



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.



St. Thomas College KOZHENCHERI

Affiliated to the Mahatma Gandhi University)

ACADEMIC HANDBOOK



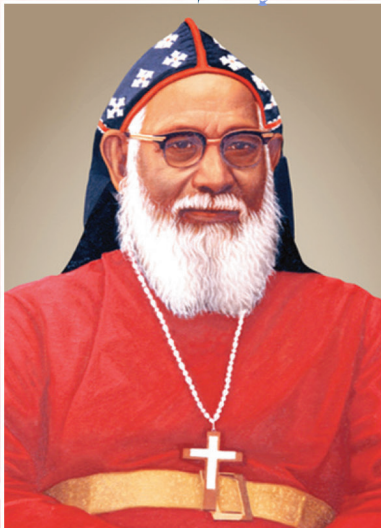
Re-accredited by NAAC with A Grade

OUR MANAGER



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

OUR FOUNDERS



The Most Rev. Dr. Juhanon Mar Thoma Metropolitan



Very Rev. K. T. Thomas Kurumthottickal



Commemoration Day Celebration - 24.06.2016



UN Day Celebration : UNAI - ASPIR Programme - 24.10.2016



Vegitos 2016



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 2016 - 17

Name

Class No.

Residential Address.....

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ST. THOMAS COLLEGE

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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

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.

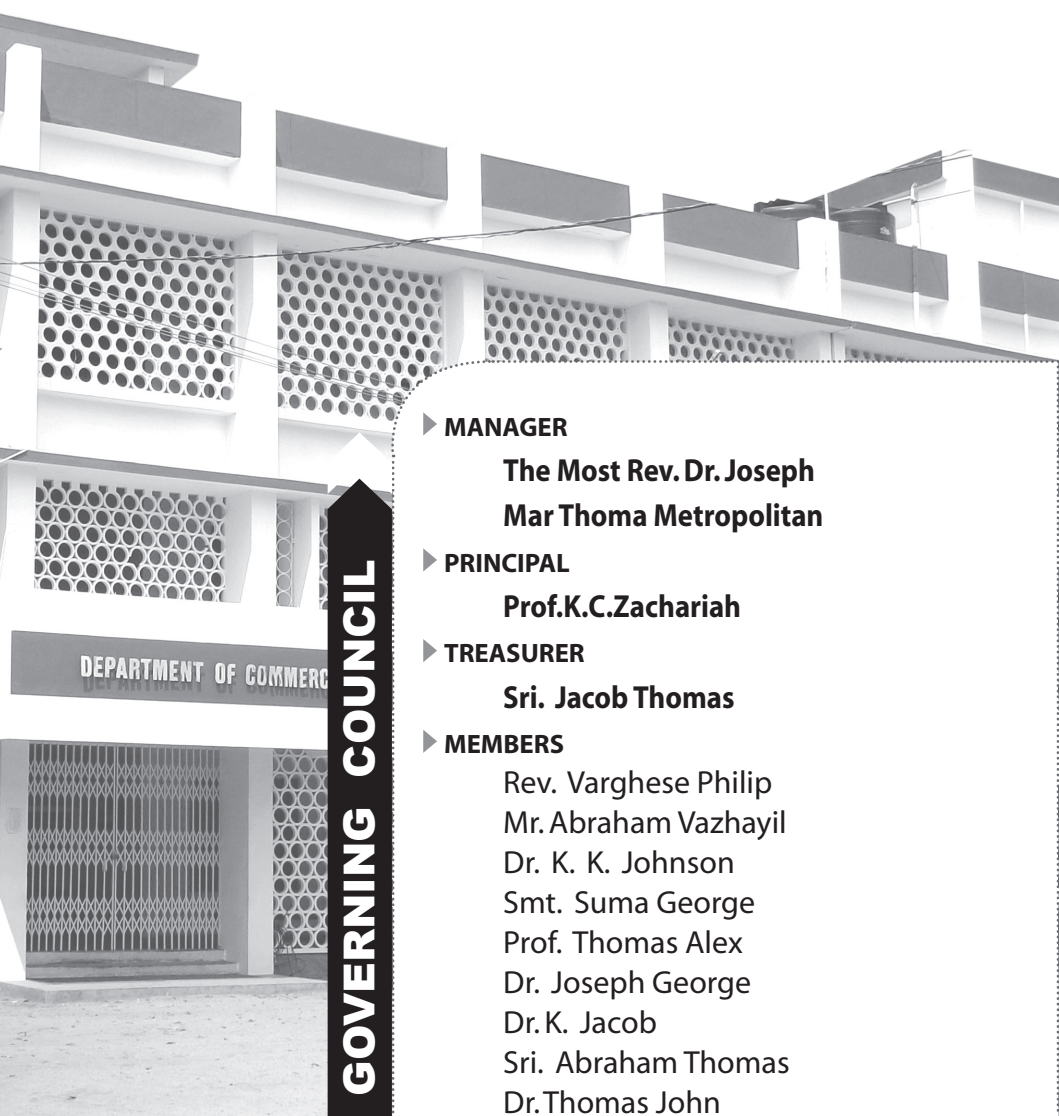
Lord, let this shrine of learning be
A city bright set on a hill,
A candle flame for all to see,
Lord help us keep it burning still.
Bless thou our fair alma mater dear;
May she stand for justice and truth,
And may we prove now and ever
Worthy of our benign mother.

