



ST. STEPHEN'S COLLEGE

UZHAVOOR, KOTTAYAM

HANDBOOK & CALENDAR

2025-26





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare
St. Stephen's College, Uzhavoor
Uzhavoor, Dist. Kottayam, affiliated to Mahatma Gandhi University,
Kerala as
Accredited
with CGPA of 3.39 on four point scale
at A⁺ grade
valid up to October 10, 2027*

Date : October 11, 2022



S. C. Sreedhar
Director





ST. STEPHEN'S COLLEGE

UZHAVOOR, KOTTAYAM





ST.STEPHEN'S COLLEGE

UZHAVOOR - 686634, KOTTAYAM, KERALA

TEL : 04822 - 240127, +91 - 9446540127

www.ststephens.net.in

E.mail:info@ststephens.net.in

(AFFILIATED TO MAHATMA GANDHI UNIVERSITY)

A Minority Institution of the Knanaya Catholic Community

Recognized UGC under Section 2 (f) and 12 (B)

(NAAC Accredited with A+ Grade)

Patron : Mar Mathew Moolakkatt

(Arch Bishop of Kottayam)

Manager : Rev. Fr. Abraham Parambettu

Pro Manager : Prof. Dr. T.M. Joseph

Principal : Dr. Sincy Joseph

Secretary : Rev. Fr. Philmon Kalathara

Bursar : Rev. Fr. Abin Erapurathu

HANDBOOK & CALENDAR

2025-2026

Name :

Programme : Roll No :

Address :

Phone No :

PRAYER SONG

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the Saviour above

Showers of blessing
Showers of blessing we need
Mercy drops round us are falling
But for the showers we plead

There shall be showers of blessing
Precious reviving again
Over the hills and the valleys
Sound of abundance of rain
(Showers of blessing....)

There shall be showers of blessing
Send the muponus O'Lord
Grant to us now a refreshing
Come and now honour Thy Word.
(Showers of blessing...)

TORCH BEARERS

PATRONS

Late Mar Thomas Tharayil

Late Mar Kuriakose Kunnacherry

MANAGERS

1. Late Fr. Stephen Chollambel
2. Late Msgr. Cyriac Mattathil
3. Late Fr. Joseph Karottukunnel
4. Late Msgr. Peter Poochakattil
5. Late Dr. Fr. Jacob Kollaparambil
6. Late Msgr. Peter Uralil
7. Late Msgr. Simon Koonthamattathil
8. Late Msgr. Mathew Pulikoottil
9. Late. Rev. Dr. Fr. Alex Chettiathu
10. Rev. Dr. Fr. Thomas Kottoor
11. Rev. Fr. Alex Akkaparambil

PRINCIPALS

1. Late Msgr. Peter Uralil 1964-1968
2. Late Rev. Fr. Simon Kottoor 1968-1977
3. Late Sr. Goretti 1977-1983
4. Late Rev. Fr. Luke Puthiyakunnel 1983-1992
5. Late Prof. K.M. Mathew 1992-1996
6. Prof. Joseph George Kanattu 1996-1998
7. Prof. V.P. Thomaskutty 1998-2003
8. Dr. Stephen A 2003-2006
9. Prof. Babu Thomas 2006-2010
10. Dr. Francis Cyriac E. 2010-2016
11. Dr. Mercy Philip C. 2016-2017
12. Dr. Shiney Baby 2017-2019
13. Prof. Jose Thomas 2019-2020
14. Prof. Lally K. Cyriac 2020 -2022
15. Prof. Dr. Stephen Mathew 2022 - 2024

GOVERNING BODY

1. Mar Jospeh Pandaraserril
2. Gheevarghese Mar Aphrem
3. Rev. Fr. Thomas Animootil
4. Rev. Fr. Abraham Parambettu
5. Rev. Fr. Alex Akkaparambil
6. Dr. T M Joseph Thekkumperumalil
7. Rev. Fr. Philmon Kalathara
8. Sri. Thomas Chazhikadan Ex.MP
9. Chev. Adv. Joy Joseph Kodianthara
10. Dr. Jose James Pannivellil
11. Dr. Biju Thomas (Principal, Baselius College, Kottayam)
12. Dr. Sincy Joseph
13. Dr. Thomas K V
14. Dr. Stephy Thomas
15. Dr. Sr. Karuna SVM
16. Dr. Mercy Philip

THE COLLEGE COUNCIL 2025 - 26

1. Dr. Sincy Joseph (Principal)
2. Rev. Fr. Abin Erapurath (Bursar & Co-ordinator of Self Financing Courses)
3. Dr. Thomas K.C. (Vice Principal & Head, Dept. of Economics)
4. Capt. Jais Kurian (Head, Dept. of Mathematics)
5. Sri. Biju Thomas (Head, Dept. of Zoology)
6. Dr. Jisha George (Head, Dept. of Commerce)
7. Smt. Ambili Catherine Thomas (IQAC Co-ordinator)
8. Smt.Niya Mathew (Staff Secretary)
9. Smt. Lijiyamol Thankachan (Council Secretary & Head, Dept. of English)
10. Smt. Blessy P. James (Head, Dept. of Oriental Languages)
11. Sri. Jasimudeen S. (UGC Librarian)
12. Dr. Thomas Mathew (Head, Dept. of Physics)
13. Smt. Biby Joseph (Head Dept. of Chemistry)
14. Sri. Anu Thomas (Staff Council Representative)
15. Dr. Mathews Abraham (Head, Dept. of Physical Education)
16. Sri. Roy Mathew (Office Superintendent)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

IQAC MEMBERS

1. Dr. Sincy Joseph Chairman (Principal)
2. Fr. Abin Erapurathu Bursar
3. Dr. T.M.Joseph Education Expert (Pro Manager)
4. Dr. Jose James Education Expert
5. Dr. Thomas K C Vice Principal
6. Ms. Ambili Catherine Thomas Co-Ordinator
7. Dr.Thomas Mathew Joint Co-Ordinator
8. Ms. Asha Raju Joint Co-Ordinator
9. Capt. Jais Kurian
10. Ms. Jinnu Anna Kuriakose
11. Dr. Navitha Elizabeth Jose
12. CA. Kurian V. John
13. Ms. Bibi Joseph
14. Ms.Tina Jose
15. Mr. Anu Thomas
16. Mr. Roy Mathew Office Superintendent
17. Mr. Jasimudeen S Librarian
18. President, Uzhavoor Grama Panchayat.....Local Body Representative
19. Mr. Vincent VC Alumni Representative
20. Mr. James Joseph Industry Expert
21. Mr. P.C.Cyriac External Expert
22. Hephziba Binoy Student Representative
(Chairperson- College Union)
23. Mr. Nisabudhin P K PTA Representative

CONTENTS

1. St.Stephen's College at a glance	10
2. The College Emblem	11
3. Vision and Mission	11
4. The Management	11
5. Important Milestones	12
6. Programmes Offered	14
7. Certificate /Add-on Courses	17
8. Faculty and Staff.....	19
9. Class Teachers for 2025–2026	25
10. Office Bearers for 2025–2026	27
11. Student Charter	40
12. Admission	41
13. Issue of Certificates	42
14. Attendance and Leave of Absence	42
15. General Regulations	44
16. M.G. University Students' Code	46
17. Residence of Students	49
18. Student's Council	50
19. Fee Rules	51
20. Regulation for UG Programmes-Credit system 2017	52
21. Regulation for PG Programmes- Credit system 2019	67

22. Regulations for FYUGP 2024	70
23. The College Library	74
24. Infrastructure and Facilities	78
25. Research Oriented Chairs	82
26. Associations	82
27. Affiliated Associations	83
28. Co-Curricular activities	84
28. Sports and Games	88
29. Grama Mithra Campus	88
30. Scholarships, Fee Concessions	90
31. Endowments and Prizes	92
32. Kerala Ragging Prohibition Act 1998	97
33. CIE Calendar for UG and PG	98
34. Academic Schedule	104
35. Year Plan 2025–2026	105
36. Important Days	115
37. Important Telephone Numbers	116
38. Former Faculty	117
39. NonTeaching Staff- Former members	124
40. Prayer Songs	128
41. Forms	130
42. National Anthem	134
43. Fundamental Rights and Duties	135

ST. STEPHEN'S COLLEGE AT A GLANCE

Crowning a hillock in majestic splendour and set against a lush verdant back drop, St. Stephen's College is the pride of Uzhavoor. The college which belongs to the Knanaya Catholic Arch Diocese of Kottayam is affiliated to Mahatma Gandhi University. The College has been graded A+ (3.39) in the Cycle 3 Accreditation by the National Assessment and Accreditation Council (NAAC), in 2022.

The brain child of the then Bishop of Kottayam, His Excellency Rev. Dr. Thomas Tharayil, the college was established in 1964. Sri. Joseph Chazhikadan ex-MLA and Rev. Fr. Peter Uralil, the first Principal of the college, were the guiding forces behind this noble endeavour. They were supported and encouraged by the active co-operation of the people of Uzhavoor and a host of well-wishers. In the beginning, St. Stephen's was a Junior College with four batches of Pre-Degree students.

The small step taken in 1964 culminated into a giant leap by the beginning of the new millennium. In 1968 the college was upgraded to the degree level. Today it has gained in strength and size with 3 postgraduate courses, 9 undergraduate courses, a Research Centre, Educational Theatre, Conference Hall I, Computer Labs, Science Laboratories, a Media Centre, a Recording Studio, a Network Resource Centre, an AstroView Centre, K.R. Narayanan Study Centre, Incubation Centre, a full-fledged library and reading room, a language lab, a health and fitness centre, College auditorium, a ladies' hostel, a well-functioning canteen, a store, spacious staff-rooms, rest rooms for student, a medicinal garden, a vermi compost unit, large grounds for sports and games, ample parking facilities and an Indoor stadium.

The college has always been at the fore front in its commitment to society, especially to the underprivileged. The college has initiated and internalized several healthy and best practices like "Grama Mithra Campus" and *Snehanidhi* that have contributed to academic excellence coupled with concern for society which has, invariably, resulted in the sterling performance of the institution.

Our mission remains to mould morally upright, socially committed individuals ready to meet the challenges of today's world, with a firm belief that true empowerment comes through experience. As the institution celebrates its Diamond Jubilee and of dedicated service to the society, we look towards God with gratitude and aim to achieve autonomy.

THE COLLEGE EMBLEM

The college emblem is symbolic and evocative. The lighted candle represents Jesus Christ, the Light of the World as well as the light of knowledge which dispels the darkness of ignorance. Alpha and Omega, the first and the last letters of the Greek alphabet symbolize the word of God as the Beginning and the End. The building represents the college while the hills and coconut palm are suggestive of the beautiful and tranquil hilly locale of the college. Encircled in the centre is the 'Kallumthuvala' closely associated with St. Stephen, the patron saint of the college. The motto **INTENDENS IN CAELUM** translated 'looking up to heaven', suggests the determination to aim high.

VISION

The vision of the college is to reach out to the star of human excellence based on the love of God and service to mankind as modelled in Jesus Christ, in the back ground of Indian Heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens.

MISSION

To fulfil our vision, we aim:

To attain holistic development of the individual through academic excellence coupled with a strong commitment to man and nature.

THE MANAGEMENT

St. Stephen's College is a minority co-educational institution owned and run by the Knanaya Catholic Arch Diocese of Kottayam. The college is under the Corporate Educational Agency of the Arch Diocese of Kottayam.

Mar Mathew Moolakkatt, the Arch Bishop of Kottayam, is the Patron of the college. The general management of the college is vested in the Governing Body whose Chairman is Mar Joseph Pandarasseril. Rev. Fr. Abraham Parambettu is the Manager of the College and ex-officio President of the Governing Body. Governing body is the apex body for governance and management with the Auxiliary Bishop, the Manager, the Principal, Eminent academicians and administrators as members. The internal administration of the college is done by the Principal who is assisted by the college council in administrative and academic matters.

IMPORTANT MILESTONES

- 1964 Established as a Junior College.
- 1968 Upgraded with degree courses in Mathematics, Physics, Zoology, Economics and English Literature.
- 1981 B.Com course was introduced.
- 1982 Degree course in Chemistry was introduced.
- 1988 Bishop Tharayil, Sr.Goretti memorial All Kerala Inter collegiate Volleyball tournament started.
- 1994 Bishop Kunnacherry Computer Centre was established.
- 1995 Post graduate Course in Physics was started.
(Msgr. Peter Uralil Bibliothecal) information Centre was established.
- 1998 Post graduate course in Commerce was started.
- 1999 Vocational Degree Course in English was introduced.
- 2001 Centre for Environmental Education and Rural Development (CEERD) was established.
- 2003 NAAC accredited with B+.
- 2004 M.Sc. Computer Science started as a self Financing Course.
U.G.C. sponsored Add-on-Courses were started.
- 2005 Health and Fitness Centre was started.
- 2007 English Language Lab was installed.
K.R. Narayanan Memorial Lecture Series was started by the Alumni Association.
Publication of the IQAC Bulletin–Ripples.
- 2008 Paristhithi Mithra Award By CEERD.
- 2009 Established Prof K.M. Mathew Astrow view centre.
- 2009 Publication of the multi disciplinary Journal AUREOLE.
- 2010 Establishment of UGC Sponsored K.R. Narayanan Study Centre.
UGC Sponsored certificate course in Human rights & duties education.

-
-
- 2011 Three Career Oriented Courses sanctioned by UGC.
 - 2013 Post Graduate Course in Chemistry started.
Commerce Computer lab started.
 - 2014 BCom Finance & Taxation started.
Golden Jubilee Celebration.
Golden Jubilee Memorial Block construction.
UGC Sponsored Indoor Stadium construction.
Wi-Fi Campus.
 - 2015 NAAC Accredited with 'B' Grade.
 - 2016 Inauguration of Golden Jubilee Block.
DST-FIST Support Rupees 50 lakhs.
 - 2017 Construction of new Ladies Hostel St. Alphonsa.
 - 2018 RUSA support Rupees 2 Crore.
Blessing of Indoor Stadium and St. Alphonsa Girls Hostel (UGC).
Golden Jubilee Celebration of BA Economics, English Literature,
BSc. Mathematics, Physics and Zoology.
 - 2020 Silver Jubilee Celebration of Upgradation of college with PG Course.
 - 2020 Quaesito-National Level Project Presentation Competition begins.
 - 2021 Seminar Hall upgraded to Bishop Tharayil Memorial Educational Theatre.
 - 2021 K.R.Narayanan Chair for Social Justice instituted.
 - 2021 Joseph Chazhikadan Chair for Regional Development Studies instituted.
 - 2022 Doctoral Programme in Commerce started.
 - 2022 Prof. K M Mathew Astroview Centre upgraded to Astronomical Observatory.
 - 2022 NAAC Accredited with A+ with CGPA 3.39.
 - 2024 Four Year UG Honors started

PROGRAMMES OFFERED

A. UNDER GRADUATE PROGRAMMES

Common Course I : English

Common Course II : Additional Language (Malayalam / Hindi)

BACHELOR OF SCIENCE		
Programme	Complementary Courses	Remarks
Mathematics	Statistics and Physics	Aided
Physics	Chemistry and Mathematics	Aided
Chemistry	Mathematics and Physics	Aided
Zoology	Botany and Chemistry	Aided

BACHELOR OF ARTS		
Programme	Complementary Courses	Remarks
English Lang. & Lit.(Model I)	Evolution of Literary Movements & Political Science	Aided
Economics	Mathematical Economics & Political Science	Aided
English Lang.&Lit. (Model II) (Administrative Assistant)	English for Business Communication & Evolution of Literary Movements	Aided

BACHELOR OF COMMERCE		
Programme	Complementary Courses	Remarks
B.Com.Computer Application	Banking & Insurance Principles of Business Decisions.	Aided
B Com Finance & Taxation	Banking & Insurance Principles of Business Decisions.	Un Aided

B. UNDER GRADUATE HONORS PROGRAMMES

MAJORS OFFERED	
Programme	Remarks
Physics - (Computational Physics & Materials Science)	Aided
Mathematics - (Data Analysis)	Aided
Chemistry	Aided
Zoology	Aided
Economics	Aided
English - (Cultural Studies & Film Studies)	Aided
English - (Media Studies & Film Studies)	Aided
B.Com. - Finance & Taxation & Accounting	Aided
Commerce - Finance & Taxation	Self Financing

OPEN COURSES OF VARIOUS UG PROGRAMMES IN SEMESTER V

- | | |
|--|-------------------------------|
| 1. Applicable Mathematics | - Dept. of Mathematics |
| 2. Physics in daily life | - Dept. of Physics |
| 3. Chemistry in everyday life | - Dept. of Chemistry |
| 4. Nutrition, health and life style management | - Dept. of Zoology |
| 5. Theatre Studies - Model I | - Dept. of English |
| 6. Theatre Studies-Model II | - Dept. of English |
| 7. Fundamentals of Economics | - Dept. of Economics |
| 8. Fundamentals of Accounting | - Dept. of Commerce |
| 9. Physical Education | - Dept. of Physical Education |

POST GRADUATE PROGRAMMES

Programme	Specialisation	Remarks
M.Sc Physics	Advanced Electronics	Aided
M.Com	Finance and Taxation	Aided
M.Sc Chemistry	Pure Chemistry	Aided

DOCTORAL PROGRAMME

- Ph.D in COMMERCE
- Ph.D in CHEMISTRY

RESEARCH GUIDES APPROVED BY M.G UNIVERSITY

Name of the Faculty	Department	Research Centre
Prof. Dr. Stephen Mathew	Dept. of Commerce	St. Stephen's College, Uzhavoor
Dr. Jisha George	Dept. of Commerce	St. Stephen's College, Uzhavoor
Dr. Arun Thomas	Dept. of Chemistry	St. Stephen's College, Uzhavoor
Dr. Christy Philip	Dept. of Chemistry	St. Stephen's College, Uzhavoor
Dr. Bindhu Baby	Dept. of Chemistry	St. Stephen's College, Uzhavoor
Dr. Sincy Joseph	Dept. of Botany	Maharaja's College, Emakulam
Dr. Merly K. Punnoose	Dept. of Hindi	Nirmala College, Muvattupuzha
Dr. John Joy	Dept. of Maths	B C M College, Kottayam

