY6CRT12	Core Course XII: Theory	Occupational Zoology (Aquaculture, Apiculture, Vermiculture and Quail Farming)
8	ZY6CRP12	Core Course XII: Practical	Occupational Zoology (Aquaculture, Apiculture, Vermiculture and Quail Farming)
9	ZY6CBT 04	Elective course	Nutrition, Health and Lifestyle Management
10	ZY6CRPRP	Project	Project Work

2. B.Sc Physics Programme

Semester I

1.	PH1CRT01	Core I(Theory)	-	Methodology & Perspectives of Physics
2.	PH2CRP01	Practical	-	Mechanics & Properties of Matter

3.	MM1CMT01	Complementary I	-	Mathematics-Partial Differentiation, Matrices, Trigonometry & Numerical Methods
4.	CH1CMT01	Complementary I	-	Chemistry-Basic Theoretical & Analytical Chemistry
5.	CH2CMP01	Chemistry Practical	-	Volumetric Analysis

Semester II

1.	PH2CRT02	Core II (Theory)	-	Mechanics & Properties of Matter
2.	PH2CRP01	Practical	-	Mechanics & Properties of Matter
3.	MM2CMT02	Complementary II	-	Mathematics- Integral Calculus & Differential Equations
4.	CH2CMT02	Complementary II	-	Chemistry - Basic Organic Chemistry
5.	CH2CMP01	Chemistry Practical	-	Volumetric Analysis

(Practical Exams at the end of IInd Sem)

Semester III

1.	PH3CRT03	Core III (Theory)	-	Optics, Laser and Fibre Optics
2.	PH4CRP02	Practical	-	Optics and Semiconductor Physics
3.	MM3CMT03	Complementary III	-	Mathematics - Vector Calculus & Analytic Geometry and Abstract Algebra
4.	CH3CMT03	Complementary III	-	Chemistry - Physical Chemistry 1
5.	CH4CMP02	Chemistry Practical	-	Physical Chemistry

Semester IV

1.	PH4CRT04	Core IV (Theory)	-	Semiconductor Physics
2.	PH4CRP02	Practical	-	Optics and Semiconductor Physics
3.	MM4CMT04	Complementary IV	-	Mathamatics - Fourier series, Laplace Transform & Complex Analysis
4.	CH4CMT05	Complementary IV	-	Chemistry - Physical Chemistry - 2
5.	CH4CMP02	Chemistry Practical	-	Physical Chemistry

(Practical Exams at the end of IVth Sem)

SEMESTER V

1	PH5CRT05	Core Course V: Theory	Electricity And Electrodynamics
2	PH5CRT06	Core Course VI: Theory	Classical And Quantum Mechanics
3	PH5CRT07	Core Course VII: Theory	Digital Electronics And Programming
4	PH5CRT08	Core Course VIII: Theory	Environmental Physics and Human Rights
5	PH5OPT02	Open course	Physics In Daily Life

SEMESTER VI

1	PH6CRT09	Core Course IX: Theory	Thermal and Statistical Physics
2	PH6CRT10	Core Course X: Theory	Relativity and Spectroscopy
3	PH6CRT11	Core Course XI: Theory	Nuclear, Particle Physics and Astrophysics

4	PH6CRT12	Core Course XII: Theory	Solid State Physics
5	PH6CBT03	Choice Based Course	Computational Physics

(Practical Exams at the end of VI semester)

1.	PH6CRP03	Electricity, Magnetism and Laser
2.	PH6CRP04	Digital Electronics
3.	PH6CRP05	Thermal Physics, Spectroscopy & C++ Programming
4.	PH6CRP06	Acoustics, Photonics & Advanced Semi-conductor Physics
5.	PH6PR001	Project Work & Industrial visit

3. B.Sc. Chemistry Programme

Semester I

1.	CH1CRT01	Core I (Theory)	-	General & Analytical Chemistry
2.	CH2CRP01	Practical	-	Volumetric Analysis
3.	CH1V0T01	Vocational I (Theory)	-	Industrial Aspects of Inorganic & Organic Chemistry
4.	CH2V0P01	Practical	-	Vocational Practical (Industrial inorganic Chemistry)
5.	MM1CMT01	Complementary I	-	Mathematics - Partial Differentiation, Matrices, Trignometry& Numerical Methods

Semester II

1.	CH2CRT02	Core II (Theory)	-	Theoretical & Inorganic Chemistry
2.	CH2CRP01	Practical	-	Volumetric Analysis
3.	CH2V0T02	Vocational II (Theory)	-	Chemical Industries & Industrial Aspects of Physical Chemistry
4.	CH2V0P01	Practical	-	Vocational Practical (Industrial inorganic Chemistry)
5.	MM2CMT02	Complementary II	-	Mathematics - Integral Calculus & Differential Equations

(Practical Exams at the end of IInd Sem)

Semester III

1.	CH3CRT03	Core III (Theory)	-	Organic Chemistry 1
2.	CH4CRP02	Practical	-	Qualitative Organic Analysis
3.	CH3V0T03	Vocational Paper 1	-	Unit operations in Chemical Industry
4.	CH4V0P02	Practical	-	Industrial Organic Chemistry
5.	CH3V0T04	Vocational Paper 2	-	Unit process in Organic Chemical Manufacturing
6.	CH4V0P03	Practical	-	Industrial Physical Chemistry
7.	MM3CMT03	Complementary III	-	Mathematics - Vector Calculus & Analytic Geometry and Abstract Algebra

Semester IV

1.	CH4CRT04	Core IV (Theory)	-	Organic Chemistry 2
2.	CH4CRP02	Practical	-	Qualitative Organic Analysis

3.	CH4V0T05	Vocational Paper 1	-	Instrumental methods of Chemical Analysis 1
4.	CH4V0P02	Practical	-	Industrial Organic Chemistry
5.	CH4V0T06	Vocational Paper 2	-	Instrumental methods of Chemical Analysis 2
6.	CH4V0P03	Practical	-	Industrial Physical Chemistry
7.	MM4CMT04	Complementary IV	-	Mathamatics - Fourier series, Laplace Transform & Complex Analysis

(Practical Exams at the end of IVth Sem)

SEMESTER V

1	CH5CRT05	Core Course V: Theory	Environment Ecology and Human Rights
2	CH5CRT06	Core Course VI: Theory	Organic Chemistry-III
3	CH5CRT07	Core Course VII: Theory	Physical Chemistry - I
4	CH5CRT08	Core Course VIII: Theory	Physical Chemistry - II
5	CH5OPT 01	Open course	Chemistry in Everyday Life
6.	CH6CRP03	Core Course : Practical	Qualitative InorganicAnalysis
7	CH6CRP04	Core Course : Practical	Organic Preparations and Basic Laboratory Techniques
8	CH6CRP05	Core Course : Practical	Physical Chemistry Practical
9	CH6PRP01	Project Work	

SEMESTER VI

1	CH6CRT09	Core Course IX: Theory	Inorganic Chemistry
2	CH6CRT10	Core Course X: Theory	Organic Chemistry-IV
3	CH6CRT11	Core Course XI: Theory	Physical Chemistry - III
4	CH6CRT12	Core Course XII: Theory	Physical Chemistry - IV
5	CH6CBT 02	Choice Based Course	Nanochemistry and Nanotechnology
6.	CH6CRP03	Core Course: Practical	Qualitative Inorganic Analysis
7	CH6CRP04	Core Course : Practical	Organic Preparations and Basic Laboratory Techniques
8	CH6CRP05	Core Course: Practical	Physical Chemistry Practical
9	CH6CRP06	Core Course: Practical	Gravimetric Analysis
10	CH6PR01	Project	Project & Industrial visit and comprehensive viva-voce

4. B.A. Economics Programme.

Semester I

1.	EC1CRT01	Core I	-	Perspectives & Methodology of Economics.
2.	HY1CMT01	Complementary I	-	Roots of the Modern World.

Semester II

1.	EC2CRT02	Core II	-	Micro Economic Analysis I
2.	HY2CMT03	Complementary II	-	Transition to the Contemporary World.

Semester III

1.	EC3CRT03	Core III	-	Micro Economic Analysis II
2.	EC3CRT04	Core IV	-	Growth & Economics of Development
3.	PS3CMT01	Complementary III	-	An Introduction to Political Science

Semester IV

1.	EC4CRT05	Core V	-	Macro Economics 1
2.	EC4CRT06	Core VI	-	Public Economics
3.	PS4CMT03	Complementary IV	-	Contemporary Global Politics

SEMESTER V

1	EC5CRT07	Core Course VII: Theory	QuantitativeTechniques
2	EC5CRT08	Core Course VIII: Theory	MacroEconomics-II
3	EC5CRT09	Core Course IX: Theory	EnvironmentalEconomics
4	EC5CRT10	Core Course X: Theory	IntroductoryEconometrics
5	EC5OPT01	Open course	Fundamentals of Economics

SEMESTER VI

1	EC6CRT11	Core Course XI: Theory	QuantitativeMethods
2	EC6CRT12	Core Course XII: Theory	InternationalEconomics
3	EC6CRT13	Core Course XIII: Theory	Money &Financial markets
4	EC6CRT14	Core Course XIV: Theory	Indian Economy
5	EC6CBT02	Choice Based Course	Business Economics

5. B.A. Political Science(Vocational Model II)

Semester I

1.	PS1CRT01	Core I	-	Methodology and Perspectives of Political Science
2.	PS1V0T01	Course I Voc	-	Introduction to Mass Communication
3.	PS1CMT06	Complementary I Voc	-	Foundations of Public Relations

Semester II

1.	PS2CRT02	Core II	-	Indian Constitution: Institutions & Process
2.	PS2V0T02	Course II (Voc)	-	History and Development of Journalism
3.	PS2CMT07	Complementary II (Voc)	-	Advertising: Theory and Practice

Semester III

1.	PS3CRT03	Core III	-	Issues & Political Process in Modern India
2.	PS3CRT04	Core IV	-	Political Thought : Indian Traditions
3.	PS3VOT03	Vocational III	-	News Reporting and Writing
4.	PS3CMT08	Complementary III	-	Foundations of Travel & Tourism

Semester IV

1.	PS4CRT05	Core V	- Introduction to Political Theory
2.	PS4CRT06	Core VI	- Political Thought : Western Traditions
3.	PS4CMT09	Complementary IV	- Emerging Trends in Travel & Tourism
4.	PS4V0T04	Vocational Course IV	- News Editing

SEMESTER V

1	PS5CRT07	Core Course VII: Theory	Theories and Principles of Public Administration.
2	PS5CRT08	Core Course VIII: Theory	Environmental Politics and Human Rights.
3	PS5VOT05	Voc Course V: Theory	Media and Society
4	PS5VOT06	VocCourse VI: Theory	Media and Polity
5	PS5OPT04	Open course	Human Rights in India
6		On the Job Training Project	

SEMESTER VI

1	PS5CRT09	Core Course IX: Theory	Methodology of Research in Political Science.
2	PS5CRT10	Core Course X: Theory	Introduction to International Relations.
3	PS6VOT07	Voc Course VII: Theory	Media Management
4	PS6VOT08	Voc CourseVIII: Theory	Introduction to Information Technology
5	PS6CBT01	Choice Based Course	India's Foreign policy.

