

VISION

To foster academic excellence, moral integrity, and social commitment to young men and women

MISSION

To mould intellectually well-trained young men and women by providing conducive academic environment.

To equip the faculty and students to meet the challenges of modern trends in educational field by encouraging research and development.

To provide quality higher education to the rural population in the eastern region of Central Travancore in Kerala.

To impart sound Christian liberal education and to promote holistic development of individuals.

To undertake community related research studies and extension programmes beneficial to the community.

J.J.Graphic, Plankamon, Ph : 0469-2775662

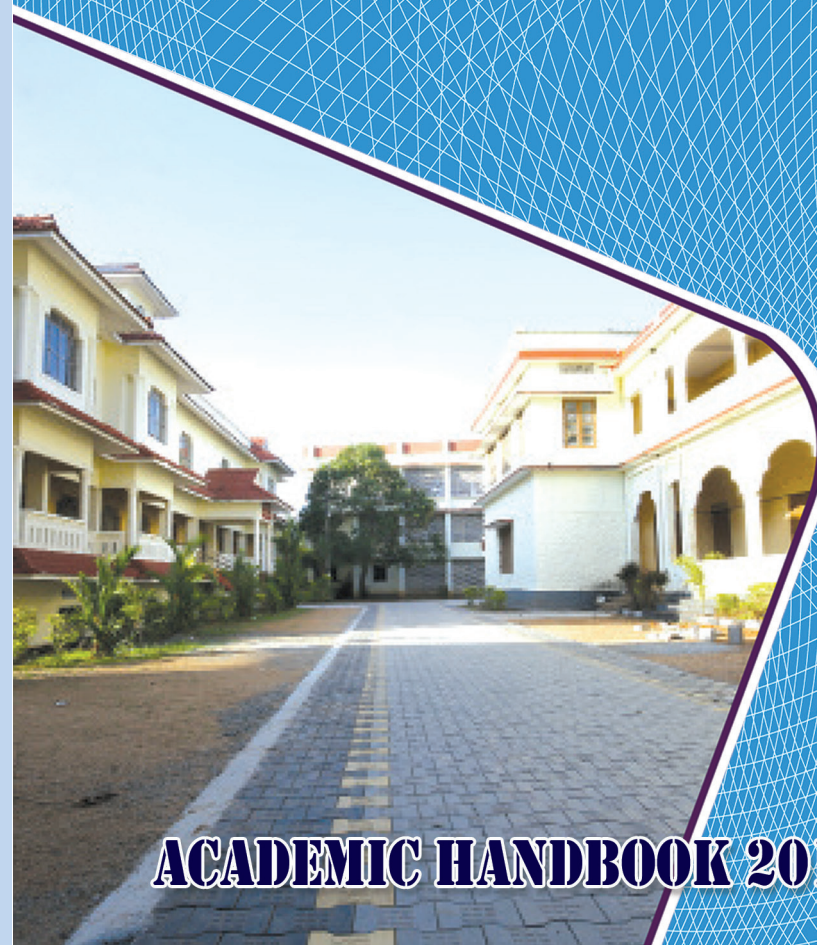
Kozhencherry St. Thomas College



Affiliated to Mahatma Gandhi University Kottayam

Re-accredited by
NAAC with A Grade

Established in 1953



ACADEMIC HANDBOOK 2017-18

OUR MANAGER

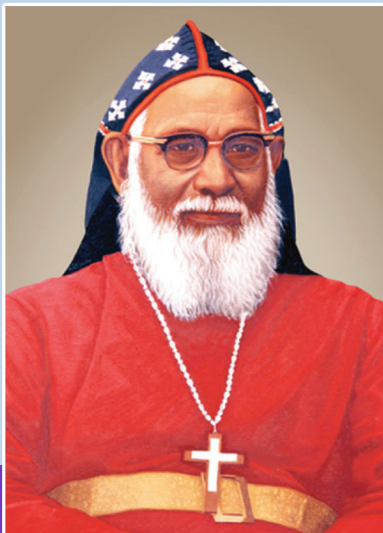


His Grace The Most Rev. Dr. Joseph Mar Thoma Metropolitan



Releasing of the Book on GST

OUR FOUNDERS



The Most Rev. Dr. Juhanon Mar Thoma Metropolitan



Very Rev. K. T. Thomas Kurumthottickal



Signing of MoU with Gulati Institute of Taxation



Inauguration of National Seminar on Higher Education

St. Thomas College

KOZHENCHERI

(Affiliated to the Mahatma Gandhi University)

Re-accredited by NAAC with A Grade

Kerala State - 689 641

Phone. 0468-2214566, Fax: 0468-2215543

E-mail : stthomaskozhy@gmail.com

website: www.stthomascollege.info



Academic Handbook

2017 - 18

Name

Class No.

Residential Address.....

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CONTENTS

Prayer	03
College Anthem.....	04
Our Alma Mater	05
Governing Council	06
Staff Council.....	08
Internal Quality Assurance Cell	10
Faculty	11-15
Administrative Staff	16
Programmes of Study	17-19
Research, Guidance & Publishing.....	20-21
Choice Based Credit Semester System... ..	22
Internal Quality Assurance Cell.....	23
Add-on / Short Term Courses	24
Co - curricular Activities	25-40
Rules for admission, Fees, General Information, Discipline & Residence.....	42-68
Regulations for UG & PG programmes under CBCS system & Grading.....	69-94
Scholarships, Medals & Endowments.....	95-97
Payment of Fees	98-99
Succession List of Principals.....	100
History of Programmes	101

PRAYER

- Eternal and everliving God,
- Let my first thought today be of You, let my first impulse be to worship You, let my first speech be Your name,
- Let my first action be to kneel before You in prayer.
- Let me stand today for whatever is pure and true and just and good for the advancement of science and education and true learning.
- Give me an open ear, that I may hear Your voice calling me.
- Give me an open mind, a mind ready to receive and welcome new light of knowledge.
- Give me open eyes, eyes quick to discover Your presence in the world You have made.
- Give me open hands, hands ready to share with all who are in want the blessings with which You have enriched my life.



COLLEGE ANTHEM

COLLEGE ANTHEM

Saint Thomas College, thy Children dear
With grateful hearts do bow to thee!
We owe thee our minds, health and cheer,
Our peace, our strength, our spirits free.
Freely we drink from thy fountain pure,
Our maladies thy balm doth cure.
From thy deep wells our wisdom spring.

Thou art not clad in fiery robes,
Bright gold or silver hast thou none,
Oft thy children do dash thy hopes
Seeking nought else, but mirth and fun
Oft they lose sight of thy beacon light,
Wandering far from thy love and care
Yet thou art like a meteor bright,
The symbol of our dreams fair.

Lord, let this shrine of learning be
A city bright set on a hill,
A candle flame for all to see,
Lord help us keep it burning still.
Bless thou our fair alma mater dear;
May she stand for justice and truth,
And may we prove now and ever
Worthy of our benign mother.

OUR ALMA MATER

St.Thomas College, Kozhencherry was established in 1953 and it is being administered by the Mar Thoma Syrian Church. Two great names to be remembered in connection with the founding of the college are that of the late His Grace the Most Rev. Dr.Yuhanon Mar Thoma Metropolitan and the late Rev.K.T.Thomas, Kurumthottickal, the veteran minister of the Parish of Kozhencherry. The main aim of this institution is to impart sound Christian liberal education to young men and women. The college aims at producing intellectually well trained, morally upright, socially committed and spiritually inspired young men and women. The college has completed 64 years of service and has expanded its academic reach to accommodate students hailing from the remote regions of the eastern part of Pathanamthitta district. Various courses of studies augmenting the creative and productive faculties of the younger generation, were introduced from time to time. The college is re-accredited by the National Assessment and Accreditation Council, an autonomous agency of the UGC, with A grade. When the college was established in 1953, it was affiliated to the Travancore University and later to the University of Kerala. Since 1983, it has been affiliated to the Mahatma Gandhi University, Kottayam. The Travancore Royal Family honoured the institution with the Rajamudra for its valuable contributions to the eastern hilly regions of the State in 2013. The National Commission for Minority Educational Institutions of the Government of India has declared this college as Minority Educational Institution covered under Section 2 (g) of the NCMEI Act 2004 in 2013.

GOVERNING COUNCIL

▶ **MANAGER**

**The Most Rev. Dr. Joseph
Mar Thoma Metropolitan**

▶ **PRINCIPAL**

Prof.K.C.Zachariah

▶ **TREASURER**

Sri. Jacob Thomas

▶ **MEMBERS**

Rev. Varghese Philip

Dr. Joseph George

Prof. Thomas Alex

Dr.K. Jacob

Dr. K. K. Johnson

Dr.Thomas John

Smt. Suma George

Sri. Abraham Thomas

Mr. Abraham Vazhayil

The Governing Council of the institution is the management body. This is constituted by the Mar Thoma Church. The Manager is the President and the Principal is the Secretary of the Council consisting of 12 members. An elected representative from the faculty, and the Principal of a sister institution of the Mar Thoma Church are also included in the 12-member body. The Council has a term of three consecutive years and there is a Treasurer for the Council. The Council has different subcommittees such as Finance Committee, Construction/ Maintenance Committee, Staff Discipline & Grievances Redressal Committee etc. The functions of the Governing Council are :

- to advise the Manager on all matters of administration
- to formulate broader policies for the successful functioning of the institution
- to monitor the functioning of the college
- to ensure that the college administration is done in conformity with the broad policies of the institution
- to pass accounts and balance sheets and prepare budgets to raise and spend funds for the development of the College
- to advise the Manager on disciplinary action on the staff

THE STAFF COUNCIL

The Staff Council of the institution consists of the Principal, all Heads of Departments and five elected members from among the faculty. The functions of the Staff Council are to advise the Principal in the internal matters of the college such as :

- a) admission of students
- b) discipline in the college
- c) promoting curricular and co-curricular activities in the college
- d) conducting internal examinations
- e) internal assessment of students
- f) publication of Academic Handbook & Prospectus

Various subcommittees consisting of the Staff Council members function to materialize the above goals.

MEMBERS

1. Dr. Annie J. Mathew, M.Sc., M.Phil., Ph.D.
2. Jollyamma George, M.A., M.Phil.
3. Dr. Ninan Sajith Philip, MSc., M.Phil, Ph.D.
4. Dr. Sheena Eapen M.A., M.Phil, Ph.D.
5. Dr. Antony George, M.Com., Ph.D.
6. Dr. Asha Susan Jacob, M.A., M.Phil, Ph.D.
7. Dr. Mathew P. John , M.Com., M.P.Ed., M.Phil., Ph.D.
8. Liji George, M.Sc., M.Phil
9. Dr. Roy George K., M.Sc., M.Phil., Ph.D.
10. Dr. George K. Alex M.A., M.Phil., Ph.D.
11. Dr. Saramma Varghese, M.A., B.Ed., Ph.D.
12. Susan George
13. Dr. Susan Abraham, MSc., Ph.D.
14. Molly George, B.A., M.Li.Sc.
15. Dr. Jassy Thomas, MSc., Ph.D.
16. Latha Kumari P.C. M.A., M.Phil., Ph.D.
17. Febu George Mathai, M.A.
18. Thomas Mathew, MSc.
19. Laby Cherian Punnoose

Academics



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) established in the college during the year 2004-2005, as proposed by the National Assessment & Accreditation Council (NAAC) is functioning effectively. IQAC has become an integral part of the institution's system and works towards realizing the goals of quality enhancement and sustenance. Its prime task is to develop a system of conscious, consistent and catalytic improvement in the performance of the institution. During the post-accreditation period, IQAC channelised and processed the efforts of the institution towards its academic excellence.

Principal & Chairman	Prof. K.C. Zachariah
Co-ordinator:	Dr. George K. Alex
Prof. Dr. M. O. Koshy	<i>Academic Auditor & Administrative Consultant</i>
Prof. Dr. Alex Mathew	<i>Academic Auditor & Administrative Consultant</i>

SUB COMMITTEE CONVENORS

Curricular Aspects	Dr. Saramma Varghese
Teaching Learning and Evaluation	Suresh George Mathew
Research Consultancy and Extension	Dr. Jassy Thomas
Infrastructure and Learning Resources	Dr. Jaya Jacob M
Students Support and Progression	Thomas Mathew
Governance Leadership & Management	Dr. Roy George K.
Innovations and Best Practices	Chinnu Mariam Chacko

MEMBERS :

Rev. Varghese Philip	<i>Management Representative</i>
Jacob Thomas	<i>Management Representative</i>
Abin John	<i>Science</i>
Dr. Leena Abraham	<i>Science</i>
Shinu Koshy	<i>Science</i>
Dr. Jyothis T.	<i>Commerce</i>
Dr. Lathakumary P.C.	<i>Humanities</i>
Febu George Mathai K.	<i>Humanities</i>
Shaju K. John	<i>Social Science</i>
Sri. Benny Puthenparampil	<i>PTA</i>
Dr. Mathew P. John	<i>Physical Education</i>
Dr. Sindhu R.S.	<i>Physical Education</i>
Ajith Thomas	<i>UGC Planning Board</i>
Philip Mammen	<i>Alumni</i>
Molly George	<i>Library</i>
C.T. Thomas	<i>Administration</i>
Akshara M Mani	<i>Student</i>
Tissonmon P. Yesudas	<i>Student</i>

ACADEMIC DEPARTMENTS & FACULTY LIST

Principal :

Prof. K.C.ZACHARIAH M.Sc. M.Phil.

Tel : 0468-2215543 (O), 097 44022875, 9447572431 (Mob.)