COLLEGE ANTHEM



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
- Mr. Abraham Vazhayil
- Dr. K. K. Johnson
- Smt. Suma George
- Prof. Thomas Alex
- Dr. Joseph George
- Dr.K. Jacob
- Sri. Abraham Thomas
- Dr.Thomas John

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. Prof.K.C.Zachariah MSc., M.Phil (Principal)
2. Dr. Asha Susan Jacob, M.A., M.Phil, Ph.D.
3. Dr. Saramma Varghese, M.A., B.Ed., Ph.D.
4. Dr. Sheena Eapen M.A., M.Phil, Ph.D.
5. Susan Thomas, M.Sc., B.Ed., M.Phil
6. Liji George, M.Sc., M.Phil
7. Jesso Annie Mathew MSc., M.Phil
8. Dr.Susan Abraham, MSc., Ph.D.
9. Dr. Annie J. Mathew, M.Sc., M.Phil., Ph.D.
10. Dr. Roy George K., M.Sc., M.Phil., Ph.D.
11. Jollyamma George, M.A., M.Phil.
12. Dr. George K. Alex M.A., M.Phil., Ph.D.
13. Dr. Antony George, M.Com., Ph.D.
14. Dr. Mathew P. John , M.Com., M.P.Ed., M.Phil., Ph.D.
15. Molly George, B.A., M.Li.Sc.
16. Dr. Elizabeth Thomas M.Sc., M.Phil, Ph.D
17. Libus Jacob Abraham M.A., B.Ed.
18. Annie George M.A., B.Ed.



Academics

ACADEMIC DEPARTMENTS & FACULTY LIST

Principal :

Prof. K.C.ZACHARIAH M.Sc. M.Phil.
Tel : 0468-2215543 (O), 097 44022875 (R)
E-mail : stthomaskozhy@gmail.com

Department of English

Associate / Assistant Professors

- | | | |
|-----|---|------------|
| 1. | Dr. Asha Susan Jacob, M.A., M.Phil., Ph.D.(HOD) | 9496301806 |
| 2. | Elizabeth John, M.A., B.Ed., M.Phil (on FDP) | 9447915888 |
| 3. | Dr. Roshin George , M.A., B.Ed., M.Phil., Ph.D. | 9048194864 |
| 4. | Tom Thomas, M.A., B.Ed., M.Phil. (on FDP) | 9847144804 |
| 5. | Febu George Mathai Kurichiyath, M.A., B.Ed. | 9846459691 |
| 6. | Annie George, M.A., B.Ed. | 9446914615 |
| 7. | Vineetha S., M.A., B.Ed. | 9497817201 |
| 8. | Dr.Teena Rachel Thomas, M.A., M.Phil., Ph.D. | 9544268711 |
| 9. | Siby John, M.A., B.Ed. | 9446795153 |
| 10. | Susan T.Sushil, M.A., B.Ed. | 8547587281 |

Junior Lecturer

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

Guest Faculty

- | | | |
|----|-------------------------------------|------------|
| 1. | Jijo Varghese, MA. (FDP-Substitute) | 9946329127 |
| 2. | Roshin T. Roy, MA. (FDP-Substitute) | 8129364564 |
| 3. | Praveen Mathew Kurian, M.A. | 9447782360 |

Department of Malayalam & Sanskrit

Assistant Professors

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

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
3.	Shermy Rahseed M.A., B.Ed.	9495596279
4.	Roy Philip, M.A.	9400389045
5.	Reshma Rajan, M.A., B.Ed.	8943250602
6.	Lekshmi R. Sekhar, M.A., B.Ed.	9497796385

Department Of Hindi**Associate / Assistant Professors**

1.	Dr. Sheena Eapen, M.A., M.Phil., Ph.D. (HoD)	9249932945
2.	Dr. Mini Rachel Thomas, M.A., Ph.D.	9447460656
3.	Dr. Jenu Mary Mathews, M.A., Ph.D.	9947313618
4.	Mini Varghese, M.A., M.Phil.	8547436332

Guest Faculty

5.	Subharani K. M.A., B.Ed.	8111818525
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Department of Mathematics**Associate / Assistant Professors**

1.	Susan Thomas, M.Sc., B.Ed., M.Phil.(HOD)	9447932244
2.	Susan George, M.Sc., B.Ed.	8281610725
3.	Ann Susa Thomas, M.Sc., M.Phil	8547577190
4.	Preethi Elsi Thomas, M.Sc.	9539964637
5.	Thomas Mathew, M.Sc.	9947384502
6.	Ligin P. Mathew, M.Sc.	9744145378
7.	Priya Mathews, M.Sc.	9495729265

Department of Statistics**Associate / Assistant Professors**

1.	Ligi George, M.Sc., M.Phil. (HoD)	9447470816
2.	Abin John, M.Sc.	9447509501

Department of Physics**Associate / Assistant Professors**

1.	Jesso Annie Mathews, M.Sc., M.Phil. (HoD)	0468-2277766
2.	Dr. Ninan Sajeeth Philip, M.Sc., Ph.D.	9496552479
3.	Subha P. Simon, M.Sc., B.Ed.	9496552272

4.	Dr. Susan Mathew, M.Sc., M.Phil., Ph.D.	0469-2741315
5.	Seeniamma C. Chennattucherry, M.Sc.	9496208209
6.	Dr.Praveen S.S., M.Sc., Ph.D.	9847041733
7.	Dr.Prathibha Vasudevan, M.Sc., M.Phil., Ph.D.	9496756070

Guest Faculty

1.	Melvi Chandy, M.Sc.	9746893701
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Department of Chemistry**Associate / Assistant Professors**

1.	Dr. Susan Abraham, M.Sc, Ph.D.(HoD)	9496160690
2.	Mony George, M.Sc., M.Phil.	9249117372
3.	Shinu Koshy, M.Sc., M.Phil	9400667669
4.	Dr.Cimi A.Daniel, M.Sc., M.Tech, Ph.D.	9496565573
5.	Arun John, M.Sc.	9446349396
6.	Dr. Lekha, M.Sc., Ph.D.	9496383033

Junior Lecturer

1.	Jyothi Sara John, M.Sc., M.Phil, B.Ed.	8943217058
2.	Lucy Mathew, M.Sc., M.Phil, B.Ed.	94957178107

Guest Faculty

1.	Athira S. Vijayan, M.Sc.	8281433359
2.	Teena Mary Thomas, M.Sc.	8547929059

Department of Botany**Associate / Assistant Professors**

1.	Dr. Annie J. Mathew, M.Sc., M.Phil. Ph.D.(HoD)	9446600280
2.	Achamma Kurien, M.Sc., M.Phil.	9446523175
3.	Dr. Elizabeth Thomas, M.Sc., M.Phil., Ph.D.	9447845101
4.	Dr. Jasy Thomas, M.Sc., Ph.D.	9400827730
5.	Dr. Thomas P. Thomas, M.Sc., Ph.D.	9447432464
6.	Dr. Thomas John, M.Sc., Ph.D.	9446114688
7.	Dr.Leena Abraham, M.Sc., Ph.D.	7559062061