CERTIFICATE COURSE / ADD ON COURSE

Co-ordinator : **Dr. Navitha Elizabeth Jose**

Name of the course	Organized by	Co-ordinators
Capital Market	Commerce	CA Kurian John Ms. Meenakshi P Kaimal
Python programming for Automation	Physics	Ms. Ansu James
Introduction to Quantum Computing	Physics	Mr. Nikhil Mohan
English For Academic Purpose : Research Writing and Publishing	English	Dr. Navitha Elizabeth Jose
Technical writing and documentation	English	Dr. Navitha Elizabeth Jose
Public speaking and presentation Skills in English	English	Ms. Jesna Jose
Advanced Food Safety and Adulteration	Chemistry	Dr. Bindhu Baby
Chemistry of Household Cleaning Products	Chemistry	Ms. Ami Susan
Data Analysis Using MS Office	Economics	Ms. Anjitha Maria Martin
Applied Microbiology and Bio Instrumentation	Zoology & Botany	Ms. Asha Raju
Data Analytics with Power BI	Mathematics	Ms. Nandana Appukuttan
Document Preparation using Latex	Mathematics	Dr. John Joy
Fundamentals of GST	Commerce F&T	Ms. Gayathri Hemanth
Academic Search Strategies	College Library	Mr. Jasimudeen S

MOOC COURSE BY MG UNIVERSITY

Name of the course	Offered by	Co-ordinator
MOOC on Organic farming	University	Dr. Navitha Elizabeth Jose

COLLABORATIVE ONLINE INTERNATIONAL LEARNING (COIL)

(In collaboration with Sinclair Community College, Ohio, USA)

Organized by	Co-ordinator
Dept. of English	Ms. Tina Jose Ms. Jesna Jose Ms. Sruthy Elsa Jose

COACHING FOR COMPETITIVE EXAMINATIONS

Name of the course	Offered by	Co-ordinator
UGC NET Coaching	Dept. of Chemistry Dept. of Physics	Dr. Bindhu Baby Mr. Anu Thomas

ADD-ON COURSES (SKILL DEVELOPMENT COURSES)

Dr. Thomas K.C. (Co-ordinator, Vice Principal, HoD, Dept of Economics)

COURSE	FACULTY COORDINATORS
Competitive Exam Coaching (Cochin Race Academy)	Ms. Blessy P. James, Dr. Christy Philip Ms. Jesna Jose
Certificate in AI Integrated Content Writing and Proof Reading (Centre for Continuing Education Kerala)	Fr. Benny Thomas Ms. Niya Mathew
Diploma in Computer Applications (DCA) (Centre for Continuing Education Kerala)	Ms. Ami Prasad, Mr. Jasimudeen S., Ms. Vidyalakshmi
Certificate in Logistics and Supply Chain Management (Navalok Academy)	Mr. Abhishek Thomas Mr. Arun Ravindran
Certificate in Introductory AI (IIT Valavoor)	Mr. Anu Thomas, Dr. Bindhu Baby
Certificate in Medical Coding (Anton's Medi Code, Thrissur)	Ms. Asha Raju, Ms. Ganga Johny
Certificate in Mobile Repairing (IHRD)	Mr. Nikhil Mohan, Ms. Jincy Mathew
Certificate in Introductory AI (in association with IIIT Kottayam)	Dr John Joy

NASSCOM: EMERGING SKILL DEVELOPMENT COURSES

CA Kurian V John (Co-Ordinator) (Dept of Commerce)

Dr. Arun Thomas (Dept of Chemistry)

NPTEL SWAYAM Local Chapter

Ms. Niya Mathew– **SPOC** - Coordinator (Dept. of English)

Dr. John Joy- Joint Coordinator (Dept of English)

Mentors

Ms. Niya Mathew (Dept. of English)

Ms. Jincy Mathew (Dept. of Commerce)

Dr. Christy Philip (Dept. of Chemistry)

Ms. Asha Raju (Dept. of Zoology)

Dr. John Joy (Dept. of Mathematics)

Ms. Ansu James (Dept. of Physics)

Ms. Elsa Bosco (Dept. of Commerce F&T)

Ms. Radhika K. (Dept of Economics)

FACULTY / STAFF

PRINCIPAL

Dr. SINCY JOSEPH M.Sc.,Ph.D.

(Associate Professor)

Ph: 94479 59048

E-mail: principal@ststephens.net.in

VICE PRINCIPAL

Dr. THOMAS K.C.

(Associate Professor)

Mob:94956 86561

thomas.k@ststephens.net.in

CHEMISTRY

- | | | |
|---|---|---|
| 1 | Bibi Joseph M.Sc.,B.Ed.
(Assistant Professor & HOD) | 9447761702
bibijoseph5@gmail.com |
| 2 | Dr. ArunThomas M.Sc.,Ph.D.
(Assistant Professor) | 9495024739
arunthomas441@gmail.com |
| 4 | Dr.Bindhu Baby M.Sc.,Ph.D.
(Assistant Professor) | 9483776525
bindhubaby@ststephens.net.in |
| 5 | Dr. Christy Philip M.Sc.,M.Phil, Ph.D.
(Assistant Professor) | 9446511078
christyphilip@ststephens.net.in |
| 6 | Ami Susan Prasad M.Sc.
(Assistant Professor) | 9567692763
amisusanprasad@ststephens.net.i |

Guest Faculty:

- | | | |
|----|-----------------------------------|--|
| 7. | Dr. Sethu Lakshmi M.B., M.Sc,Ph.D | 9447761917
sethulakshmi86@gmail.com |
|----|-----------------------------------|--|

COMMERCE

ssccommerce64@gmail.com

- | | | |
|---|--|---|
| 1 | Dr. Jisha George M.Com.,MBA,Ph.D
(Assistant Professor & HOD) | 8921884853,9446249211
drjishag@gmail.com |
| 2 | Ambili CatherineThomas M.Com.B.Ed.,MBA
(Assistant Professor) | 9847549127
ambilicatherine@gmail.com |
| 3 | Jinnu Anna Kuriakose M.Com.
(Assistant Professor) | 9446014797
jinnuak@gmail.com |
| 4 | CA. Kurian V. John ACA, M.Com, M.Phil,PGDFM,PGDMM
(Assistant Professor) | 8129333377
cakurianvjohn@gmail.com |
| 5 | Jincy Mathew M.Com, MBA
(Assistant Professor) | 9747943675
jincymathew@ststephens.net.in |
| 6 | Abhishek Thomas M.Com, DCFA
(Assistant Professor) | 9744280255
abhishekthomasm@gmail.com |

Guest Faculty :

- | | | |
|---|----------------------------------|--|
| 7 | Sissy Babu M Com, B.Ed., | 7025115050
sissybabu27@gmail.com |
| 8 | Meenakshi P. Kaimal M.Com.,B.Ed. | 7025471171
pmeenakshi2696@gmail.com |

ECONOMICS

economics@ststephens.net.in

- | | | |
|---|--|--|
| 1 | Dr. Thomas K.C. M.A.,B.Ed, Ph.D
(Vice Principal, HOD & Associate Professor) | 9495686561
thomas.k@ststephens.net.in |
| 2 | Prince Joseph M.A., B.Ed, HDC
(Assistant Professor) | 9495417268,7034392200
prince.joseph31@gmail.com |

Guest Faculty:

- | | | |
|---|------------------------|--------------------------------------|
| 3 | Dr. Radhika K., M Phil | 9495615371
radhikawords@gmail.com |
|---|------------------------|--------------------------------------|

POLITICAL SCIENCE

Guest Faculty:

- | | | |
|---|----------------------------|-------------------------------------|
| 1 | Arun Ravindran M.A, M Phil | 9961617062
arunravindr@gmail.com |
|---|----------------------------|-------------------------------------|

ENGLISH

- | | | |
|---|--|---|
| 1 | Bindu Cherian M.A.,B.Ed.
(Assistant Professor) | 9496161538
binducherian211@gmail.com |
| 2 | Lijiyamol Thankachan M.A.,B.Ed.
(Assistant Professor & HOD) | 8281261586
lijiyamt@gmail.com |
| 3 | Dr. Navitha Elizabeth Jose M.A. PhD.
(Assistant Professor) | 9495928808
prof.navithajose@gmail.com |
| 4 | Jimmy James M.A.
(English, History & Philosophy, B.Ed.) | 9745162742
v.jimmyjames@gmail.com |
| 5 | Tina Jose M.A.,M.Phil
(Assistant Professor) | 9961711202
tinaannrebecca@gmail.com |
| 6 | Fr. BennyThomas M.A, B.Ed.
(Assistant Professor) | 9495664202
bcheriyilenny@gmail.com |
| 7 | Sruthy Elza Jose M.A
(Assistant Professor) | 8129854735
sj07stephens@gmail.com |
| 8 | Niya Mathew M.A, M.A (Gender & Women Studies)
(Assistant Professor) | 9643772121
niyamathe@ststephens.net.in |
| 9 | Jesna Jose M.A
(Assistant Professor) | 9497110259
jesna.joseparayil@gmail.com |

MATHEMATICS

- 1 Capt. Jais Kurian M.Sc.,B.Ed.
(Assistant Professor & HOD) 9349802181,9539903472
jaiskurian1981@gmail.com
jaiskurian1729@gmail.com
 - 2 Dr. John Joy MSc.,MPhil, PhD.
(Assistant Professor) 9562741978
johnjoy@ststephens.net.in
- Guest Faculty:**
- 3 Seethalakshmy Babu M.Sc 7510806657
seethalakshmybabu@gmail.com

STATISTICS

- Guest Faculty:**
- 1 Nandana Appukuttan M.Sc. 79070611964
nandanaappukuttan@gmail.com
 2. Amitha Soman M.Sc. 8943382865
amithasoman124@gmail.com

ORIENTAL LANGUAGES

MALAYALAM

- 1 Blessy P. James M.A.,B.Ed.
(Assistant Professor & HOD) 9496464346
blessypjames@gmail.com

HINDI

- 1 Dr. Merly K. Punnoose M.A,B.Ed.,Ph.D 9447589516
(Assistant Professor) drmerlykpunnoose@gmail.com
merlykpunnose@gmail.com

PHYSICS

- 1 Dr. Thomas Mathew M.Sc.,Ph.D 8129473653
(Assistant Professor & HOD) thomasmathew@ststephens.net.in
- 2 Anu Thomas M.Sc.,B.Ed. 9947314598
(Assistant Professor) anuthomas@ststephens.net.in
- 3 Dr. Adon Jose M.Sc, MPhil & Ph.D 9605658622
adonjose@ststephens.net.in
4. Ms. Ansu James M.Sc. 9446370349
ansujames@ststephens.net.in
5. Mr. Nikhil Mohan P. M.Sc. 9961921648
Guest Faculty.: nikhilmohan@ststephens.net.in
Dr. Rahul S., MSc.PhD 9947191440
unnisrahul@gmail.com

ZOOLOGY

- 1 BijuThomas M.Sc.,B.Ed.
(Assistant Professor & HOD) 9496720475
bijunt@gmail.com
 - 2 Asha Raju M.Sc.,M.S.(Equivalent degree)
(Assistant Professor) 8943865890
asharaju922020@gmail.com
- Guest Faculty:**
- 3 Maria Baby M.Sc., B.Ed 7736786569
mariababy2310@gmail.com

BOTANY

- 1 Dr. Sincy Joseph M.Sc.,Ph.D
(Principal & Associate Professor) 9447959048
sincy.j@ststephens.net.in
- Guest Faculty:**
- 2 Ganga Johny M.Sc, MPhil.
(Research Scholar) 9496723942
gangajohny@gmail.com

PHYSICAL EDUCATION

- 1 Dr. Mathews Abraham MPED, PhD 9495008891
vazhayilmathews@gamil.com

B Com. FINANCE & TAXATION (Self Finance)

- 1 Kevin Benny M.Com (HOD) 8281023969
kevinbenny17@gmail.com
- 2 Vidyalakshmy R.M. M.Com B.Ed. 9526864463
vidyalakshmy95@gmail.com
- 3 Elsa Bosco M.Com. 8547422802
elsa.bosco92@gmail.com

ADMINISTRATIVE & SUPPORT STAFF

OFFICE

office@ststephens.net.in

1. Roy Mathew	Office Superintendent	9447507446
2. Sr. Jisha George	Head Accountant	8943870052
3. Sr. Angel Maria SJC	U.D Clerk	9526045961
4. Sunumol Cyriac	U.D Clerk	9072388254
5. Priyanka Jomon	L.D Clerk	7025259924
6. Jobit Lukose	L.D Clerk	8943858204
7. Sajumon Shaju	L.D Store keeper	8129220229
8. Justin C Stephen	L.D Computer Assistant	9961940156

LIBRARY

1. Jasimudeen S	(UGC Librarian)	9895786534
M. Lib Sc., PGDJ, PGDCA, PGDOST,CWD,DDTP, CPIHT,DBP (National Book Trust)		
2. Mathew Stephen	Library Assistant	9207220105

LABORATORY

1. Sabu T. John	Lab Assistant	9947206990
2. Arun Abraham	Lab Assistant	9746513165
3. Geena George	Lab Assistant	9745356242
4. Jeno John	Lab Assistant	9746700968

CLASS TEACHERS FOR 2025 - 2026

DEPT. OF MATHEMATICS

I & II Sem. Maths	:	Capt. Jais Kurian
III & IV Sem. Maths	:	Dr. John Joy
V & VI Sem. Maths	:	Ms.Seethalakshmy Babu

DEPT. OF PHYSICS

I & II Sem. Physics	:	Mr. Nikhil Mohan P
III & IV Sem. Physics	:	Dr. Adon Jose
V & VI Sem. Physics.	:	Ms.Ansu James
I M.Sc Physics	:	Dr. Rahul S.
II M.Sc Physics	:	Mr.Anu Thomas

DEPT. OF CHEMISTRY

I & II Sem.Chemistry	:	Ms.Bibi Joseph
III & IV Sem.Chemistry	:	Dr. Bindhu Baby
V & VI Sem.Chemistry	:	Dr. ArunThomas
I M.Sc Chemistry	:	Dr. Christy Philip
II M.Sc Chemistry	:	Ms. Ami Susan Prasad

DEPT. OF ZOOLOGY

I & II Sem. Zoology	:	Ms. Asha Raju
III & IV Sem. Zoology	:	Ms.Ganga Johny
V & VI Sem. Zoology	:	Mr. Biju Thomas

DEPT. OF ENGLISH

I & II Sem. English Batch 1	:	Ms Sruthy Elsa Jose
III & IV Sem.English Batch 1	:	Ms Niya Mathew
V & VI Sem. English Main	:	Dr. Navitha Elizabeth Jose
I & II Sem. English Batch2	:	Mr.Jimmy James
III & IV Sem. English Batch 2	:	Ms Jesna Jose
V & VI Sem. English Voc.	:	Fr. Benny Thomas

DEPT.OF ECONOMICS

I & II Sem. Economics	:	Mr. Prince Joseph
III & IV Sem. Economics	:	Mr. Arun Ravindran
V & VI Sem. Economics	:	Dr. Radhika K.

DEPT.OF COMMERCE (AIDED)

I & II Sem. B.Com	:	Ms. Ambili Catherine Thomas
III & IV Sem. B.Com	:	CA. Kurian V. John
V & VI Sem. B.Com	:	Ms. Abhishek Thomas
I M.Com	:	Ms. Jinnu Anna Kuriakose
II M.Com	:	Ms. Jincy Mathew

DEPT.OF COMMERCE (SELF - FINANCING)

III & IV Sem.B.Com	:	Ms. Vidyalakshmi R.M.
V & VI Sem. B.Com	:	Ms. Elsa Bosco

COLLEGE TIMINGS

The Timing of the College is from 8.30 am to 01.40 pm
College office Works from 9.30 am to 04.30 pm

NEW COLLEGE TIMINGS		
1 st Bell		08.30 am
II nd Bell		08.40 am
Prayer		08.43 am
1 st Hour	55 min.	08.45 am - 09.40 am
II nd Hour	50 min.	09.40 am - 10.30 am
Break	10 min.	10.30 am - 10.40 am
III rd Hour	50 min.	10.40 am - 11.30 am
IV th Hour	50 min.	11.30 am - 12.20 pm
Break	45 min.	12.20 pm - 01.05 pm
V th Hour	50 min	01.50 pm - 01.55 pm
Skill Development Courses (Tuesday & Wednesday)	1 Hour	2.00 pm - 3.00 pm

FYUGP ACADEMIC COMMITTEE

1. Dr.Sincy Joseph,Principal (Chairperson)
2. Mr.Anu Thomas,NodalOfficer (Convener)
3. Dr.Thomas KC (Vice Principal,HOD Economics)
4. Mr.Jais Kurian(HOD Mathematics)
5. Dr.Thomas Mathew (HOD Physics)
6. Ms.Lijyamol Thankachan(HOD English)
7. Mr. BijuThomas (HOD Zoology)
8. Dr. Jisha George (HOD Commerce, Aided)
9. Ms. Bibi Joseph (HOD Chemistry)
10. Mr. Kevin Benny (HOD Commerce, SF)
11. Ms. Blessy PJames (HOD Oriental Languages)
12. Dr. Merly K Punnoose (Member Faculty)
13. Ms. Ambili Catherine Thomas (Member Faculty)
14. Ms. Niya Mathew (Member Faculty)
15. Dr. Bindu Baby (Member Faculty)
16. Dr. Rajesh Thomas Cheif Operating Officer & Cofounder, Triolt Energy Pvt Ltd,
IIT Madras Research Park, Kanagam Road, Taramani, Chennai 600 113)
(Science and Industry expert)
17. Dr. Muhammed K.V.(Assistant Professor, School of Pedagogical Sciences,
Mahatma Gandhi University, Kottayam, Kerala) (Educationalist)
18. Dr. Brijesh George John (Associate Professor, Head of placements, Marian
College (Autonomous), Kuttikkanam, Idukki, Kerala) (Commerce Expert)
19. Mr.George Kulangara (Chairman,Green World Clean World Foundation,
Marangattupally)
20. Dr. Sujarani Mathew (Associate Professor, Department of English, K.E College,
Mannanam, Kottayam) (Nominee, MG University)
21. Dr. Manoj Narayanan (Professor, Baselious College, Kottayam (Nominee, MG
University)
22. Dr. Shibu George (Associate Professor, Department of Zoology, St.Aloysius
College, Edathua, Kottayam, Kerala (Nominee,M G. University)

PARENT TEACHER ASSOCIATION

- Dr. Sincy Joseph President
- Mr. Nisabudhin PK Vice president
- Fr. Benny Thomas (Dept. of English) Secretary
- Mr. Parameswara Iyer Joint Secretary
- Mr. Abhishek Thomas (Dept. of Commerce) Treasurer

Representatives from Teachers

- Mr. Prince Joseph (Dept. of Economics)
- Mr. Anu Thomas (Dept. of Physics)
- Dr. Christy Philip (Dept. of Chemistry)
- Dr. Mathews Abraham (Dept of Physical Education)