E-mail : stthomaskozhy@gmail.com

Department of English

Associate Professors

- | | |
|--|------------|
| 1. Dr. Asha Susan Jacob, M.A., M.Phil., Ph.D.(HOD) | 9496301806 |
| 2. Elizabeth John, M.A., B.Ed., M.Phil | 9447915888 |
| 3. Dr. Roshin George , M.A., B.Ed., M.Phil., Ph.D. | 9048194864 |

Assistant Professors

- | | |
|---|------------|
| 1. Tom Thomas, M.A., B.Ed., M.Phil. | 9847144804 |
| 2. Febu George Mathai Kurichiyath, M.A., B.Ed. | 9846459691 |
| 3. Annie George, M.A., B.Ed. | 9446914615 |
| 4. Vineetha S., M.A., B.Ed. | 9497817201 |
| 5. Dr.Teena Rachel Thomas, M.A., M.Phil., Ph.D. | 9544268711 |
| 6. Siby John, M.A., B.Ed. | 9446795153 |
| 7. Susan T.Sushil, M.A., B.Ed. | 8547587281 |

Junior Lectures

- | | |
|-----------------------------------|------------|
| 1. Anu Susan Mathews, M.A., B.Ed. | 9961008360 |
| 2. Susanna Philip, M.A., B.Ed. | 9497614282 |

Guest Faculty

- | | |
|----------------------------|------------|
| 1. Vijitha V, MA. | 9747513687 |
| 2. Sonia Alice Thomas, MA. | 9645755631 |

Department of Malayalam & Sanskrit

Assistant Professors

- | | |
|--|------------|
| 1. Dr. Saramma Varghese, M.A., B.Ed., Ph.D.(HoD) | 9447977973 |
| 2. Dr.Lathakumary P. C., M.A., B.Ed., M.Phil, Ph.D. (Sanskrit) | 9495682313 |
| 3. Dr. Sneha George Pachayil, M.A., B.Ed. | 9447278595 |
| 4. Dr. Jaison Jose, M.A., B.Ed., M.Phil., Ph.D. | 9446861648 |
| 5. Libus Jacob Abraham, M.A., B.Ed. | 9847004164 |

Guest Faculty

- | | |
|--|------------|
| 1. Nibulal M.N. M.A., B.Ed.(FDP-Substitute) | 9847987278 |
| 2. Dr. Sheeba K. John, M.A., B.Ed., M.Phil., Ph.D. | 9847677928 |

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|---------------------------------|------------|
| 3. Shermey Rahseed, M.A., B.Ed. | 9495596279 |
| 4. Alexander John, M.A. | 9846733900 |

Department Of Hindi

Associate Professors

- | | |
|---|------------|
| 1. Dr. Sheena Eapen, M.A., M.Phil., Ph.D. (HoD) | 9249932945 |
| 2. Dr. Mini Rachel Thomas, M.A., Ph.D. | 9447460656 |

Assistant Professors

- | | |
|---------------------------------------|------------|
| 1. Dr. Jenu Mary Mathews, M.A., Ph.D. | 9947313618 |
| 2. Mini Varghese, M.A., M.Phil. | 8547436332 |

Guest Faculty

- | | |
|------------------------------|------------|
| 1. Subharani K., M.A., B.Ed. | 8111818525 |
|------------------------------|------------|

Department of Mathematics

Assistant Professors

- | | |
|------------------------------------|------------|
| 1. Susan George, M.Sc., B.Ed.(HoD) | 8281610725 |
| 2. Ann Susa Thomas, M.Sc., M.Phil | 8547577190 |
| 3. Preethi Elsi Thomas, M.Sc. | 9539964637 |
| 3. Thomas Mathew, M.Sc. | 9947384502 |
| 4. Ligin P. Mathew, M.Sc. | 9744145378 |
| 5. Priya Mathews, M.Sc. | 9495729265 |

Department of Statistics

Associate Professor

- | | |
|--------------------------------------|------------|
| 1. Ligi George, M.Sc., M.Phil. (HoD) | 9447470816 |
|--------------------------------------|------------|

Assistant Professor

- | | |
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| 1. Abin John, M.Sc. | 9447509501 |
|---------------------|------------|

Department of Physics

Associate Professors

- | | |
|--|--------------|
| 1. Dr. Ninan Sajeeth Philip, M.Sc., Ph.D. | 9496552479 |
| 2. Subha P. Simon, M.Sc., B.Ed. | 9496552272 |
| 3. Dr. Susan Mathew, M.Sc., M.Phil., Ph.D. | 0469-2741315 |
| 4. Seeniamma C. Chennattucherry, M.Sc. | 9496208209 |

Assistant Professors

- | | |
|--|------------|
| 1. Dr.Praveen S.S., M.Sc., Ph.D. | 9847041733 |
| 2. Dr.Prathibha Vasudevan, M.Sc., M.Phil., Ph.D. | 9496756070 |

Guest Faculty

- | | |
|--------------------------------|------------|
| 1. Melvi Chandy, M.Sc., Ph.D. | 9746893701 |
| 2. Paulose Thomas, M.Sc. Ph.D. | 9562132636 |

Department of Chemistry*Assistant Professors*

- | | |
|---|------------|
| 1. Dr. Susan Abraham, M.Sc, Ph.D.(HoD) | 9496160690 |
| 2. Shinu Koshy, M.Sc., M.Phil | 9400667669 |
| 3. Dr.Cimi A.Daniel, M.Sc., M.Tech, Ph.D. | 9496565573 |
| 4. Arun John, M.Sc. | 9446349396 |
| 5. Dr. Lekha, M.Sc., Ph.D. | 9496383033 |

Junior Lectures

- | | |
|---|------------|
| 1. Jyothi Sara John, M.Sc., M.Phil, B.Ed. | 8943217058 |
| 2. Lucy Mathew, M.Sc., M.Phil, B.Ed. | 9495717810 |

Guest Faculty

- | | |
|-----------------------------|------------|
| 1. Teena Mary Thomas, M.Sc. | 8547929059 |
| 2. Surya P., M.Sc. | 9048719066 |

Department of Botany*Associate Professors*

- | | |
|---|------------|
| 1. Dr. Annie J. Mathew, M.Sc., M.Phil. Ph.D.(HoD) | 9446600280 |
| 2. Dr. Elizabeth Thomas, M.Sc., M.Phil., Ph.D. | 9447845101 |
| 3. Dr. Jasy Thomas, M.Sc., Ph.D. | 9400827730 |
| 4. Dr. Thomas P. Thomas, M.Sc., Ph.D. | 9447432464 |

Assistant Professors

- | | |
|------------------------------------|------------|
| 1. Dr. Leena Abraham, M.Sc., Ph.D. | 7559062061 |
|------------------------------------|------------|

Guest Faculty

- | | |
|----------------------------|------------|
| 1. Litty R. M.Sc. | 9895245469 |
| 2. Alen Alex Philip, M.Sc. | 8547277766 |

Department of Zoology*Assistant Professors*

- | | |
|--|--------------|
| 1. Dr. Roy George K., M.Sc., M.Phil, Ph.D. (HoD) | 9495113123 |
| 2. Ninu Thomas, M.Sc., B.Ed. | 0468-2213133 |
| 3. Dr. Jinsu Varghese, M.Sc., B.Ed., Ph.D. | 9447084961 |
| 4. Shinimol A. K., M.Sc., B.Ed. | 9495078821 |
| 5. Dr. Reena Pappachan George, M.Sc., Ph.D | 9526790569 |

6. Sam Thomas, M.Sc., M.Phil. 9847236458
Guest Faculty

1. Sini Mohan, M.Sc., M.Ed. 7025094633

Department of Economics

Associate Professors

1. Jollyamma George, M.A., B.Ed. M.Phil. (HoD) 9495725480

2. Merry Zachariah, M.A., B.Ed. M.Phil. 9446707692

Assistant Professors

1. Shaju K.John, M.A., M.Phil. 9544412748

2. Suresh Mathew George, M.A., M.Phil. 8113964590

3. Chinnu Mariam Chacko M.A., M.Phil. 9605501037

Guest Faculty

1. Anish Chandran, M.A. 9539042693

2. Deepa Mariam Alex, M.A. 8281586348

Department of History & Political science

Assistant Professors

1. Dr. George K. Alex, M.A., M.Phil., Ph.D. (HOD) 9745050981

2. Martiz Kurian M.A., M.Phil., Ph.D. 9496339587

Guest Faculty

1. Ancy Rajan M.A., B.Ed. 9961331895

2. Lithin Varghese, M.A. 9544001431

Department of Commerce

Associate Professors

1. Dr. Antony George P., M.Com., Ph.D.(HoD) 9495953243

Assistant Professors

1. Reji K. Thariyan, M.Com, M.B.A. 9605234070

2. Dr. Jyothis T., M.Com, M.Phil, Ph.D. 9496843273

3. Dr. Leena K. Cherian, M.Com, M.Phil, Ph.D. 9633244895

4. Bettymol Elizabeth Thampy, M.Com., B.Ed. 9656491130

5. Adv. Johnson K. Mathew (Law-Lecturer) 0469-2660893

6. Dr. Jaya Jacob M., M.Com, M.Phil, M.B.A., Ph.D. 9562938428

7. Ajith Thomas, M.Com. 9567482919

8. Jeethu Rachel Mathew, M.Com, M.Phil. 9947508698

9. Ria Mammen, M.Com, M.Phil. 9446323259

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- | | |
|--|------------|
| 10. Neethu Mariam Ajith, M.Com. | 9747572933 |
| 11. Laby Cherian Punnose, M.Com.,MBA | 9496331394 |
| <i>Part-time Lecturer</i> | |
| 1. Adv.Mathew P. Thomas, M.A.,LL.M., (Law) | 9447193265 |
| <i>Guest Faculty</i> | |
| 1. Jibin Shibu Sam, M.Com. | 9946757229 |
| 2. Lovy Locksley, M.Com. | 9495991404 |

Department of Physical Education

Associate Professors

- | | |
|--|--------------|
| 1. Dr. Mathew P. John, M.Com., M.P.Ed., M.Phil., Ph.D. (HoD) | 0468-2213133 |
| 2. Dr. R. S. Sindhu, M.P.E., M.Phil., Ph.D. | 9447592109 |

SELF-FINANCING DEPARTMENTS

Department of Computer Science

- | | |
|-------------------------------------|------------|
| 1. P. M. Thomas, M.Sc (HoD) | 9447027440 |
| 2. Anup George Varghese, M.C.A. | 9846671551 |
| 3. Pheba T. L., M.Sc. (Electronics) | 9846085778 |
| 4. Susan Abraham, M.A. (English) | 8547201243 |
| 5. Deepamol S., B.Sc., PGDCA | 9745954620 |
| 6. Aneesha Mariam Thomas, M.Tech | 8281817916 |
| 7. Grace Mathew, M.Sc.Comp. | 9526794680 |

Department of Commerce

- | | |
|--|------------|
| 1. Dr.Vargehese Panicker T., M.Com, M.Phil, Ph.D.(HoD) | 9447455039 |
| 2. Dr. P.J. James., M.Com., M.Phil., Ph.D., | 9447345541 |
| 3. Margret Sulu James, M.Com. | 9744045553 |
| 4. Grace Daniel, M.Com. | 9961219210 |

Business Administration

- | | |
|---|------------|
| 1. Dr. Koshy George, M.Com, MBA, M.Phil, Ph.D.(HoD) | 9061066495 |
| 2. Sumi Elsa Philip, M.B.A | 8111816881 |
| 3. Deepa Anie Mathew, M.B.A | 8281196727 |
| 4. Antu Thomas, M.B.A, M.Com | 8281285047 |

Library

- | | |
|---------------------------------|------------|
| 1. Molly George, B.A., M.Li.Sc. | 9446300341 |
|---------------------------------|------------|

ADMINISTRATIVE STAFF

C.T.Thomas	Senior Superintendent	9446037955
Philip C.Thomas, B.Com	Head Accountant	9495294712
Varghese T.Malayattor	L.D.Accountant Hr.Grade	9496730836
John Mathews	L.D. Clerk	9847911759
Joby Mathew Varghese	L.D. Typist	9747518046

TECHNICAL STAFF

C.V.Babykutty	Specimen Collector	9961222409
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LIBRARY STAFF

N.G.Varghese		9497102940
Alen Mathew Philip		9744854240

LABORATORY STAFF

Physics

Cherian Jacob		9747629773
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Chemistry

Saji Mathew		9947118258
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Botany

Mathew P. John		7025660469
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Zoology

LAST GRADE STAFF

C.P.Abraham		9947046010
Roy George		9947407367
Thomas Varghese		0468-2310139

MANAGEMENT STAFF

Mathai Samuel		9446425610
Jacob Thomas		9497105002
Thomas Philip (Wilson)		9495436429
Joseph Thomas		9495733403
Nayana Raj		9605718620
Soney Annie Thomas		7034908756
Anju S. Raju		9496962473

PROGRAMMES OF STUDY

The college imparts instruction in the following programmes:

- Range of programme options available to the learners in terms of degrees, certificates etc:
- B.A./B.Sc./B.Com Degree (6 Semesters) :
- Common Course English
- Common Course Malayalam / Hindi

2017-18

<i>Programme</i>	<i>Seats</i>	<i>Course</i>	
English	24	Core: Complementary	English Language & Literature <i>Political Science</i> <i>British History</i>
Malayalam	40	Core: Complementary	Malayalam Language & Literature <i>Cultural Studies</i> <i>Sanskrit</i>
Hindi	24	Core Complementary	Hindi Language & Literature <i>Journalism</i> <i>Functional Hindi</i>
Economics	60	Core Complementary	Economics <i>World History</i> <i>Political Science</i>
History	40	Core Complementary	History and Culture <i>General Economics</i> <i>Political Science</i>

B.Sc

Mathematics	60	Core Complementary	Mathematics <i>Statistics</i> <i>Physics</i>
Physics	40	Core Complementary	Physics <i>Mathematics</i> <i>Chemistry</i>
Chemistry	40	Core Complementary	Chemistry <i>Mathematics</i> <i>Physics</i>

Botany	32	Core Complementary	Botany <i>Zoology</i> <i>Chemistry</i>
Zoology	32	Core Complementary	Zoology <i>Botany</i> <i>Chemistry</i>
B.Com			
B.Com Model I	50	Optional Subject - Computer Applications	
B.Com Model II	24	Optional Subject - Marketing	

Self-financing Courses

Computer	60	Core Complementary	Computer Science <i>Mathematics</i> <i>Electronics</i>
B.Com Model I	32	Computer Application	
BBA	30		

Postgraduate Programmes: (Semester system) Science Courses

<i>Programme</i>	<i>Seats</i>	<i>Elective</i>
M.Sc Mathematics	15	i) Analytical Number Theory ii) Probability Theory iii) Mathematical Economics iv) Mathematics for Computing
M.Sc Physics	10	i) Electronics
M.Sc Chemistry	10	i) Analytical Procedures ii) Instrumental Methods of Analysis iii) Modern Analytical Techniques and Green Chemistry
M.Sc Botany	12	i) Bio-technology
M.Sc Zoology	08	i) Fishery Science

Arts and Humanities		
<i>Programme</i>	<i>seats</i>	<i>Elective</i>
M..A. Economics	15	i) Monetary Theory and Policy ii) Management Theory and Practice iii) Economics of Agriculture iv) Fundamentals of Environmental Economics
M.A. English	15	i) Studying Translation ii) Dalit Studies iii) English Language Teaching iv) Modern European Fiction
M.A. Malayalam	15	i) <i>Kavitha</i> ii) <i>Cheru Katha</i> iii) <i>Novel</i> iv) <i>Nirupanam</i> v) <i>Nadakavum Cinimayum</i> vi) <i>Vyakaranam</i>
M.Com	15	Financial Management

RESEARCH, GUIDANCE & PUBLISHING

Approved Research Centres of the College

- Department of Physics
- Department of Botany
- Department of Zoology
- Department of Commerce
- Department of Chemistry
- Department of English

Approved Research Guides

- Dr. Ninan Sajeeth Philip (Physics)
- Dr. Roy George K. (Zoology)
- Dr. Jinsu Varghese (Zoology)
- Dr. Jassy Thomas (Botany)
- Dr. Sheena Eapen (Hindi)
- Dr. Asha Susan Jacob (English)
- Dr. Roshin George (English)

REYONO (Impact Factor 3.2)

Journal of Interdisciplinary Studies

REYONO is an interdisciplinary journal published by St. Thomas College, Kozhencherry. It seeks to promote, co-ordinate and disseminate intellectual deliberations among the academia. Published biannually, in January and July, the journal features original research papers of interdisciplinary nature pertaining to science, humanities and social sciences. It intends to serve as a forum committed to the pursuit of academic excellence.