Guest Faculty

1.	Litty R. M.Sc.	9895245469
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Department of Zoology**Associate / Assistant Professors**

1.	Dr. Roy George K., M.Sc., M.Phil, Ph.D. (HoD)	9495113123
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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.	Mijo Abraham, M.Sc.	8086585385
2.	Sini Mohan, M.Sc. M.Ed.	7025094633

Department of Economics**Associate / Assistant Professors**

1.	Jollyamma George, M.A., B.Ed. M.Phil. (HoD)	9495725480
2.	Merry Zachariah, M.A., B.Ed. M.Phil.	9446707692
3.	Shaju K.John, M.A., M.Phil.	9544412748
4.	Suresh Mathew George, M.A., M.Phil.	8113964590
5.	Chinnu Mariam Chacko M.A., M.Phil.	9605501037
8.	Anju Susan Thomas, M.A., M.Phil.	9400974735

Guest Faculty

1.	Anish Chandran	9539042693
2.	Deepa Mariam Alex	8281586348

Department of History & Political science**Associate / Assistant Professors**

1.	Dr. George K. Alex, M.A., M.Phil., Ph.D. (HOD in Charge)	9745050981
2.	Martiz Kuriam M.A., M.Phil., Ph.D.	9496339587

Guest Faculty

1.	Ancy Rajan M.A., B.Ed.	9961331895
2.	Gomathy L.S., M.A., B.Ed., M.Phil, Ph.D.	8893164660

Department of Commerce**Associate / Assistant Professors**

1.	Dr. Antony George P., M.Com., Ph.D.(HoD)	9495953243
2.	Dr. Philip Varughese Porattoor, M.Com., M.Phil., Ph.D.	9447078298
3.	Adv.Mathew P. Thomas, M.A.,LL.M., (Law-Lecturer)	9447193265
4.	Reji K. Thariyan, M.Com, M.B.A.	9605234070
5.	Dr. Jyothis T., M.Com, M.Phil, Ph.D.	9496843273
6.	Dr.Leena K. Cherian, M.Com, M.Phil, Ph.D.	9633244895

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- | | |
|---|------------|
| 7. Bettymol Elizabeth Thampy, M.Com., B.Ed. | 9656491130 |
| 8. Dr.Jaya Jacob M., M.Com, M.Phil, M.B.A., Ph.D. | 9562938428 |
| 9. Ajith Thomas, M.Com. | 9567482919 |
| 10. Jeethu Rachel Mathew, M.Com,M,Phil. | 9947508698 |
| 11. Ria Mammen, M.Com, M.Phil. | 9446323259 |
| 12. Neethu Mariam Ajith, M.Com. | 9747572933 |
| 13. Laby Cherian Punnose, M.Com.,MBA | 9496331394 |

Guest Faculty

- | | |
|--|--------------|
| 1. Adv. Johnson K. Mathew (Law-Guest Lecturer) | 0469-2660893 |
|--|--------------|

Department of Physical Education

Associate / Assistant 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 |

Department of Computer Science (Self-Financing)

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

Department of Commerce (Self-Financing)

- | | |
|--|------------|
| 1. Dr. Varghese Panicker T., M.Com, M.Phil, Ph.D.(Director) | 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 (Self-Financing)

- | | |
|--|------------|
| 1. Dr. Koshy George, M.Com, MBA, M.Phil, Ph.D.(Director) | 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

P.P.Achankunju, B.Com	Senior Superintendent	9447265727
C.T.Thomas	Head Accountant	9446037955
Philip C.Thomas, B.Com	U.D.Clerk Hr.Grade	9495294712
Varghese T.Malayattor	L.D.Accountant Hr.Grade	9496730836
C.J.Joy	L.D. Store Keepe	9446787496
Thomas Mathew	L.D.Clerk	9447861067
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

M. P. Thomas		9656149689
Saji Mathew		9947118258
Mathew P. John		7025660469

Botany

Benny Varughese		9947192160
Sam George		9605765802

Zoology

P. K. Ponnamma		9656317180
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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
Jincy George	9961241543

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

2016-17

<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. P. J. Philip (Economics, Rtd. Principal)
- Rev. Dr. Mathew Daniel (Malayalam, Rtd. Principal)
- Dr. M.T.Simon (Physics Rtd.Principal)
- Dr. Moncy V.John (Physics)
- Dr. Ninan Sajeeth Philip (Physics)
- Dr. Shaji Varghese (Physics)
- Dr. Varghese Philip (Chemistry)
- Dr. Varghese Oommen (Chemistry)
- Dr. K. Joseph John (Zoology)
- Dr. Nelson P. Abraham (Zoology)
- Dr. Roy George K. (Zoology)
- Dr. Benson Kunjukunju (Commerce)
- Dr. Koshy George (Commerce)
- Dr. Philip Varughese Porattoor (Commerce)
- Dr. K. Danielkutty (Env. Science)
- Dr. Thomas John (Botany)
- Dr. Jasy Thomas (Botany)
- Dr. Sheena Eapen (Hindi)
- Dr. Asha Susan Jacob (English)
- Dr. Varghese Antony (Commerce)
- Dr. Anne Susan Koshy (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-ORDINATOR:

Dr.George K. Alex

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
Department of Physical Education	Dr.Mathew P. John

ADD-ON / SHORT TERM COURSES

Add-on Course

- **Communicative English**
Department of English
- **Journalism**
Department of Malayalam
- **Medical Lab Technology**
Department of Zoology
- **Diploma in Computer Assembling & Maintenance**
Department of Physics
- **PGDTA**
Department of Commerce