Representatives from Parents

- Mr. K.T. Thomas
- Mr. Babu C.R.
- Mrs. Lija Rajeev
- Mrs. Dhanya Joby

OFFICE BEARERS FOR 2025-2026

Admission Committee	: Dr. Sincy Joseph (Principal) : Fr. Abin Erapurathu (Bursar) : Ms. Ambili Catherine Thomas (Nodal Officer) (Dept. of Commerce) Ms. Jincy Mathew (Dept. of Commerce) Mr. Anu Thomas (Dept. of Physics) Ms. Niya Mathew (Dept. of English) Dr. John Joy (Dept. of Mathematics) Ms. Sunumol Cyriac System Admin
AISHE	: Mr. Biju Thomas (Dept. of Zoology) : Ms. Bibi Joseph (Dept. of Chemistry)
Alumni Association	: Mr. Biju Thomas Secretary, (Dept. of Zoology) Mr. Abhishek Thomas (Dept. of Commerce) CA Kurian V John (Dept. of Commerce) Mr. Jimmy James (Dept. of English) Ms. Jincy Mathew (Dept. of Commerce)
Anti-Ragging Committee	: Dr. Sincy Joseph (Principal) Ajeeb A (S.H.O., Kuravilangadu Police Station) Thankachan K.M. (President in Charge, Uzhavoor Grama Panchayath) Unni Nampoothiri (Rep. of Local Media (Malayala Manorama) Johnys P. Stephen (President, KCYL, Kottayam Diocese) Ms. Ambili Catherine Thomas (Co-ordinator) (Dept. of Commerce) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Mr. Biju Thomas (Dept. of Zoology) Ms. Blessy P. James (Dept. of Malayalam) Mr. Nisabudhin P.K. (Representative of Parents) Diya Ann Jose (Representative of Sem 1 U.G.) Roy Mathew (Representative of Non-Teaching Staff)
Anti-Narcotic Club	: Fr. Benny Thomas (Co-ordinator) (Dept. of English) Dr. Merly K Punnoose (Dept. of Hindi) Dr. Rahul S. (Dept. of Physics)

Arts Club & Celebration Committee	: Ms.Lijiyamol Thankachan (Co ordinator) (Dept. of English) Mr.Prince Joseph (Dept.of Economics) CA. Kurian V. John (Dept.of Commerce) Ms.Sruthy Elza Jose (Dept. of English) Ms. Asha Raju (Dept. of Zoology) Dr. Bindhu Baby (Dept of Chemistry) Dr. Adon Jose (Dept of Physics) Dr. John Joy (Dept of Mathematics) Mr. Kevin Benny (Dept. of Commerce F&T)
ASAP	: Mr. Jimmy James (Co ordinator (Dept. of English) Mr. Kevin Benny (Dept. of Commerce F&T)
AUREOLE	: Dr. Thomas Mathew (Dept. of Physics) Dr. Bindhu Baby (Dept. of Chemistry)
Bhoomithrasena Club	: Ms Asha Raju (Coordinator (Dept. of Zoology) Ms Ganga Johny (Dept. of Zoology) Ms Mariya Baby (Dept. of Zoology)
C.S.M.& Jesus Youth	: Fr. Benny Thomas (Secretary (Dept. of English) Ms. Ganga Johny (Dept. of Zoology) Ms. Elsa Tom (Dept. of Commerce F&T)
Campus Beautification	: Fr. Abin Erapurathu (Bursar) Ms. Asha Raju (Dept. of Zoology) Mr. Jais Kurian (Dept. of Mathematics)
Canteen	: Ms. Jinnu Anna Kuriakose (Dept. of Commerce) Dr. Thomas Mathew (Dept. of Physics)
Career & Placement Cell	: CA. Kurian V. John (Officer, Dept of Commerce) Ms. Ambili Catherine Thomas (Dept. of Commerce) Ms. Jesna Jose (Dept. of English) Ms. Ami Susan Prasad (Dept of Chemistry) Ms. Elsa Tom (Dept of Commerce F&T)
CBCSS	: Dr. Merly K Punnoose (Co ordinator) (Dept. of Hindi) Ms. Ansu James (Dept of Physics)
CEERD	Mr. Prince Joseph (Director) (Dept. of Economics) Ms. Asha Raju (Secretary, (Dept. of Zoology) Dr. Christy Philip (Dept of Chemistry)

Centre for Women Empowerment / Women's Cell &

Skill Development for Girls : Dr. Navitha Elizabeth Jose (Co ordinator, Dept. of English)
Ms. Jincy Mathew (Dept. of Commerce)
Ms. Ami Susan Prasad (Dept. of Chemistry)

Chairs

1) Adv. Joseph Chazhikadan : Dr. Jose James (Chair Professor)
Chair for Regional : Mr. Anu Thomas (Co ordinator) (Dept. of Physics)
Development Studies

2) Dr. K. R. Narayanan : Dr. T. M. Joseph (Chair Professor)
Chair for Social Justice : Dr. Navitha Elizabeth Jose (Co ordinator) (Dept. of Eng.)

College Magazine : Ms. Blessy P James (Co ordinator) (Dept. of Malayalam)
Ms. Jesna Jose (Dept. of English)
Mr. Arun Ravindran (Dept. of Political Science)

Community Engage Service: Ms. Jinnu Anna Kuriakose (Dept. of Commerce)
Mr. Prince Joseph (Dept of Economics)

Constitution Club : Mr. Prince Joseph (Co ordinator (Dept. of Economics)
Mr. Arun Ravindran (Dept. of Political Science)

Co op. Society in-charge : C A. Kurian V. John (Secretary, (Dept. of Commerce)

Counselling : Ms. Blessy P. James (Co ordinator (Dept. of Malayalam)
: Fr. Benny Thomas (Dept. of English)
Ms. Neevlin Merry Thomas (Psychologist)

Dance Club : Ms. Sruthy Elza Jose (Co ordinator (Dept. of English)
Ms. Jesna Jose (Dept. of English)
Ms. Seethalakshmi (Dept. of Mathematics)

Discipline Committee & : Dr. Sincy Joseph (Principal)
Anti. Harassment Cell : Dr. Jisha George (Secretary) (Dept. of Commerce)
Capt. Jais Kurian (Dept. of Mathematics)
Dr. Thomas K.C. (Vice Principal) (Dept. of Economics)
Mr. Biju Thomas (Dept. of Zoology)
Ms. Blessy P James (Dept. of Malayalam)
Dr. Thomas Mathew (Dept. of Physics)
Ms. Bibi Joseph (Dept. of Chemistry)
Students Council Chairperson
Students Council Secretary

Directorate for Applied Short

Term Programmes (DASP): Mr. Jasimudeen S. (Co ordinator) (Librarian)
Dr. Navitha Elizabeth Jose (Dept. of English)

Directorate of Student Welfare (DSW) : Dr. Thomas K.C. (Nodal Officer (Vice Principal)
(Dept. of Economics)

Drama Club : Ms. Tina Jose (Co ordinator, (Dept. of English)
Ms. Sruthy Elsa Jose (Dept. of English)

EBSB Club : Dr. Merly K. Punnoose (Co ordinator) (Dept. of Hindi)
Ms. Jincy Mathew (Dept. of Commerce)

Electoral Club : Ms. Tina Jose (Secretary) (Dept. of English)
Mr. Arun Ravindran (Dept. of Political Science)

Endowment Committee : Ms. Bibi Joseph (Co ordinator, (Dept. of Chemistry)
Ms. Asha Raju (Dept. of Zoology)
Ms. Ansu James (Dept. of Physics)
Dr. Mathews Abraham (Dept. of Physical Education)

Examination Cell : Dr. Arun Thomas (Dept. of Chemistry)
(Sr. Assistant Superintendent of Examinations)
Ms. Ansu James (Dept. of Physics)
Sr. Angel Maria SJC (LD Clerk)

Examination Monitoring : Dr. Sincy Joseph (Principal)
Committee / CIE Grievance Mr. Anu Thomas – Secretary, (Dept. of Physics)
Redressal Committee Dr. Navitha Elizabeth Jose (Dept. of English)
Dr. Arun Thomas (Dept. of Chemistry)
Dr. Merly K Punnoose (Dept. of Hindi)
Ms. Niya Mathew (Dept. of English)
Students Council Chairperson

First Aid : Dr. Christy Philip (Co ordinator, (Dept. of Chemistry)
Dr. Mathews Abraham (Dept. of Physical Education)
Dr. Sethu Lakshmi M B (Dept of Chemistry)

FIST Instrumentation & : Dr. Thomas Mathew (Coordinator) (Dept of Physics)
Networking System Ms. Biby Joseph (Dept of Chemistry)

Folklore Club : Ms. Blessy P. James (Secretary) (Dept of Malayalam)
Ms. Sruthy Elsa Jose (Dept. of English)
Ms. Amitha Soman (Dept of Statistics)

Handbook & Calendar	: Ms. Bindu Cherian (Coordinator) (Dept. of English) Ms. Jincy Mathew (Dept. of Commerce) Ms. Bibi Joseph (Dept of Chemistry) System Admin
ICT E-Governance & Enterprise (ERP) LMS & MOODLE	: Mr. Abhishek Thomas (Coordinator) (Dept. of Commerce) Ms. Jinnu Anna Kuriakose (Dept. of Commerce) System Admin Dr. John Joy (Coordinator) (Dept. of Mathematics) Ms. Ami Susan Prasad (Dept. of Chemistry) Mr. Nikhil Mohan (Dept. of Physics) Mr. Kevin Benny (Dept. of Commerce)
IEDC & ED Club	: Dr. Jisha George (Nodal Officer) (Dept. of Commerce) Ms. Bindu Cherian (Dept. of English) Dr. Adon Jose (Nodal Officer) (Dept. of Physics) Ms. Meenakshi P. Kaimal (Dept. of Commerce)
Indian Knowledge System	: Ms. Tina Jose (Co ordinator, (Dept. of English) Dr. Merly K Punnoose (Dept. of Hindi) Mr. Arun Ravindran (Dept. of Political Science)
Industry Visit	: Mr. Biju Thomas (Co ordinator, (Dept. of Zoology) CA Kurian V John (Dept. of Commerce) Ms. Ansu James (Dept. of Physics) Ms. Meenakshi Kaimal (Dept. of Commerce)
Insurance	: Mr. Nikhil Mohan (Dept. of Physics) Ms. Sissy Babu (Dept of Commerce)
Internal Committee for Anti Sexual Harassment	: Dr. Sincy Joseph (Principal) Ms. Jinnu Anna Kuriakose (Secretary) (Dept. of Commerce) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Ms. Bindu Cherian (Dept. of English) Mr. Prince Joseph (Dept. of Economics) Ms. Neevlin Merry Thomas (Psychologist) Social Worker

Internal Complaints Committee (ICC)	: Dr. Sincy Joseph (President) (Principal) Dr. Navitha Elizabeth Jose (Co ordinator) (Dept. of English) Ms. Jincy Mathew (Dept. of Commerce) Sr. Angel Maria (Office) Girl Student Dr. Sindhumol Jacob (President, Block Panchayath)
Invigilation Squad	: Dr. Sincy Joseph (Principal) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Capt. Jais Kurian (Dept. of Mathematics) Ms. Ambili Catherine Thomas (Dept. of Commerce)
IPR Cell	: Capt. Jais Kurian (Dept. of Mathematics) Dr. Arun Thomas (Dept. of Chemistry) Ms. Ganga Johny (Dept of Zoology)
IQAC Coordinator	: Ms. Ambili Catherine Thomas (Dept. of Commerce)
IQAC Joint Coordinators	
RUSA NIRF - KIRF	: Dr. Thomas Mathew (Dept. of Physics) Ms. Asha Raju (Dept. of Zoology)
K.R Narayanan Study Centre:	Dr. Navitha Elizabeth Jose (Coordinator) (Dept. of English) Mr. Jimmy James (Dept. of English)
Library	: Ms. Jasimudeen S (Coordinator, Librarian) Ms. Jimmy James (Dept. of English) Mr. Abhishek Thomas (Dept of Commerce)
Maintenance & Repair	: Rev. Fr. Abin Erapurathu (Bursar) Mr. Abhishek Thomas (Dept of Commerce) Mr. Jobit Luckose (LD Clerk)
Mobile Inspection	: Dr. Sincy Joseph (Principal) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Capt. Jais Kurian (Dept. of Mathematics) Ms. Ambili Catherine Thomas (Dept. of Commerce) Dr. Merly K Punnoose (Dept. of Hindi)
Music Club	: Ms. Asha Raju (Co ordinator, (Dept. of Zoology) Dr. Bindhu Baby (Dept. of Chemistry) Dr. Radhika K. (Dept of Economics)

National Academic Depository:	Mr. Anu Thomas - Coordinator, (Dept. of Physics) Ms. Ambili Catherine Thomas (Dept. of Commerce)
NCC	: Capt. Jais Kurian (Dept. of Mathematics)
NEP Cell	: Mr. Anu Thomas -Nodal Officer, (Dept. of Physics) Dr.Thomas K.C. (Vice Principal) (Dept.of Economics) Mr. Jasimudeen S (Librarian)
News & Publicity	: Ms. Blessy P James (Coordinator) (Dept. of Malayalam) Ms. Seethalakshmi Babu (Dept. of Mathematics)
News Letter	: Dr. Merly K Punnoose (Co ordinator) (Dept. of Hindi) Ms. Bindu Cherian (Dept. of English) Dr. John Joy (Dept. of Mathematics)
N.S.S.	: Ms. Jinnu Anna Kuriakose (Programme Officer, (Dept. of Commerce) Ms. Jimmy James (Programme Officer (Dept. of English)
OBE	Dr. John Joy (Coordinator) (Dept. of Mathematics) Mr. Anu Thomas (Dept. of Physics)
Open Course	: Dr. Bindhu Baby (Co ordinator, (Dept. of Chemistry) Dr. Adon Jose (Dept. of Physics)
Oratory & Debate Club	: Ms. Niya Mathew (Co ordinator, (Dept. of English) Ms. Ansu James (Dept of Physics) Mr. Kevin Benny (Dept. of Commerce F&T)
Peace Club	: Dr. Bindhu Baby (Co ordinator, (Dept. of Chemistry) Ms. Jinnu Anna Kuriakose (Dept. of Commerce)
Photography Club	: Mr. Nikhil Mohan (Coordinator, (Dept. of Physics) Ms. Asha Raju (Dept. of Zoology) Mr. Kevin Benny (Dept. of Commerce F&T) Mr. Mathew Stephen (Office)
Purchase Committee	: Dr. Sincy Joseph (Principal) Fr. Abin Erapurathu (Bursar) Mr. Abhishek Thomas (Co ordinator) (Dept. of Commerce) Ms. Ambili Catherine Thomas (Dept. of Commerce) Mr. Jimmy James (Dept. of English) Dr. Thomas Mathew (Dept. of Physics) Mr. Jasimudeen S. (Librarian) Sr. Jisha George (Office)

Quiz Club	: Dr. Christy Philip - Coordinator, (Dept. of Chemistry) Mr. Nikhil Mohan (Dept. of Physics) Ms. Sissy Babu (Dept. of Commerce)
Radio SSC	: Ms. Tina Jose- Coordinator, (Dept. of English) Ms. Jesna Jose (Dept. of English) System Admin
Research & Development Cell	: Dr. Sincy Joseph (Principal) Fr. Abin Erapurathu (Bursar) Dr. Thomas Mathew (Convenor) (Dept. of Physics) Dr. Bindhu Baby (Joint Convenor) (Dept. of Chemistry) Dr. Jisha George (Dept. of Commerce) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Dr. Merly K. Punnose (Dept. of Hindi) Dr. Navitha Elizabeth Jose (Dept. of English) Dr. Arun Thomas (Dept. of Chemistry) Dr. Christy Philip (Dept. of Chemistry) Mr. Jasimudeen S (Librarian) Dr. Adon Jose (Dept. of Physics) Dr. John Joy (Dept. of Mathematics) Dr. Mathews Abraham (Dept. of Physical Education)
Red Ribbon Club	: Ms. Jinnu Anna Kuriakose (Coordinator, (Dept. of Commerce) Ms. Jimmy James (Co ordinator, (Dept. of English)
Research Assessment Committee	: Dr. Sincy Joseph (Principal) Dr. Thomas Mathew (Secretary, (Dept. of Physics) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Dr. Jisha George (Dept. of Commerce) Dr. Merly K Punnoose (Dept. of Hindi) Dr. Bindhu Baby (Dept. of Chemistry) Mr. Jasimudeen S (Librarian) Prof. Dr. Stephen Mathew (External Expert)
Right to Information (RTI)	: Dr Sincy Jospeh (Principal, Appellate Authority) Ms. Ambili Catherine Thomas (Dept. of Commerce) State Public Information Officer Sr. Jisha George (Office)
S.S.P.	: Mr. Prince Joseph (Coordinator, (Dept. of Economics) Ms. Maria Baby (Dept. of Zoology)

SC/ST Monitoring Cell/	: Ms. Jesna Jose (Secretary) (Dept. of English)
Equal Opportunity Cell	Ms. Niya Mathew (Dept. of English) (Teaching Staff Secretary) President, Uzhavoor Grama Panchayath Mr. Roy Mathew
Scholarship	: Ms. Ami Susan Prasad (Nodal Officer) (Dept. of Chemistry) Mr. Nikhil Mohan (Dept. of Physics)
Skill Development Centre	: Dr. Thomas K.C. (Officer) (Vice Principal) (Dept. of Economics)
a) Life Skill & Health Club	: Dr. Mathews Abraham (Secretary) (Dept. of Physical Education) Fr. Benny Thomas (Dept. of English) Dr. Sethu Lakshmi M.B. (Dept. of Chemistry)
b) Soft Skill	: Dr. Christy Philip (Co ordinator, (Dept. of Chemistry) Ms. Ansu James (Dept of Physics) Mr. Arun Ravindran (Dept of Political Science)
c) ICT Skill	: Dr. John Joy (Officer) (Dept of Mathematics) Mr. Jasimudeen S. (Librarian) Ms. Vidhyalakshmi (Dept. of Commerce F&T)
Snehanidhi	: Ms. Bindu Cherian (Secretary) (Dept. of English) Ms. Ambili Catherine Thomas (Dept. of Commerce) Dr. Arun Thomas (Dept. of Chemistry) Mr. Sabu T. John (Lab Asst, Dept. of Chemistry)
Social Media	: Ms. Asha Raju (Co ordinator) (Dept. of Zoology) Dr. Adon Jose (Dept. of Physics) Mr. Mathew Stephen (Office) System Admin
Sports	: Fr. Abin Erapurathu (Bursar) Dr. Mathews Abraham (Co ordinator, (Dept. of Physical Education) Capt. Jais Kurian (Dept. of Mathematics) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Ms. Ambili Catherine Thomas (Dept. of Commerce) Fr. Benny Thomas (Dept. of English) Mr. Abhishek Thomas (Dept. of Commerce)