Multidisciplinary Research Centre

The Multidisciplinary Research Centre of the college is registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act ,1955. The activities of the centre include :

1. promoting multidisciplinary focus in academic and research activities of the institution
2. providing assistance to implement schemes or programmes for the co-ordination of research activities
3. conducting research, surveys and studies on academic and non-academic subjects
4. creating a learning network forum & fellowship among the academic community
5. publishing a Multidisciplinary journal *Niravu* in which results of the research activities of the members and invited papers from other researchers are published
6. conducting courses and training programmes for the members
7. organising programmes on environmental energy and natural resources conservation
8. conducting seminars, workshops, conferences, contests.

CHOICE BASED CREDIT SEMESTER SYSTEM (CBCSS) CO-ORDINATION

B.A., B.Sc., B.Com Programmes & PG Programmes

For the renovation and rejuvenation in the field of higher education, the Mahatma Gandhi University to which the college is affiliated, has introduced the CBCSS for undergraduate programmes in the affiliated Arts and Science Colleges. Accordingly, the B.A., B.Sc., B.Com programmes from 2009-10 onwards follow the Choice Based Credit and Semester System (CBCSS). The same is introduced for the PG programmes also from 2012 onwards.

COLLEGE ACADEMIC (CBCSS) CO-ORDINATOR:

Prof. Mini Rachel Thomas, *Department of Hindi.*

DEPARTMENT CO-ORDINATORS

Department of English	Susanna Philip
Department of Malayalam	Sneha George Pachayil
Department of Hindi	Dr. Jenu Mary Mathews
Department of Mathematics	Susan George
Department of Statistics	Abin John
Department of Physics	Dr. Susan Mathew
Department of Chemistry	Dr. Cimi A. Daniel
Department of Botany	Dr. Elizabeth Thomas
Department of Zoology	Dr. Ninu Thomas
Department of Economics	Merry Zachariah
Department of History & Politics	Dr. Martiz Kurian
Department of Commerce	Dr. Jyothis T.
Department of Physical Education	Dr. Sindhu R.S.

Students desirous of having clarifications regarding the CBCSS can approach the college co-ordinator or the concerned department co-ordinator.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) commenced in the college during the year 2004-2005, as per the guidance of National Assessment & Accreditation Council (NAAC) . IQAC has immensely contributed to revitalizing academic excellence in the institution.

Chairman : Prof. K.C.Zachariah (Principal)

COLLEGE IQAC CO-ORDINATORS:

Dr.George K. Alex (*Co-ordinator IQAC*)

DEPT. CO-ORDINATORS

Department of English	Annie George
Department of Malayalam	Sneha George Pachayil
Department of Hindi	Dr. Mini Rachel Thomas
Department of Mathematics	Ann Susa Thomas
Department of Physics	Dr.Ninan Sajeeth Philip
Department of Chemistry	Shinu Koshy
Department of Botany	Dr.Leena Abraham
Department of Zoology	Dr.Roy George K.
Department of Economics	Shaju K. John
Department of History & Politics	Dr. Martiz Kurian
Department of Commerce	Dr. Reji K. Thariyan

ADMISSION COMMITTEE

Committee Members:

Dr. Jaison Jose (*Convenor*)

Abin John

Ajith Thomas

Ligin P. Mathew

INTERNAL ASSESSMENT

Co-ordinators :

PG Annie George, *Dept. of English (Co-ordinator)*

UG Subha P.Simon, *Dept. of Physics (Co-ordinator)*

Dr.Prethibha Vasudevan, *Dept. of Physics (Member)*

ADD-ON / SHORT TERM COURSES

Add-on Course

- Journalism
Department of Malayalam
- Diploma in Computer Assembling & Maintenance
Department of Physics
- PGDTA
Department of Commerce

Short Term Courses

- Certificate Course in Computer Training for all— UG Students
- Basic Course in Computer *Microsoft Office - Word, Excel, Powerpoint & File Management*
- Entry into Service
- Career Guidance
- Coaching for UGC - JRF/NET
- Coaching for CAT / MAT
- Foundation Course for Degree Students
- Coaching for PSC Examination

CO - CURRICULAR ACTIVITIES

NATIONAL CADET CORPS (N.C.C.)

The NCC is aimed to nurture a group of committed youth who are spirited with national ethos and virtues. The benefits that the students get through N.C.C. are:-

- opportunity to develop all the personal qualities in the term 'Personality Development'
- opportunity to travel all over India and foreign countries like Canada, England, Singapore, Sri Lanka, Bangladesh etc....
- opportunity to participate in adventurous activities & All India Camps
- can avail of reservation quota in Medical, Engineering and other professional courses
- easy to enter the Armed Forces, Para Military Force and excellent jobs in the Police departments
- bonus marks for Degree admission : 15 marks for being a NCC Cadet +5 for B certificate. For PG admission 10 marks for being a cadet + 5 for C certificate. At the college level B & C certificate examinations are conducted
- The M.G.University grants 10% grace marks to Cadets in the University Examination.

Coy.Commander & Officer : Lt.Shaju K John, Dept. of Economics

NATIONAL SERVICE SCHEME (N.S.S.)

The N.S.S. is part of the Youth Welfare Programme of the Ministry of Human Resources Development, Govt.of India. The main objective of this co-curricular programme is to train the student in community service. Around 300 volunteers who are members of the N.S.S. are selected to the unit.

A student volunteer who completes 240 hours of social work during the course of two years, is eligible for University N.S.S. certificate. Holders of such certificates are eligible to get weightage/relaxation of 3% marks at the time of admission to any course of study.

Programme Officers : **Arun John**, Dept. of Chemistry

Sneha George Pachayil, Dept. of Malayalam

ASSOCIATIONS / CLUBS & FORUMS

The associations/ clubs and different forums are constituted to supplement the academic life of the students. The aims of the associations are mainly to widen the vision of students and their interests in life, develop their power of thinking, speaking and debating and enriching their social experience and mould their character and outlook on life.

LIST OF ASSOCIATIONS AND CLUBS

- The College Union & Arts Club
- English Association
- Malayalam Association
- Hindi Association
- Mathematics Association
- Physics Association
- Chemistry Association
- Zoology Association
- Botany Association
- Economics Association
- History Association
- Commerce Association
- Computer Science Association
- College Choir
- Tourism Club
- Women's Cell
- Centre for Women's Studies
- Science Club
- Academic Forum
- Mar Thoma Students Association
- Sunday Magazine Club
- S.C.M.
- Best Arts
- The Brains Trust
- Centre for Literary Studies
- P.G.Students Association
- Research Forum

RULES OF THE ASSOCIATIONS AND CLUBS

1. The Principal shall be the patron of all associations and clubs. He shall be the ex-officio President of the College Union. The Presidents and Vice Presidents of departmental associations shall be nominated by the Principal.
2. The Principal shall nominate the Staff Advisor to all recognised associations including the college Union, Arts Club, N.S.S., College Magazine etc.
3. The Principal's decision shall be final in all matters connected with the activities of the various associations, clubs and college magazine.

TUTORIAL SYSTEM

An effective tutorial system is functioning in the college as part of individualised learning programme. This aims to build up healthy interpersonal relationships among students and faculty. A specific time is allocated in the time table for tutorial. The academic tutorial is designed in formal and informal methods. Students are divided into small groups of 15 to 20 and a tutor is in charge of each group.

Committee Members:

Dr. Elizabeth Thomas and Mini Varghese (Co-ordinators)
Dr. Saramma Varghese
Seeniamma C. Chennattucherry
Thomas Mathew
Sam Thomas
Bettymol Elizabeth Thampy
Dr. Lekha P.K.

COUNSELLING & ORIENTATION

The specific aims and objectives of the centre are :

1. personality development of students and foster in them moral values
2. building up a caring, supportive relationship with students
3. improvement of the interpersonal relationship among students
4. helping and guiding the students to take right decisions in their day-to-day life
5. helping them in building up self-esteem, confidence, self- respect and= understanding
6. helping students to realise their strengths and weaknesses

The service of a professional counsellor is available in the campus.

Committee Members:

Ligi George (*Co-ordinator*)

Dr. Cimi A Daniel

Priya Mathews

Jeethu Rachel Mathew

Dr. Leena Abraham

Siby John

ANTI - RAGGING CELL

Committee Members:

Prof. Dr. Mathew P. John

All HoDs, NCC/NSS Officers, Women's Cell President & Secretary

WOMEN'S CELL

The Women's Cell of the College, in association with the All -India Association for Christian Higher Education (AIACHE), has been functioning since 1989. All the girl students and lady teachers of the college are its members. The Women's Cell aims to equip girl students to encounter the new challenges of globalization and its consequences. It provides a confidential forum for girl students to express their problems before teachers and experts. It also provides ample opportunity for them to develop their personality through various activities such as debates and camps. The Women's Cell fosters a sense of sisterhood that helps to identify the less privileged and provide remedial measures for their betterment, in the form of medical aid, orphanage visit, etc.

Committee Members:

President : **Ninu Thomas**, *Dept. of Zoology*

Vice President : **Dr. Jyothis T**, *Dept. of Commerce*

Secretary : **Siby John**, *Dept. of English*

Treasurer : **Dr. Jaya Jacob M.**, *Dept. of Commerce*

CENTRE FOR WOMEN'S STUDIES

The centre aims at promoting, strengthening and networking the activities related to women through extension and research, and intends to work for the sustainable development of women. The specific objectives of the centre are to introduce gender perspective in the curriculum, conscientize students on women's status, rights and responsibilities, disseminate research findings to the community, undertake outreach programmes in

rural and urban areas and network with other universities and institutions offering women's studies.

Committee Members:

Annie George (Co-ordinator)
Jollyamma George
Dr. Jassy Thomas
Dr. Sneha George Pachayil
Dr. Jinsu Varghese
Ann Susa Thomas
Dr. Teena Rachel Thomas
Dr. Jaya Jacob M.

CAREER GUIDANCE & COUNSELLING CENTRE

The objective of the Career Guidance Centre is to provide a reliable and comprehensive career information source for students. Self-confidence, communication skills and goal-setting in students are expected to be improved, to make them realise their career potential. In particular, their hidden and inherent talents and skills are brought out by proper career guidance and career planning activities. A Placement Cell is also functioning in the College.

Committee Members:

Reji K. Tharyan and Suresh Mathew (Co-ordinators)
Dr. Elizabeth Thomas
Thomas Mathew
Ligin P. Mathew
Dr. Martiz Kurian
Anup George Varghese

ACADEMIC FORUM

The Academic Forum aims to strengthen academic reforms, research talents and activism among the students. Through this one can develop innate qualities; education in citizenship and community life, efforts to reform politics, training in democratic, liberal thinking and values, developing group dynamics and responding to socio-cultural and political issues are also intended. Open discussions with eminent personalities, seminars and paper presentations are effectively used.

Committee Members:

Dr. Jaison Jose (Co-ordinator)
Dr. Ninan Sajeeth Philip

Dr. Reena Pappachen George
Dr. Susan Abraham
Dr. Leena Abraham

THE SUNDAY MAGAZINE CLUB

The aim of Sunday Magazine Club is the all-round development of the student's personality, thus helping the students to realize their hidden strengths and potentials and to equip the students to face the challenges of modern competition. The selection of the members is done on the basis of a screening test. The discussion of the club as the title suggests are based on a specified text of events. Its specific objectives are:

1. to instil a journalistic / professional / competent spirit of the ideas of contemporary relevance.
2. to form a debating club.
3. to conduct training in public speaking
4. to create awareness on etiquettes and emotional intelligence quotient.

Drama Club : An offshoot of the Sunday Magazine Club, after the Kabooki skit competition it held in 2015, the Drama Club functions as a semi autonomous forum. The teams that came first second and third in Kabooki are presently the student members of the club. They are thus the members of the Sunday Magazine Club. The club aims to foster creative dramatic skills among students, conduct performances and workshops. Students will have the privilege of attending drama competitions and workshops on theatre held in various places.

Committee Members:

Febu George Mathai Kurichiyath (Co-ordinator)
Dr. R.S. Sindhu
Dr. Lathakumary P.C.
Dr. Teena Rachel Thomas
Chinnu Mariam Chacko
Ria Mammen
Ligin P. Mathew

CENTRE FOR LITERARY STUDIES

The Centre is functioning under the Multidisciplinary Research Centre. The Centre proposes to promote multidisciplinary activities like collaboration in publication works, translations, etc. The centre also conducts talks by eminent scholars in the literary field.

Committee Members:

Dr. Mini Rachel Thomas and Dr. Jenu Mary Mathews (Coordinators)
Dr. Jaison Jose
Vineetha S.
Libus Jacob Abraham

INSTITUTIONAL SCHOLARSHIP COMMITTEE

The Scholarship Committee is constituted to identify deserving and meritorious students as per the terms and conditions of the endowments. The members of the committee are:

Committee Members:

Prof. Dr. Asha Susan Jacob (Co-ordinator)
Dr. Annie J. Mathew, Dept. of Botany
Jollyamma George, Dept. of Economics
Dr. Jyothis T, Dept. of Commerce
Susan T. Sushil, Dept. of English

STATE - CENTRAL GOV. & OTHER SCHOLARSHIPS

The Co-ordinator serves to provide state Central Government and other Scholarship to UG / PG and Minority Student under various Schemes and programmes.

Jaya Jacob (Co-ordinator)

ALUMNI ASSOCIATION

The alumni are the ambassadors of the college reflecting the rich traditions, culture and values acquired from the institution. The college maintains a link with the alumni across the globe through Alumni Chapters. The overseas chapters of the alumni are centred at USA, Abu Dhabi, Dubai- Sharjah, Kuwait, Baharain, Doha and Saudi Arabia. Departmental Alumni Associations are also functioning at the regional level. The College Alumni Association is the apex body providing a forum for all members to come together.

President : Prof.K.C.Zachariah (Principal)

Secretary : Ajith Thomas, Dept. of Commerce

PARENT - TEACHER ASSOCIATION

The PTA plays a vital role in maintaining a cordial atmosphere in the campus. The association facilitates mobilization of funds for the developmental activities. It also executes different student supportive

schemes such as providing noon-meals to the needy and gives 52 proficiency prizes for meritorious students. Parents of all students are members of the PTA and are expected to co-operate in the development programmes of the college.

President : Prof.K. C. Zachariah (Principal)

Secretary : Dr. Mathew P. John, Dept. of Physical Education

TOURISM CLUB

Tourism Club is functioning in the college under the District Tourism Promotion Council. The club aims at creating awareness among college students on various aspects of tourism and its related activities. Camp awareness programmes, trekking etc are conducted periodically and meetings are held regularly. Upto 50 students from Degree Classes are admitted to the club.

Committee Members:

Dr. Mathew P. John, (Co-ordinator) Dept. of Physical Education

Dr. Sindhu R.S. Dept. of Physical Education

Dr. Praveen S.S., Dept. of Physics

Shinu Koshy, Dept. of Chemistry

Susanna Philip, Dept of English

PUBLIC FACILITY LABORATORY

A Public Facility Lab, Accredited as type B by the Pollution Control Board (PCB), is functioning under the Dept. of Zoology. It is equipped to analyse the quality of drinking water and soil.

Co-ordinator : Dr. Jinsu Varghese, Dept. of Zoology

COMMON COMPUTER FACILITY

The Common Computer Facility (CCF) functions with the objective of imparting computer training to all students in the college. Degree students can attend basic computer course in the morning/evening sessions and an advanced computer course during free time between 9:30 am - 3:30 pm. The Postgraduate students have the opportunity to make use of the facility throughout the course of their study for completing their projects etc. Internet facility is also available to them at a nominal charge.