6. B.Com. Programme Model I

Semester I

1.	C01CRT01	Core I	- Dimensions & Methodology of Business Studies
2.	C01CRT02	Core II	- Financial Accounting I
3.	C01CRT03	Core III	- Corporate Regulations & Administration
4.	C01CMT01	Common Core I	- Banking & Insurance

Semester II

1.	C02CRT04	Core IV	- Financial Accounting II
2.	C02CRT05	Core V	- Business Regulatory Frame Work
3.	C02CRT06	Core VI	- Business Management
4.	C02CMT02	Common Core II	- Principles of Business Decisions

Semester III

1.	C03CRT07	Core VII	- Corporate Accounts 1
2.	C03CRT08	Core VIII	- Quantitative Techniques for Business 1
3.	C03CRT09	Core IX	- Financial Markets & Operations
4.	C03CRT10	Core X	- Marketing Management

5. **Optional I**

C030CT01	- Finance & Taxation / Goods - Services Tax
C030CT02	- Computer Applications - Information Technology for Business (Theory)
C030CP01	- Computer Application - Information Technology for Business (Practical)
C030CT03	- Co-operation - Basics of Co-operation
C030CT04	- Travel & Tourism - Fundamentals of Tourism
C030CT05	- Marketing - Customer Relationship Management

Semester IV

1.	C04CRT11	Core XI	- Corporate Accounts 2
2.	C04CRT12	Core XII	- Quantitative Techniques for Business 2
3.	C04CRT13	Core XIII	- Entrepreneurship Development & Project Management

4. **Optional 2**

C04OCT01	- Finance Taxation / Financial Services
C04OCT02	- Computer Application - Information Technology for Office (Theory)
C04OCP01	- Computer Application Information Technology for Office (Practical)
C04OCT03	- Co-operation-Management of Co-operative Enterprises
C04OCT04	- Travel & Tourism - Travel and Tourism Infrastructure
C04OCT05	- Marketing - Services Marketing

SEMESTER V

1	CO5CRT14	Core Course XIV: Theory	Cost Accounting - 1
2	CO5CRT15	Core Course XV: Theory	Environment and Human Rights
3	CO5CRT16	Core Course XVI: Theory	Financial Management
4	CO5OCT01	Optional Course - 3: Theory	Finance and Taxation-Income Tax- I
5	CM05DAP01	Open course	Fundamentals of Accounting

SEMESTER VI

1	CO6CRT17	Core Course XVII: Theory	Cost Accounting - 2
2	CO6CRT18	Core Course XVIII: Theory	Advertisement and Sales Management
3	CO6CRT19	Voc Course XIX: Theory	Auditing and Assurance
4	CO6CRT20	Voc Course XX: Theory	Management Accounting
5	CO6OCT01	Optional Course – 4: Theory	Finance and Taxation-Income Tax- II
6	CO6PR01	Project and Viva	

B.Sc. Food Science and Quality Control

Semester I

	Chemistry Complementary	1(T)
	Mathematics Complementary	2 (T)
	Chemistry Practical	
1.	FS1CRT01	Basic Nutrition Core 1
2.	FS1CRT02	Basic Food Chemistry Core 2
3.	FS1CRT03	Methodology in the Discipline of Food Science Core 3

Semester 2

	Chemistry Complementary	3(T)
	Mathematics Complementary	4 (T)
	Chemistry Practical	
1.	FS2CRT04	Food Commodities Core 4
2.	FS2CRT05	Food Preservation Core 5
3.	FS2CRT06	Food Microbiology, Sanitation and Hygiene Core 6
4.	FS2OJP07	Industrial Training (OJT) Core 6

Post-Graduate Programme (2019 Admission)

7. M.Com

Semester I

1.	CM010101	- Specialised Accounting
2.	CM010102	- Organisational Behaviour
3.	CM010103	- Marketing Management
4.	CM010104	- Management Optimisation Techniques
5.	CM010105	- Methodology for Social Science Research

Semester II

1.	CM010201	- Advanced Corporate Accounting
2.	CM010202	- Human Resource Management
3.	CM010203	- International Business and Finance
4.	CM010204	- Quantitative Techniques
5.	CM010205	- Strategic Management

Semester III

1.	CM010301	- Strategic Financial Management
2.	CM010302	- Income Tax – Law and Practice
3.	CM010303	- Security Analysis and Portfolio Management
4.	CM800301	- Indirect Tax Laws (Group I)

Semester IV

1.	CM010401	- Advanced Cost and Management Accounting
2.	CM010402	- Income Tax-Assessment and Procedure
3.	CM800401	- Derivatives and Risk Management (Group 1)
4.	CM800402	- Personal Investment and Behavioural Finance (Group 1)
5.	CM010403	- Project Report
6.	CM010404	- Comprehensive Viva Voce

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
REVISED REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017

Preamble

Mahatma Gandhi University introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10,under Direct Grading System. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013,was introduced in the University from the Academic year 2013-14 onwards, under Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across the states insisted to introduce uniform grading system in the Universities. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2016-17 academic year onwards. The Academic Council held on 18th July 2016 resolved to postpone the implementation of the regulations and syllabi for UG Programmes and to implement from 2017-2018 academic year after detailed discussions with the experts and other stake holders. On the basis of the suggestions put forth by the joint meeting of Faculties and also based on the discussions and suggestions in the workshops conducted for the purpose, Chairpersons of various faculties submitted modified draft Regulations, Scheme and Syllabi and text books for various undergraduate Programmes and the Standing committee of the Academic Council at its meeting held on 5th May 2017 resolved to recommend to the Academic council to approve the modified Regulations, Scheme and Syllabi and text books for various undergraduate programmes. Hence it becomes necessary to issue modified Regulations as follows.

1. TITLE

1.1. These regulations shall be called "**MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017**"

2. SCOPE

2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.

2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.

2.3 Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.

2.4 The provisions supersede all the existing regulations for the Regular/Distance/Private Undergraduate programmes to the extent herein prescribed.

3. DEFINITIONS

3.1. 'Academic Week' is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

3.2. 'Choice Based Course' means a course that enables the students to familiarize the advanced areas of core course.

3.3. 'College Coordinator' is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.

3.4. 'Common Course I' means a course that comes under the category of courses for English.

3.5 'Common Course II' means additional language.

3.6. 'Complementary Course' means a course which would enrich the study of core courses.

3.7. 'Core course' means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.

3.8. 'Course' means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).

3.9. 'Credit' is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.

3.10. 'Department' means any teaching department in a college.

3.11. 'Department Coordinator' is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.

3.12. 'Department Council' means the body of all teachers of a department in a college.

3.13. 'Faculty Advisor' means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.

3.14. Grace Marks shall be awarded to candidates as per the University Orders issued from time to time.

3.15. 'Grade' means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/ Semester/Programme.

3.16. 'Grade Point' (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

3.17. 'Institutional Average (IA)' means average mark secured (Internal + external) for a course at the college level.

3.18. 'Open Course' means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.

3.19. 'Parent Department' means the department which offers core course/courses within an undergraduate programme.

3.20. 'Programme' means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.

3.21. 'Semester' means a term consisting of a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.

3.22. 'University Average (UA)'means average mark secured (Internal + external) for a course at the University level.

3.23. 'Vocational Course' (Skill Enhancement Course) means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.

3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

4.1 Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

5. DURATION

5.1 The duration of U.G. programmes shall be 6 semesters.

5.2 There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May.

5.3 The maximum continuous twelve semesters for successful completion of the programme shall be counted from the initial admission of the student to the first semester of the programme, irrespective of readmission.

6. REGISTRATION

6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.

6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within 45 days from the commencement of the Semester.

6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

7.1. The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course(s), (c) Complementary/Vocational Courses, and (d) Open Course.

7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/Programme, only F grade will be awarded for that Semester/Programme until he/she improves this to D Grade or above within the permitted period. (See Clause 5.3)

7.5. The betterment chance can be availed for semester or semesters of one's choice. In such cases, one has to appear for external examinations of all the courses of that particular semester(s). There is no provision for betterment of internal evaluation marks as well as marks for practicals/projects/viva/on the job trainging.

7.6. Students who take readmission as per CBCS regulation 2017 shall appear for internal and external examinations of all theory and practical courses of previous semesters which he/she had completed under CBCSS regulations 2013.

7.7. The Practical examinations of such programmes, for which the syllabus provides for conducting the examinations in all semesters, shall be conducted accordingly. Where practical examinations are conducted in odd semesters as a separate course, the mark shall be 80 for external evaluation and 20 for internal evaluation. The marks for internal evaluation in such cases are as per clause 11.2 (d).

8. PROGRAMME STRUCTURE

Model I BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary/Vocational courses including Project	95
f	Open Course	3
g	Minimum attendance required	75%

Model II BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	16
d	Credits required from Common Course II	8
e	Credits required from Core + Complementary + Vocational Courses including Project	93

f	Open Course	3
g	Minimum attendance required	75%

Model III BA/B.Sc./B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	8
d	Credits required from Core + Complementary + Vocational Courses including Project	109
e	Open Course	3
f	Minimum attendance required	75%

9. EXAMINATIONS

9.1 The evaluation of each paper shall contain two parts:
(i) Internal or In-Semester Assessment (ISA)
(ii) External or End-Semester Assessment (ESA)

9.2. The internal to external assessment ratio shall be 1:4. Both internal and external marks are to be rounded to the next integer. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

Percentage of Marks	Grade Grade	Point
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

10. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula:-

CP = C × GP, where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

SGPA = TCP/TC, where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

CGPA = TCP/TC, where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

GPA = TCP/TC, where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course.

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be

done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

11.1 For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

11.2 For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

a) Marks of external Examination : 60

b) Marks of internal evaluation : 15

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2 x 4)	8
Total	15

(c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal evaluation of Practical	Marks
Attendance	2
Test paper (1 x 4)	4
Record*	4
Total	10

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge. All three components of internal assessments are mandatory.

(d) For Practical Examinations conducted in odd Semesters as a separate course, where marks for external evaluation is 80 and marks for internal evaluation is 20.

Components of Internal Evaluation	Marks
Attendance	4
Test paper(2x4)	8
Record	8
Total	20

11.3 For projects

a) Marks of external evaluation : 80
b) Marks of internal evaluation : 20

c)

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 – 89	4
80 – 84	3
76 – 79	2
75	1

(Decimals are to be rounded to the next higher whole number)

For programmes having on the job training courses (OJT), if there is no external evaluation and the marks are to be awarded fully by internal examiners, the total marks of 100 shall be divided into 20:80 similar to the other courses.

13. ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

14. SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

15. INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

15.1 Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member -secretary.