Staff Fund & PTA fund Auditor:	CA. Kurian V. John (Dept. of Commerce)
Students Union Election	: Mr. Biju Thomas (Returning Officer, (Dept. of Zoology)
Joint Returning Officers	: CA. Kurian V. John (Dept. of Commerce) Mr Anu Thomas (Dept. of Physics)
Students' Grievance Redressal Committee	: Dr. Sincy Joseph (Principal) Ms. Bibi Joseph -Secretary, (Dept. of Chemistry) Capt. Jais Kurian (Dept. of Mathematics) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Ms. Lijiyamol Thankachan (Dept. of English) Dr. Thomas Mathew (Dept. of Physics) Students Council Chairperson Students Council Secretary
Staff Association	: Ms. Niya Mathew -Teaching Staff Secretary (Dept of English) Mr. Jobit Lukose -Non-teaching Staff Secretary (Office)
Transportation Committee	: Mr. Biju Thomas (Co ordinator, (Dept. of Zoology) CA Kurian V John (Dept. of Commerce) Ms. Ansu James (Dept. of Physics) Ms. Meenakshi Kaimal (Dept. of Commerce)
Tourism Club, Forestry & Birds Club	: Mr. Biju Thomas (Co ordinator, (Dept. of Zoology) CA Kurian V John (Dept. of Commerce) Ms. Ansu James (Dept. of Physics) Ms. Meenakshi Kaimal (Dept. of Commerce)
UGC- Planning Board	: Mr. Jasimudeen S. (Secretary, (Librarian) Dr. Thomas K.C. (Vice Principal) (Dept. of Economics) Dr. Jisha George (Dept. of Commerce) Ms. Lijiyamol Thankachan (Dept. of English) Dr. Thomas Mathew (Dept. of Physics) Mr. Roy Mathew (Office)
Value Enrichment	: Fr. Benny Thomas (Coordinator) (Dept. of English) Ms. Blessy P James (Coordinator, (Dept. of Malayalam) Ms. Asha Raju (Dept. of Zoology) Mr. Arun Ravindran (Dept.of Political Science)

Walk With a Scholar	: Dr. Jisha George (Coordinator) (Dept. of Commerce) Ms. Vidhya Lakshmi (Dept. of Commerce F&T)
Website	: Fr. Abin Erapurathu (Bursar) Dr. Adon Jose (Co ordinator) (Dept. of Physics) Ms. Tina Jose (Dept. of English) Dr. Merly K. Punnose (Dept. of Hindi) Mr. Prince Joseph (Dept. of Economics) Mr. Abhishek Thomas (Dept. Of Commerce) Ms. Asha Raju (Dept. of Zoology) Dr. Arun Thomas (Dept. of Chemistry) Dr. John Joy (Dept. of Mathematics) Mr. Kevin Benny (Dept. of Commerce F&T) System Admin
YIP	: Ms. Asha Raju (Coordinator, (Dept. of Zoology) Mr. Jimmy James (Dept. of English) Dr. Rahul S. (Dept. of Physics)
Yoga Club	: Mr. Jimmy James (Secretary) (Dept of English) Dr. Mathews Abraham (Dept. of Physical Education) Dr. Radhika K. (Dept. of Economics)

NAAC - CRITERION HEADS

CRITERION 1	Ms. Jinnu Anna Kuriakose (Dept. of Commerce)
CRITERION 2	Dr. Navitha Elizabeth Jose (Dept. of English)
CRITERION 3	Ms. Tina Jose (Dept. of English)
CRITERION 4	Mr. Jasimudeen S. (Librarian)
CRITERION 5	Mr. Anu Thomas (Dept. of Physics)
CRITERION 6	CA Kurian V John (Dept. of Commerce)
CRITERION 7	Ms. Bibi Joseph (Dept. of Chemistry)

OFFICE BEARERS TO THE COLLEGE UNION 2025-26

NAME OF OFFICE	E.Roll No.	NAME & CLASS
1 Chairperson	230907	Hephziba Binoy B Com (Fin.& Taxation) III DC
2 The Vice Chairperson (Lady)	240803	Abhinesha Sunil B.Com.C.A., II DC
3 The General Secretary	240406	Akshaya Appukuttan BSc. Zoology, II DC
4 The Councillor for Uni.Union	38780	Ardra Treesa Thomas BSc. Chemistry I DC
5 The Councillor for Uni. Union	38826	S. Madanesh B.A., Economics I DC
6 The Arts Club Secretary	38840	Meera Anish BSc. Zoology I DC
7 Rep. II nd Year PG	241204	Anagha Sabu M.Com, II PG
8 Rep. I st Year PG	38827	Rony Shaji M.Sc. Chemistry I PG
9 Rep. II nd Year UG	240821	Abhiram Aji B.Com. CA II DC
10 Rep. I st year UG	38787	Albin Shyju BA English Batch II, I DC
11 Lady Representative	24100	Nandana Biju MSc. Chemistry II PG
12 lady Representative	38854	Sreedevika T.K. B.Com. CA, I DC

TEACHERS-IN-CHARGE OF STUDENTS UNION

- Dr. Jisha George - HoD, Dept. of Commerce (Staff Advisor)
- Fr. Benny Thomas - Assistant Professor, Dept. of English (Staff Advisor)
- Ms. Ami Susan Prasad – Assistant Professor, Dept. of Chemistry (Treasurer)

STUDENT CHARTER

Every stakeholder of higher education has a role to play in quality enhancement and has the obligation to play it well. All the stakeholders in higher education - the government, the managements of institutions, the teachers, the students and the external quality assurance agencies - have important, may be different, but complementary roles in ensuring the quality of higher education.

Of all the stakeholders mentioned above, students have a unique role to play in ensuring the quality of higher education. Firstly, students should realize that quality education is their right and that it is the responsibility of higher education institutions (HEIs) to provide quality education to learners. Secondly, students should be equally aware that they have significant learning responsibilities to enable institutions to provide quality education.

A. AN INSTITUTION'S RESPONSIBILITIES TOWARDS ITS STUDENTS

- Communicate the goals and objectives of the institution systematically and clearly to all students.
- Offer programmes that are consistent with institutional goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility
- Use feedback from students in the initiation, review and redesign of programmes
- Facilitate effective running of the teaching-learning programmes
- Implement a well-conceived plan for monitoring student progress continuously
- Ensure that the student assessment procedures and systems are reliable and valid.
- Provide clear information to students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- Ensure sufficient and well-run support services to all students.
- Promote values, social responsibilities and good citizenry in all students

B. STUDENTS' RESPONSIBILITIES OF LEARNING

- Appreciate the institutional goals and objectives and contribute to the irrealisation by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations of the institution.

- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for continuous internal assignments and termly examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the institution

ADMISSION

1. The College admits qualified students of all castes and creeds. Criteria for admission include the applicant's academic record and evidence of good character. The Principal reserves the right to refuse admission to any applicant, if he feels that the admission of that person is detrimental to the interest and discipline of the College.
2. Application for admission must be made through MG University CAP/Application form available from the college office or college website on payment of the prescribed fee.
3. Candidates for admission to the degree courses must present
 - a. The Allotment Memo received online.
 - b. Certificate to prove date of birth.
 - c. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
 - d. Marklists of all parts of the Plus Two/ equivalent examination.
 - e. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards /Institutes/ governments, except CBSE/CISCE
 - f. Migration Certificate, if applicable
 - g. Caste certificate. Any other document required to be produced by the Head of Institution.
 - h. NCC/NSS/SPC/SCOUT/GUIDE Certificate in original, if applicable.
 - i. Certificate in original proof of Ex-Servicemen/Dependent from Zilla Sainik Welfare Officer.
 - j. Community Certificate.

Further details are available in www.cap.mgu.ac.in
4. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting the original for admission.
5. The first installment of tuition fee and other fees are collected on the day of admission. No student will be enrolled or allowed to attend the classes until the

fees due from him have been paid.

6. Students who are admitted after the re-opening day will lose attendance for the days preceding admission and the days so lost will be counted as days of absence for recording attendance for the year.

ISSUE OF CERTIFICATES

1. Application for the issue of any certificate shall be made in the prescribed form obtained from the college office.
2. Transfer certificate shall be issued only after the payment of all dues to the college and the college hostel. (*The conduct certificate is a document which a student has to earn. It will not be issued as a matter of course.*)
3. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Certificate will be sent by post only if the transmission charges are prepaid.
4. S.S.L.C. book, marklist etc. have to be claimed at least within a year after leaving the college. The college office will not be responsible for any damage or loss to the certificates left unclaimed by the student.

ATTENDANCE AND LEAVE OF ABSENCE

1. There are five working days per week. A working day is divided into two sessions and each session into periods of one hour - three periods in the forenoon and two in the afternoon. Attendance will be marked at the beginning of each period.
2. Late comers may be given or refused attendance for the period or marked late at the discretion of the teacher concerned.
3. Students are not permitted to absent themselves without leave for the whole class or part of a day. Absence without leave for part of a session shall be considered as absence for half a day.
4. A student who is absent from the college for more than 10 consecutive working days without satisfactory explanations is liable to have his name removed from the rolls. A student seeking readmission after such a removal should pay the prescribed readmission fee.
5. All applications for leave must be made before hand to the Principal. Hostel students must get their leave application signed by the warden while those of students in the approved lodges should be countersigned by the local guardian.
6. The Principal can demand a student to produce a Medical certificate in the cases where the leave for illness is three days and above.
7. Leave will be granted only for clearly stated, proper and adequate reasons. Leave application should be submitted to the Principal through the teacher in charge.

-
-
8. In unavoidable circumstances where, previous permission for absence cannot be obtained, an application for leave must be submitted to the Principal as soon as possible and in no case later than the first or second day of return to the college.
 9. Leave of absence should be given to the Principal in the prescribed form available from the college office.
 10. As leave is granted for all reasonable causes no student should absent himself/ herself from class without leave.
 11. Those who apply for leave of absence to represent the college in extra-curricular activities should submit their application for leave before hand to the Principal through the Head of the Department. In no case applications submitted later than the first or second day of their return to college will be considered. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days.
 12. For the purpose of attendance calculation; all working days, irrespective of the number of working periods shall be considered full working days. Attendance statement of students will be published on the College notice board.
 13. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will not be granted unless the student has attended not less than 75% of the number of working days of the academic year and the Principal is satisfied with the student's progress and conduct.
 14. Students whose attendance falls below the prescribed minimum shall have to apply for exemption to the university through the Principal. The application for exemption should include a chalan receipt for the prescribed fee. Reason for each day's absence will have to be given and in case of absence on an account of sickness, a medical certificate also has to be submitted.
Condonation will be granted maximum of two times during the programme of study, and condonation will not be granted if the shortage exceeds ten days of the programme.

GENERAL REGULATIONS

The students enrolled in the college have the obligation to obey the rules and adhere to the discipline of the college. Students are enjoined to obey the following rules:

1. Students inside and outside the class rooms are expected to join the morning prayer respectfully.
2. Students are expected to be neat and clean in body and spirit and to behave with courtesy and dignity. They should show due respect to all the members of the staff maintaining the family spirit. Disobedience and misconduct will be seriously dealt with.
3. Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the verandahs during the class hours and are expected to go to the reading room.
4. Students are expected to attend classes with regularity and punctuality and to refrain from any action that may disturb the smooth functioning of the college.
5. No student shall enter or leave the class room during the class time without the permission of the teacher concerned.
6. No student shall enter the class other than his own without the permission of the Principal during the class time or intervals.
7. Students are not permitted to approach any college authority in groups and such action is subversive of orderly academic life.
8. All college property should be handled with great care. Scribbling and dirtying the walls in any way are strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.
9. Students must observe rules of the college given by the Principal from time to time. Complaints if any must be brought to the notice of the principal through the class teacher.
10. Students should wear their identity cards while in the campus and produce it on demand for inspection by any member of the staff or other college authorities. Identity card is to be produced at the office for issuing any kind of certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students expense with the special permission of the principal.

-
-
11. *Political activity is strictly banned in the campus. Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus.*(See the University Students' Code of Conduct Rules 2005.)
 12. Without prior sanction of the Principal, students are not permitted.
 - (a) to convene or attend meetings of any sort in any circumstances anywhere in the college buildings or its premises.
 - (b) to set up entertainments or organise social functions in the college.
 - (c) to make use of megaphones and loudspeakers in the campus, (d) to invite any outside persons to the college for any functions (e) to collect subscriptions of any kind, (f) to put up notices or hoist flags of any organisation or to display banners, posters, bunting etc. anywhere in the campus, (g) to place any paper, periodical or book in the reading room or circulate them in the college.
 13. Smoking, consumption of alcoholic drinks and drugs are strictly forbidden in the campus and shall invite serious disciplinary action.
 14. All correspondence officially addressed to the Principal should contain reply postage.
 15. All notices to the students will be put up on the notice boards.
 16. Any student (1) who is persistently insubordinate (2) who is repeatedly or wilfully mischievous and (3) who in the opinion of the Principal is likely to have an unwholesome influence on other students shall be removed from the rolls temporarily or permanently or maybe served with a compulsory T.C. according to the gravity of the offence. The Principal may refuse the grant of the term certificate for a specified period and may also report their case to the University so that they may be dealt with under University regulations.
 17. Students are not allowed to use mobilephones in the college campus and Hostels via G.O.No.RT/No.346/05 Higher Edn.Dtd.01.03.2005. Any student who violates this rule shall be punished.
 18. **Ragging:** Ragging is strictly forbidden and is punishable by rustication or expulsion from the college. As per directives of the Honorable Supreme Court and M. G. University Letter No. AC A1/2/1647/07 Anti Ragging Squads are made each year to ensure that no ragging takes place.
 19. Students are directed to park their vehicle only in the area allotted for them.

M.G. UNIVERSITY
STUDENTS' CODE OF CONDUCT RULES - 2005

1. Title

These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules-2005. It shall come into force with immediate effect.

2. Objective

These rules are framed with a view to maintaining and enforcing good conduct inside the class rooms and campus in the affiliated colleges, departments of teaching and Research and self financing schools of the Mahatma Gandhi University.

3. Application

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self financing school of the University.

4. Definitions

1. College :- means a college as defined in Section 2 (2) and Section 2(7) of the M.G. University Act 1985.
2. Vice Chancellor :- means the Vice Chancellor of the Mahatma Gandhi University.
3. Students' Grievance Redressal Committee : *Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.*
4. Student :- means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.
5. Principal - Means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
6. Political activity: Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition on Political Activity Inside the Campus

- a. No student of a college shall get himself 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 cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- a. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b. If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal 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 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 the 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.

7. 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 nonpayment, the recovery proceedings shall be taken against the person responsible.

8. Students' Grievance Redressal Committee

In every college there shall be a Students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

9. Right to Appeal

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statutes 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of

receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

RESIDENCE OF STUDENTS

1. Students who do not live with their guardians should as a rule reside in the college hostel or approved lodges. Only the female students who are on the rolls of the college will be allowed to reside in the hostel. The warden shall be the sole authority in the management and the day to day administration of the hostel. She is appointed by the Manager, all matters connected with the hostel will be dealt with by the warden and appeals may be made only to the Manager.
2. Students who want to live in lodges must get the permission of the Principal before any lodge is chosen.
3. Students shall forward to the college office complete information regarding their residence in the prescribed form obtainable in the office.
4. Any subsequent change in residence may be made only after getting written permission of the Principal.
5. Students not living in the hostel or with their parents or guardians will be placed under the supervision of the members of the staff who will conduct the inspection of the residence.
6. Students are not allowed to receive visitors in the college during the working hours without the permission of the Principal. They will have their letter and other communications addressed to their home or hostels. College office will not be responsible for the distribution of postal articles addressed otherwise.

EXCURSION

Only students of the final year Degree and PG classes will be permitted to go on excursion for a maximum of three working days after getting prior approval from the authority.

STUDENT'S DRESS CODE ON CAMPUS

All Students will have uniform as specified by the college, to be worn on stipulated days. The uniform for girls consist of a fullsleeve shirt, normal pants and a V-Neck coat. For boys it is half sleeve shirt and normal pants. Students are permitted to wear colour dress on Wednesdays. A dress code that befits the decorum and dignity of the college and an etiquette of attire is insisted upon. Accordingly, all students of the college must be in formal dress while on campus. Collar Neck T- Shirts, Kurtha and Jeans are permitted, subject to the condition that modesty and decency are maintained. The Student Identity card is considered apart of the dresscode. Violation of the dress code individually or as a groups hall invite disciplinary action. Any relaxation

in the dresscode shall be granted only by the Principal / Vice Principal.

STUDENT'S COUNCIL

Students enrolled in the college are ipso factomembers of the Student's Council and shall have the right to vote and contest the election to the Student's Council. Every ordinary member of the Union can be come a member of other associations or forums according to his / her optional subject orinterest. All the members of the teaching staff of the college shall be honorary members of the Union and of all affiliated associations.

The Principal shall be the patron of the Student's Council and affiliated associations and he/she shall be the final authority in all matters relating to the Union and the affiliated associations. A Pro-patron may be nominated from the teaching staff who shall exercise such powers as are delegated tohim by the patron.The election to the Student's Council will be conducted inthe parliamentary model according to the university directions subject to the legal clarification of the Hon.High court.

QUALITY IMPROVEMENT PROGRAMMES

Short term courses are conducted by the departments to promote the skills and the competence of the students and to make them proficient in subjects other than the subjects of their regular course. Emphasis is given to the development of communication skills, computer awareness and technical knowledge of the theory learned. These are self financing programmes.