Director : Reji K. Tharian, Dept. of Commerce

STUDENT CHRISTIAN MOVEMENT (S.C.M.)

A unit of the Student Christian Movement functions in the College. The movement aims to equip students towards a committed and serious university life and to play an active role in the college and society. Regular meetings and camps help to build up their personal integrity and social outlook with a Christian perspective.

Staff Advisors : Dr. George K. Alex, Dept. of Political Science

Tom Thomas, Dept. of English

Libus Jacob Abraham, Dept. of Malayalam

MAR THOMA STUDENTS ASSOCIATION

Mar Thoma Students Association of this college is actively involved in bringing about positive changes in the campus. Each working day starts with a prayer led by students. The morning worship has inspired students in leading a spiritually virtuous life and it has added strength to their sense of moral values. Life is a precious gift from God, to be made rich with man's selfless ideas and efforts; such is the bold spirit we propose to instill in our students.

Staff Advisor : Dr. Annie J. Mathew, Dept. of Botany

Lijin P. Mathew

Jyothi Sara John

MORNING WORSHIP

Committee Members:

Dr. Annie J. Mathew (Co-ordinator)

Neenu Thomas

Dr. Leena K. Cherian

Dr. Jyothis T.

Jeethu Rachel Mathew

Ria Mammen

Lijin P. Mathew

Jyothi Sara John

RECEPTION & ACCOMMODATION

Committee Members:

Dr. Saramma Varghese (Coordinator)

Subha P. Simon

Dr. Jassy Thomas

Dr. Jenu Mary Mathews
Dr. Lathakumary P.C.
Ann Susa Thomas
Jyothi Sara John
Susanna Philip

COLLEGE CHOIR

Committee Members:

Tom Thomas (Co-ordinator)
Elizabeth John
Bettyamol Elizabeth Thampy
Ria Mammen
Jeethu Rachel Mathew
Jijo Varghese
Susanna Philip
Alex (Guest, Dept. of Malayalam)

BRAINS TRUST

The Brains Trust aims at motivating and developing the skills of the students to realise their potentials and hidden strengths. The ultimate aim is to produce a cream of students according to the vision and mission of the college who are socially committed, morally upright and intellectually well trained so as to become leaders for a better tomorrow.

Committee Members:

Shinu Koshy (Co-ordinator)
Annie George
Ann Susa Thomas
Shinimol A.K.
Siby John
Cimi A. Daniel

UNAI & UN - ASPIRE

The United Nations Academic Impact (UNAI) is a global initiative that aligns institutions of higher education with the United Nations in furthering the realization of the organization through activities and research in a shared culture of intellectual social responsibility. The student branch of the UN Academic impact is known ASPIRE - 'Actions by Students to Promote Innovation and Reform through Education'. At. Thomas College is the second college in Kerala to get membership in UNAI.

Committee Members:

Dr. Jasy Thomas (Co-ordinator)
Suresh Mathew George
Chinnu Mariam Chacko
Dr. Martiz Kurien

BEST ARTS

The Best Arts aims to nurture and nourish the creative and artistic talents latent in our students. It provides a platform for both learning and performing. Students interested in the following can join the Best Arts.

Music : Vocal : Eastern & Western
Instrumental : Guitar, Keyboard, Rhythm, Thabala.
Theatre : Skit, Mime, Drama, Monoact
Fine Arts : Cartooning, Painting, Clay Modelling
Dance : Classical, Fusion, Folk

Committee Members:

Prof. Dr. Sindhu R.S. (Co-ordinator)
Dr. Lathakumary P.C.
Febu George Mathai Kurichiyath
Dr. Jaison Jose
Dr. Susan Abraham
Vineetha S.
Chinnu Mariam Chacko
Priya Mathews

INTERNAL EXAMINATIONS*Committee Members:*

Prof. Laby Cherian Punnoose
Dr. Sindhu R.S.
Dr. Lathakumary P.C.
Dr. Jyothis T.
Shinu Koshy
Jeethu Rachel Mathew
Ligin P.Mathew

STUDENT'S LEADERSHIP TRAINING COMMITTEE

Committee Members:

Ann Susa Thomas
Dr. Roshin George
Bettymol Elizabeth Thampy
Siby John
Shinu Koshy
Dr. Praveen S.S.

DISCIPLINE COMMITTEE

It shall be the duty of the Heads of the Departments, NSS / NCC officers and Cordinating Committee members of Womenâ€™s Cell Brain Trust, Councilling Cell and Student Co-ordination and Orientation Committee to maintain a peacefull and cordial accademic climate in the college.

Committee Members:

Prof. Dr. Antony George (Coordinator)
Libus Jacob Abraham
P.M.Thomas
Anup George Varghese
All HoDs, NCC/NSS Officers

STUDENT CO-ORDINATION COMMITTEE

Committee Members:

Prof. Dr. Antony George (Co-ordinator)
Dr. Mini Rachel Thomas
Febu George Mathai Kurichiyath
Dr. Jaison Jose
All HoDs, Staff Advisors College Union

CAMPUS BEAUTIFICATION COMMITTEE

Committee Members:

Dr. Susan Abraham
Dr. Elizabeth Thomas
Annie George
Neethu Mariam Ajith
NSS Programme Officers

CELL TO COMBAT SEXUAL / MENTAL HARASSMENT

Committee Members:

Prof. K. C. Zachariah (Principal)
Adv. Annie Mathew (Legal Advisor)
Dr. Sheena Eapen (Teaching Faculty Representative)
Dr. Lathakumary P.C.(Teaching Faculty Representative)
Smt. Molly George (Staff Representative)
Smt. Annie Joseph (Member of Local Self Government)
Smt. Prameela Mathew (Member, PTA)
Suma George (Member, Governing Council)
Kum. Malu Krishna (Student Representative)

WEB-SITE COMMITTEE

Members:

Tom Thomas (*Convenor*)
Anup George Varghese (*Co-ordinator*)
Dr. Prathibha Vasudevan (*Committee Member*)

ECO-CLUB

Members:

Thomas Mathew (*Co-ordinator*)
Dr. Mathew P. John
Dr. Sindhu R.S.
Dr. Roy George K.
Sam Thomas
Shinimol A.K.
Dr. Praveen S.S.
Shinu Koshy
Priya Mathews

SCIENCE CLUB

Committee Members:

Dr. Ninan Sajeeth Philip (*Co-ordinator*)
Ninu Thomas
Sam Thomas
Dr. Leena Abraham
Dr. Lekha P.K.

HOSTEL COMMITTEE

Committee Members:

Prof. Dr. Jasy Thomas

Dr. Mathew P. John

Jollyamma George

Dr. Sindu R.S.

Dr. Lathakumary P.C.

Ninu Thomas

Jaya Jacob

ST.THOMAS COLLEGE CO-OPERATIVE STORE (Q 415)

The St.Thomas College Co-operative Store functions for the benefit of the college community. All students are expected to contribute to the shares of the store. Fee for one share is Rs.10,Registration fee Rs.5/- and Association fee is Rs.5/- text books, note books, stationery articles and provisions are available at a moderate price. Purchase bonus is given to the members. Shareholders will be given a dividend at the end of the year.

President : Principal

Secretary : Thomas Mathew, Dept. of Mathematics

ST. THOMAS COLLEGE EMPLOYEES CO-OPERATIVE SOCIETY

The Society is a registered banking institution which commenced its operation in 1992 under the Kerala State Co-operative Societies Act, 1969. The objective of the society is to promote thrift among the members and to provide credit facilities at a reasonable rate of interest. The Society offers diversified deposit schemes at attractive rate of interest including Chitty business. Different tailor-made credit schemes are also offered to its members at a lower rate of interest with easy terms and conditions. Emergency credit facility is available to members.

President : Philip C.Thomas, UD Clerk

Secretary : Dr. Antony George, Dept. of Commerce

FLAIR / SSP/WWS

The institution has opted to be a part of three new initiatives of the Higher Education Council of Kerala.

FLAIR

Fostering Linkages in Academic Innovation and Research is a capacity building programme for new faculty members in academic innovation and research excellence. It aims to motivate the new generation faculty members to raise their level of productivity in the academic field. A number of faculty members from the institution attended the interview and were selected to appear for the aptis Test. The programme envisages to achieve "Quality higher education through teacher empowerment".

SSP

Scholar Support Programme aims to provide additional tutoring and assistance to students in curricular areas of weakness. The programme targets the 1st year degree students and is offered to 50 students from five departments of the college.

Committee Member:

Susan George

WWS

Walk With the Scholar is a scheme that proposes to arrange specialized mentoring programmes for students in the undergraduate programme and to provide guidance for their future. It is open to students of the 1st year degree programme. A total of 30 students are selected and are placed under the guidance of both internal and external mentors.

Co-ordinator:

Laby Cherian Punnose

ASAP

ASAP, an initiative by the Kerala Government aims to provide additional skills in different areas to equip students according to their aptitudes. After the successful completion of the course the beneficiaries can have a minimum amount as monthly income. A unit of the ASAP functioning under the college.

Co-ordinator:

Dr. Jaya Jacob

PLACEMENT CELL

Co-ordinator

Suresh Mathew George, (*Co-ordinator*) *Dept. of Economics*

Thomas Mathew, *Dept. of Mathematics*

RESEARCH FORUM

Research Forum is a collective of the students who intend to engage in research in future. The primary objective of the forum is to orient socially Committed and academically well trained people to cop with the needs of the society. Students to the forum are selected on the basis of their accademic merit and aptitude in research. The forum will be providing guidance and orientation in research methodology.

Co-ordinator : **Jasy Thomas**

REPORTS

Abin John (*Co-ordinator*)

Shaju K. John

Suresh Mathew George

Chinnu Mariam Chacko

Jaya Jacob

for Admission,
Fees,
General Information,
Discipline & Residence



RULES OF ADMISSION

- A. Application for admission to the B.A. / B.Sc./B.Com and M.A. M.Sc./M.Com programmes under the General Merit (50%) and Reservation Merit (20%) through Centralized Allotment Process (CAP) should be submitted to the University as per notification by the University.
- B. Application for admission to the B.A/B.Sc./B.Com. and M.A M.Sc./M.Com. programmes under Community Merit (10%) & Management Quota (20%) should be submitted to the Principal as per the schedule announced by the University.
1. Each application for admission should contain copies of mark list of the qualifying examination and Certificate of Character and Conduct from the head of the institution last attended. Originals must be produced at the time of interview.
 2. Applications for admission should be made in the prescribed form which can be had from the college office on payment of a Registration fee of Rs. 30/- (Rupees thirty only). Request for sending the application form by post will be entertained only on receipt of money order of Rs. 60/-. The class (B.A./B.Sc./B.Com/ M.A/M.Sc./M.Com.) to which admission is sought and the full address of the candidate should be noted in the money-order coupon.
 3. The correct mailing address should be written on the interview cards (MEMO) and Rs. 6/- stamp affixed on the interview cards.
 4. Application for admission to a particular class will be REJECTED if admission is sought (i) after having been detained in the same class in another college (ii) after having undergone the same course in any other subject or higher course in any other institution.
 5. The Higher Secondary School Certificate Examination conducted by the Board of Secondary Education, Bhopal, Madhya Pradesh is not recognized by the Mahatma Gandhi University.

6. Admission will be made according to the Direct Payment Scheme Agreement made by the Management with the Government of Kerala. The Principal's decision will be final.
7. Any student who secures admission on the basis of erroneous or false information will forfeit his/her seat and will be dismissed from the college.
8. Applicants belonging to the Mar Thoma Syrian Church who desire to be considered for admission in the community quota should attach certificate of membership from the Parish Priest.
9. Application forms which are not fully and correctly filled in and to which the required certificates are not attached will be rejected.
10. The Register Number on the application should always be quoted in any query or correspondence with regard to the application.
- C1. Selected candidates will have to appear for an interview before the Principal as decided by him with the following documents and accompanied by the parent/ guardian.
 - i) SSLC Book or Equivalent Certificate
 - ii) Transfer Certificate
 - iii) Conduct Certificate
 - iv) Community Certificate from the concerned Parish priest in the case of candidates belonging to Mar Thoma Community seeking selection in the Community /Management Quota.
 - v) Community Certificate and Income Certificate from competent authorities in the case of backward community students eligible for concession from the Scheduled Caste Development Department.
 - vi) Other relevant certificates as per application.
 - vii) Three passport size photographs

Final selection will be made only after the interview.

2. Candidates for admission to B.A./B.Sc./B.Com. should have attained the age of 16 years on 15th July of the year of

admission. Exemption from the operation of the age rule will not be granted.

3. The applicants for Degree Courses are allowed to exercise upto three choices.
4. The particulars of fees are as follows :
 - Matriculation Fees Rs. 100/-
 - Fee for Eligibility Certificate from the University Rs.100/-

When the student leaves the college, the Caution Deposit will be refunded only on production of the original receipt after deducting the cost of damages and other dues, as reported by the Departmental Heads, Librarian, NCC, NSS officers etc.

5. The first instalment of fees must be paid on the date of admission together with the Special Fees and other fees, only after which the applicant's name will be enrolled.
6. If a student leaves the college after enrolment, fee for the whole term should be paid as per schedule of fees published.

FEE CONCESSION

1. Students belonging to Scheduled Caste, Scheduled Tribe, and Other Eligible Communities are eligible for fee concession from the Scheduled Caste Development Department as per government rules.
2. Students belonging to backward communities other than Scheduled Castes, Scheduled Tribes and converts from the O.B.C. will get concession only if the parental income is below Rs. 25,000/- for degree and Rs.42,000/- for postgraduate programmes. Such students should produce an income certificate from the Tahsildar or the Village Officer, at the time of interview.
3. Students who are eligible for concession from the Scheduled Caste Development Department should produce at the time of interview a community certificate from the Tahsildar.
4. Students who are eligible for concession from the Scheduled Caste Development Department should obtain from the college office, the prescribed application form immediately after admission and submit the same to the office duly completed, within 15 days from the date of admission.
5. Students belonging to the forward communities are also eligible for the concession (K.P.C.R) provided the annual income of their parents is within the prescribed limit i.e., for degree Rs. 25,000/- and postgraduate Rs.42,000/-.
6. The income certificate obtained from the Village Officer should be produced in original at the time of interview.
7. Candidates claiming full fee concession should submit their application in the prescribed form. Candidates who do not adhere to the above instructions will have to pay the entire fees at the time of admission.
8. Only bonafide students of Kerala State are eligible for concession.
9. Only students having minimum attendance are eligible for fee concession, stipend and lumpsum grant.

GENERAL INFORMATION

1. The SSLC Book and other mark lists will have to be surrendered to the college at the time of admission to degree and postgraduate programmes. **Students are advised to have in their possession sufficient number of copies of certified extracts of the marks in the qualifying examination and the pages containing the date of birth, before admission.** Their qualifying certificates will be returned to them only after the completion of the programme.
2. B.Com. Degree programme : For B.Com. degree programme the University has stipulated that candidates who have not taken Commerce or allied subjects for the qualifying examination should get at least 45% of the aggregate mark in the Pre-degree/ Higher Secondary Examination to become eligible to seek admission to the programme. A concession of 5% will be given to those who belong to the Scheduled Castes/ Scheduled Tribes and other backward communities.
3. No change in subjects & second language will be permitted after admission.
4. An applicant seeking admission from an institution outside Kerala State should produce a Migration Certificate and Pass Certificate. They should produce

Eligibility Certificate also from the Mahatma Gandhi University. However, those students who pass the Higher Secondary (+2) Course of the Government of Kerala need not produce the Migration Certificate.