15.2 The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

15.3 The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

16. External Examination

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

16.1 Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co -curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

16.2 All students are to do **a project in the area of core course.** This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the **II** semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

16.3 There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/improvement for other semesters the students can appear along with the next batch.

16.4 A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

16.5 A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

16.6 A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

17. All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

18. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

19. RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

Pattern of questions Papers

(a) **Without practical**

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
	Total			80

(b) **With practical**

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	10
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
	Total			60

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will decided by the concerned Board of Studies/Expert Committees.

20. MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information:

(a) Name of the University

(b) Name of the College

(c) Title & Model of the Undergraduate Programme

(d) Name of the Semester

(e) Name and Register Number of the student

(f) Date of publication of result

(g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.

(h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.

(i) The total credits and total credit points in the semester.

(i) Semester Grade Point Average (SGPA) and corresponding Grade.

(k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.

(l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

20. There shall be **3 level monitoring** committees for the successful conduct of the scheme. They are -

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice -Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

21. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

22. The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

GENERAL RULES OF DISCIPLINE

With their enrolment in the College, the students have to abide by the rules and regulations of the College framed in accordance with the norms set by the Government, the University and the Authorities of the College.

Students are expected to observe these rules strictly

- The Principal is the supreme authority in the college. He is entitled to suspend, dismiss or take any punitive measures against the misconduct of students.
- The College begins with a prayer everyday recited on the public address system. Students are expected to stand wherever they are and participate silently in the prayer.
- Students should be prompt and punctual.
- Students should dress modestly and use decent language in their communication.
- Every student should handle College property with care. He/she should keep the classroom clean and tidy. Students found guilty of writing or scribbling on the walls of any building of the College should be punished.
- Students should not enter or leave a class when a session is in progress without the permission of the teacher.
- Mobile phones are strictly banned inside the College campus. In the event of any violation of the above rule, a fine of Rs. 500/- will be levied as penalty. If repeated by the same student the Principal or the teachers empowered will seize the phone.
- Smoking, consuming alcohol, ragging, eve-teasing, using abusive language and other anti-social activities are strictly prohibited.
- Without the previous sanction of the Principal, the students are not permitted;
  (a) to convene or attend meetings of any kind in the College campus.
  (b) to make use of megaphones and loud speakers in the campus.

(c) to collect subscription of any kind

(d) to stick notices anywhere on the College campus.

(e) to invite persons who are not approved of by the Principal and the Heads of Departments.

(f) To distribute any kind of food or beverages within the College premises.

- Photo identity cards will be issued to all students in the College. He/she is expected to wear it during working hours in the College. A student who is unable to produce his/her ID card on demand should be reprimanded and fined.

EXCERPTS FROM KERALA RAGGING PROHIBITION ACT - 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998ലെ കേരളാ റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേയ്ക്കായി താഴെക്കൊടുക്കുന്നു.

2 (ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാകാൻ സാദ്ധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ ഭയപ്പാടോ അപമാനമോ ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്ന് അർത്ഥമാകുന്നതും അതിൽ

1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ

2) ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.

3) ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റേയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

4) റാഗിംഗിനുള്ള ശിക്ഷ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാംഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും

കുറ്റ സ്ഥാപനത്തിന്മേൽ രണ്ടുവർഷം വരെ ആകാവുന്ന കാലയളവിലേയ്ക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെ ആകുന്ന പിഴ ശിക്ഷക്കുംകൂടി വിധേയനാക്കേണ്ടതുമാണ്.

5) വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേയ്ക്ക് മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

6) വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യൽ : (1) മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ അതതു സംഗതിപോലെ മാതാപിതാക്കളോ രക്ഷകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിൻഡറെ മേധാവി പരാതി ലഭിച്ച് ഏഴ് ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും പ്രഥമ ദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേയ്ക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്. (2) 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഈ കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതും ആകുന്നു.

7) കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെ യുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

പരാതികൾ ആന്റി റാഗിംഗ് സെല്ലിന്റെ താഴെപ്പറയുന്ന ഫോൺ നമ്പറുകളിൽ അറിയിക്കാവുന്നതാണ്.

ANTI RAGGING CELL

1.	Dr. Rajumon T. Mavunkal (Principal)	9447797029
2.	Smt. V.T. Anie (Convener)	9400535008
3.	Sri. Payas Varghese	9447244189
4.	Dr. Tomy Joseph (HoD Eco)	9744906955
5.	Dr. Tomy Joseph (Physics)	9447910490
6.	Dr. Gimson D. Parambil	9447378244
7.	Dr. K.J. Abraham	9895848755
8.	Sri. Roy Mathew	9539489002
9.	Anti-Ragging Helpline Number	18001805522

THE PROCEDURE FOR IMPOSITION OF PUNISHMENT

a) The Principal of the College shall be the disciplinary authority in respect of the students in the College.

b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal perceives that there is prima facie enough material in the allegation against the delinquent student/class, he shall immediately pass an order suspending the student/students from the College.

c) If the Principal thinks that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council, the Principal shall appoint a competent teacher or a team of teachers to enquire into the matter and to submit the report at the earliest.

d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all parties and shall submit a report to the Principal. Based on the report, the Principal shall take appropriate action, which he deems fit, including the imposition of the following punishments.

1. Imposition of fine.

2. Issuance of compulsory transfer certificate.
3. Dismissal from the College.

In the event of imposition of fine, dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

STUDENTS' GRIEVANCES REDRESS CELL

There is a Students' grievances redress cell in the College constituted under the chairmanship of the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the Secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken to frame guidelines or general instructions or directions for the maintenance of peaceful atmosphere in the campus.

SC/ST Grievances Cell

There is a SC/ST grievances cell in the College constituted under the chairmanship of the Principal. The committee shall consist of three teachers nominated by the College Council.

Right to Appeal

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

GOVERNMENT OF KERALA
HIGHER EDUCATION (G) DEPARTMENT

Higher Education - Rules and Regulations for the Smooth Functioning of the Campus (extracts)

No. 26433/GI/15/H.Edn. Dated,Thiruvananthapuram, 12.10.2015.

- All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the College.
- Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convenor, and HoDs and Discipline Committee members.
- All students have to wear identity tag in the College.
- No type of vehicles should be used during celebrations inside the College campus.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- If any complaint is received from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus etc., steps will be taken as per the rules in force.
- CCTV Cameras will be installed in selected common places.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms in any case.

- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside the campus.
- No type of fund raising from the students should be permitted, as thesepractices lead to extortion and misuse of funds.
- Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus.
- In the interest of security of students, police may be informed in advance about all festival celebrations.
- For all students' programmes in the campus, presence of teachers is mandatory.

ANTI NARCOTIC CLUB

The College and the Department of Excise, Vaikom have jointly constituted an Anti Narcotic Club in the campus. It aims at creating an awareness among students against substance abuse and alcoholism which act as canker worm eating into the vitality and vigour of our youth. The Circle Inspector of Excise, Vaikom is the Chairman and Smt. V.T. Anie & Sri. V.N. Bibu are the Convenors.

Members : Sri. Maju T.M. (Excise Inspector, Vaikom), Smt. Sheeja Haridas (Ward member, Thalayazham), Sri. Bestine C. Michael (Physical Director), Sri. Raveendran (P.T.A. Member), Mr. Sooraj U.T., Ms. Divya Rose (Students representatives)

THE COLLEGE LIBRARY

Rules and Regulations

1. All members of the staff and students are members of the college library.
2. All users must bring their College Identity card when they visit library.
3. All users must read their identity card in the e-gate facility during their entry and exit to the library.
4. The library will be open from 9.15 am to 4.30 pm on all working days.

5. One notebook/sheets of paper may be taken inside the library for note taking. No printed materials are allowed inside the library.
6. Personal belongings may be kept in the property shelf kept outside the library.
7. A silent/calm atmosphere should be maintained within the library and its premises.
8. Our library is an open access library. Books in Lending Section can be borrowed by the user after circulation counter procedures.
9. Library is providing OPAC (Online Public Access Catalogue) facility through which users can search their needed books by themselves.
10. Reference books and periodicals cannot be borrowed .However, back volumes of magazines, journals or reference books (in special circumstances) may be granted for overnight issue. But the user should return it in the next working day morning itself. Failing this may cause cancellation of library membership.
11. Users should maintain the library documents in good condition without scribbling, dampening etc.; failing which may cause replacement of the same book or fine payment as per government rules.
12. A user have to examine the condition of the book thoroughly if there is any damage before borrowing the book from the library and notify the defect to the staff in the circulation counter. Otherwise user will be responsible for the damage of the book .
13. Damaged books will not be issued.
14. A UG student can borrow 3 books maximum at a time and a PG student can borrow 5 .Teachers can borrow 10 books at a time. Non teaching staff can also take 3 at a time.
15. The period of loan is 14 days for students and 30 days for teachers. The date of return will be marked on the date label inside the book. A Failure to return on the recorded date will have to pay a fine of Rs.1 per day. However if there is any government orders to relax fine amount in the library for a particular period, it will be applicable in our library also.
16. The fine accumulated will be collected when the time of issuing Transfer Certificate/Leaving Certificate/No Dues Certificate from the College.
17. Though a library book is issued to any borrower category, College Librarian has the discretion to recall the book at any time. College Librarian can also cut down the loan period of a high demand book.

18. If a book is lost or missing the user has to report it to the College Librarian immediately and the user has to replace the same book or pay the fine by a stipulated time decided by the Principal. If one volume/issue in a set of books/journals is lost by a user, he/she has to replace the whole set. If the user can replace the same copy of same edition, it will be accepted. As per the government rules the fine will be as follows:

Books published after 1980	= 3 times the cost of the book
Books published in between 1950 – 1980	= 6 times the cost of the book
Books published before 1950	= 10 times the cost of the book
Rare books	= as decided by the Principal according to its relevance

19. Queue system should be maintained in the Circulation Counter for issue and return of books.
20. A library user (staff /Student) has to obtain a 'No Dues certificate' from the library or a sign from the College Librarian in the 'No Dues form' issued from the College Office at the time of leaving the institution.
21. Users are requested to return all the books borrowed from the library before March 31 of every year. A notice and Library Defaulters list will be displayed in the library notice board to return the books by March 1st week.
22. Students are expected to maintain discipline in the library and should give respect to the library staff.
23. College Librarian has the right to suspend the use of library for a user in consultation with Principal for a particular time as a disciplinary action.
24. The Library Committee has the right to amend or add Library Rules at any time of the academic year.

FEE REGULATION

1. Tuition fees are to be paid at the commencement of each semester. Special fees will be collected along with the first instalment.
2. If a student fails to pay the fee on the due date, a fine of Rs.5/- will be levied in addition for the next 7 days and Rs.10/- after the seventh day of default. If the 7 th day happens to be a holiday the next working day will be considered as the 7 th day.
3. If the fees and fines of an instalment are not paid at the last opportunity, the name of the student will be removed from the rolls of

the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance thereafter. If the student is to be readmitted he/she has to apply for special permission from the Principal and also remit all the arrears of fees with fine. The readmitted students will get the benefit of attendance only from the date of readmission.