Short Term Courses

- Communicative English Programme for all UG Students
- Certificate Course in Computer Training for all— UG Students
- Basic Course in Computer *Microsoft Office - Word, Excel, Powerpoint & File Management*
- Advanced Course in Computer - *Photoshop, Pagemaker, C++*
- Web Designing
- Entry into Service
- Career Guidance
- Coaching for UGC - JRF/NET
- Coaching for CAT / MAT
- Foundation Course for Degree Students
- Coaching for PSC Examination



CO-CURRICULARS

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 : **Susanna Philip**, Dept. of English
Arun John, Dept. of Chemistry

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

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: **Mini Varghese**, *Dept. of Hindi (Co-ordinator)*
Dr. Saramma Varghese, *Dept. of Malayalam*
Seeniamma C. Chennattucherry, *Dept. of Physics*
Thomas Mathew, *Dept. of Mathematics*
Sam Thomas, *Dept. of Zoology*
Bettymol Elizabeth Thampy, *Dept of Commerce*
Dr. Lekha P. K. *Dept. of Chemistry*

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:

Suresh Mathew George, *Dept. of Economics* (Co-ordinator)
Dr. Varghese Panicker, *Dept. of Commerce (SF)*
Dr. Asha Susan Jacob, *Dept. of English*.
Ligi George, *Dept. of Statistics*
Laby Cherian Punnoose, *Dept. of Commerce*

ANTI - RAGGING CELL*Committee Members:*

All HoD's
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:

Dr. Sheena Eapen, *Dept. of Hindi (Co-ordinator)*
Jollyamma George, *Dept. of Economics*
Jesso Annie Mathews, *Dept. of Physics*
Dr. Jasy Thomas, *Dept. of Botany*
Dr. Sneha George Pachayail, *Dept. of Malayalam*
Dr. Jinsu Varghese, *Dept. of Zoology*
Annie George, *Dept. of English*
Dr. Jaya Jacob M., *Dept. of Commerce*

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:

Dr. Reji K. Thariyan (Co-ordinator) *Dept. of Commerce*
Thomas Mathew, *Dept. of Mathematics*
Dr. Martiz Kurian, *Dept. of History & Pol. Science*

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) *Dept. of Malayalam*
Dr. Ninan Sajeeth Philip, *Dept. of Physics*

Dr. Reena Pappachan George, *Dept. of Zoology*

Dr. Leena Abraham, *Dept. of Chemistry.*

Dr. Susan Abraham, *Dept. of Chemistry*

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 Kurichayath, (Co-ordinator), *Dept. of English*

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

Dr. Lathakumary P.C., *Dept. of Malayalam*

Dr. Teena Rachel Thomas, (Director) *Dept. of English*

Siby John, *Dept. of English*

Dr. Prathibha Vasudevan, *Dept. of Physics*

Arun John, *Dept. of Chemistry.*

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 (Co-ordinator), *Dept. of Hindi*

Dr. Jaison Jose, *Dept. of Malayalam*

Vineetha S., *Dept. of English*

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:

Dr. Annie J. Mathew, (Co-ordinator) *Dept. of Botany*

Jollyamma George, *Dept. of Economics*

Dr. Jyothis T, *Dept. of Commerce*

Susan T. Sushil, *Dept. of English*

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 : Shaju K. John, Dept. of Economics

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 Advisor : Dr. George K. Alex, Dept. of Political Science

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

MORNING WORSHIP

Committee Members:

*Dr. Annie J.Mathew, Dept. of Botany
Susan Thomas, Dept. of Mathematics
Ninu Thomas, Dept. of Zoology
Dr.Leena K. Cherian., Dept. of Commerce
Dr. Jyothis.T., Dept. of Commerce
Jeethu Rachel Mathew, Dept. of Commerce
Ria Mammen, Dept. of Commerce*

RECEPTION & ACCOMMODATION

Committee Members:

*Dr.Annie J.Mathew, Dept of Botany
Dr. Elizabeth Thomas, Dept. of Botany
Dr. Sheena Eapen, Dept. of Hindi
Dr. Antony George, Dept. of Commerce
Susan Thomas, Dept. of Physics
Dr. Jenu Mary Mathews, Dept. of Physics*

COLLEGE CHOIR

Committee Members:

*Dr. Thomas John (Leader),Dept. of Botany
Dr. Achamma Kurien, Dept. of Botany
Bettymol Elizabeth Thampy, Dept. of Commerce
Ria Mammen, Dept. of Commerce
Jeethu Rachel Mathew, Dept. of Commerce
Jijo Varghese, Dept. of English
Susanna Philip, Dept. of English*

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:

Thomas Mathew (Co-ordinator) *Dept. of Mathematics*
Annie George, *Dept. of English*
Preethi Elsi Thomas, *Dept. of Mathematics*
Shinu Koshy, *Dept. of Chemistry*
Ajith Thomas, *Dept. of Commerce*
Cimi A. Daniel, *Dept. of Chemistry*

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) *Dept. of Botany*
Suresh Mathew George, *Dept. of Economics*

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:

Dr. Lathakumary P.C. (Co-ordinator), *Dept. of Sanskrit*

Dr. Sindhu R.S., *Dept. of Physical Education*
Vineetha S., *Dept. of English*
Febu George Mathai, *Dept. of English*
Dr. Jaison Jose, *Dept. of Malayalam*
Chinnu Mariam Chacko, *Dept. of Economics*

INTERNAL ASSESSMENT

Co-ordinators :

PG Annie George, *Dept. of English (Co-ordinator)*
UG Subha P.Simon, *Dept. of Physics (Co-ordinator)*
Prethibha Vasudevan, *Dept. of Physics (Member)*

INTERNAL EXAMINATIONS

Committee Members:

Laby Cherian Punnoose, *(Co-ordinator), Dept. of Commerce.*
Dr. Lathakumary P.C., *Dept. of Sanskrit*
Anu Susan Mathew, *Dept. of English*
Susanna Philip, *Dept. of English*
Dr. Prathibha Vasudevan, *Dept. of Physics*
Dr. Jyothis T., *Dept. of Commerce*
Jeethu Rachel Mathew, *Dept. of Commerce*