GENERAL RULES OF DISCIPLINE

1. Religious and moral instruction classes will be conducted in the college. Christian students are expected to attend the scripture classes and other moral instruction classes.
2. Women students admitted to the college should wear long skirts with blouses, sarees or churidars.

3. An identity card will be issued to every student after admission. Identity Card must be with the student whenever he/she is on the college campus and should be produced for inspection when demanded by any member of the staff.
4. Parents are requested to meet the class teacher in charge, HoD and the Principal occasionally.
5. **In the light of the verdict of the Hon'ble High Court, the Mar Thoma Sabha Council had decided to prohibit campus politics in colleges under the Mar Thoma Sabha Management. As per Resolution No. 15 of the College Governing Council held on 11.06.2003, campus politics is prohibited in this College.**
6. Ragging is strictly prohibited and will be treated as a criminal offence.
7. Use of mobile phones is prohibited inside the college campus.
8. All students should strictly follow the rules and regulations of the college. Ignorance of rules is no excuse.
9. Every student must attend classes regularly and punctually.
10. Any student who is (a) persistently insubordinate, (b) repeatedly or wilfully mischievous (c) guilty of fraud or mal-practice in connection with examination, (d) who uses abusive and offensive language to any member of the staff or fellow student (e) who defaces the walls of the class rooms and college building and (f) who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, will be punished. The punishment includes removal from the rolls of the college which will be either temporary or permanent according to the seriousness of the offence. Those students known to have misbehaved will not be issued any conduct certificate.
11. Students who do not have classes during a period should not loiter on the college verandah or in the premises. They may remain in the reading room of the library.

12. Notices of any kind shall not be circulated among the students or posted anywhere within the college premises without the written permission of the Principal.
13. Meetings of any kind shall not be held within the college premises without the prior written permission of the Principal.
14. Students are forbidden to write anything on any of the boards in the classrooms or address the class in the absence of a teacher in the classroom.
15. Prior permission of the Principal should be obtained for:
 - a. organizing special meetings, entertainments or social functions in the college or in the hostel.
 - b. using loudspeakers, megaphone etc. in the college or its premises.
 - c. inviting persons from outside for any function in the college or in the hostel.
 - d. collecting subscriptions of any kind from the students and staff of the college.
16. When a student has any issue concerning discipline, he/she may seek guidance from the Principal or any of the Heads of Departments.

ATTENDANCE AND LEAVE OF ABSENCE

1. Attendance will be marked at the beginning of each period.
2. A student who leaves the classroom without permission after roll-call shall lose the attendance for the whole day. It will be viewed as a serious offence and disciplinary action will be taken against him/her.
3. Application for leave should be submitted in the prescribed form immediately after the leave to the teacher in charge of the class specifying the period for which leave is applied. Students who reside in the hostel should submit the applications countersigned by the warden. Leave application from day scholars should be countersigned by their guardians. Leave letters submitted later will not be accepted.

4. Those who are absent on medical grounds should submit the medical certificate along with the application for leave.
5. It is the duty of every student to see that he earns the required attendance.

NO STUDENT WHO HAS EARNED LESS THAN 75% OF ATTENDANCE FOR THE SEMESTER WILL BE ELIGIBLE FOR APPEARING IN THE UNIVERSITY EXAMINATION.

6. Disciplinary action will be taken against those who repeatedly absent themselves without leave or who are habitually late.
7. Students who apply for leave are to make sure whether they have been granted leave or not.
8. During the days on which tests are held, leave of absence will be granted only on medical grounds. Application should be supported by a medical certificate from a Government Medical Officer not below the rank of Assistant Surgeon.

ISSUE OF CERTIFICATES

A student, past or present, applying for a certificate of transfer, character, age or for mark lists, identification etc. shall furnish the following details for easy identification.

1. Full name as in the S.S.L.C. Book
2. Class last studied in
3. Class number
4. Admission number
5. Programme of study
6. Period of study
7. Subject taken

If the certificates are to be sent by post, a stamped self-addressed envelope should accompany the application.

No certificate will be issued to those against whom there are any dues to the college. A fee of ` 5/- will be collected from those who apply for attestation of T.C., Conduct Certificate and other Certificates. Duplicate T.C.

will not be issued unless there is a certificate from an officer not below the rank of a First Class Magistrate to the effect that T.C. has been lost irrecoverably.

The conduct certificate is a document which the student has to earn. It will not be re-issued as a matter of course.

INSTRUCTIONS FOR PAYMENT OF FEES

- (a) Tuition fees will be collected in 3 instalments. The first term fees including the special fees prescribed will be collected on the date of admission / within 7 working days after the re-opening of the college.
- (b) Subsequent instalments will be collected on or before the seventh consecutive working day of each term.
- (c) If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay a fine of ` 5 along with the fees on or before the 10th day after the due date.
- (d) If the fees with the fine of ` 5 is not paid on or before the 10th day after the due date an additional fine of ` 10 will have to be paid. If the fees and fine are not paid within the due date, the name of the student will be published on the college notice board and one more chance will be given to remit the fees with fine. Still, if the student fails to remit the fees the name of the student will then be removed from the rolls of the college. If he/ she is to be re-admitted he/she has to apply for the special permission of the Principal and also has to remit the arrears of fees with fine and re-admission fee.
- (e) If the fees and fine are not paid within the stipulated period, the name of the student will be entered in the special register of defaulters. The attendance of the student will also be marked. If the student settles the arrears of fees with fine before the last opportunity given for such a settlement he/she shall be granted attendance as per actual presence or absence recorded. If the student does not pay the dues till the last date prescribed, he/she will not be allowed to appear for the examination.

CAUTION DEPOSIT

The Caution Deposit shall be disbursed to the claimant in person and his/her acquittance obtained in the caution deposit register. If however, the student desires the same to be sent by money order, after deducting the money order Commission and other charges, a Receipt in the form given in Annexure (Page.103) should be attached along with the application for refund of Caution Deposit.

RESIDENCE OF STUDENTS

1. The college provides residential facilities for a few women students.
2. Women students who do not stay with their parents or guardians shall reside in the college hostel, and men students in lodges approved by the Principal.
3. Students who do not stay with their parents or guardians should submit to the Principal, full information regarding their residence.

WOMEN'S HOSTEL

The college provides residential facilities for a few women students. Women students who do not live with their parents or guardians shall reside in the college hostel.

RULES OF THE HOSTEL

The rules and regulations are generally conservative and are deliberately planned so. The aim is to help young women learn to use the privileges of hostel community and to accept its restrictions and responsibilities. Once a student decides to accept a place in the hostel, she should strictly adhere to the rules of the hostel.

The **Principal** has the right to refuse admission to the hostel to any student who in his opinion is not considered suitable for admission either on medical grounds or for reasons of conduct, etc. The Principal also reserves the right to refuse permission to students to continue in residence.

Every resident student who joins the hostel should respect all the hostel rules and regulations pertaining to attending classes, dining room, outings (weekends), reporting when sick, the use of phones, etc.

Resident students indulging in non-conventional and non-traditional life styles will be asked to find alternative accommodation immediately.

Note: - Students and their parents or local guardians are required to make themselves fully conversant with the rules of the college given herein, as they are bound by them, and their signature on the Application Form for Admission to the Hostel indicate that they agree to conform to the rules and regulations of the hostel.

1. Application for admission to the hostel shall be made in the prescribed form supplied by the Management Section in the college office, on payment of Rs.50/-
2. Selection of applicants for admission shall be made by the Principal, assisted by the Warden.
3. Only students from far off places, (a distance of **40 kilometres**) will be admitted to the hostel and the number of inmates will be restricted to 45.
4. Each student on joining the hostel has to pay an admission fee of Rs.100/-, Caution deposit of Rs. 1500/-, mess advance of Rs.2500/- and establishment of Rs. 3000/- per year. Mess advance and caution deposit will be repaid when the student leaves the hostel.
5. (a) The annual room rent shall be **Rs.3600/-** for New Women's hostel and **Rs.3000/-** for Old Women's Hostel.
(b) Allotment of rooms will be made by the **Warden**.
6. Hostel fees and any dues shall be collected through the Management Office at the college. Resident students are required to pay Boarding, and Establishment fees in advance and not later than the specified date. Thereafter a fine of Rs.10/- will be collected per day.
7. The **Warden** (preferably a faculty member), appointed by the Principal shall be in charge of the Hostel and its management.
8. Mess arrangements shall be under the control of the college. Meals will be served in the dining hall. **Dividing system** is followed for food expenses.

9. For **continuous absence** of 10 days or more with prior permission within a calendar month, a student will have to pay only for the remaining days.
10. Students are expected to dress modestly and wear appropriate clothes to classes, prayer hall, dining hall and to the canteen on campus.
11. Students are expected to attend classes regularly. Any irregularity will be dealt with severely.
12. All residents of the hostel are expected to be in their rooms between 6 PM and 6 AM. No one should be absent from the hostel without permission.
13. **Evening prayer** will be conducted at 6.30 PM.
14. All residents are expected to be in their respective rooms during study hours, i.e, **6 AM to 8.30 AM** and **8 to 10.30 PM**. Students may use common study hall for late night study.
15. **Evening roll-call** is compulsory, and absence without permission will be dealt with seriously. Roll-call will be taken every day between 7 and 7.30 PM.
16. **Silence hours** should be maintained strictly between **11.00 PM and 6.00 AM**. Violations more than three times would call for expulsion from the hostel.
17. Students can be allowed for week end outings only for **3 hours on Saturdays** only, between **10.00 AM and 1.00 PM** with prior permission from Warden.
18. Students should write in the **register** name, time, and purpose of outing, before they go out and on return.
19. Residents are expected to return to the hostel on the day of reopening after long weekends, End of Semester examinations, Onam and Christmas holidays. **A fine of Rs.100/- would be collected from defaulters on the first day and Rs.50/- each for the subsequent days missed.** Parents are requested to respect the policies framed for residents and avoid seeking permission to avail leave for their daughters.

20. Leaving the campus without permission from the Warden will lead to disciplinary action. Students resorting to such practices will be forced to vacate the hostel.
21. **If sick**, the Hostel Warden has to be informed immediately and updated on the condition. First aid is available but the Warden will decide to call family/guardian responsible in case of emergency or admit in a hospital. The resident will have to bear all related expenses, including outstation calls, transport and medical care, etc.
22. **Leave of absence** should be obtained from the Warden before proceeding home for short holidays.
23. Student will not be allowed to go home unless the Warden receives a written request from the parent or guardian. Warden's decision will be final. If it involves absence from class, she should also secure permission from the Principal and adhere to the 'leave rules' of the college.
24. Phone calls to students will not be allowed during college hours. Students may send phone calls on Saturdays between 6 PM and 8 PM and receive calls on Sundays between 6 PM and 8 PM.
25. **Use of mobile phones and laptops by residents is strictly prohibited in the hostel.**
26. No fund shall be collected or meeting organised without the prior consent of the Warden.
27. No person is allowed to enter the hostel without obtaining the **permission** of the Warden.
28. **Students are discouraged from bringing into the hostel expensive jewellery, large amounts of cash and electrical gadgets.** The resident is responsible for ensuring the safety of the personal items. The hostel will do its best to maintain security but will not be responsible for any personal loss on the premises.
29. All residents should keep their rooms neat and tidy, take care of furniture, and other hostel properties.
30. Guests and visitors will not be entertained in the hostel.

31. Students once admitted into residence will not be permitted to leave the hostel during the year unless for some valid reason. **The hostel establishment charges will not be refunded**
32. During the course of the year if any student is found to violate any of the rules, she will be expelled from the hostel and no appeal directly by her or any others will be entertained. The students are advised to strictly adhere to the above rules and regulations in the interest of their academic performance and career.

LIBRARY RULES

1. Library working hours 8.30 a.m. to 4.30 p.m. on all working days.
2. Books may be borrowed for two weeks. A fine of ` 1/- per day will be levied after the due date.
3. If the book is damaged in any way, threefold price of the book will be realised from the student.
4. Identity card is to be produced for entrance to the reading room and for the issue of books.
5. Borrowers are urged to treat the books with utmost care. All markings, undermarkings or annotating of book is strictly forbidden. If the book is damaged in any way the full price of the book will be realised. A borrower will be held responsible for any damage which may be noticed when the book is returned unless such defects are pointed out at the time of borrowing.
6. All library dues should be cleared before the last working day of the academic year.
7. Strict silence should be observed inside the library and reading room.

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS 2009 (Main Points)

In exercise of the powers conferred by Clause (g) of Sub-Section (I) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely-

TITLE COMMENCEMENT AND APPLICABILITY

These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions. 2009".

- .. They shall come into force with immediate effect.
- .. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions whether located within the campus or outside, and to all means of transportation of students whether public or private.

OBJECTIVE

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided in these Regulations and the appropriate law in force.

DEFINITION OF RAGGING

"Ragging" means the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in

a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

PUNISHABLE INGREDIENTS OF RAGGING

- .. Abetment to ragging
- .. Criminal conspiracy to rag
- .. Unlawful assembly and noting while ragging
- .. Public nuisance created during ragging
- .. Violation of decency and morals through ragging
- .. Injury to body, causing hurt or grievous hurt
- .. Wrongful restraint
- .. Wrongful confinement
- .. Use of criminal force
- .. Assault as well as sexual offences or unnatural offences
- .. Extortion
- .. Criminal trespass
- .. Offences against property, criminal intimidation
- .. Attempt to commit any or all of the above mentioned offences against the victim(s)
- .. Physical or psychological humiliation
- .. All other offences following from the definition of "Ragging"

MEASURES FOR PROHIBITION OF RAGGING AT THE INSTITUTION LEVEL

- .. The institution shall strictly observe the provisions of the act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on par with rape and other atrocities against women and ill- treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions
- .. Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether

located within the campus or outside and in all means of transportation of students whether public or private.-

- .. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

PUNISHMENTS: AT THE INSTITUTION LEVEL

- .. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of *the* institution, the possible punishments for those found guilty of ragging at the institution level shall be any or any combination of the following:
 - .. Suspension from attending classes and academic privileges
 - .. Withholding/Withdrawing scholarship/fellowship and other benefits
 - .. Debarring from appearing in any test/examination or other evaluation process
 - .. Withholding results
 - .. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - .. Suspension/expulsion from the hostel
 - .. Cancellation of admission
 - .. Rustication from the institution from 1 to 4 semesters
 - .. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period
 - .. Fine ranging between Rs. 25,000/- and Rs. 1 lakh
 - .. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

KERALA RAGGING PROHIBITION (ACT - 1998)

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷ കർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

- 2 (B) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാദ്ധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ -
 - 1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
 - 2. ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
 - 3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
 - 4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിന്മേൽ രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
 - 5. വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചു വിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക് മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകുവാൻ പാടില്ലാത്തതുമാകുന്നു.
 - 6. വിദ്യാർത്ഥിയെ സസ്പെൻ്റ് ചെയ്യൽ : (1) മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ , ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച്, ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു

സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴു ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടൻതന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽനടപടിയായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

(2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ, അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളപ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

MAHATMA GANDHI UNIVERSITY
STUDENTS' CODE OF CONDUCT (RULES 2005)
EXTRACTS.