4. If a student studying for any course in Arts & Science College leaves with T.C. and is admitted in another similar College, in the state, he/she shall pay the fees for the term only in one College. He/she should produce the receipts and certificates of remittance obtained from the College which he/she is leaving to the College where he/she is admitted. However, special fees and caution deposits will have to be paid again at the new College.

5. Absence with or without leave from the College shall not be an excuse for non payment of fees.

6. Students who are admitted for a semester for making up shortage of attendance, should pay the tuition fees for the semester together with full special fees and caution deposit at the time of admission.

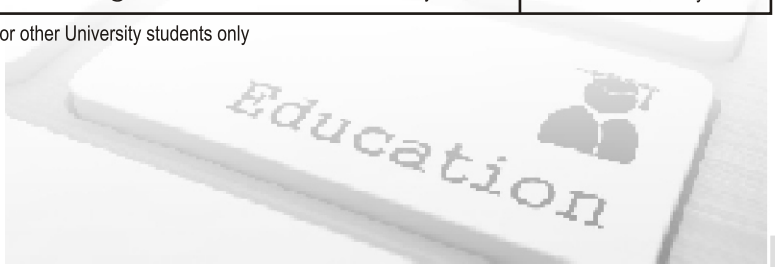
7. Every student is liable to pay the prescribed fee for the whole semester during any part of which his/her name is on the rolls of the College. In case of students admitted late after the commencement of the academic year the fees for the preceding months, if any, must be collected at the time of admission.



Break up of Fee Schedule for 2021 - 2022

	U.G. Programme				P.G. Programme		
Sl. No.	Particulars	First Sem	Third Sem	Fifth Sem	First Sem	Third Sem	
1	Admission	80	0	0	160	0	
2	Matriculation	250	0	0	*265	0	
3	Student Affiliation	550	0	0	750	0	
4	Students welfare	30	35	35	30	35	
5	Uty. Union	50	55	55	50	55	
6	Uty. Sports affiliation	210	210	210	210	210	
7	Sports affiliation College	105	105	105	105	105	
8	S.A.F.	10	10	10	10	10	
9	Insurance	23	23	23	23	23	
10	Library	105	105	105	105	105	
11	Athletics	105	105	105	105	105	
12	Calendar	35	35	35	35	35	
13	Stationery	55	55	55	55	55	
14	Magazine	55	55	55	55	55	
15	Association	55	55	55	55	55	
16	Medical Inspection	10	0	10	10	10	
17	Audio Visual	30	30	30	30	30	
18	Women Study	10	10	10	10	10	
19	Caution Deposit	360	0	0	600	0	
20	Lab Fee (Phy, Chy)	420	420	265			
21	Lab Fee (Zoology)	580	580	420			
22	Lab Fee (Food Science)	580	580	420			
II	**Tution Fees** Tuition @Rs. 1050/- has to be remitted for each year				Tuition @Rs. 1890/- has to be remitted for each year		

* For other University students only



ISSUE OF CERTIFICATES

Students requiring certificates of Transfer, Character and Conduct, Course, Marks, Identification etc. should submit an application to the Principal, stating the Name, Year of study, Class Number, Semester and Subject. They are advised to give a notice of 48 hours prior to the issue of certificates.

TRANSFER CERTIFICATE (T.C)

No T.C. will be issued to those who owe any dues to the College. No fee will be levied from those who apply for T.C. within one year after leaving the College. A fee of Rs. 15/- will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the College. An additional fee of Rs. 30/- will be levied from those who apply for duplicate copy of T.C. Duplicate copy will be issued only on production of the certificate issued by a Judicial First Class Magistrate stating the irrecoverable loss of the original T.C. Every student should take his/her T.C. at the end of the course and the same when admitted to the next course.

COURSE AND CONDUCT CERTIFICATE

Certificates like 'Course and Conduct' certificate and Transfer Certificate will be issued only after books borrowed from the Library are duly returned and equipment in the concerned laboratories are kept in good condition. A certificate of good character is a testimonial a student should earn. This will be issued only after the concerned authority testifies his/her character.

ATTENDANCE AND LEAVE

The College has set the regulations for attendance in accordance with the rules issued by the University. They are as follows

- A student will be permitted to register and appear for the semester examination only if he/she secures not less than 75% attendance in the respective semester.
- Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a

semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

- Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/ attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
- Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.
- Attendance shall be marked at the beginning of each class -lecture, practical or tutorial, by the teacher concerned.
- Students shall occupy their seats before attendance is taken. Late comers can enter the classroom only with the permission of the teacher.
- Absence of two periods a day shall be considered an absence for a whole day, and absence of one period for half day.
- Application for leave should be forwarded to the Principal through the class warden. It should be countersigned by the parent or guardian.
- Application for leave should be made in advance or on the very day of return
- Disciplinary action will be initiated against those who repeatedly absent without sufficient reason
- A student absenting himself without leave for more than 10 consecutive working days will have his/her name removed from the rolls and he/she will have to pay all College fees due before he/she is readmitted.
- Students participating in sports and games or any other College Union activities should get prior sanction from the Principal on prescribed form recommended by the concerned Head of the Department or Teacher -in-charge.
- The responsibility of making sure that he/she has the required attendance rests only with the student.

Compliance with these rules make a student eligible to appear for the End Semester Examination.

STUDENT SUPPORT SERVICES

Value Education

Value education replaces the traditional, moral instruction classes. Value education aims at making the students aware of the values they should cherish and helps them to live upto those values. We have worked out a system for conducting value education classes for the students.

Study skills

During the first week of the academic session, an extensive programme on study skills and personality development is given to the students. This is a one day programme. Follow-up action of this is done through periodical seminars, workshops etc.

Retreat for staff and students

A three- day renewal programme for all the staff of the college is regularly arranged. A two-day life orientation and spiritual renewal programme for all the students usually in different groups, is conducted every year.

Career and Placement Cell

A Career Centre cum Library is functioning in the College from 1996 September onwards. It has a number of books, periodicals, magazines and journals specializing in employment news and information relating to career opportunities. Besides the centre provides career guidance seminars and placement assistance to the students. Student volunteers also are actively involved in the running of the centre. This is the most frequently visited section of the College by the inquisitive students and staff.

Entrepreneurship Development Club (ED Club)

The aim of the Entrepreneurship Development Club is to inculcate entrepreneurial culture among students to equip them with the skills and techniques to acclimatize them with the future challenges. The motto of the club is to develop business skills to achieve success in new ventures they undertake. Regular interaction with entrepreneurs and industrial visits will be the main activities of the club.

Jesus Youth (JY) / Campus Ministry

Jesus Youth is an organization for developing creative leadership among the students. All the catholic students of the College are the members of the JY and all the catholic members of the staff are its honorary members.

1. The Principal is the ex- officio Patron of JY. There shall be a Director nominated by the Principal from among the Catholic members of the staff. There shall be a Unit President, Vice-President, Secretary, Joint Secretary and a Treasurer selected by the students. These members will be the managing committee of JY.

2. The Unit President shall, with the guidance of the Director, arrange camps, seminars, lectures and other programmes on religious and social issues of special interest, to the students. The Secretary in association with the President, shall see to the proper conduct of the affairs of the organization and prepare the minutes of the meeting and present the Annual Report.

Women's Cell

The women's Cell started functioning in the College with the exclusive aim of enabling the lady students to grow and develop by giving training to them in personality development, career orientation, home management, etc. It is an operational wing in the college of the All India Association for Christian Higher Education, (AIACHE), New Delhi.

The objectives of the women's Cell include the overall development of the personality of the lady students in the College through:

1. Awareness of their equal rights and privileges and responsibility in building up the society.
2. Cultivating in them a deeper interest in the cultural heritage of our country.
3. Bringing out the best in them by providing opportunities in the form of discussions, seminars, symposia, exposure programmes, leadership camps and workshops, taking up projects in related issues, study tours etc.

4. Above all, developing leadership qualities in them. Membership for the women's forum is open to all students in the College. Those of them who are interested in pursuing the above objectives may enroll themselves as members. The forum functions under the overall guidance of the Principal under a Director and a team of advisors. The Principal appoints the staff co-ordinator and the team members.

NATIONAL CADET CORPS

The National Cadet Corps (NCC) gives opportunities for military training and social service to College students without imposing in them any obligation for active military service.

The objectives of NCC are:-

1. To develop character, comradeship, ideals of service and capacity for leadership in the youth.
2. To provide service training to the students so as to stimulate interest in the defence of the country.
3. To build up potential officers for the defence of the country in a National Emergency.

The immediate benefit of NCC training is the improvement in physical and mental capacity, cultivating a sense of pride in smart turn out and bearing, fostering a sense of discipline and responsibility, developing a social personality, an aptitude for leadership and inculcation of the principles and values of military service.

Members of the organisation have definite obligation for attending training programmes. Their attendance at weekly parades held during the academic year is compulsory. Parades will cease three weeks before Annual Vacation.

Eligibility conditions for Certificate Examinations

1. 'B' Certificate.

a) The cadet must have attended a minimum of 75% of total training period laid down in the syllabus for the first year.

b) Must have attended one Annual Training Camp/N.I.C.

2. 'C" Certificate

a) The cadet must have qualified 'B' certificate

b) The cadet must be in second year of SD/SW N.C.C. training.

c) The cadet must have attended a minimum of 75% of the periods of 2nd year syllabus.

d) Must have attended two A.T.C.s

Weightage of marks to eligible cadets for admission to various courses in Universities of the State of Kerala is as follows.

Degree	:	10 marks
PG course	:	15 marks
BEd	:	05 marks
TTC	:	10 marks

All cadets joining the N.C.C. will have to remit a sum of Rs.14/- and Rs.4/- towards membership fee for first year and second year respectively to the N.C.C. Welfare Society.

Grace Grade Points for NCC

S.No.	Activity	Maximum
A	Ek Bharath Shresth Bharath Camp (EBSB)	6%
B	Republic Day Camp/IDC	8%
C	All Centrally Organised Camps like NIC, BLC, ALC, TSC NSC, VSC, Trekking, Adventure, Mountaineering camp AAC, SSC, IGC and Sports and Games at Delhi	6%
D	C-Certificatre B-Certificate	5% 4%
E	NCC Weightage/Equivalency Certificate	3%
F	YEP	9%
G	75% Attendance	3% Yearly
H	10 Days annual training camp	3%
I	Pre RDC	5%
	Maximum	**15%** **(A year)**

NATIONAL SERVICE SCHEME (N.S.S.)

The Government of India introduced the National Service Scheme in Colleges and Universities in the year 1971-72. The Universities in Kerala implemented NSS programme from 1976-77. The first NSS unit of our college started functioning in 1983. We have sanction for two units in the college.

The aim of NSS is to educate the students through community service and enrich their personality and deepen their understanding of the social environment in which they live. The more specific objectives of the NSS are to arouse in the students a social commitment towards nation building and to provide them opportunities to work with people for community development.