ADMISSION COMMITTEE

Committee Members:

Dr. Jaison P. Jose, *(Co-ordinator), Dept. of Malayalam*
Dr. Lathakumary P.C., *Dept. of Sanskrit*
Abin John, *Dept. of Mathematics*
Ajith Thomas, *Dept. of Commerce*

STUDENT'S LEADERSHIP TRAINING COMMITTEE

Committee Members:

Dr. Asha Susan Jacob, *(Co-ordinator), Dept. of English*
Dr. Thomas P. Thomas, *Dept. of Botany*
Dr. Jasy Thomas, *Dept. of Botany*
Dr. Sneha George Pachayil., *Dept. of Malayalam*
Susanna Philip., *Dept. of English*
Arun John, *Dept. of Chemistry*

DISCIPLINE COMMITTEE

It shall be the duty of the Heads of the Departments, NSS / NCC officers and Coordinating Committee members of Women's Cell Brain Trust, Councilling Cell and Student Co-ordination and Orientation Committee to maintain a peaceful and cordial academic climate in the college.

Committee Members:

Dr. Antony George, *Dept. of Commerce*
P.M.Thomas, *Dept. of Computer Science*
Anup George Varghese, *Dept. of Computer Science*
All HoDs of Departments
N.C.C. / N.S.S. officers

STUDENT CO-ORDINATION COMMITTEE

Committee Members:

Dr. Antony George, (Co-ordinator) *Dept. of Commerce*
Dr. Mini Rachel Thomas, *Dept. of Hindi*
Febu George Mathai, *Dept. of English*
Dr. Jaison Jose, *Dept. of Malayalam*
All HoD's, Staff Advisors of College Union

CAMPUS BEAUTIFICATION COMMITTEE

Committee Members:

Dr. Elizabeth Thomas, (Co-ordinator) *Dept. of Botany*
Susan Thomas, *Dept. of Mathematics*
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. Pameela Mathew (Member, PTA)
Suma George (Member, Governing Council)
Kum. Malu Krishna (Student Representative)

WEB-SITE COMMITTEE*Members:*

Febu George Mathai, (Co-ordinator) *Dept. of English*
Dr. Ninan Sajeeth Philip, *Dept. Physics*
Suresh Mathew George, *Dept. of Economics*
Dr.Praveen S.S., *Dept. of Physics*

ECO-CLUB*Members:*

Dr. Thomas John,(Co-ordinator) *Dept. of Botany*
Dr. Roy George K., *Dept. of Zoology*
Shinimol A.K., *Dept. of Zoology*
Lucy Mathew, *Dept. of Chemistry*

SCIENCE CLUB*Committee Members:*

Dr. Ninan Sajeeth Philip, (Co-ordinator) *Dept. of Physics*
Dr.Susan Mathew, *Dept. of Physics*
Ann Susa Thomas, *Dept. of Mathematics*
Sam Thomas., *Dept. of Zoology*

HOSTEL COMMITTEE*Committee Members:*

Dr.Jasy Thomas,(Co-ordinator) *Dept. of Botany*
Dr.Annie J.Mathew, *Dept. of Botany*
Dr.Mathew P.John., *Dept. of Physical Education*
Susan Thomas., *Dept. of Mathematics*
Jollyamma George, *Dept. of Economics*
Dr.Sindhu R.S., *Dept. of Physical Education*
Dr. Lathakumary P.C, *Dept. of Sanskrit*
Ninu Thomas, *Dept. of Zoology*
Dr. Jaya Jacob, *Dept. of Commerce*

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.

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.

Committee Members:

Susan George, (Convenor - SSP), *Dept. of Mathematics*

Siby John., *Dept. of English*

Laby Cherian Punnose, (Convenor - WWS), *Dept. of Commerce*

PLACEMENT CELL

Co-ordinator

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

Thomas Mathew, *Dept. of Mathematics*

LIC

The college has instituted an LIC policy coverage for all students for a period of three years at UG level and two years for PG level against accident and death.

Lathakumary P.C., (*Co-ordinator*) *Dept. of Malayalam & Sanskrit*

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.

INSURANCE SCHEME

Insurance scheme under the auspices of United India Insurance Company is available for students by paying Rs.25/- per annum at the time of admission. Each student is insured against an amount of Rupees 50,000/- for death due to accident.

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 books will be issued from 10.30 a.m. to 1.30 p.m. and from 2.30 p.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.
8. The working time of the library will be from 8.30 a.m. to 4.30 p.m.

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 (l) 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 സാധ്യതയുള്ളതോ 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 വരെയാകാവുന്ന 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 അധ്യാപകനോ 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

- സൂചന : 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 അദ്ധ്യക്ഷന്മാരെ ഈ സർക്കുലർ കൈപ്പറ്റി രണ്ടാഴ്ചക്കകം അറിയിക്കേണ്ടതാണ്.
5. എല്ലാ ബന്ധപ്പെട്ട വകുപ്പുദ്ധ്യക്ഷന്മാരും 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 schizophrenic. 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 naccenary . 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
& GRADING**



VOCABULARY & DEFINITIONS OF CHOICE BASED CREDIT SEMESTER SYSTEM

DEFINITIONS

'Academic Week' is a unit of five working days in which distribution of work is organized from day I to day V, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitute a semester.

'Additional Course' is a course registered by a student over and above the minimum required courses, the credits earned for which will not be counted for the computation of SGPA and CGPA.

'Audit Course' is a course for which no credits are awarded.

'College Co-ordinator' 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.

'Common Course' means a course that comes under the category of courses, including compulsory English and additional language course and a set of general courses, a selection of which is compulsory for all students undergoing undergraduate programmes.

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

'Core course' means a course in the subject of specialisation within a degree programme.

'Course' means a complete unit of learning which will be taught and evaluated within a semester.

'Credit' is a unit of academic input measured in terms of weekly contact hours assigned to a course.

'Credit point' (P) is the value obtained by multiplying the grade point (G) by the credit (C) : PGC

'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by a student for the entire programme by the total number of credits. This shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her (CGPA).

'Department' means any teaching department in a college.