MENTORING

Students are assigned a teacher-mentor who is responsible for their academic guidance and personal counselling

NEW INITIATIVES IN HIGHER EDUCATION

The college facilitates the following new initiatives in higher education, instituted by the Department of Higher Education, Government of Kerala

1. Walk With a Scholar (WWS): A Programme which is open for 30 first semester students
2. ASAP (Additional Skill Acquisition Programme): A Programme which is open for 60 first semester students
3. SSP (Scholar Support Programme): A Programme which is open for first semester students

NPTEL LOCAL CHAPTER

The NPTEL Local Chapter is an initiative by the National Programme on Technology Enhanced Learning (NPTEL), a project of the Ministry of Education, Government of India, coordinated by the IITs and IISc. Through a Local Chapter,

the college partners with NPTEL to offer SWAYAM-NPTEL online certification courses, with the support of a Single Point of Contact (SPOC) from the institution. This chapter helps students and faculty register for courses, access mentoring, avail exam fee waivers (for eligible candidates), and receive certificates that enhance both academic learning and employability. Chapter ID : 5884 Website: <http://onlinecourses.nptel.ac.in>

FEE RULES

1. Tuition fees will be collected either in lump at the beginning of the year or in installments at the beginning of each term or semester as the case maybe.
2. If a student fails to pay the fee on the due date he/she shall be liable to pay a fine of Rs.5/- on the 1st fine due date and Rs.10/- on the 2nd fine due date.
3. If the fee and fine are not paid on the due date, the students will be removed from the rolls of the college and they will not get the benefit of attendance from the date of removal from the rolls. On clearing the dues they can be re-admitted.
4. The names of defaulters of fees will be published on the notice board after the expiry of the last date fixed for payment.
5. The period of terms are as follows:-
I, III, V Sem - 01.06.2024 to 31.10.2024
II, IV, VI Sem - 01.11.2024 to 31.03.2025
6. In the case of students discontinuing their study, all fees including tuition fees for that term/ semester along with special fees and caution deposit due for the whole year shall be collected from them.
7. Students belonging to Scheduled Castes, Scheduled Tribes, OEC and OBC who have secured admission to the college will be eligible for fee concession. They will be given fee concession on producing the necessary community / income certificate from the Tahsildar/V.O. concerned.
8. Students belonging to forward communities who come under the prescribed income limit are eligible for fee concession under the Kumara Pillai Commission Report.
9. SC/ST/OEC/OBC/KPCR students should submit their applications for fee concession to the college office within 30 days from the date of their admission or re-opening of the College as the case may be. They should submit their applications for renewal of concession every year.
10. Students eligible for fee concession, who discontinue their studies before the sanction of the concessions are liable to pay all fees before their Transfer Certificates are issued.

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

Preamble

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

1. TITLE

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

2. SCOPE

- 2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.
- 2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.
- 2.3 Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.
- 2.4 The provisions supersede all the existing regulations for the Regular/ Distance/ Private Undergraduate programmes to the extent herein prescribed.

3. DEFINITIONS

- 3.1. ‘Academic Week’ is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.
- 3.2. ‘Choice Based Course’ means a course that enables the students to familiarize the advanced areas of core course.
- 3.3. ‘College Coordinator’ is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4. ‘Common Course I’ means a course that comes under the category of courses for English.
- 3.5 ‘Common Course II’ means additional language.
- 3.6. ‘Complementary Course’ means a course which would enrich the study of core courses.
- 3.7. ‘Core Course’ means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.
- 3.8. ‘Course’ means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).
- 3.9. ‘Credit’ is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.

-
-
- 3.10. 'Department' means any teaching department in a college.
 - 3.11. 'Department Coordinator' is a teacher nominated by a Department Council to co ordinate the continuous evaluation under taken in that department.
 - 3.12. 'Department Council' means the body of all teachers of a department in a college.
 - 3.13. 'Faculty Advisor' means at each other from the parent department nominated by the Department Council, who will advise the student on academic matters.
 - 3.14. Grace Marks shall be awarded to candidates as per the University Orders issued from time to time.
 - 3.15. 'Grade' means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/ Course /Semester/ Programme.
 - 3.16. 'Grade Point' (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
 - 3.17. 'Institutional Average (IA)' means average mark secured (Internal+external) for a course at the college level.
 - 3.18. 'Open Course' means an optional course which the student is free to take at his/her will. Open course shall be an on-major elective course offered by the Departments other than the parent Department.
 - 3.19. 'Parent Department' means the department which offers core course/courses within an undergraduate programme.
 - 3.20. 'Programme' means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.
 - 3.21. 'Semester' means a term consisting of a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
 - 3.22. 'University Average (UA)' means average mark secured (Internal+external) for a course at the University level.
 - 3.23. 'Vocational Course' (Skill Enhancement Course) means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
 - 3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.
4. **ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS**
 - 4.1 Eligibility for admissions and reservation of seats for various Under graduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

5. DURATION

- 5.1 The duration of U.G. programmes shall be 6 semesters.
- 5.2 There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May.
- 5.3 No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

6. REGISTRATION

- 6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.
- 6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/ re-appearance courses to the University in the prescribed form within 45 days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

- 7.1. The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course (s), (c) Complementary/ Vocational Courses, and (d) Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.
- 7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- 7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade Disrequired for all the individual courses. If a candidate secures F Grade for anyone of the courses offered in a Semester/Programme, only F grade will be awarded forth at Semester/ Programme until he/she improves this to D Grade or above within the permitted period. (See Clause 5.3)
- 7.5. Students who complete the programme with "D" grade in the Mahatma Gandhi

University" Regulations for Under Graduate Programmes under Choice Based Credit System 2017" will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.

- 7.6. Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017" after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017".
- 7.7. The practical examinations (external/ internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

8. PROGRAMME STRUCTURE

MODEL I BA/B.Sc.

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

MODEL I B COM.

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

MODEL II BA

a. Programme Duration	6 Semesters
b. Total Credits required for successful completion of the Programme	120
c. Credits required from Common Course I	16
d. Credits required from Common Course II	8
e. Credits required from Core +Complementary +Vocational Courses including Project	93
f. Open Course	3
g. Minimum attendance required	75%

9. EXAMINATIONS

9.1 The evaluation of each paper shall contain two parts:

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

9.2. The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

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

10. CREDIT POINT AND CREDIT POINT AVERAGE

CREDIT POINT (CP) of a paper is calculated using the formula:-

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

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) is calculated using the formula:-

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

GRADE POINT AVERAGE (GPA) of different category of courses viz. Common Counsel, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

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

TC is the total credit of that category of course.

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

11. MARKS DISTRIBUTION FOR EXTERNAL & INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution

for external and internal assessments and the components for internal evaluation with their marks are shown below:

11.1 For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

GPA	Grade
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

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

For all courses with practical

a) Marks of external Examination : 60

b) Marks of internal evaluation : 15

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

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

Components Internal evaluation of Practical	Marks
Attendance	2
Assignment / Seminar / Viva	4
Test papers (2 x 4)	4
Total	10

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

11.3 For projects

a) Marks of external evaluation : 80

b) Marks of internal evaluation : 20

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

* Marks for dissertation may include study tour report if proposed in the syllabus.
Components of internal Evaluation of Project Marks

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

Attendance Evaluation for all papers

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

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

13. ASSIGNMENTS

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

14. SEMINAR / VIVA

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

15. INTERNAL ASSESSMENT TEST PAPERS

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

15.1 Grievance Redressal Mechanism

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

Level 1: Department Level:

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

Level 2: College level

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

Level 3: University Level

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

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

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

16. External Examination

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

- 16.1 Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. However, the candidates who are participating for the events of national importance such as National Games, National Events conducted by NCC, NSS (National Annual Camps) shall be given attendance for those days of absence, on prior sanction from the competent authority and endorsed by the head of the Institution and this benefit shall be considered for Internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
- 16.2 All students are to do a project in the area of core course. This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice- Chancellor to those new generation programmes and programmes on performing arts where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva/ Presentation is compulsory for all subjects and will be conducted at the end of the programme.
- 16.3 There shall be supplementary exams only for fifth semester. Nationally registered candidates can also apply for the said supplementary examinations. For

reappearance / improvement for other semesters the students can appear along with the next batch.

- 16.4 A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- 16.5 A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- 16.6 A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
17. All courses shall have unique alpha numeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

18. PATTERN OF QUESTIONS

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

19. RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list. Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

Pattern of questions Papers

(a) Without practical

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

(b) With practical

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

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

19. MARK CUM GRADE CARD

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

- Name of the University
- Name of the College
- Title & Model of the Undergraduate Programme
- Name of the Semester
- Name and Register Number of the student
- Date of publication of result

For details visit mgu.ac.in

-
-
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.
 - (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
 - (i) The total credits and total credit points in the semester.
 - (j) Semester Grade Point Average (SGPA) and corresponding Grade.
 - (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
 - (l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade (SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade for the total programme.
20. There shall be 3 level monitoring committees for the successful conduct of the scheme. They are -
- 1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior most teachers as members.
 - 2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/ Superintendent as members.
 - 3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member secretary.

21. TRANSITORY PROVISION

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

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

ANNEXURE III
REVERSE SIDE OF THE MARK CUM GRADE CARD
(COMMON TO ALL SEMESTERS)

Description of the Evaluation Process Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1. (Decimals are to be rounded to the next whole number)

Credit point and Credit point average Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Result	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	
	Ab Absent	

Credit point (CP) of a paper is calculated using the formula $CP = C \times GP$,

where C is the Credit; GP is the Grade Point

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is calculated using the formula $GPA = \frac{TCP}{TC}$

where TCP is the Total Credit Point; TC is the Total Credit

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

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

REGULATION OF THE POST GRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM, 2019 (MGU- PG- CSS 2019)

a) For Theory (CE) Internal

	Components	Weightage
A	Assignment	2
B	Seminar	4
C	Best Two Test papers	4(2 each)
	Total	10

(Average grade of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grade)

b) For Theory (ECE) (External)

Sl. No	Type of Questions	Weight	Number of questions to be answered
A	Short Answer type questions	1	8 out of 10
B	Short essay/problem solving type questions.	2	6 out of 8
D	Long essay type question	5	2 out of 4

c) For Practical (CE) Internal

Components	Weightage
Written/ Lab test	2
Lab involvement and Record	1
Viva	2
Total	5

(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 5)

d) For Practical (ECE) (External)

Components	Weightage
Written/ Lab test	7
Lab involvement and Record	3
Viva	5
Total	15

(The components and the weightage of the practical (External) can be modified by the concerned BOS without changing the total weightage 15)

e) For Project (CE) (Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
Total	5

(The components and the weightage of the components of the Project (Internal) can be modified by the concerned BOS without changing the total weightage 5)

f) For Project (ECE) (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
Total	15

(The components and the weightage of the components of the Project (External) can be modified by the concerned BOS without changing the total weightage 15)

g) Comprehensive Viva-Voce (CE) (Internal)

Components	Weightage
Comprehensive viva voce (all courses from first semester to fourth semester)	5
Total	5

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified)

g) Comprehensive Viva-Voce (ECE) (External)

Components	Weightage
Comprehensive viva voce (all courses from first semester to fourth semester)	15
Total	5

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified)

Direct Grading System

Direct Grading system based on a 6 point scale is used to evaluate the Internal and External examination taken by the students for various courses of study

Grade	Grade Point	Grade Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

Performance Grading System

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-points scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
up to 1.99	D	Deficient (Fail)

FYUGP

From the academic year 2024-25, MAHATMA GANDHI University is implementing the Four-year UNDER GRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024 {MGU- UGP (Honours)} under the New Curriculum and Credit Framework, 2024.

These programmes offer a lot of flexibility to the students in terms of classes and choice of courses. Under FYUGP, each college has a basket of courses to offer. The detailed guidelines and the Course Basket of colleges under Mahatma Gandhi University are available on the University website.

FEATURES OF FYUGP

Adapted by the Kerala State Higher Education Curriculum Framework

The features, meaning, and purpose of FYUGP shall be as stipulated by the UGC and as adapted by the Kerala State Higher Education Curriculum Framework (KSHECF) for undergraduate education commencing in the academic year 2024-2025.

FYUGP shall have three Broad Pathways

FYUGP shall have three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours)& (c) 4-year UG Degree (Honours with Research).

Course Structure of the MGU-UGP Programmes

The MGU-UGP consists of the following categories of courses and the minimum credit requirements for pathway option-one shall be as follows;

SL. No	Categorization of Courses for all Programmes	Minimum Number of Credit Required	
		3-year UG	4-year UG
1	Major	68	88
2	Minor	24	24+12
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field-based learning etc	2	2
8	Research Project / Dissertation		12/8
	Total Credits	133	177

Assessment and Evaluation

- i) The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE).
- ii) 30% weightage shall be given for CCA. The remaining 70% weightage shall be for the ESE.
- iii) Teacher Specific Content will be evaluated under CCA.
- iv) CCA will have two subcomponents Formative Assessment (FA) and Summative Assessment (SA). Each of these components will have equal weightage and to be conducted by the course faculty/ course coordinator offering the course.
- v) FA refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, module or course. Suggestive methods of FA include- Practical assignment, Viva voce, Quiz, Interview, Oral presentations, Group tutorial work, In-class discussions etc
- vi) Summative Assessments (SA) are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period- typically at the end of a project, unit, module, course or semester. SA may be a class tests, assignments, or project, used to determine whether students have learned what they were expected to learn. It will be based on evidence, collected using single or multiple ways of assessment. The

systematically collected evidences should be kept in record by course faculty/ course coordinator and the marks should be displayed on the college notice board/ other official digital platforms of the college before the end semester examinations.

- vii) Suggestive methods of SAinclude- Written test, Open book test, Problem based assignments, Individual project report, Case study report, Literature survey etc

Practical Examination

- i) The end semester practical examination will be conducted and evaluated by the institution.
- ii) There shall be a CCA of practical courses conducted by the course faculty/ course coordinator.
- iii) The scheme of evaluation of practical courses will be as given below:

Components for the Evaluation of Practical Courses	Weightage
CCA of practical/practicum	30%
ESE conducted under the supervision of internal examiner	70%

- iv) Based on the marks obtained, the weighted grade point will be mentioned in the student's grade cards.

Letter Grade	Grade Point	Percentage of Marks (Both Internal & External Marks put together)	Class
O (Outstanding)	10	95% and above with Distinction	First Class
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	Above 75% and below 85%	
B+ (Good)	7	Above 65% and below 75%	First Class
B (Above average)	6	Above 55% and below 65%	
C (Average)	5	Above 45% and below 55%	Second Class
P (Pass)	4	Above 35% and below 45% Aggregate (external and internal put together) with a minimum of 30% in external	Third Class
F (Fail)	0	Below an aggregate of 35% or below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

THE COLLEGE LIBRARY

The library holdings in terms of books, journals, learning materials and technology-aided learning mechanisms are organised in such a way so as to enable the students to acquire information, knowledge and skills required for their study programme.

The college library, which started functioning right from the beginning of the college in 1964, is the key resource of information for the academic community. At present it has attained the position of a 1st Grade Library with more than 34,000 books, 65 periodicals and a subscription of 10 news papers. Xerox facility is available in the library. The library is automated using 'Koha', a well known open source Integrated Library Management Software which has a number of advanced features, enabling the college library to become more user oriented in the current digital era. Besides very suitable and convenient library administrative modules, Koha software can provide a handful of attractive interfaces from the user point of view, like quick search and access, Web-OPAC, and the feasibility of integrating new technologies like RFID. The Library is divided into three sections :

- a. General Library & Reading Room
- b. Media Centre & Discussion Room
- c. Printing & Photocopy Section

Library Website

The library has a website which lists the services offered by the library for users. It also provides links to other information resources. A digital reference page is also included in the website where users can post their academic queries. Our request for hosting digital versions of previous years question papers through the library website has been approved by Mahatma Gandhi University and simultaneously issued a university order instructing the University examination wing to do the same in the coming years. Library website link is: <http://www.ststephenslibrary.com/>

Library Services

The following facilities are available in the library.

📖 OPAC

Using the Koha software, the institution has made the Online Public Access Catalogue (OPAC) available that enables author-based, subject-based, title-based and publisher based search facilities.

📖 Electronic Resource Management Package for E-journals /E-books

We have subscribed to UGC (INFLIBNET) E-books and E-journals via N-LIST. The Support provided by the Library staff to the students and teachers of the college are as follows;

🏠 **User Orientation**

At the beginning of the academic year, the first semester students are taken to the library, where the librarian briefs them on the library services and effective information search practices.

🏠 **Question paper service**

Digital versions of previous examination question papers are available for reference and printing

🏠 **Reference service**

The librarian assist students search out books and journals they require for projects and assignments. Digital reference and alerting services is provided on request.

🏠 **Purchase service**

New books are purchased on request from staff and students.

🏠 **Archives**

Archives of open access e -books, e -journals, e -thesis etc of academic importance.

🏠 **Photocopying service**

Photocopy Service is available in the Library.

🏠 **Smart Phone Digital Library initiative**

Assists visually challenged students to avail academic documents in an accessible format.

🏠 **Dr. APJ Abdul Kalam Memorial "Kalam Corner"**

is instituted in the library.

🏠 **Service of a qualified and competent college librarian**

Service of a qualified and competent college librarian who has been invited as a resource person to various seminars and workshops in reputed institutions, helps to motivate both faculty and students.

🏠 **SMS/Email topic alerts**

SMS/email topic alerts for faculty members on request.

🏠 **Add on Certificate Programmes**

The library runs three online / offline short term programs on Media Literacy, Academic Publishing and Research and Publication Ethics. Students and faculty members can join any course based on their requirements.

🏠 **Library Collaboration**

The College Library actively engages in collaboration with other Institutions on the following areas:

Resource sharing

Face-a-Book Challenge- To Promote Reading Habit

Reference service

Jointly organizing Seminars/ Conferences/ Workshops

Research Consultancy

Plagiarism checking

Training for Library personnel

Offering inter institutional certificate courses (Academic Publishing, Media Literacy, Research and Publication Ethics)

Health Literacy Promotion

EXTENSION SERVICES

📌 Health Literacy Promotion

Health Infonet is a new academic initiative for the purpose of disseminating health literacy to members of various Institutions. It is an initiative to connect the libraries of various institutions thereby disseminating health literacy education to members of participating institutions through dedicated online channels.

📌 E-Learning Modules on Academic Communication and Publishing

The College Library engages in collaboration with other Institutions to run add-on courses in Academic Publishing, Media Literacy, and research and Publication Ethics.

📌 Call and Connect – Information Gateway for Persons with Disabilities:

Call and Connect – A Disability Information Gateway provides independent information and advice to disabled people, their families, caregivers, health care providers and the public by utilising the resources and professional services available in National Institute for Physical Medicine and Rehabilitation (NIPMR).

Rules and Regulations of the Library

1. All students and teaching staff are members of the college library.
2. The library shall be functioning on all working days from 9:00A.M to 5:00P.M.
3. Silence shall strictly be observed in all parts of the Library.
4. Entrance to the Reading Room and the Reference Section is permitted only to students who have their identity cards with them.
5. The Librarian has the right to recall a book at 24hours' notice.
6. Books placed in the Reference Library shall not be lent out to any member. They will be issued for use only in the library during the library hours.
7. Newspapers and periodicals will be placed for use in the Reading Room. They will not be issued to students.
8. Periodicals shall not be misplaced from the positions on shelves or tables.
9. Students who wish to borrow books from the lending section or to refer to books and journals will have to register their names in the library and get the

membershipcards at the beginning of the course. Membership cards have to be renewed at the beginning of every academic year.

10. "Open access system" is followed in the college library.
11. Application for books should be made in the prescribed slips available in the library.
12. Borrowed books should be returned within two weeks. They can be reissued for a further period of seven days if no one else has applied for them.
13. A student has to pay an overdue charge of Rs. 1/- per day for each book, on failure to return a book on or before the due date.
14. A Degree student can borrow two books and a Postgraduate student can borrow three books at a time.
15. Students are not allowed to pass books from one to another or to lend them to anyone in or out of the college. They will be held responsible for loss or damage of books lent to them. Marking on books and spoiling of binding or illustrations will be treated as serious offence. Students have to ensure that the books they take are in good condition at the time of issue.
16. Personal belongings such as books, periodicals, bags, umbrella etc should not be taken into the library. Such articles have to be kept at the property counter near the entrance. Money or ornaments should never be kept at the property counter. The librarian is not responsible for the loss of items kept at the property counter.