Although admission to the Scheme is voluntary, once a student opts for it, it will be compulsory for him/ her to complete the minimum 120 hours in a year in the scheme activities. Hence they should be prepared to utilize their holidays and vacations for field work whenever required. The NSS volunteers who complete the minimum requirements for two consecutive years will be given a certificate from the University signed by the Vice Chancellor. The holders of such certificates are eligible to get weightage of marks at the time of admission to any course of study.

SPORTS AND ARTS CLUB

The College provides facilities for various sports and games and encourages participation at various levels under the guidance of the Physical Education Department. The College Union under the guidance ofthe staff advisor conducts Arts Festival and other Union activities which provide a good platform for the students to exhibit their innate talents at various levels.

Parent Teacher Association (P.T.A.)

There is a very active Parent Teacher Association in the college. The executive committee has taken upon themselves the responsibility of providing amenities to the students in the college and to assist the college administration for the proper running of the college. Every parent or guardian becomes a member of the Association when their wards are admitted in the college. The office bearers are elected annually in the general body meeting.

In Semester Examinations

1. At least one internal test-paper is to be attended in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for two years and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.
2. After each Examination, a particular day is fixed for the interaction of teachers with the parents. Every student has to come to the college along with the parent and meet the class teacher concerned. The class teacher will hand over the progress report directly to the parent in the presence of their wards. The class teacher will instruct the parent and student to meet all the teachers. After meeting all the other teachers and if required by the Principal, the parent has to meet the class teacher again and return the signed counter foil of the Progress Report to the class teacher.
3. Students are not allowed to absent themselves from examinations, test papers, compositions and internal assignments.

REMEDIAL COACHING

Academically challenged students are identified after conducting an entry level test and they are given additional support outside the class hours to build up their confidence and also to prepare them to face the examination with the right aptitude and attitude.

MUSIC CLUB

The music club inspires and encourages the gifted students to delve deep into this genre. It enlivens the spirit of music in students.

St. XAVIER'S INSTITUTE OF INFORMATION TECHNOLOGY (XIIT)

St. Xavier's Institute of Information Technology (XIIT) is a sister concern of St. Xavier's College Vaikom. It is an authorised training centre of Kerala State Rutronix and has been established with the assistance of University Grants Commission. Institute offers courses like PGDCA, DCA, Tally, Web Designing, Photoshop and Certificate in Computing. All the courses are approved by the Government of Kerala and the Kerala Public Service Commission. The I.T. Lab is equipped with latest PCs, LCD Projector, Printer and Broadband connectivity.

ENGLISH CLUB

This programme is designed to develop the communicative skills of the students and also to enrich their vocabulary. Staff Co.ordinators of the programme are Smt. Merine John & Sri. P.C. Ravisankar.

GRIEVANCE REDRESS CELL

Growth and development entail mistakes and corrections. Forgiving and forgetting are essential for peaceful life in society. Redressall cell is functioning in the College to settle grievances of students. It has a three tier system as follows.

Tier I Class Teacher
Tier II Head of the Department
Tier III Principal with the G.R. Cell

Any matter of dispute, complaint, act of indiscipline. etc. are submitted first to the class teacher of the student concerned. If justice is denied there, he/she shall approach Tier II and finally Tier III. The decision of the Principal shall be final.

In the case of Internal Assessment marks

Tier I Head of Department concerned
Tier II Principal with Dept. Head concerned
Tier III Vice Chancellor of the University with team of experts.

INTERNET

The College has broadband internet facility spread over eight terminals connected by LAN. Students and members of the staff can have access to various web sites including the best libraries across the globe through the internet. The College Library provides INFLIBNET facility to students and staff.

PHOTOSTAT

A Photocopier is installed in the College Library. Staff and students can have copies of their documents at reasonable rates.

POOR STUDENTS AID FUND

A committee is constituted with Principal as the Chairman to monitor and assist the students who are financially weak to meet the demands and requirements of higher learning. Dr. C.P. Hareendran is the Convenor of the committee and all the Heads of the Departments, its Ex-officio members .

MENTORING SYSTEM 2021-2022

The campus is the student's second home and the class teacher is his/her second guardian, who plays a vital role in the all-round performance of the students. The College with all its infrastructure is primarily meant for the integral formation of the students, the most precious possessions of the College. The class teacher ensures personal care, attention, guidance, counselling, evaluation and assessment of each student in the class entrusted to his/her overall supervision and direction.

The duties of the class teachers / Mentors :-

1. To know personally each student of the class.
2. To pay personal care in the formation and personality development of the students.
3. To share psychological problems of the learners and to apply remedial measures. The psychological problems are tackled with the help of the Counseling Department.
4. To share problems of students related to their studies and suggest measures to solve them.
5. To encourage good teacher-student relationship. The class teachers will guide and advise the students ensuring good behaviour on the campus.

B.Sc. Physics	I and II Semester	- Dr. Tomy Joseph
	III and IV Semester	- Dr. C.C. Bijumon
	V and VI Semester	- Ms. Jismi George
B.Sc. Zoology	I and II Semester	- Smt. Blessy V. Rajan
	III and IV Semester	- Smt. T. Rajalekshmi
	V and VI Semester	- Dr. Saritha Ramachandran
B.Sc. Chemistry	I and II Semester	- Smt. Subi Joseph
	III and IV Semester	- Ms. T. Sharika
	V and VI Semster	- Smt. Saju Daniel
B.A. Economics	I and II Semster	- Smt. Litty Thomas
	III and IV Semster	- Dr. Winson Thomas
	V and VI Semester	- Dr. Tomy Joseph
B.A. Politics	I and II Semester	- Ms. Parvathi Chandran
	III and IV Semester	- Ms. V. Ancy Davis
	V and VI Semester	- Sri. V.N. Bibu
B.Com	I and II Semester	- Dr. Mathew Abraham
	III and IV Semster	- Dr. Athena Joy
	V and VI Semester	- Smt. T.A. Anju
M.Com	I and II Semester	- Dr. Titto Varghese
	III and IV Semster	- Sri. Joseph Abey

DUTY ASSIGNMENT AMONG THE STAFF 2021-2022

1	IQAC Co-ordinator	: Dr. Tomy Joseph (Physics)
2	Staff Secretary	: Sri. P.C Ravisankar
3	Information Officer	: Dr. Gimson D Parambil
4	Addl. Chief Supt.& Anti-Ragging Cell Convenor	: Smt. V.T Anie
5	Returning Officer & Secy Co-op. Society	: Dr. Gimson D Parambil

6	Staff Advisors to Union	: Dr. Tomy Joseph (Eco.) & Smt. T.A Anju/ Smt. Blessy V. Rajan
7	PTA Secretary	: Dr. C.C Bijumon
8	NCC Officer	: Lt. Roy Mathew
9	NSS Programme Officers	: Dr. T. Sharika & Sri. Joseph Abey
10	Calendar, Web Co-ordination, President - Co-op. Society & Video Conferencing Nodal Officer	: Sri. V.N Bibu
11	Staff Editor	: Smt. Merine John
12	Planning & Purchase Committee	: Dr. Tomy Joseph (Physics)
13	Internal Assessment, RUSA, UGC &PFMS Co-ordination	: Dr. K.J Abraham
14	In-semester Exams	: Dr. Sarita Ramachandran
15	Scholarship Nodal Officers	: Smt. T.A Anju & Dr. Athena Joy
16	Admissions Nodal Officers 2021-22	: Dr. C.C Bijumon, Sri. P.C Ravisankar & Sri. Bibu V.N.
17	Career & Placement Cell	: Ms. Parvathi Chandran & Ms. Amala Joseph
18	Open Course Co-ordinator	: Smt. Blessy.V. Rajan
19	Women's Cell Co-ordinators	: Smt. Subi Joseph & Smt. Blessy V Rajan
20	Entrepreneurship Development Club Co-ordinators	: Smt. Saju Daniel & Dr. Athena Joy
21	Walk-With-a Scholar Co-ordinator	: Sri. Bibu V.N.
22	Scholar Support Programme Co-ordinator	: Smt. Amala Joseph
23	Discipline Committee Convenor	: Dr. Tomy Joseph (Eco)
24	ASAP Co-ordinator	: Smt. T Rajalakshmi
25	Attendance Co-ordinator	: Smt. Litty Thomas
26	IGNOU Co-ordinators	: Ms. Parvathi Chandran & Dr. Titto Varghese
27	AISHE & Higher Education Council Affairs Co-ordiantion	: Dr. Winson Vallyanal
28	NIRF &Unnat Bharat Abhiyan Co-ordinator	: Ms. V. Ancy Davis
29	XIIT Convenors	: Dr. Mathew Abraham & Dr.C.C. Bijumon
30	ISRO, BSNL, Solar Energy & Weather Station Co-ordination	: Dr. C.C. Bijumon
31	YIP Nodal Officers	: Smt. A.G Rekha & Ms. V. Ancy Davis

32. MOOC Co-ordinators : Dr. Subi Joseph & Mrs. Saju Daniel
33. Counseling Cell Convener : Mrs. Saju Daniel
34. Institution Innovation Council
    President : Dr. Mathew Abraham
    Convener : Dr. Winson Vallyanal

OFFICE BEARERS OF VARIOUS COMMITTEES, CLUBS AND FORUMS

NAAC Re-Accreditation Committees

1. Internal Quality Assurance Cell (IQAC)

IQAC is a body proposed by the University Grants Commission (UGC). As per the UGC guidelines every higher education institution should have an internal quality assurance system with appropriate structure and process. IQAC is conceived as a mechanism to build and ensure a quality culture in the college. It is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the college.