'Department Co-ordinator' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.

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

'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 decided by the University.

'Faculty Advisor' means a teacher from the parent department nominated by the Department Council who will advise the student in the choice of his/her courses and other academic matters.

'Grace Grades' means up-graded grades awarded to courses in recognition of meritorious achievements in NCC NSS/Sports / Arts

'Grade' means a letter symbol (e.g. A, B, C, etc) which indicates the broad level of performance of a student in

an answer / course / semester / programme.

'Grade point' (G) is an integer indicating the numerical equivalent of the letter grade.

'Open course' means a course outside the field of his/her specialization which can be opted by a student.

'Parent Department' means the department which offers core courses within a degree programme.

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

'Semester' means a term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five-day academic weeks.

'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in a semester. The grade point shall be rounded off to two decimal places.

'Weight' is a numerical measure quantifying the comparative range of an answer of the comparative importance assigned to different components like theory and practical, internal and external examinations, core and complementary subjects etc.

'Weighted Grade Point' is the sum of grade points multiplied by weightage.

Words and expressions used and not defined in this regulation but defined in the Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

Eligibility of admission, norms for admission, reservation of seats for various degree programmes shall be according to the rules framed by the University from time to time.

DURATION

The duration of UG programmes shall be 6 semesters.

The duration of each semester shall be 90 working days. Odd semesters from June to October and even semesters from December to April. There will be a one month semester break each in November and May.

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.

Students who have failed to secure a minimum CGPA Score of 1.5 (i.e C Grade) even after getting a pass for courses/Semester with D Grade, shall be permitted to improve their semester results in the subsequent CBCSS external examinations in October / November (for 1,3,5 Semester Courses) and in April / May (for 2,4,6 Semester Courses), retaining their viva, project, on the job training and practical external examinations grades.

REGISTRATION

The strength of students for each course shall remain as per existing regulations, except in case of open courses for which it shall be a minimum of 15 and a maximum of 75 students per batch, subject to a marginal increase of 10.

Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Advisor shall permit registration on the

basis of the preference of the student and availability of seats.

The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.

A student can opt out of a course/courses registered subject to the minimum credits requirement, within thirty days from the commencement of the semester.

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 45 days from the commencement of the Semester.

SCHEME AND SYLLABUS

The UG programmes shall include (a) Common Courses, (b) Core Courses, (c) Complementary Courses, (d) Open Courses (e) Co-curricular activities and (f) Extension activities.

Co-curricular shall be included in the programme, but the credit earned shall not be counted for the minimum required credits.

Zero credit courses shall be included in the programme to encourage advanced learners. Credits for more than the minimum number of credits may be given for extra work in a course and shall be counted as zero Credits. Permission for obtaining such zero credits is limited and shall not exceed one such course per semester which shall be done only under the supervision of a faculty member of the Institution.

Credit Transfer and Accumulations 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.

HIGHLIGHTS OF REGULATIONS FOR POSTGRADUATE PROGRAMMES UNDER CREDIT AND SEMESTER SYSTEM

(FROM 2012 ADMISSION)

SCOPE

The regulations provided herein shall apply to all regular postgraduate programmes, M.A./M.Sc./M.Com., conducted by the affiliated colleges/institutions (government/ aided/unaided/ self-financing and constituent colleges) of Mahatma Gandhi University with effect from the academic year 2012-2013 admission onwards.

PROGRAMME STRUCTURE

The programme shall include two types of courses, Programme Core (PC) Courses and Programme Elective (PE) Courses. There shall be a Programme Project (PP) with dissertation to be undertaken by all students. The Programme will also include assignments, seminars / practical viva etc., if they are specified in the curriculum.

Project work

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

There should be an internal assessment and external assessment for the project work.

The external evaluation of the project work is followed by presentation of work including dissertation and viva-voce.

Evaluation

'Evaluation' means every student shall be evaluated by 25% internal assessment and 75% external assessment.

'Repeat course' is a course that is repeated by a student for having failed in that course in an earlier registration.

'Improvement course' is a course registered by a student for improving his performance in that particular course.

'Audit Course' is a course for which no credits are awarded.

'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points (P) 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.

'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.

'Grace Grade Points' means grade points awarded to courses, as per the choice of the student, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities.

Assignments: Every student shall submit one assignment as an internal component for every course with a weightage of one. The topic for the assignment shall be allotted within the 6th week of instruction.

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

Every student shall undergo at least two class tests as an internal component for every course with a weightage of one each. The weighted average shall be taken for awarding the grade for class tests.

The attendance of students for each course shall be another component of internal assessment as prescribed with a weightage of one.

Comprehensive viva-voce shall be conducted at the end semester of the programme. Comprehensive viva-voce covers questions from all courses in the programme.

ATTENDANCE

The minimum requirement of aggregate attendance during a semester for appearing in 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 the postgraduate programme may be granted by the University.

A student who does not satisfy the requirements of attendance shall not be permitted to take the end semester examinations.

Every programme conducted under Credit Semester System shall be monitored by the College Council.

PROMOTION:

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

EXAMINATIONS

There shall be University examinations at the end of each semester.

Practical examinations shall be conducted by the University at the end of each semester.

Project evaluation and viva -voce shall be conducted at the end of the programme only. Practical examination, project evaluation and viva-voce shall be conducted by two external examiners and one internal examiner.

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

There shall be one end-semester examination of 3 hours duration in each lecture based course and practical course.

A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of Studies.

The overall grade for a programme for certification shall be based on CGPA with a 7- point scale given below:

CGPA	Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

A separate minimum of C Grade for internal and external are required for a pass for a course. For a pass in a programme a separate minimum grade C is required for all the courses and must score a minimum CGPA of 1.50 or an overall grade of C and above.

A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch. There will be no supplementary examination.

PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard 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. 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.