INFRASTRUCTURE AND FACILITIES

JOSEPH CHAZHIKATTU HALL

The College auditorium called, '*The Chazhikattu Hall*' is named after late Sri Joseph Chazhikattu who was a member of the Kerala Legislative Assembly. He was a visionary who held the interests of the people of Uzhavoor close to his heart and was instrumental in getting Govt. sanction for the college in 1964. This spacious hall with a seating capacity of more than thousand is utilised for all common functions of the college.

BISHOP THARAYIL MEMORIAL EDUCATIONAL THEATRE

The college take pride in Bishop Tharayil Memorial Educational Theatre (127 Seats) lauded as one of the largest facilities of its kind, in aided sector colleges in Kerala. It offers a venue to host conferences, seminars, film screenings and opens up the possibilities for edutainment.

CONFERENCE HALL

The conference hall named as **Arch Bishop Mar Kuriakose Kunnacherry Memorial Conference Hall**. It supports video conference, webinars and administrative meetings.

CAPABILITY ENHANCEMENT CENTRE

The Capability Enhancement Centre is a space designed to equip students with skills and knowledge needed to meet the demands of competitive world as well as to enhance their holistic growth and wellbeing through exhibitions, cultural practices and other academic purposes.

PRAYER HALL- 'UNARVU'

A prayer hall '**Unarvu**' is open from 9 A.M. to 5.00 P.M. for the use of staff and students.

ACTIVITY HALL / MEDITATION CENTRE

It provides an ideal space for the practice of cultural events and conduct of Yoga classes.

MEDIA CENTRE

This centre has a seating capacity of fifty. It is equipped with the latest technological equipments which includes an L.C.D. Projector and Computer. Instructional sessions are carried out here with the help of these modern gadgets.

RECORDING STUDIO

This studio is a high tech sound-proof facility for recording, mixing and audio production. It is used for academic e-content generation and is also the operating office of the campus radio - Radio SSC

INDOOR STADIUM

The UGC-funded multipurpose indoor stadium with a built in area of 6889 sq.ft. contains one court each for basket ball, volley ball, ballbadminton and three badminton courts. The facility offers quality sports infrastructure for the conduct of tournaments and fosters the development of sports at the grassroot level.

COLLEGE CANTEEN

There is a canteen within the campus, run on contract basis. Food items are available here on all working days. Canteen offers hygienic foods at subsidised rates.

STORE

The college has a store run on contract basis on all working days. Students can make use of this facility during morning, evening and noon breaks. All stationary items necessary for the students are available here.

HEALTH AND FITNESS CENTRE

The health and fitness centre was set up with grants received from the U.G.C. and the Ministry of Sports and Youth affair. The centre which cost about 6 lakhs is equipped with state of the art multi gym facilities. Teachers and students may utilise the centre from 3.30 p.m. to 6.30 p.m. on all week days. These facilities are also available to the Alumni and general public at a nominal cost.

BUSINESS INCUBATION CENTRE

Business incubation Centre is a workspace created to offer startups and new ventures access to the resources they need, all under one roof. Business incubators are specially designed programs to help young startups innovate and grow. They usually provide workspaces, mentorship, education and access to investors for startups or sole entrepreneurs.

HERITAGE MUSEUM

Heritage Museum provides an exciting new approach to the knowledge of history. It develops an understanding of heritage as the public face of history and encourages a critical awareness of how we interpret and use the past.

IN HOUSE MEDICINAL GARDEN

The college has a species rich medicinal garden which consists of about 100 rare and valuable plants. The service of the garden is also open to the public of Uzhavoor panchayat.

ASTRONOMICAL OBSERVATORY

Prof. K.M. Mathew Astroview centre was installed in the college as a memorial of late Prof. K.M. Mathew, the HOD of Physics and former Principal of the college.

2009 was observed as the '*International Year of Astronomy*'. The Astroview Centre also stands as a monument of the IYA 09 and the ruby jubilee of the Department of Physics. The centre was sponsored by the family of the former principal late Prof. K.M. Mathew. In 2022, centre has been upgraded to Astronomical Observatory.

K.R. NARAYANAN STUDY CENTRE AND MUSEUM

K.R. Narayanan Study Centre was established in St. Stephen's College Uzhavoor in the year 2010 with the assistance of University Grants Commission (UGC) under the scheme of Epoch Making Social Thinkers of India. This interdisciplinary centre concentrates on research on the life, ideas and concerns of Dr. K.R. Narayanan and disseminates the results to the students, academics and policy making circles. The centre organizes courses, lectures and seminars. It also documents the speeches and writings of Dr. K.R. Narayanan on various issues and maintains them for the benefit of researchers and students. It is also the duty of the centre to bring out publications based on the research.

BISHOP CHULAPARAMBIL MEMORIAL LANGUAGE LAB

The Language Lab offers a structured learning experience and serves to fine-tune the linguistics skills of the students of our college. It is equipped with 20 computers and smart interactive panel which enables self paced learning. It is also used for sharing audio visual materials and enhancing communication and the soft skills with special focus on listening, speaking, reading and writing skills.

NETWORK RESOURCE CENTRE

The Commerce Computer lab was installed in the year 2013 with the MP fund of Adv. Joy Abraham and the MLA fund of Adv. Mons Joseph. Lab is equipped with 40 computers, LCD and internet facility. The Computer Lab has been renamed as Network Resource Centre in 2022. Students can utilize this lab for web browsing and reprographic facilities.

DST-FIST NETWORK CENTRE

DST-FIST Network lab was established in 2017 using the grant provided by Department of Science and Technology, Government of India. The lab has ten all in one PC and a server computer. This facility is provided to science students for scientific computational studies. The lab is open during regular college timings.

COMMERCE LAB

This lab is coordinated by Department of Commerce. The Lab provides a hands on experience to both faculty and students to familiarise with 'online trading'. It also provides an opportunity to watch live stock market movements using online terminals arranged in the lab.

IDEA LAB

The Idea Lab of St.Stephen's College engages the ideas proposed by the students and promotes the students to be more imaginative and creative with help of faculties from various disciplines of the college. Besides getting basic training in critical thinking, problem solving, collaboration and communication the Idea Lab can facilitate the students and faculty to engage, explore, experience, express and excel their innovative idea to prototypes.

SMART E D SUPPORT

An Alumni Initiative which integrates smart IT practices. The college has 35 ICT enabled classrooms equipped with internet enabled interactive smart board panels, LCD projectors and laptops.

COUNSELLING CENTRE

Professional help is given to help the students who have emotional tensions, psychological and study related problems. The counselling centre which has been functioning in the college since 2005 aims at the same. The centre is headed by a trained and experienced teacher. It is a place where a student can feel comfortable to share and seek non-critical support.

CENTRE FOR WOMEN EMPOWERMENT

The Centre for Women Empowerment conducts seminars, workshops and programmes related to women empowerment. All these programmes in our college is conducted through the Women's Cell of the College. It offers various Skill development programmes and arranges classes for the girl students. Girl students & ladies from public are taught tailoring with the help of an instructor. Students avail this facility during free time and after class hours at a nominal fee.

RESEARCH - ORIENTED CHAIRS

JOSEPH CHAZHIKADAN CHAIR FOR REGIONAL DEVELOPMENT STUDIES

Joseph Chazhikadan Chair for Regional Development Studies commemorates the visionary architect behind the inception of our institution. The chair will organize lecturers, seminars, workshop and training programmes mainly on the things which will have some learning on regional development.

K. R. NARAYANAN CHAIR FOR SOCIAL JUSTICE

The chair will focus its attention on research studies and knowledge dissemination to the larger society by organizing lectures, seminars and workshops on the themes centred around social justice which were close to the heart of K.R. Narayanan.

ASSOCIATIONS

1. THE TEACHING STAFF ASSOCIATION

All members of the teaching staff are members of this association. They meet to discuss issues related to the general welfare of the teachers, students and the institution at large. Termly get-together, picnic, farewell meetings to retiring teachers etc. are some of the programmes arranged by this association.

2. THE NON-TEACHING STAFF ASSOCIATION

All the members of the non-teaching staff meet periodically to discuss their general welfare and to monitor their duties and needs.

3. PARENT TEACHER ASSOCIATION (PTA)

The P.T.A. functions within the framework of a well defined constitution. It is formed with the main aim of fostering and promoting healthy relationship among the members of the teaching staff, the students and the guardians of students. The association has been keeping a keen interest in the smooth working and progress of the college and in maintaining discipline and high academic standards. Parents of the departmental P.T.A., the Principal and all members of the teaching staff shall constitute the general body of the association. The annual meeting of the general body is held before the end of every academic year. In addition to the general PTA, departmental P.T.A.s, are organised in all the teaching departments. The meeting of the Dept. PTA is convened by the respective HoD's at least once in a semester .

4. ALUMNI ASSOCIATION

The Alumni Association of the college came into being in 1989 with register No. K.505/2002 in connection with the Silver Jubilee Celebrations of the College. The aims and objectives of the association are :-

- To keep the students/Alumni in constant touch with their Alma- mater.
- To co-operate and contribute to the growth of the mother institution.
- To mobilise financial and non financial assistance for the developmental activities which would help the college attain the objectives of higher education.

AFFILIATED ASSOCIATIONS

The following associations are affiliated to the College Union.

1. English Association
2. Economics Association
3. Mathematics Association
4. Physics Association
5. Zoology Association
6. Chemistry Association
7. Commerce Association
8. Commerce F & T Association

The Secretaries of the affiliated associations are elected by the members of the respective associations. The heads of the departments shall be the ex-officio Presidents of the associations relating to their department.

No meeting/function shall be arranged without the previous sanction of the Principal and no outsider shall be invited for any function without prior sanction of the Principal.

The decision of the Principal shall be final in all matters regarding the associations.

CO-CURRICULAR ACTIVITIES

CLUBS / CELLS

The following clubs function in this college, each under the charge of a member of the teaching staff to develop the inherent talents of students.

1. ARTS CLUB
2. ORATORY, DEBATE CLUB
3. QUIZ CLUB
4. DRAMA CLUB
5. FOLKLORE CLUB
6. ANTI-NARCOTIC CLUB
7. HEALTH CLUB
8. PHOTOGRAPHY CLUB
9. TOURISM, FORESTRY & BIRDS CLUB
10. ENTREPRENEURSHIP CLUB
11. RED RIBBON CLUB
12. EBSB CLUB
13. ELECTORAL CLUB
14. MUSIC CLUB
15. DANCE CLUB
16. PEACE CLUB
17. CONSTITUTION CLUB
18. YOGA CLUB
19. WOMEN'S CELL
20. CAREER AND PLACEMENT CELL
21. SPOKEN ENGLISH CLUB
22. BHOOMIMITHRASENA CLUB

NATIONAL CADET CORPS (NCC)

Membership in NCC is voluntary and selective. NCC training will foster 'esprit de-corps' among the cadets and instill in them a sense of discipline and selfless service for the defence of the country.

The following incentives are awarded to the students who participate in NCC activities:- (a) Attending National Integration Camp 6% (b) Attending Republic Day Camp/ Parade 8% (c) Basic leadership Camp (TSC)/NS Camp/ Vayusainik/ Independence day Camp(Sports and Games at Delhi) 6%(d). 'C' Certificate holders 5% and 'B' Certificate holders 4% (e) National level and other Centrally organized camps/ YEP 6% (g)75% attendance 3% yearly (h) 10 days annual training camp 3% (i) IGC/ ALC 6%. Grace mark is limited to maximum of 15% for a student.

15% seats are reserved for NCC 'C' certificate holders with 'B'grading in Army Commissioned Officer's selection. Preference is given to NCC Cadets in the selection to paramilitary forces also. Grace marks will be provided to candidates who possesses NCC 'B & C' certificates in the selection of uniformed forces such as Police, Excise, Fireforce, Forest Dept. by Kerala Government

NATIONAL SERVICE SCHEME (NSS)

Membership in NSS is voluntary but is strictly selective. There are two units of 100 members each. Application for enrolment will be called by the programme officers of the units at the beginning of each academic year.Membership in NSS and certificate to that effect from the university will be treated as additional qualification while making recruitments to public services.

The following incentives are awarded to the students who participate in NSS activities:- (a) NSS Certificate holders 2% (b) Attending National camp with attendance certificate 3% (c) NSS State awardees and National awardees 3% (d) Republic day Camp 5% (e) NSS Volunteers nominated by state NSS cell who attended International programmes 8% . An NSS volunteer is eligible to claim gracemark only from any one of the above five categories. N.S.S. Volunteers who have attended special camp for 7 days with 75% attendance for regular programmes are eligible for gracemarks at the end of the performing year. The duration of the regular activities shall be 4 semesters.

C.S.M.

Catholic Students Movement is an organization of the catholic university students in the state level. It has a unit functioning in the college as well. Various programmes such as camps, seminars, spiritual retreats etc. are organised under the auspices of CSM with an aim to develop the individual and social awareness and to promote faith in God and thus make them effective tools for social change. All catholic students are supposed to be members of CSM.

ANTI NARCOTIC CLUB

Antinarcotic club in the college creates awareness of the evils of drug abuse among the students by conducting various classes.

WOMEN'S CELL

Women's Cell has been functioning in the college since 1996. The cell aims at the intellectual and social upliftment of the girl students in the college, under the able guidance of a team of lady teachers. The cell conducts talks on women empowerment, gender sensitisation, women's rights, and also conducts various competitions.

The Women's Cell also conducts tutorial classes for girl students. Each classes are assigned to a lady teacher.

MALAYALA SAMAJAM

With a view to save Malayalam from the clutches of the so-called 'Modernization' and to rejuvenate it by identifying its strengths and joys, Malayala Samajam was constituted in our college in the year 2001-2002. HoD of the Malayalam department is the president, and a faculty member of the same department is the cashier. The office bearers and student representatives of various departments, together work for the smooth functioning of this organization.

FOLKLORE CLUB

A unit of the Folklore Academy of Kerala was launched in our college on 2nd August 2010 to promote folk art forms and indigenous performance art. Local panchayath, educational institutions and the local public jointly endeavor to accomplish this. The college Principal acts its President . The club works with the support of the teachers and students of the college.

RADIO SSC

Radio SSC, the campus radio of St. Stephen's College, Uzhavoor is a student initiative under the guidance of the Department of English. Formerly known as Cucumber City and then Talent Hunt the latest version of the radio is named Radio SSC . Validating its tagline Your Voice Matters, it acts as a medium for voicing student issues and showcasing their talents.

It is a unique learning opportunity that offers our students training in technical and broadcasting skills. It also promotes the easy dissemination of important information regarding various curricular, co-curricular, and extracurricular activities of the college among the students and staff.

EBSB CLUB

EK BHARAT SHRESHTHA BHARAT is the programme for promoting National Integration through systematic activities between different institutions in the cultural, literary and linguistic fields. It stands to induce a sense of responsibility & ownership for the nation, to create a learning eco-system between the various stakeholders of the partnering states, to establish long-term engagements, etc. As part of EBSB Club, online quiz competitions are conducted every month on different topics.

SPOKEN ENGLISH CLUB

The Spoken English Club is a platform initiated by the Department of English in 2022 as an opportunity for the students to develop their Spoken English abilities. The Spoken English Club offers helpful assistance to practise and honing their spoken language skills under the guidance of exemplary trainers. This club also offers Gramamitra Angaleya (an extension activity for students and the public with special emphasis on IELTS skills) and Hablemos Inglesa (a Certificate programme in Spoken English).

FOREIGN LANGUAGE LEARNING

In a fast-moving modern era learning more languages is essential for new job opportunities and success in life. With this perspective, the Department of English has introduced A1-level foreign language learning course in Italian. The no. of contact hours is 30 and the mode of classes are offline and online with a flexible time schedule.

MEDICAL INSPECTION

Every student undergoes a medical inspection by a medical officer appointed by the college on such dates as notified from time to time.

MORAL AND VALUE EDUCATION

Special lectures, discussions, seminars and retreat sessions are organised in the college every year for the staff and students of all religions to improve their moral and spiritual values.

ST. STEPHEN'S VALUE ENRICHMENT CELL

St. Stephen's Value Enrichment Cell was instituted in the college in 2010. Functioning of the cell is as follows: (a) Holy mass in the Bishop Tharayil Hall for Catholic students and (b) Value Education in the Chazhikattu Hall for Non-Catholic Students on every first and working Friday at 12.00 noon.

SPORTS AND GAMES

St. Stephen's College has a good history of excellence in sports and games. Competitions in track and field as well as recreational items are held for students, teachers and non teaching staff, in connection with the Sports day celebration every year.

The Dept. of Physical Education conducts all Kerala Inter-Collegiate competitions like Bishop Tharayil Memorial Volley ball Tournament for men and Sr. Goretti Memorial Volley ball Tournament for women, Mar Kuriakose Kunnacherry Sacerdotal Golden Jubilee Memorial all Kerala Inter-Collegiate Football Tournament and Golden Jubilee Memorial all Kerala Shuttle badminton Tournament .

GRACE MARKS

A. SPORTS & ARTS

Winners in the sports events are given grace marks by Mahatma Gandhi University as follows : Inter collegiate first position 7%, II & III , 5% & 3% respectively. 5%, 4% & 3% for state competitions I, II, III respectively. 12%, 10%, 7%, 5% for inter state competitions I, II, III and participation respectively. 10%, 9%, 8%, 7%, 6% for inter university I, II, III, participation and non participation respectively. 17%, 14%, 12%, 10%, 6% for all india inter university I, II, III, participation and non participation respectively. 25% marks for representing India in world competitions

B. YOUTH FESTIVAL

Winners in the youth festival competitions are given grace marks by M.G. University as follows. 5% marks for first place/ A Grade, in University youth festival and 4% and 3% respectively for II & III place. For south zone inter university youth festival 6%, 5%, 4% respectively for I, II & III place. The national level competition 10%, 7%, 5% respectively for I, II, & III position.

GRAMA MITHRA CAMPUS

The Grama Mithra Campus– College-Community Friendship, is a different initiative of St. Stephen's College whereby various units of the college conducts extension activities to promote all round growth of the region and to foster environmental and social consciousness among students.