Chairman : Dr. Rajumon T Mavunkal (Principal)
Manager : Rev. Fr. JoshyVezhaparambil
Co-ordinator : Dr. Tomy Joseph (Physics)
Members : Dr. Gimson D Parambil
Sri. Payas Varghese
Dr. Tomy Joseph (Economics)
Sri. P.C Ravisankar
Dr. K.J Abraham
Sri. Roy Mathew
Sri. K. Jose Joseph
Sri. K.S. Baby
Dr. Sarita Ramachandran
Sri. V.N. Bibu
Smt. T.A. Anju
Sri. Josy Mathew
Sri. Anand Peter } Alumni Representatives
Sri. K.T. Anil Kumar
Sri. Xavier James — Alumni and Industrialist representative

Ext. Members : Dr. K.G. Padmakumar
(Director, International Research & Training Centre for Below Sea Level Farming)
Dr. Jijimon K. Thomas
(Head, Dept. of Physics,
Mar Ivanios College [Autonomous], TVM)

I. CURRICULAR ASPECTS

Chairman : Sri. P.C Ravisankar
Members : Ms. V. Ancy Davis
Dr. Athena Joy
Ms. Honey Hashim
Smt. Ann Mathew Pampackal

II. TEACHING LEARNING AND EVALUATION

Chairman : Dr. Gimson D Parambil
Members : Dr. K.J Abraham
Sri. V.N Bibu
Dr. Mathew Abraham
Ms. Shijina K.R

III. RESEARCH, INNOVATIONS AND EXTENSION

Chairperson : Dr. Sarita Ramachandran
Members : Smt. Saju Daniel
Smt. T Rajalekshmi
Ms. T. Sharika
Sri. Joseph Abey

IV. INFRASTRUCTURE AND LEARNING RESOURCES

Chairman : Dr. C.C. Bijumon
Members : Smt. V.T. Anie
Smt. Princy D. Nellanatt
Ms. Jismy George

V. STUDENT SUPPORT AND PROGRESSION

Chairman : Lt. Roy Mathew
Members : Smt. Merine John
Mrs. Blessy V. Rajan
Dr. Winson Thomas
Smt. Merly Thomas

VI. GOVERNANCE LEADERSHIP AND MANAGEMENT

Chairperson : Dr. Suby Joseph
Members : Dr. Tomy Joseph (Eco.)
Smt. Litty Thomas
Smt. Rekha A.G.
Ms. Anuraji

VII. INSTITUTIONAL VALUES AND BEST PRACTICES

Chairperson : Ms. Parvathi Chandran
Members : Sri. Payas Varghese
Ms. T.A Anju
Smt. Amala Joseph
Dr. Titto Varghese

VIII. DOCUMENTATION COMMITTEE

Convenor : Sri. V.N. Bibu
Members : Smt. V.T Annie
Dr. K.J Abraham
Ms. Parvathi Chandran
Smt. Merine John
Ms. T. Sharika
Smt. Priya B. Nair

IX. PLANNING BOARD

Chairman : Dr. Rajumon T Mavunkal (Principal)
Members : Dr. Tomy Joseph (Physics)
Dr. Tomy Joseph (Economics)
Dr. Gimson D Parambil
Sri. K. Jose Joseph
University Nominee

X. PURCHASE COMMITTEE

Manager : Rev. Fr. Joshy Vezhaparambil
Chairman : Dr. Rajumon T Mavunkal (Principal)
Convenor : Dr. Tomy Joseph (Physics)
Members : Sri. Payas Varghese
Dr. Tomy Joseph (Economics)
Sri. P.C Ravisankar
Dr. Gimson D Parambil
Dr. K.J Abraham
Lt. Roy Mathew
Sri. K. Jose Joseph

XI. DISCIPLINE COMMITTEE

Convenor : Dr. Tomy Joseph (Economics)
Members : Sri. Payas Varghese
Dr. Tomy Joseph (Physics)
Sri. P.C Ravisankar
Dr. Gimson D Parambil
Lt. Roy Mathew
Smt. Litty Thomas
Smt. T.A. Anju

XII. GRIEVANCE REDRESS CELL

Chairman : Principal
Convenor : Smt. V.T Anie
Members : Dr. Tomy Joseph (Phy)
Sri. P.C Ravisankar
Sri. K. Jose Joseph

XIII. SC/ST/OBC - COMPLAINT REDRESS COMMITTEE

Chairman : Principal
Convenor : Smt. V.T Anie
Members : Dr. Tomy Joseph (Eco.)
Sri. Bibu V.N.

XIV. (A) GENDER BASED VIOLENCE - NTERNAL COMPLAINT COMMITTEE

Chairman : Principal
Convenor : Ms. Parvathi Chandran
Members : Lt. Roy Mathew
Ms. Subi Joseph
Mrs. Blessy V. Rajan
Ms. Sharika T.
Mrs. Merine John
Dr. Saritha Ramachandran

XIV. (B) GENDER BASED VIOLENCE - SPECIAL CELL

Chairman : Principal
Convenor : Ms. Parvathi Chandran
Members : Lt. Roy Mathew
Mr. Joseph Abey
Mrs. Rekha A.G.
Mrs. Suby Joseph
Ms. Ancy Davis V.
Mrs. Princy D. Nellanat

XV. Internal Committee for Differently Abled Persons

Chairman : Dr. Rajumon T Mavunkal (Principal)
Convener : Dr. Tomy Joseph (IQAC Coordinator)
Members : Mrs. Anju T.A.
Mrs. Litty Thomas
Mrs. Sheeja Hareendran (Panchayath Member - Ward 13)
Mr. Chandran M.P. (Parent)
Mr. Baby K.S. (Office Supt.)
Mr. Anan P. Kumar (Student - M.Com.)

XVI. Equal Opportunity Cell

Chairman : Dr. Rajumon T Mavunkal (Principal)
Convener : Mr. Ravisankar P.C.
Members : Dr. Rajalakshmi T.
Dr. Winson Thomas
Mr. Udayappan K.V. (Panchayath Member - Ward 12)

Mr. Regimon George (Parent/Office Staff)
Mr. Rittu Roy (Student - III B.Sc. Physics)

XVII. COVID - 19 Monitoring Committee 2021

Convener : Dr. Rajumon T. Mavunkal (Principal)
Members : Mrs. Anie V.T.
Dr. Tomy Joseph (IQAC Coordinator)
Mrs. Vineetha Vijayan (JHI, Thalayazham PHC)
Mr. Raveendran P.M. (PTA Vice President)
Ms. Aparna Biju (Student - III B.A. Economics)

XVIII. ADMISSION COMMITTEE

Convenor : Dr. C.C. Bijumon
Members : Sri. P.C. Ravisankar
Smt. Merine John
Sri. Bibu V.N.
Sri. K. Jose Joseph
Sri. K.S. Baby
Sri. P.V. Xavierkutty

XIX. LIBRARY ADVISORY COMMITTEE

Chairman : Principal
Secretary : Ms. Princy D. Nellanat (Librarian)
Members : Dr. Tomy Joseph (IQAC Co-cordinator)
Dr. Tomy Joseph (Eco.)
Dr. Gimson D. Parambil
Sri. V.N. Bibu
Smt. A.G. Rekha
Dr. T. Sharika
Ms. V. Ancy Davis
Ms. Divya Rose Joseph (Student Representative)

XX. CAREER & PLACEMENT COMMITTEE

Convenors : Ms. Parvathi Chandran
Ms. Amala Joseph
Members : Dr. Tomy Joseph (Eco.)
Lt. Roy Mathew
Smt. T.A. Anju
Dr. T. Sharika
Mrs. Princy D. Nellanat

XXI. ART & CULTURAL COMMITTEE

Convenor : Dr. Tomy Joseph (Eco.)
Members : Sri. P.C. Ravisankar
Dr. C.C. Bijumon

Smt. Litty Thomas
Sri. V.N Bibu
Smt. A.G. Rekha
Dr. T. Sharika
Smt. T.A Anju
Smt. Amala Joseph
Smt. Blessy V. Rajan
Mrs. Josmy Mathew
Sri. Jose Joseph
Sri. V. Mathachan
Sri. K.C. Joseph

XXII. SPORTS COMMITTEE

Convenor : Sri. Bestine C. Michael
Members : Dr. Tomy Joseph (Eco.)
Sri. P.C. Ravisankar
Dr. C.C. Bijumon
Dr. K.J. Abraham
Smt. T.A. Anju
Sri. Joseph Abey
Ms. V. Ancy Davis
Sri.Jijo Jacob
Sri. K.C. Joseph
Sri. K.M. Varghese

XXIII. NSS ADVISORY COMMITTEE

Chairman : Dr. Rajumon T. Mavunkal (Principal)
Members : Dr. T. Sharika (Programme Officer)
Sri. Joseph Abey (Programme Officer)
Sri. Payas Varghese
Dr. Tomy Joseph (Eco.)
Dr. C.C Bijumon
Dr. Gimson D. Parambil
Dr. Saritha Ramachandran
Sri. V.N. Bibu
Sri. Bestine C Michael
Ms. V. Ancy Davis
Sri. K. Jose Joseph
Sri. K.M. Varghese

XXIV. ORATORY CLUB

Convenor : Sri. V.N. Bibu
Members : Dr. Tomy Joseph (Eco)
Sri. P.C Ravisankar
Smt. A.G. Rekha
Smt. Merine John
Ms. V. Ancy Davis
Smt. Amala Joseph
Mrs. Princy D. Nellanat
Mrs. Josmy Mathew
Sri. V. Mathachan

XXV. P.T.A COMMITTEE

President : Dr. Rajumon T. Mavunkal (Principal)
Vice President : Sri. Sajan K. Issac
Secretary : Dr. C.C. Bijumon
Members : Dr. Tomy Joseph (Eco)
Smt. V.T. Anie
Sri. Payas Varghese
Sri. P.C. Ravisankar (Staff Secretary)
Dr. Tomy Joseph (Phy.)
Dr. Gimson D. Parambil
Dr. K.J. Abraham
Lt. Roy Mathew
Sri. Mohanan
Sri. T.c. Pushparajan
Smt. Sudha P.P.
Smt. Lalaitha M.P.
Smt. Sindhu Babu
Smt. Sreeja Shaji
Smt. Bindu Mohan
Smt. Anisha Saju

XXVI. ALUMNI ASSOCIATION

Convenor : Dr. Tomy Joseph (Eco.)
Members : Sri. Payas Varghese
Dr. Tomy Joseph (Phy.)
Dr. Gimson D. Parambil
Dr. K.J. Abraham
Smt. T.A. Anju
Lt. Roy Mathew
Sri. Jose Joseph
Sri. K.C. Joseph

XXVII. LITERARY CLUB

Convenor : Sri. P.C. Ravisankar
Members : Smt. A.G. Rekha
Smt. Merine John
Smt. Shaima K. Thampi
Smt. Priya B. Nair

XXVIII. ENTREPRENEURSHIP DEVELOPMENT CLUB

Convenors : Smt. Saju Daniel
Members : Dr. Tomy Joseph (Eco.)
Ms. ParvathiChandran
Ms. Blessy V Rajan

XXIX. QUIZ CLUB

Convenor : Ms. ParvathiChandran
Members : Smt. Litty Thomas
Sri. V.N. Bibu
Mrs. Princy D. Nellanat
Sri. Jijo Jacob
Sri. K.S. Baby

XXX. HERBARIUM CLUB

Convenor : Smt. T. Rajalakshmi
Members : Smt. A.G. Rekha
Smt. Blessy V. Rajan
Ms. Shijina K.R.
Sri. Regimon George
Sri. K.M. Varghese

XXXI. TOURISM CLUB

Convenors : Smt. Litty Thomas &
Ms. V. Ancy Davis
Members : Dr. Gimson D. Parambil
Ms. Jismy George
Sri. Jose Joseph
Sri. P.V. Xavierkutty

XXXII. XIIT-ADVISORY BODY

Director : Dr. Rajumon T Mavunkal (Principal)
Convenor : Dr. Mathew Abraham
Members : Dr. Gimson D. Parambil
Dr. C.C Bijumon
: Dr. Tomy Joseph (Economics)
Dr. K.J. Abraham
Dr. Subi Joseph