Weight: Different types of questions shall be given different weights to quantify their range as follows:

<i>Sl. No</i>	<i>Type of questions</i>	<i>Weight</i>	<i>No. of questions to be answered</i>
1.	Short answer type questions	1	5 out of 8
2.	Short essay / problem solving type questions	2	5 out of 8
3.	Long essay type questions	5	3 out of 6

REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED COURSE-CREDIT-SEMESTER SYSTEM AND GRADING, 2013.**Preamble**

The committee of experts constituted by the Kerala State Higher Education Council 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 had submitted a comprehensive report. After reviewing the entire scenario this committee recommended to the Higher Education Council that CBCSS may be maintained with some basic reforms. The old system was lacking in innovativeness and in the capacity to come to grips with fast changing global conditions. A few changes in the course and examination pattern may improve the situation to some extent. The Performance Grading of the learner shall be on the Seven Point Grading System. The absolute grading system of 07 points is the most popular grading system and has been accepted by the UNESCO, the Committee suggested that the overall structure of the 07 point grading system may be considered by all affiliating Universities of the State. It should be a simple and clear method; easy for the teacher to operate and the student to understand. There should be a clear distinction between letter grades so that the assessment is as precise as possible and just to the student. If necessary for the final grading at the end of the programme proper software could be devised to ensure exactitude as well as speed of evaluation. Teachers should use the marking system for each question for each course. Cumulative Grading will be done during the preparation of the final mark list of the programme. It is not claimed that the Seven Point Range Indirect Grading is the last word in grading, but it is a well thought out pattern for all the affiliating Universities to consider, within the limits of the present system. The State Government has accepted the recommendations of the Committee and the Syndicate of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Hence it becomes necessary to modify the existing CBCSS regulation as follows.

1. TITLE

- 1.1. These regulations shall be called "Regulations for Undergraduate Programmes under Choice Based Course Credit Semester System and Grading, 2013"

2. SCOPE

- 2.1 Applicable to all regular non-professional Undergraduate Programmes conducted by the University with effect from 2013-14 admissions .
- 2.2 The courses conducted in distance/off-campus and private registration shall not come under the purview of this regulation.
- 2.3 The provisions herein supercede all the existing regulations for the regular non-professional undergraduate programmes to the extent herein prescribed.

3. DEFINITIONS

- 3.1. '*Academic Week*' is a unit of five working days in which distribution of work is organized from day-one to day-five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.
- 3.2. '*Additional Course*' is a course registered by a student over and above the minimum required courses.
- 3.3. '*Audit Course*' is a course for which no credits are awarded.
- 3.4. '*College Co-ordinator*' 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.
- 3.5. '*Common Course I*' means a course that comes under the category of courses for English and '*Common Course II*' means additional language, a selection of both is compulsory for all students undergoing undergraduate programmes.
- 3.6. '*Complementary Course*' means a course which would enrich the study of core courses.

- 3.7. **'Core course'** means a course in the subject of specialization within a degree programme.
- 3.8. **'Course'** means a complete unit of learning which will be taught and evaluated within a semester.
- 3.9. **'Credit'** is the numerical value assigned to a course according to the relative importance of the content of the syllabus of the programme.
- 3.10. **'Department'** means any teaching department in a college.
- 3.11. **'Department Co-ordinator'** is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.12. **'Department Council'** means the body of all teachers of a department in a college.
- 3.13. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.
- 3.14. **Grace Marks** shall be awarded to candidates as per the University Orders issued from time to time.
- 3.15. **'Grade'** means a letter symbol (e.g., A, B, C, etc.), which indicates the broad level of performance of a student in a course/semester/programme.
- 3.16. **'Grade point'** (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
- 3.17. **'Open course'** means a course outside the field of his/her specialization, which can be opted by a student.
- 3.18. **'Parent Department'** means the department which offers core courses within a degree programme.
- 3.19. **'Programme'** means a three/four year programme of study and examinations spread over six/eight semesters, according to the regulations of the respective programme, the successful completion of which would lead to the award of a degree

3.20. '**Semester**' means a term consisting of a minimum of **450** contact hours distributed over **90** working days, inclusive of examination days, within **18** five-day academic weeks.

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

4. ELIGIBILITY FOR ADMISSION, AND RESERVATION OF SEATS

4.1 Eligibility of admission, norms for admission, reservation of seats for various degree programmes shall be according to the rules framed by the University from time to time.

5. DURATION

5.1 The duration of U.G. programmes shall be **6/8 semesters** (*the semesters defined under 3.20, above*).

5.2 The duration of odd semesters shall be from **June to October** and that of even semesters from **November to March**. There shall be a three day *semester break after odd semesters and two months vacation in April and May of every academic year*.

5.3 A student may be permitted to complete the Programme, on valid reasons, within a period of 12/16 continuous semesters from the date of commencement of the first semester of the programme.

6. REGISTRATION

6.1 The strength of students for each course shall remain as per existing regulations, except in the case of open courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10.

6.2 Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Advisor shall permit registration on the basis of the preferences of the student and availability of seats.

6.3 The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.

- 6.4 A student can opt out of a course/courses registered subject to the minimum credits requirement, within seven days from the commencement of the semester.
- 6.5 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.
- 6.6 Those students who possess the required minimum attendance and progress during an academic year/semester and could not register for the annual/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 & II, (b) Core courses, (c) Complementary Courses, (d) Open Course.
- 7.2. 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.

8. PROGRAMME STRUCTURE

There shall be a maximum of three credits for the open course and remaining one credit should be shifted to choice based course or any other core course.

- Programme Duration 6 Semesters
- Total Credits required for successful completion of the programme 120
- Minimum credits required from common courses 38
- Minimum credits required from UG Project 79
- Minimum credits required from Open course 3
- Minimum attendance required 75%

*The credit distribution for vocational courses is to be decided separately.

9. EXAMINATIONS.

9.1 The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. **(ISA+ESA)** as given below

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

Note: Decimal are to be rounded to the next whole number

10. CREDIT POINT AND CREDIT POINT AVERAGE

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

$$CP = C \times GP, \text{ where } C = \text{Credit}; GP = \text{Grade point}$$

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula

$$CPA = TCP/TC, \text{ where } TCP = \text{Total Credit Point}; \\ TC = \text{Total Credit}$$

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

CPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A - Excellent
Above 7, but below or equal to 8	B - Very Good
Above 6, but below or equal to 7	C - Good

<i>Above 5, but below or equal to 6</i>	<i>D - Satisfactory</i>
<i>Above 4, but below or equal to 5</i>	<i>E - Adequate</i>
<i>4 or below</i>	<i>F - Failure</i>

Note: 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 course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/Programme only F grade will be awarded for that Semester/Programme until he/she improves this to E grade or above within the permitted period. Candidate who secures E grade and above will be eligible for higher studies.

11. MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external 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. Mark distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

Components of the internal evaluation and their marks are as below.

11.1 For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

All the three components of the internal assessment are mandatory. For common course English in I Semester, internal oral examination shall be conducted instead of test paper.

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

11.2 For all courses with practical

a) Marks of theory –External Examination : 60

b) Marks of theory –Internal Evaluation : 10

Components of Theory – Internal Evaluation		Marks
Attendance		3
Assignment/Seminar/Viva		2
Test paper(s) (1 or 2)(1x5=5; 2x2.5=5)	5	
Total		10
c) Marks of Practical –External Examination:	40	
<i>(only in even semesters)</i>		
d) Marks of Practical- Internal Evaluation:	20	
<i>(odd and even semesters combined annually)</i>		
Components of Practical-Internal evaluation		Marks
Attendance		4
Record*		10
Lab involvement		6
Total		20

*Marks awarded for Record should be related to number of experiments recorded.

11.3 Project Evaluation: (Max. marks100)

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	100

12. Attendance Evaluation

1) For all courses without practical

% 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)

2) For all courses with practical

(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.

14. SEMINAR/VIVA

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

15) INTERNAL ASSESSMENT TEST PAPERS

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

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: Dept. Level: The department cell chaired by the Head; and Dept. coordinator and teacher in-charge, as members.

Level 2: College level: A committee with the Principal as Chairman, Dept. Coordinator, HOD of concerned Department and a senior teacher nominated by the College council as members.

Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate sub-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 report 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 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 or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

Benefit of attendance may be granted to students attending University/ College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

16.2 All students are to do a **project**. This project can be done individually or as a group of 3 students. 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.

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 and courses 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 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. He/She shall also submit a detailed scheme of evaluation along with the question paper.

A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination for theory paper without practical.

	Total no. of questions	Number of questions to be answered	Marks of each question	Total Marks
	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
TOTAL	35	26	x	80

Pattern of questions for external examination for theory papers with practical

19. 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
 - (d) Under-Graduate Programme
 - (e) Name of the Semester
 - (f) Name and Register Number of the student
 - (g) Code, Title, Credits and Max. Marks (Int., Ext. & Total) of each course opted in the semester.
 - (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester
 - (i) Institutional average of the Internal Exam and University Average of the External Exam in each course.
 - (j) The total credits, total marks (Max. & Awarded) and total credit points in the semester
 - (k) Semester Credit Point Average (SCPA) and corresponding Grade.
 - (l) Cumulative Credit Point Average (CCPA) corresponding to Common courses, Core and Complementary (separately and together) and whole programme, as the case may be.
 - (m) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final grade/marks scored by the candidate from 1st to 5th or 7th semester, as the case may be, 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, Dept. Co-ordinator and A.O Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor and Pro-Vice Chancellor, Convenors of Syndicate subcommittee on Examination, Academic Affairs and Staff 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. Provison

The CBCSS Regulations 2009, now in force are applicable to programmes offered by the University to admissions made upto and including the academic year 2012-2013.

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

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 merit cum need)
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PAYMENT OF FEES (Per Semester)

Subject	Tuition Fee	Special Fee	Exam Fee	Total
FIRST YEAR DEGREE				
Mathematics	1000	1230	1000	3230
Physics	1000	1480	1050	3530
Chemistry	1000	1480	1100	3580
Botany	1000	1630	1150	3780
Zoology	1000	1630	1150	3780
English	1000	1080	800	2880
Malayalam	1000	1080	900	2980
Hindi	1000	1080	900	2980
History	1000	1080	800	2880
Economics	1000	1080	800	2980
Commerce (Computer)	1000	1080	900	2980
Commerce (Marketing)	1000	1080	900	2980
SECOND YEAR DEGREE				
Mathematics	1000	750	850	2600
Physics	1000	1000	950	2950
Chemistry	1000	1000	950	2950
Botany	1000	1150	1050	3200
Zoology	1000	1150	1050	3200
English	1000	600	750	2350
Malayalam	1000	600	750	2350
Hindi	1000	600	750	2350
History	1000	600	750	2350
Economics	1000	600	750	2350
Commerce (Computer)	1000	600	950	2550
Commerce (Marketing)	1000	600	850	2450

Subject	Tuition Fee	Special Fee	Exam Fee	Total
FINAL YEAR DEGREE				
Mathematics	1000	600	850	2450
Physics	1000	850	1250	3100
Chemistry	1000	850	1200	3050
Botany	1000	850	1250	3100
Zoology	1000	850	1250	3100
English	1000	600	850	2450
Malayalam	1000	600	850	2450
Hindi	1000	600	850	2450
History	1000	600	850	2450
Economics	1000	600	850	2450
Commerce (Computer)	1000	600	850	2450
Commerce (Marketing)	1000	600	850	2450
POSTGRADUATE (PREVIOUS)				
Mathematics	1800	1105	750	3655
Physics	1800	2305	770	4875
Chemistry	1800	2305	820	4925
Botany	1800	2305	790	4895
Zoology	1800	2305	770	4875
English	1800	1105	750	3655
Malayalam	1800	1105	750	3655
Economics	1800	1105	750	3655
Commerce	1800	1105	750	3655
POSTGRADUATE (FINAL)				
Mathematics	1800	600	890	3290
Physics	1800	1800	920	4520
Chemistry	1800	1800	890	4490
Botany	1800	1800	940	4540
Zoology	1800	1800	940	4540
English	1800	600	990	3390
Maiayaiam	1800	600	990	3390
Economics	1800	600	990	3390
Commerce	1800	600	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 :