1. Prohibition on Political Activity inside the campus

- (a) No Students of a college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- (d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- (e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

2. 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 I above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.

- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/ enquiry, he shall report the matter to the College Staff Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and 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 punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

3. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipments and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment, the recovery proceedings shall be taken against the person responsible.

IN THE HIGH COURT OF KERALA AT ERNAKULAM
PRESENT:
THE HONOURABLE MR. JUSTICE K.M.JOSEPH
&
THE HONOURABLE MR. JUSTICE K.HARILAL
TUESDAY, THE 14TH DAY OF AUGUST 2012/23 RD SRAVANA 1934
WP(C). No. 1355 of 2012 (T)

PETITIONER(S)

- 1. ST.THOMAS COLLEGE, AGED 56 YEARS,**
REPRESENTED BY ITS MANAGER, KOZHENCHERRY- 689 641
- 2. PRINCIPAL**
ST. THOMAS COLLEGE KOZHENCHERRY 689 641
BY ADVS. SRI BABU VARGHESE (SR)
SRI. JOHNSON T. JOHN
SRI. KURIAN J. MARATTIL

RESPONDENT(S)

- 1. THE SUB INSPECTOR OF POLICE,**
ARANMULA 689 645
- 2. THE CIRCLE INSPECTOR OF POLICE,**
KOZHENCHERRY PIN 689 641
- 3. THE DISTRICT SUPERINTENDENT OF POLICE,**
PATHANAMTHITTA 689 645
- 4. EMIL JOSEPH,**
SFI UNIT PRESIDENT, C/O JOSEPH K.I., KALLUPARAMBIL,
MELUKARA POST, KOZHENCHERRY 689 641
- 5. AJITH P.V. C/O VIWAMBARAN K.G.,**
PADINJARE POOKAITHAYIL, KAIPUZHA NORTH,
PATHANAMTHITTA 689 503.
- 6. ASWIN R.**
C/O RADHAKRISHNAN P.B. ABVP UNIT PRESIDENT,
KANJIRAMANIL KUNNATHIL, ELAKOLLOOR P.O.
KONNI 689 703.
- 7. PRASANTH V. NAIR,**
ABVP UNIT SECRETARY, VELLURETHU HOUSE, KATTOOR P.O,
KOZHENCHERRY 689 650.
- 8. JIJO KOSHY VARGHESE,**
KSU UNI PRESIDENT, C\O VARGHESE DANIEL, KURAMOOTTIL,
CHIRAYIRAMBU, MARAMON 689 549.
- 9. BLESSEN PHILIP,**
KSU UNI PRESIDENT, C\O M.S. PHILIP, MANNIL,
MUTHUPEZHUMKAL, KONNI 689 698.
R1 TO R3 BY GOVERNMENT PLEADER SRI. C.R. SYAM KUMAR.

THIS WRIT PETITION (CIVIL) HAVING BEEN FINALLY HEARD ON 14-08-2012 ALONG WITH WPC 18836/2012, THE COURT ON THE SAME DAY DELIVERED THE FOLLOWING.

K. M. JOSEPH & K. HARILAL, J. J
W.P.(C). NOS. 18355/12 T & 18836/12 D
Dated this the 14th August, 2012
JUDGMENT

K.M.Joseph, J

The Writ Petitions are filed by the Manager and Principal of two aided collages. The prayer sought is for police protection for running the collages. Apparently, the basis for approaching this Court is the incident which took place on 16.7.2012 in which one student died.

2. The party respondents are student organizations and students. We heard the learned counsel appearing. Learned Government Pleader would submit that police protection is being afforded and it is being reviewed also from time to time and it is submitted that as and when required, police assistance will be given for the smooth conduct of the colleges. We dispose of the Writ Petition by recording the said submission. We make it clear that necessarily, protection must be given so that the students are able to study in a peaceful atmosphere and the teachers and other members of the staff are able to discharge their duties in a proper manner.

Sd/-

K.M. JOSEPH
JUDGE

Sd/-

K. HARILAL
JUDGE

No.P & G - 27576/80

Office of the Director of
Collegiate Education
Trivandrum, 17-02-1983

CIRCULAR

Reg.G.O.Rt.No.42/83/H.Edn. Dated: 05-01-1983

In the G.O.cited Government have requested to give necessary instruction to the Principals of all Government and Private Colleges for realization of the loss caused to furniture, tools and apparatus of colleges during strike due to violent action of the students.

As per the G.O. Principals of all Government and Private Colleges are requested to give wide publicity to the orders among the students and impress on them that loss in such cases will be made good by imposing collective fine on all the students of the college.

Sd/-

Lizzie Jacob I.A.S.

(Director of Collegiate Education)

To

The Principals of all Government and Private Colleges.

കേരള സർക്കാർ

ഉന്നതവിദ്യാഭ്യാസ (കെ) വകുപ്പ്

തിരുവനന്തപുരം

തീയതി : 10.02.2010

സർക്കുലർ

വിഷയം : സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗം നിരോധിക്കുവാൻ ബഹു.ഹൈക്കോടതിയുടെ 03.11.09 ലെ ശ്രീ.പ്രേംസൺ പോൾ മഞ്ഞാമറ്റം ഫയൽ ചെയ്ത WP(C) 23377/09 നമ്പർ വിധിന്യായത്തിന്റെ അടിസ്ഥാനത്തിൽ സർപ്രൈസ് ഇൻസ്പെക്ഷൻ സ്കാഡുകൾ രൂപീകരിക്കുവാൻ നിർദ്ദേശം നൽകുന്നത് സംബന്ധിച്ച്

- 1. സ.ഉ.(സാധാ) നം. 346/2005/ ഉ.വി.വ.തീയതി 01.03.05
- 2. സ.ഉ.(സാധാ) നം. 1102/2005/ ഉ.വി.വ.തീയതി 24.06.05
- 3. ബഹു.കേരള ഹൈക്കോടതിയുടെ 03.11.2009 ലെ ശ്രീ. പ്രേംസൺ പോൾ മഞ്ഞാമറ്റം ഫയൽ ചെയ്ത WP(C) 23377/09 നമ്പരിലുള്ള വിധിന്യായം

വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗം തടയുന്നതിനും അശ്ലീല ചുവയുള്ള സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവ നിറുത്തലാക്കുകയും ചെയ്യുന്നതിനായി വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ എത്തിക്സ് കമ്മിറ്റികൾ രൂപീകരിക്കുവാനും കർശന നടപടികൾ കൈക്കൊള്ളുവാനും ആവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ ഉൾക്കൊള്ളിച്ചുകൊണ്ട് സൂചന 1, 2 എന്നിവ പ്രകാരം സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. എന്നാൽ ഈ നിർദ്ദേശങ്ങൾക്ക് ശേഷവും മൊബൈൽ ഫോണിന്റെ ഉപയോഗം തുടരുന്നതായി ചൂണ്ടിക്കാണിച്ചുകൊണ്ട് ശ്രീ.പ്രേംസൺ പോൾ മഞ്ഞാമറ്റം ബഹു.ഹൈക്കോടതിയിൽ WP(C) 23377/09 ഫയൽ ചെയ്തിരുന്നു. ഇതു സംബന്ധിച്ച് ബഹു.ഹൈക്കോടതി പുറപ്പെടുവിച്ച സൂചന 3-ൽ പരാമർശിക്കുന്ന വിധിന്യായത്തിന്റെ വെളിച്ചത്തിൽ താഴെപ്പറയുന്ന രീതിയിൽ എല്ലാ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലും സർപ്രൈസ് സ്കാഡുകൾ രൂപീകരിക്കണമെന്ന് നിർദ്ദേശം നൽകുന്നു.

1. മൊബൈൽ ഫോണിന്റെ ഉപയോഗം വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ (ഗവൺമെന്റ് -ഗവൺമെന്റീതര) പൂർണ്ണമായി നിരോധിക്കുന്നതിനായി എല്ലാ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലും സർപ്രൈസ് ഇൻസ്പെക്ഷൻ സ്കാഡുകൾ രൂപീകരിക്കണം.
2. പ്രസ്തുത സ്കാഡിൽ ഒരു സീനിയർ അദ്ധ്യാപകൻ, ഒരു വനിതാ അദ്ധ്യാപിക, പി.റ്റി.എ. പ്രതിനിധി, വിദ്യാർത്ഥികളെ പ്രതിനിധീകരിച്ചുകൊണ്ട് ഒരു വിദ്യാർത്ഥി എന്നിവർ ഉൾപ്പെട്ടിട്ടുണ്ടാകണം.
3. സർപ്രൈസ് സ്കാഡ് അതാത് സ്ഥാപനങ്ങളിൽ കർശനമായ പരിശോധന നടത്തേണ്ടതാണ്.
4. എല്ലാ സ്ഥാപനമേധാവികളും തങ്ങളുടെ സ്ഥാപനത്തിൽ സർപ്രൈസ് സ്കാഡ് രൂപീകരിച്ച് പ്രവർത്തനം തുടരുന്നതിനായി അതാത് വകുപ്പ് അധ്യക്ഷന്മാരെ ഈ സർക്കുലർ കൈപ്പറ്റി രണ്ടാഴ്ചക്കകം അറിയിക്കേണ്ടതാണ്.
5. എല്ലാ ബന്ധപ്പെട്ട വകുപ്പുധ്യക്ഷന്മാരും ഈ സർക്കുലർ കൈപ്പറ്റി ഒരു മാസത്തിനകം തങ്ങളുടെ നിയന്ത്രണത്തിലുള്ള സ്ഥാപനങ്ങളിൽ സർപ്രൈസ് സ്കാഡുകൾ രൂപീകരിച്ച് പ്രവർത്തനം തുടങ്ങിയതായി അറിയിക്കേണ്ടതാണ്.

കുരുവിള ജോൺ (പ്രിൻസിപ്പൽ സെക്രട്ടറി)

No.G2-22995/2010/Coll.Edn.

Office of the Director of
Collegiate Education
Trivandrum, 24-07-2010

CIRCULAR

Sub: Collegiate Education - Prevention of Ragging and Eve teasing-reg.

Ref: Judgment of the Hon'ble High Court dated : 02/06/2010 in
O.P.No: 16667 of 1996-S

The Hon'ble High Court in judgment dated: 02.06.2010 in O.P.No 16667 of 1996-S directed the Director of Collegiate Education to issue appropriate directions in the form of circulars with sufficient teeth to prevent ragging which are already banned in educational institutions on the basis of judgment of the Supreme Court in Civil Appeal No 887 of 2009,. As per the orders of Supreme Court Anti Ragging Committee and Anti Ragging squad are functioning in all educational institutions. Even then such instances of ragging and eve teasing are reported by way of public litigation. In the present case Savithri, who was a first year Pre-Degree student of Nehru College of Arts and Science, Kanhangad during 1996-97 was continuously absent from the college and was removed from the rolls on 31-12-1996. Nobody tried to find out the reason for her absense. The reason for her absense is that she was a victim of eve teasing when she joined the college and that incident led her ultimately to chronic schizoprenic. She is also stated to have attempted to commit suicide. This case should be an eye opener for the society, particularly those who are empowerd authorised and duty bound to act strictly in enforcing prevension of ragging because tagging in college premises essentialy a crime.

Hence the circular issued as per the orders of the Hon'ble High Court to ensure that such incidents do not occure hers after. Heads of institutions are directed to take strict and stringent action against eve teasing and cases of ragging in college premises and Hostels. Crimal cases should be registered with Police authorities where ever necessary . A copy of judgment of Hon'ble High Court is enclosed herewith for strict compliance.

Sd/-

K.Gopalakrishnabhat I.A.S.
(Director of Collegiate Education)



REGULATIONS FOR
UG & PG PROGRAMMES
UNDER CBCS SYSTEM

REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2016

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 countries and also to enable potential employers to assess the performance of students, insisted to introduce uniform grading system in the Universities. The Academic Council of the Mahatma Gandhi University at its meeting held on 23rd May 2015 resolved to introduce the UGC Guidelines for Choice Based Credit System from the Academic Year 2016-17 onwards and the Syndicate of the University at its meeting held on 1st August 2015 approved the resolution of the Academic Council. Hence it becomes necessary to modify the existing CBCSS regulation as follows.

1. TITLE

- 1.1. These regulations shall be called "**REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2016**"

2. SCOPE

- 2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2016 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. Provided that the existing CBCSS Regulations 2013 shall be applicable to students who were admitted prior to the commencement of these Regulations and who are continuing their studies.
- 2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.
- 2.3 The provisions herein 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 and Environmental Studies & Human Rights and '*Common Course II*' means additional language.
- 3.5. '*Complementary Course*' means a course which would enrich the study of core courses.
- 3.6. '*Core course*' means a course in the subject of specialization within a degree programme.
- 3.7. '*Course*' comprises 'Paper(s)' which will be taught and evaluated within a programme.
- 3.8. '*Credit*' is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- 3.9. '*Department*' means any teaching department in a college.
- 3.10. '*Department Coordinator*' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.11. '*Department Council*' means the body of all teachers of a department in a college.
- 3.12. '*Faculty Advisor*' means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.
- 3.13. '*Generic Elective (GE)*' means an elective paper chosen from any discipline/subject, in an advanced area.
- 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 paper.
- 3.17. '*Institutional Average (IA)*' means average mark secured (Internal + external) for a paper at the college level.
- 3.18. '*Paper*' means a complete unit of learning which will be taught and evaluated within a semester.

- 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 **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 paper 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 admission, norms for admission and reservation of seats for various Undergraduate Programmes shall be according to the regulations framed/orders issued by the University in this regard, from time to time.
- 4.2 Students can opt for any one of the **Generic Elective Papers** offered by different departments of the college in fifth semester (subject to the availability of vacancy in the concerned discipline). If the number of applications exceeds the number of vacancies for a particular Generic elective paper, priority will be given to the students from the parent department (core subject). Selection of students in the generic elective paper will be done in the college based on merit and interest of the students.

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 after a semester-break of three days with two months vacation during April and May. (The commencement of first semester may be delayed owing to the finalization of the admission processes.)
- 5.3 A student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

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 courses to the University in the prescribed form within **20** days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during an academic year/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)** Generic Elective Course (GE).
- 7.2. There shall be one Generic Elective paper in the fifth semester with a choice of one out of three elective papers from any programme or from the Physical Education department.
- 7.3. There shall be one Choice Based paper in the sixth semester with a choice of one out of three elective papers.
- 7.4. 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.
- 7.5. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper 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)
- 7.6. Students who complete the programme with 'D' grade in the "Regulations for Under Graduate Programmes under Choice Based Credit System 2016" will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- 7.7. Students discontinued from previous regulations, CBCSS 2013, can pursue their studies in "Regulations for Under Graduate Programmes under Choice Based Credit System 2016" after obtaining readmission. These students have to complete the programme as per "Regulations for Under Graduate Programmes under Choice Based Credit System 2016".
- 7.8. Practical examinations will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at end of odd semesters.