Sri. V.N. Bibu
Dr. Winson Thomas
Sri. K.J. Baby

XXXIII. CAMPUS BEAUTIFICATION

Convenor : Smt. Blessy V. Rajan
Members : Smt. T Rajalakshmi
Dr.. Subi Joseph
Ms. Shijina K.R.
Sri. K.C. Joseph
Smt. V. Thankamma Joseph

XXXIV. JESUS YOUTH - CAMPUS MINISTRY

Convenors : Smt. T.A. Anju &
Smt. Amala Joseph
Jt Convenor : Lt. Roy Mathew
Members : Smt. Litty Thomas
Smt. Subi Joseph
Ms. Jismy George

XXXV. NATURE AND FORESTRY CLUB

Convenor : Dr. Sarita Ramachandran
Members : Sri. V.N. Bibu
Smt. Blessy V. Rajan
Ms. Parvathi Chandran
Ms. Shijina K.R.
Sri. K.C. Joseph
Sri.Regimon George
Sri. K.M. Varghese

XXXVI. ANTI-NARCOTIC CLUB

Convenors : Smt. V.T. Anie&
Sri. V.N. Bibu
Chairman : Sri. Maju T.M.
(Excise Inspector, Vaikom)
Members : Mrs. Sheeja Haridas (Ward member)
Mr. Sooraj U.T. (Student Representative)
Ms. Divya Rose (Student Representative)

XXXVII. MAGAZINE COMMITTEE

Convenor : Dr. Rajumon T Mavunkal (Principal)
Staff Editor : Smt. Merine John
Student Editor : Anna Karina Issac (II DC Physics)

Editorial Board : Sri. P.C. Ravisankar
Smt. A.G. Rekha
Ms. Parvathi Chandran
Sri. V.N Bibu

XXXVIII. PARLIAMENTARY LITERACY CLUB ADVISORY COMMITTEE

Chairman : Dr. Rajumon T Mavunkal (Principal)
Vice Chairman : Dr. Tomy Joseph (Eco.)
Convenor : Ms. Parvathi Chandran
Jt. Convenor : Ms. Ancy Davis
Secretary : Ms. Divya Rose Joseph (Student Representative)
Jt. Secretary : Ms. (Student Representative)
Members : Lt. Roy Mathew
Sri. Ravendran (Vice-president, PTA)

XXXIX. STAFF CO-OPERATIVE SOCIETY

President : Sri. V.N Bibu
Vice President : Sri. Jose Joseph
Secretary : Dr. Gimson D Parambil
Exe.Members : Smt. Litty Thomas
Smt. Rekha A.G
Smt. Merin John

XXXX. ANTI-RAGGING CELL

Principal : Dr. Rajumon. T. Mavunkal
Convenor : Smt. V.T Anie
Members : Sri. Payas Varghese
Dr. Tomy Joseph (Eco)
Dr. Tomy Joseph (Phy)
Dr. Gimson D Parambil
Dr. K.J Abraham
Lt. Roy Mathew

XXXXI. BIRD'S CLUB

Convenor : Dr. Saritha Ramachandran
Members : Sri. V.N. Bibu
Ms. Parvathi Chandran
Smt. Blessy V. Rajan
Ms. K.R. Shijina
Sri. K.C. Joseph
Sri. Regimon George
Sri. K.M. Varghese

SCHOLARSHIPS, FEE CONCESSION, STUDENTS AID FUND, AWARDS AND ENDOWMENTS

CENTRAL SECTOR SCHOLARSHIP:

Students who secured 80% and above marks in higher secondary and with annual income below ₹ 8,00,000.

POST MATRIC SCHOLARSHIP:

Students belonging to minority communities, secured 50% marks in higher secondary and with annual income below ₹ 2,00,000.

KERALA STATE SUVARNA JUBILEE MERIT SCHOLARSHIP:

Students belonging to BPL category and secured 50% marks in higher secondary.

KERALA STATE MERIT SCHOLARSHIP:

Students who secured 50% marks in higher secondary and with annual income below ₹ 1,00,000.

MUSLIM NADAR SCHOLARSHIP:

Students either belonging to backward communities or general category students below poverty line and annual income below ₹ 1,00,000.

HIGHER EDUCATION SCHOLARSHIP:

Students belonging to any category and secured minimum marksrequired on the basis of their categories (i.e. SC- Pass, ST- 60%, BPL/OBC- 65% and General- 75%)

VIDYA SAMUNNATHI SCHOLARSHIP:

Students who secured 70% and above marks in higher secondary, belonging to forward communities but economically backward and whose family annual income below ₹ 2,00,000.

SNEHAPOORVAM:

Students who have lost either their father or mother or both, with annual income below ₹ 1,00,000.

C.H. MUHAMMED KOYA SCHOLARSHIP:

Girl students who secured 50% marks in higher secondary, belonging to minority community and whose family annual income below ₹ 8,00,000.

ENDOWMENTS

The Following endowments are instituted in the college.

1. Fr. Mathew Velamkunnel Memorial Endowment Cash Award for the student who secures the highest marks in History (Sub) Degree examination every year.
2. Fr. Mathew Velamkunnel Memorial Endowment Cash Award for the winners in the Annual Elocution Competition conducted by the Oratory Club.
3. Fr. Paul Manavalan Endowment Award to the student securing the highest marks in Malayalam.
4. Fr. Joseph Puthussery Endowment Cash Award for the student who secures the highest marks in B.Com. Final year Examination.
5. Prof. Baby Joseph Memorial Endowment Cash Award for the student who secures the highest marks in B.Sc. Chemistry (Voc.) Examination.
6. Prof. Gracy Joseph Endowment Cash Award for the student who secures the second highest marks in B.Sc. Chemistry Examination.
7. Prof. G. Gopakumar Memorial Endowment Cash Award for the student who secures the highest marks in B.Sc. Physics Examination.
8. Dr. Babu Joseph Endowment Cash Award for the student who secures the highest marks in Economics.

9. Dr. Mathew Emmanuel Endowment Cash Award for the student who secures the second highest marks in Economics.
10. Prof. Sunny Jose Endowment Cash Award for the student based on the overall performance in B.Sc. Zoology Course.
11. Dr. T.U. George Endowment Cash Award for the student who secures the highest marks in the M.Com final year examination.
12. Prof. Thomas Joseph Endowment Cash Award for the student who secures the highest marks in Physics.
13. Proficiency Prize - Cash award for the student who secures the highest mark in Ist & IInd year University examinations in Botany.



COLLEGE CALENDAR 2021-2022

JUNE 2021

Date	Day	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	

Date	Day	Particulars
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

COLLEGE CALENDAR 2021-2022

JULY 2021

Date	Day	Particulars
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday
12	Sun	
13	Mon	
14	Tue	
15	Wed	

Date	Day	Particulars
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

COLLEGE CALENDAR 2021-2022

AUGUST 2021

Date	Day	Particulars
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Independence Day (H)
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	Ayyankali Jayanthi (H)
29	Sat	
30	Sun	
31	Mon	

COLLEGE CALENDAR 2021-2022

SEPTEMBER 2021

Date	Day	Particulars
1	Tue	
2	Wed	Sree Narayana Guru Jayanthi (H)
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Sree Narayana Guru Samadhi (H)
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

COLLEGE CALENDAR 2021-2022

OCTOBER 2021

Date	Day	Particulars
1	Thu	
2	Fri	Gandhi Jayanthi (H)
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

COLLEGE CALENDAR 2021-2022

NOVEMBER 2021

Date	Day	Particulars
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

COLLEGE CALENDAR 2021-2022

DECEMBER 2021

Date	Day	Particulars
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Christmas
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

COLLEGE CALENDAR 2021-2022

JANUARY 2022

Date	Day	Particulars
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	Republic Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

COLLEGE CALENDAR 2021-2022

FEBRUARY 2022

Date	Day	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	

COLLEGE CALENDAR 2021-2022

MARCH 2022

Date	Day	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

COLLEGE CALENDAR 2021-2022

APRIL 2022

Date	Day	Particulars
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

COLLEGE CALENDAR 2021-2022

MAY 2022

Date	Day	Particulars
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	

Date	Day	Particulars
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

FORMER TEACHERS FORUM

	Teaching Staff Name	Period of service	Tel.No.
1.	**Dr. Santha. G. Nair,** M.A., Ph.D H o D of Hindi	1981 - 2002	04829 225394
2.	**Prof. V.J. Alexander,** M.Sc., B.Ed. Department of Chemistry	1985 - 2006	04822 230053
3.	**Late Prof. G. Gopakumar,** M.Sc. Depatment of Physics	1982 - 2005	9495216052 (R)
4.	**Late Prof. Baby Joseph,** M.Sc. Department of Chemistry	1982 - 2008	04829 244049
5.	**Prof. P.T. Jose,** M.A. Department of English	1983 - 2004	
6.	**Dr. Pallipuram Murali,** M.A., Ph.D. H o D of Malayalam	1981 - 2008	0478 2552321 9447956798
7.	**Prof. P.J. Annamma,** M.A. H o D of English	1981 - 2009	04829 210416
8.	**Prof. Alamma Thomas,** M.A. (His), M.A. (Pol.) H o D of History	1981 - 2010	9447302050
9.	**Prof. Joseph C. Mattam,** M.Sc. Department of Physics	1983 - 2011	0477 2242109 9447814500
10.	**Prof. M.M. Mathai,** M.A. H o D of Political Science	1982 - 2011	04829 223780 9447959091
11.	**Prof. P.J. Syriac,** M.A. H o D of Malayalam	1983 - 2012	9447310083
12.	**Dr. Babu Joseph,** M.A., Ph.D H o D of Economics	1981- 2013	04829-242610
13.	**Prof. N.V. Cyriac,** M.A., M.Phil H o D of English	1982- 2013	0478 2593327 9495241517
14.	**Late Prof. T.D. Sebastian,** M.A. Department of English	1982 - 2013	9961403868 9947648750
15.	**Prof. K.T. Devassia,** M.A. H o D of English	1982 - 2013	0481 2530162 9447853162
16.	**Prof. Gracy Joseph,** M.Sc., B.Ed. H o D of Chemistry	1982 - 2013	0485 2255142
17.	**Prof. Mercy Thomas,** M.Sc., B.Ed. H o D of Mathematics	1982- 2013	04829 282090
18.	**Prof. Elizabeth Joseph,** M.Sc. H o D of Botany	1982- 2013	04829 282011

19.	**Prof. Joseph Augustine,** M.A. Principal	1981- 2014	04822 251578 9744785010
20.	**Dr. T.U. George,** M.Com., M.Phil., Ph.D Department of Commerce	1982- 2014	0484 2781931 9447608974
21.	**Dr. Mathew Emmanuel,** M.A., M.Com., Ph.D., H o D of Economics	1983- 2014	04822 231373 9446444373
22.	**Prof. Sunny Jose,** M.Sc., B.Ed. H o D of Zoology and Aquaculture	1983- 2014	04829 236494 9446122494
23.	**Prof. P.S. Philomina,** M.PEd. H o D of Physical Education	1982- 2014	04829 238551
24.	**Prof. P.J. Johny,** M.Com. H o D Commerce	1982- 2015	04829 242022 9447959089
25.	**Prof. Thomas Joseph,** M.Sc., M.Phil H o D of Physics	1982- 2015	04829 212400 9446122260
26.	**Prof. P. George Mathew,** M.Com. Principal	1982- 2015	04829 243249 9447149428
27.	**Dr. Tomy Mathew,** M.Phil, PhD H.o.D. Economics	1994-2019	9447319490
28.	**Dr. C.P. Hareendran,** M.Phil, Phd Vice Principal	1992-2020	9446122250