To actively participate in community life and create eco-rural consciousness among students, 'The Centre for Environmental Education and Rural Development' (CEERD) is in existence since 2001. *Koodeyundu St. Stephen's* (St. Stephen's is with

you) is a novel venture of the college that comprises community driven schemes to assist the people in the local area. Snehanidhi, was initiated as a helping-hand for needy students and incorporates initiatives like Lend a Hand that has voluntary student contributions. Health Infonet – an online health information dissemination portal, attempts to end confusion on health-related matters among the public. All these initiatives together constitute Grama-Mithra Campus – the college's attempts to befriend the local community.

CENTRE FOR ENVIRONMENTAL EDUCATION AND RURAL DEVELOPMENT (CEERD)

The CEERD is an organisation established in 2001 to undertake studies related to the development problems of Uzhavoor Panchayat and neighbouring areas and to identify the potential resources available in the area for sustainable development. It is also aimed at linking the college with the local community in a mutually beneficial manner. Programmes are formulated by linking together all educational institutions in the area, the local administration, all governmental bodies, voluntary organisations, banks and the people of Uzhavoor Panchayat. All departments in the college conduct CEERD programmes, utilising the expertise of its faculty members. In this way the organisation seeks to make teaching and learning related to social needs. Paristhithi Mithra Award is given by CEERD, sponsored by Prof. V.P. Thomaskutty (Former Principal and Chairman of CEERD) and Prof. P.J. Joy (First Executive Director of CEERD)

KOODEYUNDU ST. STEPHEN'S

Koodeyundu St. Stephen's, which literally means St. Stephen's is with you', is a combined venture of CEERD, NSS, NCC, K.R Narayanan Study Centre and Health Infonet, started during the pandemic with the objective to provide support as a COVID-19 Help Desk for the people of Uzhavoor and nearby panchayaths. These include Vaccination support, Doctor's Support, Blood donation, Transportation support, Emergency Support, Counselling Support, transportation/emergency support, spiritual support, support to health workers etc.

SNEHANIDHI

Snehanidhi is a voluntary fraternity of the staff of St. Stephen's College Uzhavoor, constituted in the month of October 2006, with an aim to assist the financially weak students of the college.

LEND-A - HAND

Lend a Hand is a student initiative to meet academic/ medical expenses, pursue higher studies, help on the demise of parents, assist with flood relief programmes, etc.

HEALTH INFONET

Health Infonet is an initiative for transforming academic libraries into health literacy dissemination centers for the public. This platform provides free access to users and allows them to raise their queries through the comment box or through the point of contact of each collaborating institution which is answered by health professionals.

JOURNALS & PUBLICATIONS

Aureole:

AUREOLE is an annual multidisciplinary journal published by St. Stephen's College Uzhavoor which publishes research articles. The purpose is to develop research culture among young scholars from various disciplines.

Newsletter:

The college newsletter is an annual publication that keeps students, faculty, and staff informed about campus events, achievements, and other important updates. It serves as a valuable platform to showcase student accomplishments, academic initiatives, and opportunities for personal and professional growth.

SCHOLARSHIPS, FEE CONCESSIONS

1. Higher Education Council Scholarships

Eligibility: Pursuing I year regular UG course in a Government/aided college.

Amount : Rs.12000, Rs.18000, Rs.24000 (for UG I,II & III year respectively per annum) Rs.40000, Rs.60000 (for PG I & II year respectively per annum)

Application Process: online through [http:// www.dcescholarship.kerala.gov.in/](http://www.dcescholarship.kerala.gov.in/)

2. Post Matric Scholarships

Eligibility: Should belong to Muslim, Christian, Sikkh, Buddah, Parsis, Jains community. Amount: Rs.6000 or more per annum

Application Process: online through <https://scholarships.gov.in/>

(National Scholarship Portal)

3. **Central Sector Scholarships**

Eligibility: Candidates who are above 80 percentile of successful students who have passed class 12. Amount: Rs. 10000/- per annum

Application Process: online through <https://scholarships.gov.in/>
(National Scholarship Portal)

4. **Suvarna Jubilee Scholarships**

Eligibility: Should be a 1 year student of UG/PG in Government/aided colleges. Should belong to BPL family. Should have scored 50% or above in the qualifying examinations

Amount: Rs. 10000 per annum

Application Process: online through <http://www.dcescholarship.kerala.gov.in/>

5. **Snehapoorvam Scholarships**

Eligibility: Scholarship is mentioned for children who have lost their father/ mother or both. Should belong to a BPL family or have an annual income less than Rs. 20000. Amount: Rs. 10000/- per annum

Application Process: online through <http://kssm.ikm.in/> (applications are submitted from the institutes)

6. **Indira Gandhi Scholarship for single girl child**

Eligibility: Applicants should be Girl students not exceeding 30 years of age at the time of admission in first year of PG course Amount: Rs. 36,200/- per annum for a period of two years.

Application Process: online through <https://scholarships.gov.in/>
(National Scholarship Portal)

7. **State Merit Scholarships**

Eligibility: Be a first-year student of UG/PG in Govt/ Aided colleges or University Departments. Be a native of Kerala. Have scored 50% or above in the qualifying examination. Have an annual family income not exceeding INR 1 lakh.

Amount : Rs. 1250 per annum for UG students, Rs. 1500 per annum for PG students. Application Process:

online through <http://www.dcescholarship.kerala.gov.in.>

8. **ASPIRE Scholarships**

Eligibility: Applicant should be enrolled in a Government/Aided course and should have obtained a minimum of 75% attendance in the first year of the course.

Amount : The Scholarships are being awarded for engaging in a Project work/ Internship of short duration. Those selected would get a scholarship of Rs.8000 per month if the internship is within Kerala and Rs.10000/- for internships outside the state, for a period of 1 month for PG. Application Process:online through [http:// www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in).

9. **Educational concessions to students belongs to SC/ST/OEC/OBC (e - grants)**

Students of above categories who are newly admitted as well as those continuing their studies in the 2nd and 3rd year of their course (UG/PG) can apply in the prescribed format available in the college office.

ENDOWMENTS AND PRIZES

ENGLISH

1. **Sri.Paimpalil Mathew Abraham Award**
Best outgoing student of B.A. English Literature Programme
2. **Sr. Goretti Memorial Cash Award**
The best girl student scoring the highest marks in Part I English
3. **Prof. SunnyThomas Endowment**
A deserving brilliant outgoing student of degree programme
4. **Prof. Mary Joseph Endowment**
Student scoring highest marks in B.A. English Model II Programme.

MALAYALAM

5. **Prof.Somi Jacob Endowment**
Top Scorer in Malayalam in B.A., B.Sc. Programme
6. **Dr.Sr. Deepa Endowment**
Best outgoing degree student in cultural activities and academic performance

HINDI

7. **Prof. Sr. James Scholarship**
Student scoring highest marks in Hindi in the degree programme.
8. **Prof. Sr. James Memorial Cash Award**
Best outgoing student of Degree Classes.
9. **Dr. Sindhu K.C. Memorial Cash Award**
Top Scorer in Hindi for UG Programme.

MATHEMATICS & STATISTICS

10. **Prof. Stephen Mathew Memorial Cash Award**
Best outgoing student of B.Sc.Mathematics programme.
11. **Prof. Stephen Mathew Vattadikunnel Memorial Cash Award**
Top Scorer in Mathematics as a Complementary subject.
12. **Prof. E.J. Mathew Endowment**
Best final Year BSc Maths Student who score highest marks in statistics.
13. **Prof.Thomaskutty Philip Memorial Cash Award**
Top Scorer in Real Analysis paper in BSc Mathematics programme.
14. **Dr.Francis Cyriac Endowment:**
Students scoring highest marks at the end of each even Semester in BSc. Mathematics Programme
15. **Late Prof. Thomaskutty Philip Endowment:**
Student who secure highest mark in Analysis Paper of B.Sc Mathematics
16. **Prof.Jose Thomas Endowment :**
BSc Mathematics student who secure highest mark in Differential Equations in the Vth or VIth Semester B Sc Mathematics

PHYSICS

17. **Fr. Luke Puthiyakunnel Sacredotal Silver Jubilee Memorial Cash Award**
Top scorer in B.Sc. Physics Programme
18. **Fr. Luke Puthiyakunnel Endowment**
Best student of degree programme in General Proficiency.
19. **Prof.K.M. Mathew Koithara Scholarship**
Best Knanaya Community student in M.Sc.Physics programme.
20. **Smt. Celine K.Joseph Memorial Scholarship**
Girl student who scores highest marks in Final B.Sc. Degree Examination
21. **Smt. Celine K.Joseph Memorial Scholarship**
Top Scorer in M.Sc. Physics Examination

PHYSICAL EDUCATION

22. **Dr. Benny Kuriakose Endowment :**
Best Attacker in Bishop Kunnacherry Memorial Intercollegiate Football Tournament

23. Dr. Benny Kuriakose Endowment

Best Defensive in Bishop Kunnacherry Memorial Intercollegiate Football Tournament.

24. Dr. Benny Kuriakose Endowment :

Best Goal Keeper in Bishop Kunnacherry Memorial Intercollegiate Football Tournament.

25. Dr. Benny Kuriakose Endowment :

Best Player in Golden Jubilee Memorial Intercollegiate Shuttle Badminton Tournament.

CHEMISTRY

26. Prof. N.I. Joseph Memorial Cash Award

Top scorer in B.Sc. Chemistry Programme.

27. Prof. N.I. Joseph and Stephen Mathew V. Scholarship

Best outgoing degree students of Arts & Science

28. Capt. E.A. Alexander Endowment

Best Outgoing NCC Cadet

29. Prof. C.T. Thomas Endowment:

Top scorer in MSc. Chemistry Examination.

30. Prof. Vinodamma M. Abraham Endowment :

Top scorer in M.Sc. Chemistry Examination

31. Dr. Mercy Philip C. Endowment :

Student scoring highest marks in the first semester examination of M.Sc. Chemistry.

32. Dr. Shiney Baby Endowment :

For conducting Lecture series in "Recent trends in Chemistry" every year.

ZOOLOGY

33. Prof. C.K. Abraham Award Endowment :

Top scorer in B.Sc. Zoology Programme

34. Prof. Joseph George K. Endowment :

A deserving student of the B.Sc. Zoology programme

-
-
35. **Prof. Joy Pallattumadom Young Zoologist Award :**
BSc student who secure highest mark/grade in the core courses.
36. **The 1972 Batch Zoology Alumni Annual Lecture Series**

ECONOMICS

37. **Fr. Peter Uralil Award**
Top scorer in B.A. Economics Programme.
38. **Dr. C.J. Joseph Endowment :**
Student who score highest marks in core course in B.A.Economics Programme
39. **Tomy Chennathil (Alumni) Endowment :**
Golden Jubilee memorial Scholarship for two first year and two second year BA Economics students who are academically bright and economically deserving

COMMERCE

40. **Mrs.& Mr. Abraham Nadukaniyil Scholarship**
Top scorer in B.Com. Degree Programme.
41. **Pope John Paul II Award**
Best student in I B.Com
42. **Prof. K.J. Joy Endowment**
Assistance to the poor Students of B.Com for purchasing text books
43. **Sri.K.C.Jose &V.K.John Endowment**
Best II M.Com student scoring the highest marks
44. **Prof. K.A. Cyriac Scholarship**
Best N.S.S.Volunteer
45. **Sri. Harikumar Memorial Scholarship**
Best B.Com student.
46. **Dr. V.S.Jose Endowment**
Student scoring highest marks in M.Com and NET Score.
47. **Sri.Romy Baby Memorial**
Best outgoing student in BCom Programme.

ENDOWEMENTS IN GENERAL

48. **Holy Wood Scholarship**
Senior champion of Annual sports meet of the college every year

-
-
49. **BishopTharayil Memorial Ever Rolling Trophy**
College winning in All Kerala Inter collegiate Volley ball Tournament for men.
50. **Sr. Goretti Memorial Ever Rolling Trophy**
College winning in all Kerala InterCollegiate Volleyball Tournament for Women.
51. **Prof. Celin K Joseph Memorial**
All Kerala Inter- Collegiate Physics Quiz
52. **Paristhithi Mithra Award**
Sponsored by Prof. V.P. Thomaskutty & Prof. P.J. Joy
53. **Library Award**
Best Library user among students
54. **Mathew and Aleyamma Vattakkalam Endowment**
For providing financial support to poor students who cannot afford to meet the expenditure for study tours.
55. **Dr. CJ Joseph Memorial**
All Kerala Inter - Collegiate Debate Competition

PTA

56. **PTA Cash Award**
Subject wise Top scorer.
57. **Best Project Award**
For all UG & PG programmes.

Teaching Staff Association

58. **Rev. Fr. Alex Akkaparambil Ideator Awards**
For Innovative Ideas from among students, instituted by Teaching Staff Association 2023-24 of St. Stephen's College, Uzhavoor, to commemorate the glorious tenure as manager of the college.

NATIONAL SCHOLARSHIP FOR POST GRADUATE STUDENTS

Eligibility - Candidates who have scored 80% and above for the qualifying exam and have enrolled in PG programs
Amount-15000 per month for 10 months
Application process through <http://scholarships.gov.in> / National Scholarship Portal

KERALA RAGGING PROHIBITION ACT 1998

For the information of the students and their parents, extracts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2(B) by Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, agitation in him/her.

1. It can be any harassment like insulting, teasing, bullying or manhandling.
2. It can also be forcing upon him/her to do something which he/she voluntarily won't dare to do normally.
3. **Prohibition of Ragging:** Ragging is prohibited both inside and outside any educational institution.
4. **Punishment for Ragging:** Any student involved in ragging/persuades other for ragging or advocated ragging/ either inside or outside and educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs.10,000.00
5. **Dismissal of Students:** A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his/her dismissal order.
6. **Suspension of students :** If a student / parent /guardian or any teacher of the institution forwards a written complaint to the Head of the institution, he/she has to make an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter be referred to the police for further proceedings.

As said in 2 (1) sub-section, if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.
7. **Abetting :** If the head of the institution refuses to take action in the manner described under section 6 or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished.

ACADEMIC CALENDAR 2025 - 26
CONTINUOUS INTERNAL EVALUATION CALENDAR
UNDER GRADUATE PROGRAMME

Semester	Internal Examination Schedules
Semester I (2025 Admission) Semester III (2023 Admission) Semester V (2022 Admission)	MODLE Class Test- 28/07/25-31/07/2025 Report submission: 05/07/2025 1st Internal: 22/08/2025 to 26/08/2025 Issue of Mark list: 08/09/2025 Issue of Seminar topics: 11/08/2025 Last date for submission: 01/09/2025 2nd Internal: 06/10/2025 to 08/10/2025 Issue of Marklist: 13/10/2025 PTA Meeting: 12/09/2025

Publication of Form A : 15/10/2025

Submission of Grievance : 17/10/2025

Publication of form B : 21/10/2025

Semester	Internal Examination Schedules
Semester II (2025 Admission) Semester IV (2023 Admission) Semester VI (2022 Admission)	MODLE Class Test - 10/12/25- 12/12/2025 Report submission : 17/12/2025 1st Internal : 14/01/2026 to 16/01/2026 Issue of Mark list : 23/01/2026 Issue of topic for Viva : 20/01/2026 Last date for conduct of Viva : 30/01/2026 2nd Internal : 04/03/2026 to 06/03/2026 Issue of Mark list : 11/03/2026 PTA Meeting : 27/01/2026

Publication of Form A : 16/03/2026

Submission of Grievance : 18/03/2026

Publication of form B : 19/03/2026

UG PROJECT REPORT – WORK SCHEDULE 2025 - 26

Work Schedule	Due Date
Allotment of Supervising Teacher to Scholars	10/08/2025
Finalising the Project Topic	30/10/2025
Synopsis Presentation	30/11/2025
First Draft Submission	29/01/2026
Final Draft Submission (Print)	15/02/2026
Project Report Submission	01/03/2026
Mock Viva-Voce	25/03/2026

PG PROJECT REPORT – WORK SCHEDULE 2025-26

Work Schedule	Due Date
Allotment of Supervising Teacher to Scholars	16/08/2025
Finalising the Project Topic	30/09/2025
Synopsis Presentation	30/10/2025
First Draft Submission	29/01/2026
Final Draft Submission (Print)	26/02/2026
Project Report Submission	18/03/2026
Mock Viva-Voce	25/03/2026

ACADEMIC SCHEDULE FOR THE YEAR 2025-26

UG PROGRAMME

SEMESTER	DATE OF COMMENCEMENT	DATE OF CLOSING
I (2025-26' Admission)	01.07.2025	05.11.2025
II (2025-26' Admission)	02.12.2025	31.03.2026
III (2024-28' Admission)	02.06.2025	31.10.2025
IV (2024-28' Admission)	03.11.2025	31.03.2026
V (2023-24' Admission)	02.06.2025	31.10.2025
VI (2023-24' Admission)	03.11.2025	31.03.2026

PG PROGRAMME

SEMESTER	DATE OF COMMENCEMENT	DATE OF CLOSING	
I	08.07.2025	14.11.2025	
II	17.11.2025	31.03.2026	
III	02.06.2025	31.10.2025	
IV	03.11.2025	31.03.2026	
ONAM HOLIDAYS	30.08.2025	07.09.2025	Re-openson 09.09.2025
CHRISTMAS HOLIDAYS	19.12.2025	28.12.2025	Re-opens on 29.12.2025
MID SUMMER VACATION	01.04.2026	31.05.2026	

YEAR PLAN**JUNE 2025**

Chemistry	Environmental Day Celebration - Environmental Awareness Seminar Workshop on Laboratory Safety and Best Practices “Chem Star of the Month” - Celebrating Famous Chemists on Their Birth Anniversary
Commerce (Aided)	Career guidance session (CA, CMA, CS, ACCA, etc) Workshop on Research Methodology Observation of MSME Day by conducting Industrial Visit
Economics	Environment Day
English	Eco-Poetry Open Mic – Students read poems inspired by nature, sustainability, or environmental justice (competition) INK INSIGHTS – Stories that Inspired You (Presentation)
Mathematics	Graph Theory Day Celebration Commencement of Internship Statistics Day Celebration Orientation on LMS (Moodle)
Physical Education	Yoga training for students and staffs on every Tuesdays at 2 pm to 3 pm Inter department yoga competition on 23rd June. Skill assessment test (Strength push-ups, standing broad jump, plank and Flexibility sit and reach test) Coaching camp for football, cricket, and water polo team.
Physics	Apply for upgradation to a research department
Zoology	World Environmental day celebration Orientation for first-year students Syllabus introduction workshop
BCom. (F&T)	Expert Talk Session on Finance- Personal and Corporate