8. PROGRAMME STRUCTURE

Model I BA/BSc

a	Programme Duration	6 Sem.
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	Generic Elective (GE)	3

Model I/II B.Com

a	Programme Duration	6 Sem.
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	Generic Elective (GE)	3
g	Minimum attendance required	75%

Model II BA/BSc

a	Programme Duration	6 Sem.
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	Generic Elective (GE)	3
g	Minimum attendance required	75%

Model III BA/BSc/B.Com

a	Programme Duration	6 Sem.
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	Generic Elective (GE)	3
f	Minimum attendance required	75%

7. 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. There shall be a maximum of 20 marks for internal evaluation and a maximum of 80 marks for external evaluation. Both internal and external marks are to be mathematically rounded to the nearest integer. For all papers (theory & practical), grades are given on a **10-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
40 to below 45	D Pass	4
Below 40	F Failure	0
	Ab Absent	0

10. CREDIT POINT AND CREDIT POINT AVERAGE

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

$CP = C \times GP$, 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, ie, $\sum_1^n CPI$;

TC is the Total Credit of that semester, ie, $\sum_1^n Ci$, where n is the number of papers in 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, ie, $\sum_1^n CPI$; TC is the Total Credit of that programme, ie, $\sum_1^n Ci$, where n is the number of papers in that programme

Grade Point Average (GPA) of a Course (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 course ie, $\sum_1^n CPI_i$; TC is the Total Credit of that course, ie, , Where n is the number of papers in that 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	<i>S Outstanding</i>
8.5 to below 9.5	<i>A+ Excellent</i>
7.5 to below 8.5	<i>A Very Good</i>
6.5 to below 7.5	<i>B+ Good</i>
5.5 to below 6.5	<i>B Above Average</i>
4.5 to below 5.5	<i>C Satisfactory</i>
4.0 to below 4.5	<i>D Pass</i>
Below 4.0	<i>F Failure</i>

10. MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

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 papers (theory and 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 theory papers

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

All the three components of the internal assessment are mandatory.

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2) (1x10=10; 2x5=10)	10
Total	20

11.2 For all practical papers

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

All the four components of the internal assessment are mandatory.

Components Internal evaluation of Practical	Marks
Attendance	5
Test paper	5
Record*	5
Lab involvement	5
Total	20

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the concerned teacher in charge.

11.3 For projects

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

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

All the four components of the internal assessment are mandatory.

Components 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)

13. ASSIGNMENTS

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

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 paper.

15. INTERNAL ASSESSMENT TEST PAPERS

At least one internal test-paper is to be attended in each semester for each paper. 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 paper.

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 will be no supplementary exams. For reappearance/ improvement, 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.
- 17.** All programmes, courses and papers shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.

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 very short answer type, short answer type, short essay type /problem solving type and long essay type questions

Pattern of questions for external examination for theory paper

Pattern	Marks	Choice of questions	Total marks
Short Answer	2	9/12	18
Paragraph answer	4	6/9	24
Problem/ Short Essay	6	3/5	18
Long Essay	10	2/4	20
		20/30	80

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 be decided by the concerned Board of Studies/Expert Committees.

13. MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each semester, 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 paper opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each paper opted in the semester
- (i) Institutional average (IA) of the marks of all papers and University Average (UA) of the marks of all papers.
- (j) The total credits, total marks (Maximum & Awarded) and total credit points in the semester
- (k) Semester Grade Point Average (SGPA) and corresponding Grade.
- (l) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Generic Elective paper.
- (m) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all papers taken during the final semester examination and shall include the final Grade/Marks(SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade/Marks 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

Not with standing 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.

HIGHLIGHTS OF REGULATIONS FOR POSTGRADUATE PROGRAMMES UNDER CREDIT AND SEMESTER SYSTEM

(FROM 2017 ADMISSION)

1. SHORT TITLE

- 1.1 These Regulations shall be called Mahatma Gandhi University Regulations for Post Graduate Programmes under the Choice Based Credit System 2016
- 1.2 These Regulations shall come into force from the Academic Year 2016-2017 onwards

2. SCOPE

- 2.1 The regulation provided herein shall apply to all **Regular/Private** Post Graduate programmes, conducted by the affiliated Colleges/Institutions (Government/ Aided/ Unaided / Self-financing, and Constituent Colleges of Mahatma Gandhi University) with effect from the academic year 2016-2017 admission onwards.
- 2.2 The provisions herein supersede all the existing regulations for the **Regular Private** post-graduate programmes conducted by the affiliated colleges and institutions of the Mahatma Gandhi University unless otherwise specified.

3. DEFINITIONS

- 3.1 **Academic Committee** means the Committee constituted by the Vice Chancellor under this regulation to monitor the running of the Post Graduate programmes under the Choice Based Credit System
- 3.2 **Audit Course** is a course for which no credits are awarded. The result of Audit Course shall be either "Pass" or "Fail".
- 3.3 **College Coordinator** is a teacher nominated by the College Council to coordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4 **Course** means a complete unit of learning which will be taught and evaluated within a semester
- 3.5 **Credit (Cr)** of a course is the numerical value assigned to a paper according to the relative importance of the content as in the syllabus of the programme.
- 3.6 **Credit Point (CP)** of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course $CP = GP \times Cr$.
- 3.7 **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places.

- 3.8 **Department** means any teaching Department offering a course of study approved by the University in a college / Institute as per the Act or Statute of the University.
- 3.9 **Department Council** means the body of all teachers of a Department in a College.
- 3.10 **Duration of Programme** means the period of time required for the conduct of the programme. The duration of post-graduate programmes shall be 4 semesters.
- 3.11 **Evaluation** means every course shall be evaluated by 20% internal assessment and 80% external assessment.
- 3.12 **Extra Credits** are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours as directed by the University
- 3.13 **Faculty Advisor** is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.
- 3.14 **Grace Marks** means marks awarded to course/s, as per the UO's issued from time to time, in recognition of meritorious achievements in NCC/NSS Sports/Arts and cultural activities.
- 3.15 **Letter Grade** or simply '**Grade**' in a course is a letter symbol (S, A, B, C, D, etc.) which indicates the broad level of performance of a student in a course.
- 3.16 Each letter grade is assigned a '**Grade point**' (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- 3.17 **Parent Department** means the Department which offers a particular Post Graduate programme.
- 3.18 **Programme** means the entire course of study and examinations.
- 3.19 **Programme Credit** means the total credit of the PG Programmes, i.e.; **80 credits**.
- 3.20 **Programme Core Course** means a course that the student admitted to a particular programme must successfully complete to receive the **Degree** and which cannot be substituted by any other course.
- 3.21 **Programme Elective Course** means a course, which can be chosen from a list of electives and a minimum number of courses, is required to complete the programme.
- 3.22 **Programme Project** means a regular project work with stated credits on which the student undergoes a project under the supervision of a teacher in the parent department / any appropriate Institute in order to submit a dissertation on the project work as specified.

- 3.23 **Plagiarism** is the unreferenced use of other authors' material in dissertations and is a serious academic offence.
- 3.24 **Repeat course** is a course that is repeated by a student for having failed in that course in an earlier registration.
- 3.25 **Semester** means a term consisting of 90 working days, inclusive of tutorials, examination and other academic activities within a period of 6 months.
- 3.26 **Semester Grade Point Average (SGPA)** is the value obtained by dividing the sum of credit points (CP) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 3.27 **Seminar** means a lecture expected to train the student in advanced self study, through original contributions and discussions by availing (e)resources.
- 3.28 **Tutorial** means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.
- 3.29 **University** means Mahatma Gandhi University, Kottayam, Kerala
- 3.30 **Words and Expressions** used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statute.
- 4. ACADEMIC COMMITTEE**
- 4.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of Mahatma Gandhi University Regulations for Post Graduate Programmes under the Choice Based Credit System 2016.
- 4.2 The Committee consists of
- (a) The Vice-Chancellor
 - (b) The Pro-Vice-Chancellor
 - (c) The Registrar
 - (d) The Controller of Examinations
 - (e) Two Teacher Syndicate members
- 4.3 There shall be a subcommittee nominated by the Vice Chancellor to look after the day to day affairs of the Mahatma Gandhi University Regulations for Post Graduate Programmes under the Choice Based Credit System 2016 programme.
- 5. PROGRAMME STRUCTURE**
- 5.1 Students shall be admitted into Post Graduate Programmes under the various faculties.
- 5.2 The programme shall include two types of courses, Programme Core (C) courses and Programme Elective (E) Courses. There shall be a Programme Project/dissertation (D) to be undertaken by all students. The programme will

also include Assignments, Seminars, Practical (P), Viva (V)etc., if they are specified in the Curriculum. The **elective courses shall be either in fourth semester or be distributed among third and fourth semesters**

5.3 There shall be various groups of Programme Elective courses for a programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group shall be the subject of specialization of the programme.

5.4 Project work

5.4.1 Project work shall be completed by working outside the regular teaching hours.

5.4.2 Project work shall be carried out under the supervision of a teacher in the concerned department. **There shall not be any Project/Dissertation course for the private candidates. The Board of Studies must specify one elective course/additional course in each group to be undertaken by the private candidates for compensating the project**

5.4.3. A candidate may, however, in certain cases be permitted to work on the project in an industrial / Research Organization/ Institute on the recommendation of the Supervisor.

5.4.4 There should be an internal assessment and external assessment for the project work in the ratio 1:4.

5.4.5 The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce.

5.4.6 The mark and credit with grade awarded for the programme project should be entered in the grade card issued by the university.

5.5. **Assignments:** Every student shall submit one assignment as an internal component for every course.

5.6. **Seminar Lecture:** Every PG student shall deliver one seminar lecture as an internal component for every course. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

5.7 Every student shall undergo **two class tests** as an internal component for every course.

5.8 The attendance of students for each course shall be another component of internal assessment.

5.9 Comprehensive Viva-Voce shall be conducted at the end semester of the programme which covers questions from all courses in the programme.

6. ATTENDANCE

6.1 The minimum requirement of aggregate attendance during a semester for appearing at the end semester examination shall be 75%. Condonation of

shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of Post Graduate programme may be granted by the University.

- 6.2 If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as College Union / University Union activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 10 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- 6.3 A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.
- 6.4 Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

7. BOARD OF STUDIES AND COURSES

- 7.1 The PG Board of Studies concerned shall design all the courses offered in the PG programme. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposure and training for the students.
- 7.2 The syllabus of a course shall include the title of the course, contact hours, the number of credits and reference materials.
- 7.3 Each course shall have an alpha numeric code number which includes abbreviation of the subject in two letters, the semester number, the code of the course and the serial number of the course ('C' for Programme Core course, 'E' for Programme Elective course, 'O' for Open Elective course, 'P' for Practical and 'D' for Project/ Dissertation and 'V' for comprehensive Viva voce.
- 7.4 Every Programme conducted under Choice Based Credit System shall be monitored by the College Council.

8. REGISTRATION.

- 8.1 A student shall be permitted to register for the programme at the time of admission. The duration of the PG Programme shall be 4 semesters.
- 8.2 A student who has registered for the course shall complete the course within a period of eight continuous semesters from the date of commencement of the programme.

9. ADMISSION

- 9.1 The admission to all PG programmes shall be as per the rules and regulations of the University
- 9.2 The eligibility criteria for admission shall be as announced by the University from time to time.

- 9.3 Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 9.4 The college shall make available to all students admitted a prospectus listing all the courses offered including programme elective during a particular semester. The information provided shall contain title of the course and credits of the course.
- 9.5 There shall be a uniform academic and examination calendar prepared by the University for the Conduct of the programmes. The University shall ensure that the calendar is strictly followed.
- 9.6 There shall be provision for inter collegiate and inter University transfer within a period of two weeks from the date of commencement of the semester.
- 9.7 There shall be provision for credit transfer subject to the conditions specified by the Board of Studies concerned.

10. ADMISSION REQUIREMENTS

- 10.1 Candidates for admission to the first semester of the PG programme through CBCS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic Council of Mahatma Gandhi University as equivalent thereto.
- 10.2 The candidate must forward the enrolment form to the Controller of Examinations of the University through the Head of the Institution, in which he / she is currently studying.
- 10.3 The candidate has to register all the courses prescribed for the particular semester. Cancellation of registration is applicable only when the request is made within two weeks from the time of admission.
- 10.4 Students admitted under this programme are governed by the Regulations in force.

11. PROMOTION

A student who registers for the end semester examination shall be promoted to the next semester

12. EXAMINATIONS

- 12.1 There shall be University examination at the end of each semester.
- 12.2 The answers must be written in **English** except for those coming under Faculty of languages.
- 12.3 Practical examinations shall be conducted by the University at the end of **same semester or together at the end of even semester.**
- 12.4 Project evaluation and Comprehensive Viva -Voce shall be conducted at the end of the programme only. Practical examination, Project evaluation and Comprehensive Viva-Voce shall be conducted by two external examiners.

However, for private candidates, there shall be only comprehensive viva-voce at the end of the programme(For specialised courses, one examiner can be opted from the same college itself)

12.5 End-Semester Examinations: The examinations shall normally be at the end of each semester.

12.6 There shall be one end-semester examination of 3 hours duration in each lecture based course (Theory).

12.7 A question paper for theory may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different marks, but a **general pattern** may be followed by the Board of Studies.

13. EVALUATION AND GRADING

13.1 Evaluation: The evaluation scheme for each course shall contain two parts; (a) internal evaluation (ISA) and (b) external evaluation (ESA). 20 marks shall be given to internal evaluation and 80 marks to external evaluation so that the ratio between internal and external mark is 1:4. Both internal and external evaluation shall be carried out in mark system. Both internal and external marks are to be mathematically rounded to the nearest integer. For **private candidates**, the internal marks for each course shall be awarded by the University in proportion to the marks scored by the candidate in the respective external evaluation.

13.2 Internal evaluation: The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The marks assigned to various components for internal evaluation is as follows.

13.1 Components of Internal Evaluation

All the components of the internal evaluation are **mandatory**

a) For Theory

	Components	Marks
i.	Assignment	4
ii	Seminar	4
iii	Attendance	4
iv	Two Test papers(2x4)	8
	Total	20

b) For Practical

Components	Marks
Attendance	4
Laboratory Involvement	4
Written/Lab test	4
Record*	4
Viva	4
Total	20

c) For Project

Components	Marks
Topic/Area selected	2
Experimentation/Data collection	4
Punctuality	2
Compilation	4
Content	4
Presentation	4
Total	20

13.4 Evaluation of**a) Attendance**

% of attendance	Mark
Above 95%	4
Between 85 and < 95	3
Between 80 and below 85	2
Between 75 and below 80	1
< 75	0

b) Assignment

Components	Marks
Punctuality	1
Content	1
Conclusion	1
Reference/Review	1

c) Seminar

Components	Marks
Content	1
Presentation	2
Reference/Review	1
Total	4

- 13.5 To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal mark.
- 13.6 The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the college principal and a copy should be kept in the college for at least two years for verification.
- 13.7 **External Evaluation:** The external Examination in theory courses is to be conducted by the University with question papers set by external experts. **The answers must be written in English except those for the Faculty of languages.** The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation given by the question paper setters. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation.
- 13.8 Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts shall be done as per the existing rules prevailing in the University.
- 13.9 The question paper should be strictly on the basis of model question paper set by BOS and there shall be a combined meeting of the question paper setters for scrutiny and finalisation of question paper. **Each set of question should be accompanied by its scheme of valuation.**
- 13.10 For all courses (theory & practical), Letter grades and grade point are given on a 10-point scale based on the total percentage of marks, (ISA+ESA) as given below:

Percentage of Marks	Grade	Grade Point (GP)
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	A- Good	7
55 to below 65	B+ Above Average	6
50 to below 55	B Average	5
40 to below 50	C Pass	4
Below 40	F Fail	0
	Ab Absent	0

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

GPA	Grade
Equal to 9.5 and above	<i>S Outstanding</i>
Equal to 8.5 and below 9.5	<i>A+ Excellent</i>
Equal to 7.5 and below 8.5	<i>A Very Good</i>
Equal to 6.5 and below 7.5	<i>A- Good</i>
Equal to 5.5 and below 6.5	<i>B+ Above Average</i>
Equal to 5.0 and below 5.5	<i>B Average</i>
Equal to 4.0 and below 5.0	<i>C Pass</i>
Below 4.0	<i>F Failure</i>

- 13.11 A minimum of 40% marks (C grade) is required for a pass for both internal evaluation and external evaluation separately for every course
- 13.12 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.
- 13.13 A student who fails to secure a minimum marks/grade for a pass in a course will be permitted to write the examination along with the next batch.