FORMER MEMBERS OF THE NON-TEACHING STAFF

1.	**Mr. K.I. Babichan** Jr. Superintendent (1981 - 2008)	
2.	**Mr. Govindapanicker** Lab Attender (1981 - 2007)	04829 275347
3.	**Late Mr. C.T. Joseph** Store keeper Hr. Gr. (1981 - 2008)	04829 224483
4.	**Mr. C.N. Narayanan Unni** L.D. Clerk Hr. Gr. (1983 - 2010)	8129262793
5.	**Mr. K.O. Mathew** Library Assistant Hr. Gr. (1983 - 2010)	0478 2810213
6.	**Late Mrs. P.V. Philomina** Last Grade (1981 - 2010)	04829 277381
7.	**Mrs. A. Marykutty** Last Grade (1984 - 2010)	04829 277660
8.	**Mr. P.A. Varghese** Lab Assistant (1984 - 2010)	04829 277187

9.	**Mrs. Annamma Joseph** Typist Hr. Grade (1981 - 2011)	04829 222051
10.	**Mr. M.V. Chacko** Lab Assistant (1983 - 2011)	9847824210
11.	**Mr. V.T. Thomas** Lab Assistant (1983 - 2012)	04829 211271
12.	**Mr. K.I. Tomichan** Jr. Superintendent (1981 - 2012)	04829 238551
13.	**Mr. M.V. Joseph** Head Accountant (1981 - 2013)	04829 224456
14.	**Late Smt. R. Indira** Lab Assistant Hr. gr. (1983- 2012)	04829 275026
15.	**Late Sri. P.J. Mathew** Lab Assistant Hr. gr. (1983- 2013)	04829 276497
16.	**Sri. M.O. Joy** Lab Assistant Hr. Gr. (1984- 2015)	9846731057
17.	**Smt. T. Aleyamma** (1984- 2015) Hr. Gr.	9746719919
18.	**Sri. K.K. Thomas** (1986-2016)	9400875706
19.	**Sri. K.V. George** (1981-2018) Librarian	9495734708
20.	**Sri. P.M. Xavier** (1986-2018) L.D. Clerk	9495234518
21.	**Sri. T.T. Joseph** (1983-2018) U.D. Clerk	8547045051
22.	**Sri. Issac Thomas** (1983-2019) Office Attendant	9495068047
23.	**Sri. Syril C. Kunnumpuram** (1984-2020) Head Accountant, HrGr	9495558526
24.	**Smt. Thankamma Joseph** (1984-2020) UD Clerk HrGr	9495378526
25.	**Sr. M.I. Ansamma** (1984-2020) UD Clerk HrGr	9744992544
26.	**Smt. V. Thankamma Joseph** (1986-2020) Lab Assistant	9656664146
27.	**Sri. K. Jose Joseph** (1986-2021) Head Accountant	9349864664
28.	**Sri. Mathathan** (1991-2021) UD Clerk	9495496112

PUBLIC UTILITY SERVICES
HIGHER EDUCATION DEPARTMENT

Secretary to Higher Edn.	0471 2328410
Director of Collegiate Edn.	0471 23023548 2303107, 2304889
Dy. Director of Collegiate Edn.	0484 2362268
Kerala State Higher Education Council	0471 2301291

M.G. UNIVERSITY

Enquiry	0481 2731020, 2731050 Extn- 1300, 1378, 1274
Vice Chancellor	0481 2731001, 2731003
Pro Vice Chancellor	0481 2731005, 2731006
Registrar	0481 2731007, 2310789
Controller of Examinations	0481 2731000, 2584703 Fax : 2731239
Finance Officer	0481 2731012
Information and Public Relations Dept.	0481 2732650
University Library	0481 2731018
College Development Council	0481 2731013
Department of Student Services	0481 2731031
National Service Scheme	0481 2731029
Employment Information & Guidance Bureau	0481 2731025
PRO	0481 2731020
Director Student Service	0481 2731024
Director of Physical Education	0481 2560511

COLLEGE

Manager - Residence	04829 275733
Office and Principal	04829 275303
Office Mobile	9544958526
Dept. of Physics	04829 277222
Dept. of Zoology	04829 277277
Dept. of Commerce	04829 275058
College Fax number	04829 275303
XIIT	04829 275303

OTHER IMPORTANT TELEPHONE NUMBERS

Ambulance	0481 2563611, 2566665, 9446858938, 108
Crime Stopper	1090
Women Helpline	1091

Highway Alert	9846100100
Rail Alert	9846200100
Police SMS Centre	9497900000
Child Helpline	1098
Fire	101
Kottayam Collectorate	0481 2562201
Alapuzha Collectoratre	0477 2251720
Vigilence, Kottayam	0481 2585504
S.P. Office, Kottayam	0481 2564700
Traffic Police	1099
Excise C.I. Vaikom	9400069512
Blood Bank Services	1910
Friends KTM	0481 2304341
Press Club Kottayam	0481 2568877
Press Club Alapuzha	0477 2262343
Food Inspector, Kottayam	0481 2421077
Railway Enquiry	139

LOCAL INSTITUTIONS

Village Office, Thalayazham	04829 277431
Panchayath Office, Thalayazham	04829 222391
Taluk Office, Vaikom	04829 216000
Post Office, Thalayazham	04829 277131
KSRTC, Vaikom	04829 231210
KSRTC, Kottayam	0481 2562908
KSRTC, Alapuzha	0477 2252501
Veterinary Hospital, Thalayazham	9496229975
Krishibhavan, Thalayazham	9496000929
Krishibhavan, Vechoor	9496000928
KSEB, Ullala	04829 221392
Police Station , Vaikom	04829 231330, 100
Fireforce	04829 285151, 0481 2567444, 101

RAILWAY STATIONS

Vaikom Road	04829 283556
Kottayam	0481 2563535
Ernakulam Jn.	0484 2375131
Cherthala	0478 2812500
Allapuzha	0477 2238465

COCHIN AIRPORT 0484 2610040, 2610050

BANKS

SBI, Ullala	04829 277102
SBT Vechoor	04829 275123
SBT Vaikom	04829 231226
Kothavara Service Co-operative Bank	04829 222486

HOSPITALS

St. Xavier's Hospital, Kothavara	04829 275733
Public Health Centre, Edayazham	04829 276068
Taluk Hospital, Vaikom	04829 231261
Brain & Spine Super Speciality Hospital	04829 273281, 82
Medical College, Kottayam	0481 2597311
Kottayam Dist. Hospital	0481 2563611
Vandanam Medical College, Alapuzha	0477 2281000, 2282367
IMA Ernakulam	0484 2350522, 2354886
Lisie	0484 2401102, 2401308, 2401105, 2401006
Lourde's	0484 2391507, 2391452, 2392547
Medical Trust	0484 2358001, 2358021
PVS	0484 2345451
Specialist Hospital	0484 2394602
Medical Mission Kolenchery	0484 2760250, 2760256
Carithas	0481 2790025, 2790026
Matha Thellakam	0481 2792500, 2792600, 2792700

NEIGHBOURING COLLEGES

D.B. College, Thalayolaparamabu	04829 236136
S.N. College, Kumarakom	0481 2526337
Sree Mahadeva College	04829 225797, 9447165765
MG University B.Ed. Centre, Vaikom	04829 231917
MG University Extension Centre, Vaikom	04829 217744

IMPORTANT WEBSITES

MG University	- www.mgu.ac.in
NAAC	- www.naac.gov.in
UGC	- www.ugc.ac.in
Govt. of Kerala	- www.kerala.gov.in
Scholarships	- www.dcescholarship.kerala.gov.in
Cochin University	- www.cusat.ac.in
Calicut University	- www.universityofcalicut.info
Kannur University	- www.kannuruniversity.ac.in
Ministry of women & child devp.	- www.wcd.nic.in

Social Welfare Dept.	- www.swd.kerala.gov.in
Stipent	- www.e-grantz.kerlala.gov.in
Kerala Technological University	- www.university@ktu.edu.in
Anti-Ragging	- helpline@antiragging.in www.antiragging.in
RUSA	- www.rusa.nic.in
SPARK	- www.spark.gov.in
Ministry for Minority Affairs	- www.minorityaffairs.gov.in
Young Innovators Programme (YIP)	- https://yip.kerala.gov.in
National Institutional Ranking Framework (NIRF)	- www.nirfindia.org
Unnat Bharat Abhiyan (UBA)	- http://unnatbharatabhiyan.gov.in
Additional Skill Acquisition Programme (ASAP)	- asapkerala.gov.in
IGNOU	- www.ignou.ac.in
SSP, WWS, Collegiate Edu. Dept.	- www.collegiateedu.kerala.gov.in
Public Financial Management System	- https://pfms.nic.in
UGC SWAYAM	- https://swayam.gov.in
UGC MOOCs	- https://ugcmoocs.inflibnet.ac.in
National Digital Library of India	- https://ndl.iitkgp.ac.in
Information and Library Network	- www.inflibnet.ac.in

OTHER UNIVERSITIES IN KERALA

CUSAT	0484 2577550
Kerala Agricultural University, Thrissur	0487 2370051
University of Calicut	0494 2400809
University of Kerala	0471 2305994
Sree Sankaracharya University of Sanskrit, Kalady	0484 2463481
Kannur University	0497 2780351-355
Kerala Kalamandalam (Deemed University for Art and Culture), Thrissur	04884 262418
The National University of Advanced Legal Studies (NUALS), Kochi	0484 2555990
The Kerala University of Health Sciences, Thrissur	0487 2207606
Central University of Kerala, Kasargod	04994 257032
A.P.J Abdul Kalam Technological University, Thiruvananthapuram	0471 2598122, 2598422
Malayalam University, Tirur	0494 2422422

LEAVE APPLICATION
(STUDENTS)

1. Name :

2. Class No. :

3. Department :

4. Date of which leave is required :

5. Reason for leave :

6. Signature of the applicant :

7. Signature of the Guardian :

8. Recommendation & Signature of the class teacher/HOD :

9. Date of application :

10. Principal's order :

PERSONAL DATA

1. Name : .....
2. Programme : .....
3. Class No. : .....
4. Residential Address : .....

   .....

   .....

   Mobile/Land line .....
5. Date of Birth : .....
6. Blood Group : .....
7. Name of Parent/Guardian : .....
8. Occupation : .....

   Mobile/Land line .....

Notes

Notes