There will be no supplementary examinations. A candidate will be permitted to improve the marks/CGPA of a programme within a continuous period of four semesters immediately following the completion of the programme. If a candidate opts for the betterment of a programme, he/she has to appear for the entire semester. The consolidation of marks/grade/grade points after the betterment examination is limited to one time

- 13.14 After the successful completion of a semester, Semester Grade Point Average

(SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of semester, a student should pass all courses and score a minimum SGPA of 4.0. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

Credit Point (CP) of a course is calculated using the formula

$CP = Cr \times GP$, where Cr = Credit; GP = Grade point

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

$SGPA = TCP/TCr$, where

$TCP = \text{Total Credit Point of that semester} = \sum_1^n CPI$;

$TCr = \text{Total Credit of that semester} = \sum_1^n Cri$

Where n is the number of courses in that semester

Cumulative Grade Point Average (CGPA) of a Programme is calculated using the formula

$CGPA = \frac{\sum(TCP \times TCr)}{\sum TCr}$, GPA shall be round off to two decimal places

13.15 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 due weightage shall be given to each module based on content/teaching hours allotted to each module. He/She 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.

Pattern of questions for external examination for theory paper

Type of Questions	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Section A – Short Answer	10	7	2	14
Section B- Short essay/ Problems	8	6	6	36
Section C- Long essay	6	3	10	30
	24	16		80

14. GRADE CARD

14.1 The University under its seal shall issue to the students, a grade card on completion of each semester, which shall contain the following information.

- a) Name of the University
- b) Name of the College
- c) Title of the Postgraduate Programme
- d) Name of the Semester
- e) Name and Register Number of the student
- f) Code, Title, Credits and Max. Marks (Internal, External & Total) of each course (theory & Practical) in the semester.
- g) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course in the semester
- h) The total credits, total marks (Max. & Awarded) and total credit points in the semester
- i) Semester Grade Point Average (SGPA) and corresponding Grade.
- j) Cumulative Grade Point Average (CGPA)
- k) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses (theory & practical) taken during the final semester examination and shall include the final grade/marks scored by the candidate from 1st to 3rd semester, and the overall grade/marks for the total programme.

15. AWARD OF DEGREE

The successful completion of all the courses with 'C' grade (40%) shall be the minimum requirement for the award of the degree

16. MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vice-chancellor to monitor the internal evaluations conducted by institutions. The Course teacher, Faculty Advisor, and the College Coordinator should keep all the records of the internal evaluation, for at least a period of two years, for verification.

17. GRIEVANCE REDRESSAL COMMITTEE

17.1 Department level: The College shall form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman.

The Committee shall address all grievances relating to the internal assessment grades of the students.

17.2 College level: There shall be a college level Grievance Redress Committee comprising of Faculty advisor, two senior teachers and two staff council members (one shall be an elected member) and the Principal as Chairman.

17.3 University level: The University shall form a Grievance Redress Committee as per the existing norms.

18. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three 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

19. REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice Based Credit System in their application to any course offered in a College, the latter shall prevail.

SCHOLARSHIPS, MEDALS & ENDOWMENTS

1. ***National Merit Scholarship***
Awarded by the Central Govt. based on highest marks in the qualifying examination
2. ***Teachers' Children Scholarship***
Awarded by the Central Govt. to children of teachers with first class
3. ***Govt. of India Hindi Scholarship***
Awarded by the Central Govt. based on marks in Hindi for the qualifying examination
4. ***National Loan Scholarship***
Awarded by the Central Govt. based on marks and income of parents
5. ***Indira Gandhi P.G. Scholarship for single Girl Child (UGC)***
6. ***Scholarship for Proficiency in Sports***
Awarded by the State Govt. based on performance in sports/ games
7. ***State Scholarship***
Awarded by the State Govt. based on highest marks
8. ***University Merit Scholarship for B.A. / B.Sc.***
Awarded by the Mahatma Gandhi University based on merit only
9. ***Maharaja Scholarship***
Awarded by the Mahatma Gandhi University based on merit only
10. ***Lady Willington Scholarship for Botany Students.*** Awarded by the Mahatma Gandhi University based on merit only
11. ***Chechamma Memorial Endowment Scholarship***
Sri.M.O.Mathai the trustee of the Chechamma Memorial Trust, has endowed Rs.20,000/- for the following scholarships:
12. **1. Mundappallil Kunjummen Memorial Scholarship**
2. M.O. John Memorial Scholarship
These scholarships worth Rs.500/- each per annum are awarded to bright and deserving students from Angadical near Puthencavu, Chengannur. Whenever there are no candidates from Angadical, the college authorities may use their discretion in awarding the scholarship

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13. **1. Unknown Pampa Boatman Scholarship**
2. Yuhanon Mar Thoma Memorial Scholarship

These scholarships worth Rs.500/- each per annum are awarded to dependents of boatmen on the Pampa River (those who ply Kettuvallam). In the absence of such candidates the scholarships may be given to any bright and deserving student at the discretion of the college authorities

14. **Ayroor Achen Memorial Scholarship**

Four scholarships amounting to Rs.6250 each reserved for students of the college, belonging to Kozhencherry Mar Thoma Edavaka will be awarded in accordance with the terms of the Kalpana dated 12-02-1962 issued by His Grace the Metropolitan.

This is the interest on a sum of Rs.1,00,000/- which is reserved as Scholarship Fund from a loan given by the Kozhencherry Mar Thoma Edavaka to the College.

15. **Y's Men's Club Endowment Scholarship**

Two scholarships amounting to Rs.50/- each for one boy student and one girl student will be paid out of the interest on Rs.1250/- endowed by the Y's Men's Club, Kozhencherry. The object of the scholarship is to help and encourage students with good character and ability in sports and games and who are financially poor.

16. **Prof.K.G.George Memorial Prize**

(Physics)

17. **Prof.Saramma Jacob Memorial Prize**

(Physics)

18. **Rev.K.T.Thomas Memorial Scholarship**

19. **Sri.M.V.Mathew Poikayil Prize**

20. **Prof.A.J.Cherian Memorial Prize**

(B.Sc. Zoology)

21. **Prof.K.V.George Memorial Prize**

(B.Sc. Botany)

22. **Prof.T.G.Subramanian Potti Prize**

(B.Sc. Maths)

23. **Sri.C.I.Eapen Memorial Prize**

24. **Prof.P.A.John Memorial Scholarship**

(B.A. Malayalam)

25. **Mulappon Thomas Memorial Scholarship**

(Botany)

26. **Sri.Cherian Philipose Memorial Prize**

27. **Sri.G.M.Idicula Endowment**

(Commerce)

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28. **Prof.N.P.Philip Endowment** (M.Sc. Botany)
29. **Economics Dept.Endowment**
30. **Prof.Thomas Varkey Memorial Endowment**
31. **Sri.Idicula Memorial Fund**
32. **St.Thomas Church, Kozhencherry, Endowment**
33. **Scholarship Reserve Fund**
34. **Kolethu Prof.C.John Thomas Endowment** (Botany)
35. **Thekkethil Prof.Sunny Thomas Endowment** (Botany)
36. **Abu Dhabi Old Students Association Scholarship**
37. **Students Aid Fund - College & University**
38. **P.T.A. Prize**
Cash Award is issued to the first two students in each class according to the merit.
39. **Prof.Susamma Mathew Endowment**
(M.Sc. Zoology)
40. **Vellarathu Veliathumannil V.T.Koshy and Kunjamma Koshy Endowment**
Instituted by family members, with an initial fund of Rs. 2.5 lakh. 1/3 interest will be paid as scholarship to degree students on the basis of merit- cum- need. 2/3 interest will be added to the Corpus Fund for 50 years.
41. **Prof. Leela Abraham Endowment**
(For the best outgoing student of M.A. English)
42. **Sri.V.G.Abraham St.Thomas Press Endowment**
(For the best outgoing student of B.A. English)
43. **Prof.Leelamma Alex Endowment**
(Zoology)
44. **Rev.Dr.Mathew Daniel Endowment**
(B.A. Malayalam)
45. **Sri.Jaison George Memorial Prize**
(B.Sc. Mathematics - first in Statistics)
46. **ENNESTY Endowment**
47. **Prof.George Abraham Endowment**
48. **Prof.Alexander K.Samuel Endowment**
(for the best outgoing students of B.Sc. & M.Sc. Mathematics)
49. **Prof.T.Nessie Joseph Endowment**
(for the best outgoing students of B.A. & M.A. English)
50. **Prof. Elizabeth M.Ninan Endowment**
(for a student of BA Hindi based on merrit cum need)
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PAYMENT OF FEES (Per Semester)

Subject	Tuition Fee	Special Fee	Exam Fee	Total
FIRST YEAR DEGREE				
Mathematics	1000	1498	1000	3230
Physics	1000	1748	1050	3530
Chemistry	1000	1748	1100	3580
Botany	1000	1898	1150	3780
Zoology	1000	1898	1150	3780
English	1000	1348	800	2880
Malayalam	1000	1348	900	2980
Hindi	1000	1348	900	2980
History	1000	1348	800	2880
Economics	1000	1348	800	2980
Commerce (Computer)	1000	1348	900	2980
Commerce (Marketing)	1000	1348	900	2980
SECOND YEAR DEGREE				
Mathematics	1000	868	850	2600
Physics	1000	1118	950	2950
Chemistry	1000	1118	950	2950
Botany	1000	1268	1050	3200
Zoology	1000	1268	1050	3200
English	1000	718	750	2350
Malayalam	1000	718	750	2350
Hindi	1000	718	750	2350
History	1000	718	750	2350
Economics	1000	718	750	2350
Commerce (Computer)	1000	718	950	2550
Commerce (Marketing)	1000	718	850	2450

Subject	Tuition Fee	Special Fee	Exam Fee	Total
FINAL YEAR DEGREE				
Mathematics	1000	718	850	2450
Physics	1000	968	1250	3100
Chemistry	1000	968	1200	3050
Botany	1000	968	1250	3100
Zoology	1000	968	1250	3100
English	1000	718	850	2450
Malayalam	1000	718	850	2450
Hindi	1000	718	850	2450
History	1000	718	850	2450
Economics	1000	718	850	2450
Commerce (Computer)	1000	718	850	2450
Commerce (Marketing)	1000	718	850	2450
POSTGRADUATE (PREVIOUS)				
Mathematics	1800	1273	750	3655
Physics	1800	2473	770	4875
Chemistry	1800	2473	820	4925
Botany	1800	2473	790	4895
Zoology	1800	2473	770	4875
English	1800	1273	750	3655
Malayalam	1800	1273	750	3655
Economics	1800	1273	750	3655
Commerce	1800	1273	750	3655
POSTGRADUATE (FINAL)				
Mathematics	1800	718	890	3290
Physics	1800	1918	920	4520
Chemistry	1800	1918	890	4490
Botany	1800	1918	940	4540
Zoology	1800	1918	940	4540
English	1800	718	990	3390
Maiayaiam	1800	718	990	3390
Economics	1800	718	990	3390
Commerce	1800	718	990	3390

SUCCESSION LIST OF PRINCIPALS

1. Prof.A.J.Cherian M.A. (Hons) 1953-1966
2. Prof.K.G.George M.Sc. 1966-1971
3. Prof.K.V.Varghese M.Sc., FZS 1971-1979
4. Prof.O.A.Cherian M.Sc. 1979-1990
5. Dr.M.T.Simon M.Sc., Ph.D 1990-1995
6. Prof.N.Samuel Thomas M.Sc. 1995-1997
7. Rev. Dr. Philip Varghese M.Sc., B.D. 1997-1999
8. Dr.P.J.Philip M.A., M.Phil, Ph.D. 1999-2003
9. Rev.Dr.Mathew Daniel M.A., B.D., M.Phil, Ph.D. 2003-2006
10. Prof. K.George Abraham M.Sc., M.Phil 2006-2008
11. Prof.Joseph Philip M.Sc., M.Phil 2008-2009
12. Prof.Alexander K.Samuel M.Sc., M.Phil 2009-2013
13. Prof.Capt. Dr. Roys P. David, M.A., B.Ed.,B.D., M.Phil, Ph.D. 2013-2016
14. Prof.K.C.Zachariah, M.Sc., B.Ed., 2016-

HISTORY OF PROGRAMMES	
Year	Programme
1955	B.A. Economics
1956	B.Sc. Mathematics
1957	B.Sc. Physics
1957	B.Sc. Chemistry
1957	B.Sc. Botany
1957	B.Sc. Zoology
1967	B.A. Malayalam
1967	B.A. English
1968	B.Com Computer
1968	M.Sc.Zoology
1981	B.A.History
1981	M.Com
1982	M.Sc.Physics
1984	M.Sc.Botany
1984	M.A.Economics
1995	M.A.English
1998	M.Sc.Mathematics
1999	M.Sc.Chemistry (Analytical)
2001	B.Com (Vocational)
2003	B.Sc. Computer Science (Self - Financing)
2005	B.A. Hindi
2013	BBA (Self- Financing)
2013	MA Malayalam
2013	B.Com (Self - Financing)
2014	M.Sc. Computer Science (Self - Financing)

ANNEXURE I

I. FORM OF APPLICATION FOR LEAVE

1. Name and Reg.Number :
2. Class and Group :
3. Dates on which leave is required :
4. Reason for leave :
5. Place and date of application :
6. Signature of the applicant :
7. Guardian's/Warden's signature :
8. Recommendation of the lecturer-in-charge of attendance :
9. Recommendation of the Head of the Dept. :
10. Remarks and signature \ of the Principal :

II. FORM OF APPLICATION FOR REFUND OF CAUTION DEPOSIT

1. Name (in block letters) :
2. Class and Group/Subject :
3. Roll No. :
4. Years of study in the college :
5. Amount of Caution Deposit to be returned :
6. No. and date of receipt received in token of having made the deposit :
7. Whether T.C. has already been taken if so, state No. and date of T.C. obtained :
8. Address (Permanent Home Address)

Date

Signature of Applicant

III. FORM OF RECEIPT

Received from the Principal
the sum of Rs
 (Rsonly) being
 the amount deposit due to me.

Name :
 Roll/ Class No. :
 Subject / Group :
 Signature :