JULY 2025

Chemistry	Two day's workshop on "Computational Chemistry for Faculties, Research scholars and Students"
Commerce (Aided)	Observation of Chartered Accountants Day by organizing Orientation on CA Commerce Cultural Fiesta Add on courses offered: 1) Tally Pro 2) Fundamentals of Capital Market Alumni meet Bridge course Orientation Program
Economics	World Population Day
English	INIZIO – Freshers' Welcome In Memoriam: Remembering our war heroes by narrating their tales (presentation) Research Methodology Workshop
Mathematics	Pi-Approximation Day AI Appreciation Day
Oriental Languages	Book Discussion
Physical Education	Inter department BADMINTON competition for men and women Workshop cum seminar: "Basic Water Rescue Skills Everyone Should Know" Zumba / Aerobics dance for students and staffs on every Wednesdays at 2 pm to 2.50 pm.
Physics	Project Presentation by M.Sc. Final Year Students
Zoology	Bridge course in Basic Zoology Organize a workshop on effective study skills and time management for all students Starting of the career-oriented course in Medical Coding Starting of Certificate course in "Biotechniques"
BCom. (F&T)	Navigating Career Choices in the field of Commerce and Accountancy

AUGUST 2025

Chemistry	Healthy Food, Healthy Life Campaign in Kudumbasree units
Commerce (Aided)	Inter School & Inter Collegiate Commerce Fest “Lacaza” Workshop on “AI Tools in Research” Association Inauguration
Economics	Post Admission & Bridge Course
English	Association Inauguration Freedom Pen: Short story contest based on independence or individual liberation (skill development) Onam Cultural Café: Kavitha Parayanam on Kerala’s history/ Onam; Onappattu; installation on what’s Onam
Mathematics	Interaction with industrial experts/ CampusVisit Invited Talk 1: Magic Square Construction Alumni Interaction 1
Physical Education	Volleyball tournaments : (35th Bishop Tharayil memorial all kerala inter collegiate & 34th Sr. Goretti memorial all kerala inter collegiate). 18th Bishop Kunnachery Sacerdotal Golden jubilee memorial all kerala inter collegiate Football tournament for men. 10th Golden Jubilee Memorial All Kerala inter collegiate shuttle badminton tournament for men National Sports Day Celebration: Walkathon
Physics	Inauguration of Physics Association with Seminar Golden Jubilee Memorial Lecture Series
Zoology	Zoology quiz competition Parent-Teacher meeting Conduct a seminar on the importance of research ethics in zoological studies. Organize a workshop on “Animal Handling and Dissection Techniques”
CEERD	Snake rescue team demonstration (August 2025)
BCom. (F&T)	Understanding the Fundamentals of GST

SEPTEMBER 2025

Chemistry	Teacher's Day Celebration - "Back to the Roots" – Honouring Our Mentors Ozone Day Celebration – Elocution Competition
Commerce (Aided)	Peer teaching, Subject updating seminar Silver Jubilee Memorial Lecture Series Remedial coaching
Economics	Artha Fiesta- Competitions for School & College Students
English	Thank-a-Teacher Wall – Letters or literary tributes to teachers/ favorite educators/ famous characters (e.g., Helen Keller & Anne Sullivan (Presentation) Translation Café – Students present translated poems/ stories with context. Interlingual Translation Workshop – Translate Hindi/ Malayalam poems into English and vice versa (workshop)
Mathematics	Certificate course on Introduction to ICT Tools Introduction on Skill based courses through Swayam Plus platform.
Oriental Languages	Hindi Day Celebration
Physical Education	Inter department football and cricket competition. Learn to Swim, Learn to Survive
Physics	World Ozone Day Celebration Stargazing Session
Zoology	Field visit to a wildlife sanctuary Organize a workshop on "Taxonomic Classification of Animals." Interdepartmental seminar: "Conservation Biology" Poster making competition on endangered species Conduct a training session on the use of bioinformatics tools in zoological research.
Dance Club	Face off Dance Competition: Department level
Debate&Oratory Club	Gender Sensitization Debate Panel
BCom. (F&T)	Building Bridges: Navigating Career beyond Graduation Alumni Interactive Session

OCTOBER 2025

Chemistry	Mole Day Celebration – Quiz Competition for +2 Students
Commerce (Aided)	Meet with an Alumni
Economics	Research Methodology
English	Mind Matters Lit Fest – Creative writing on mental health, trauma, resilience (presentation)
Mathematics	Coaching for NPTEL exams
Oriental Languages	Elocution Competition (Hindi)
Physical Education	Inter department carrom board and chess competition. Sports Quiz Physical fitness training for students and staffs on every Thursdays at 2 pm to 3 pm.
Physics	Birthday Celebration of Dr. A P J Abdul Kalam Special Intense Coaching for University Exams
Zoology	Hands-on workshop on microscopy techniques National wildlife week observance Conduct a workshop on “Scientific Writing and Publication” for final year students. Intra-departmental paper presentation contest
CEERD	Paristhithi Mithra Award
ED Club & IEDC	Women's Entrepreneurship Day Celebration
BCom. (F&T)	Exploring Tax Process- Tax Office Field Trip

NOVEMBER 2025

Chemistry	"STEP-UP"–Student Training & Empowerment Program – UG/PG
Commerce (Aided)	Observation of National Entrepreneurship Day by organizing "Meet with an Entrepreneur" Half yearly presentation and Research Methodology Workshop Workshop on Research Methodology Study tour
Economics	Remedial/ Coaching Classes
English	Storytelling Hour – For children from nearby schools, using student volunteers Mini Zine Fair – Students create and exhibit literary zines around education and childhood. Childhood Reimagined – Story telling competition or cartoon- to-text adaptation contest (extension)
Mathematics	Invited talk 2: Fundamentals of Research Introduction to Mathematical Softwares Fibonacci Day Celebration
Physical Education	Inter department volleyball competition. Hosting MG Uni. inter collegiate Football championship
Physics	Prof. Celine K Joseph Memorial All Kerala Intercollegiate Quiz Seminar Presentation Competition
Zoology	Seminar by 3rd-year students on their research projects Organize a career counselling session for final year students with experts from various fields of Zoology. Alumni interaction session Peer-teaching session
Anti-Narcotics Cell	Community Outreach & Awareness Programme on Drug Abuse
Anti – Narcotic Cell	Community outreach & Awareness Programme on drug Abuse
ED Club & IEDC	Traditional Food fest: "Thani Nadan – Taste of Tradition
BCom. (F&T)	Subject Updation SeminarPeer Teaching Sessions

DECEMBER 2025

Chemistry	Dr Shiney Baby Endowment Lecture series Poster Making Competition - Bhopal Tragedy
Commerce (Aided)	Finishing School Community engagement outreach programme
Economics	Human Rights Day Field Visit/ Study Tour
English	Rights & Writes – Poster/poetry competition on marginal voices in Indian literature (Dalit, Adivasi, LGBTQ+). Poetry for Rights – Writing workshop + wall display on themes of justice and dignity Book Donation Drive – For local NGOs or underfunded schools. Film Screening: Human Rights in Cinema – Followed by discussion Orphanage/ Old Age Home Visit Christmas Literary Carnival – Carol poetry contest, dramatic readings of Dickens. Department Christmas celebration
Mathematics	Workshop on LaTeX for basic documentation and & presentation purposes (for teaching staff) Alumni Interaction 2 National Mathematics Day Celebration
Physical Education	Hosting MG Uni. inter collegiate judo championship
Physics	National Energy Conservation Day Celebration Workshop on AI Tools for Physics and Mathematics (Public) Expert Lectures on Advanced Topic
Zoology	Outreach program on waste management in schools Study tour to marine biodiversity site Internal academic audit Conduct a workshop on “Molecular Biology Techniques” (PCR, Gel Electrophoresis).
BCom. (F&T)	Community Tax Help- Supporting Financial

JANUARY 2026

Chemistry	"Methodology Matters : A Research Design Workshop"- Workshop on Research Methodology From Lab to Industry – Industrial Visit to a Chemical Manufacturing Plant
Commerce (Aided)	Personal finance guidance session Career guidance sessions (CA, CMA, CS, ACCA, etc)
Economics	Dr. CJ Joseph memorial Lecture & Inter-Collegiate Debate Competition
English	IGNATIA– Association Fest
Mathematics	Mathematics Enrichment Programme for higher secondary students
Physical Education	Annual athletic meet
Physics	Field Trip to a Place of Scientific Relevance Interdepartmental Debate/Quiz Competition by I M.Sc. Students
Zoology	National level webinar/Seminar on "Evolutionary Biology" Soft skills development workshop Training on statistical tools in biology Faculty development programme Participation
Anti-Narcotics Cell	Poster and Slogan Competition
Folklore Club	Witness a Kathakali/ Theyyam/ Mudi yettu performance
Research &	Development Cell Quaesito 2026
Counselling Cell	Invited talk about Pre-Marital Counselling
BCom. (F&T)	Expert Talk Series- Workshop by Industry Experts Seminar on Preparation of Project Report

FEBRUARY 2026

Chemistry	“Research Radiance: Illuminating Young Minds” ”Vigyan Utsav: Celebrating the Spirit of Science” - Panel discussion
Commerce (Aided)	Observation of National Management Day by organizing Commerce Cultural Fiesta. Career guidance sessions (CA, CMA, CS, ACCA, etc) Remedial coaching
Economics	Budget Analysis
English	Language Roots Workshop – Exploring dialects, translations, and mother tongue literature Multilingual Mic – Students perform in different mother tongues with English translations Mother Tongue Melodies – Recitation event in native languages with English translations
Mathematics	Invited talk 3: Advanced Mathematical Tools for Geometrical Visualization Coaching for Competitive Exams
Oriental Languages	Mathrubhasha Dinakaranam
Physical Education	Skill assessment test (Strength push ups, standing broad jump, plank and Flexibility sit and reach test)
Physics	Stargazing Session Career Guidance Seminar for Outgoing UG Students Special Intense Coaching for University Exams Science Day Celebration with Fair and Cultural Program
Zoology	Biodiversity assessment of college campus Intercollegiate Zoology festBook review competition on environmental literature Feedback session on curriculum by students Organize a workshop on “Vermicomposting and Sustainable Waste Management”
Folklore Club	Folklore Fashion Show
BCom. (F&T)	Seminar on Basic Excel and Data Analysis using Excel

MARCH 2026

Chemistry	Hearts and Minds Initiative – Visit to any Special school or orphanage Chemfest
Commerce (Aided)	Association valedictory function and releasing of Bulls Eye
Economics	Remedial/ Coaching Classes
English	PenHerStory / HerStory Fest – celebrating women writers and feminist texts through exhibitions and readings (presentation/display) Poetry Marathon – With guest poets, students, and faculty / Students recite or perform original poetry in rotating slots (presentation / display) Poetry writing Semester 6 Batch Farewell, Association Valedictory and annual magazine release
Mathematics	pi Day Celebration (March 14) Releasing of Department News letter Vol. 2 “Infinity Insights” Coaching for NPTEL course
Physical Education	
Physics	Physics Association Valedictory Function
Zoology	Career counselling for Zoology careers Panel discussion on climate change and fauna Visit to research institute (CMFRI, IISER) Zoology model exhibition Project exhibition by 3rd-year students Student project presentations End-of-year feedback and planning session
Dance Club	Women’s Day celebration: A musical dance show
BCom. (F&T)	Alumni Meet

IMPORTANT DAYS

National Youth Day	Jan. 12	Hiroshima Day	Aug. 6
Army Day	Jan. 15	Nagasaki Day	Aug. 9
Republic Day	Jan. 26	Quit India Day	Aug. 9
Martyrs' Day	Jan. 30	International Youth Day	Aug. 12
Valentine's Day	Feb. 14	Independence Day	Aug. 15
National Science Day	Feb. 28	National Sports Day	Aug. 29
International Women's Day	March 8	Teacher's Day	Sept. 5
World Consumers Day	March 15	World Literacy Day	Sept. 8
World Disabled Day	March 15	Hindi Day	Sept. 14
World Forestry day	March 21	International Day for the Elderly	Oct. 1
World Day for Water	March 22	World Vegetarian Day	Oct. 1
World Health Day	April 7	Gandhi Jayanthi day	Oct. 2
World Heritage Day	April 18	World Animal Day	Oct. 2
Earth Day	April 22	Air Force Day	Oct. 8
World Book Day	April 23	World Food Day	Oct. 16
World Press Freedom Day	May 3	UN Day	Oct. 24
World Red Cross Day	May 8	World Thrift Day	Oct. 30
Mother's Day	May 9	National Rededication Day	Oct. 31
Anti-terrorism Day	May 21	Kerala Piravi Dinam	Nov. 1
Common Wealth Day	May 24	Children's Day	Nov. 14
International Day of Families	May 15	World AIDS Day	Dec. 1
Anti-Tobacco Day	May 31	International Day of Disabled Persons	Dec. 3
World Environment Day	June 5	Flag Day	Dec. 7
Reading Day	June 19	Human Rights Day (UN)	Dec. 10
Father's Day	June 21	Kisan's Day	Dec. 23
World Anti-Narcotic Day	June 26		
Doctor's Day	July 1		
World Population Day	July 11		

IMPORTANT TELEPHONE NUMBERS

1.	M.G.University (Office)	0481-2731050
	Vice-Chancellor (Office)	04812731003
	Pro Vice Chancellor	0481-2731005
	Registrar	0481-2731007
	Controller of Examinations	0481-2731000
	PRO	0481-2731020
	DCDC	0481-2731013
	Enquiry	0481-2731007
	N.S.S. Programme Coordinator	0481-2731029
	Director of Student Services	0481-2731024
2.	St.Stephen's College Hostel	04822-240169
3.	Bishop's House, Kottayam	0481-2563527
4.	Uzhavoor Post Office	04822-240125
5.	State Bank of India, Uzhavoor	04822-240142
6.	Federal Bank, Uzhavoor	04822-241746
7.	Canara Bank,Uzhavoor	04822-240660
8.	South Indian Bank,Uzhavoor	04822-240577
9.	Service Co-operative Bank,Uzhavoor	04822-240138
10.	Sub-Treasury,Uzhavoor	04822-240116
11.	Panchayat Office,Uzhavoor	04822-240124
12.	Village Office,Uzhavoor	04822-249407
13.	Govt.Hospital, Uzhavoor	04822-241045
14.	Collectorate, Kottayam (Enquiry)	0481-2562201
15.	Police Station, Kuravilangad	04822-230323
16.	Railway Station, Kottayam (Enquiry)	0481-2563535
17.	R.T.O. Kottayam	0481-2560429
18.	K.S.R.T.C., Kottayam	0481-2562908
19.	K.S.R.T.C., Pala	04822-212711
20.	Kottaramattam Bus Terminal	04822-214810
21.	St.Stephen's Church,Uzhavoor	04822-240107
22.	O.L.L.H.School, Uzhavoor	04822-240108
23.	O.L.L.H.S.S.Uzhavoor	04822-241046
24.	Dy. D.C.E., Kottayam	0481-2563317
25.	St.Thomas College,Pala	04822-212316
26.	Alphonsa College,Pala	04822-212447
27.	Devamatha College, Kuravilangad	04822-230233
28.	B.C.M. College, Kottayam	0481-2562171
29.	Bishop Kunnachery Computer Centre	04822-241784
30.	Caritas Hospital Tellakom	04812-790025
31.	Little Lourdes Hospital, Kidangoor	04822-256169
32.	Uzhavoor Adhyapaka Society	04822-240123
33.	Joint RTO, Uzhavoor	04822-249967

FORMER FACULTY

Sl.No.	Name	Duration of Service	Phone No	Mobile
PRINCIPALS				
1	Late Rev. Fr. Peter Uralil	1964-1968		
2.	Late. Rev. Dr. Simon Kottoor (USA)	1968-1977		
3.	Late Rev. Sr. M.Goretti	1977-1983		
4.	Late Rev.Fr. Luke Puthiyakunnel	1983-1992		9497744637
5.	Late Prof.K.M. Mathew (Contact).....	1992-1996	04822-254190	
6.	Prof. Joseph George Kanattu	1996-1998	04822-240150	9447421868
7	Prof.V.P. Thomaskutty	1998-2003	04829-243911	9447779709
8	Dr. Stephen A	2003-2006	04822-240129	9747297314
9.	Prof. Babu Thomas	2006-2010	0481-2598552	9446388582
10.	Dr. Francis Cyriac.E	2010-2016		9447473866
11.	Dr. Mercy Philip C.	2016-2017	0482-2254299	9846601336
12.	Dr.Shiney Baby	2017-2019	04822-240253	9447602240
13	Sri.Jose Thomas	2019-2020	04829-283050	9744241905
14	Smt. Lally K. Cyriac.....	2020-2022		9446343419
15	Dr. Stephen Mathew	2022-2024		9446015903

DEPARTMENT OF CHEMISTRY

1	Prof.Jolly Jose (HOD)	1967-1994	04822-240152	8590405418
2	Prof. M.K. Jacob (USA)	1969-1990	0015122124644	
3	Late.Prof. N.I. Joseph	1954-1988		

4	Prof. M.T. Thomas	1971-1994	0481-2564046	9447064042
5	Prof. Thresiamma Paul (HOD)	1972-2003	0481-2791665	
6	Prof. Alie Lukose (HOD)	1976-2008	0481-2310663	9447017684
7	Prof. P.M.Raju (HOD)	1978-2009		9495496703
8.	Dr.VimalammaT.Abraham	1984-2010	0481-2352549	9495735153
9.	Prof.C.T.Thomas [HOD]	1980-2014		9447126764
10.	Late Prof.K.Joseph	1980-2014	04822-240929	9447808225
11.	Prof.MottiThomas Zachariah	1981-2014	0481-2595940	9447142017
12.	Prof. Vinodamma M.Abraham (HOD)	1981-2015	0485-2243663	9995939293
13.	Prof. E.A. Alexander	1982-2015		9447114607
14.	Prof. Alice Mathew	1984-2015	0484-2747235	9496222588
15.	Dr. Mercy Philip C.(HOD)	1984-2017	0482-2254299	9846601336
16.	Dr.Shiney Baby (HOD)	1986-2019	04822-240253	9447602240

DEPARTMENT OF COMMERCE

1	Prof. P.John Mathew (HOD)	1967-1995	04734-253397	9446709032
2	Late Prof.V.A.Thomas	1980-2000	0481-2564677	
3.	Prof.K.C.Jose (USA)	1981-2000		9497487078
4	Late Prof.V.K.John	1983-2001	04822-244574	9446561106
5	Prof.K.J.Joy (HOD)	1972-2004	04822-240126	9447507938
6	Dr. Stephen A	1983-2006	04822-240129	
7	Prof. K.A.Cyriac (HOD)	1981-2007	9447662184	8848105964
8.	Dr.Jose V.S.(HOD)	1982-2014		9447519894

9.	Prof. K.C. Abraham (HOD)	1982-2015	9447150618
10.	Prof. Jose Varghese	1982-2015 0485-2830270	9446208801
11	Dr. Stephen Mathew	1998-2024	9446015903

DEPARTMENT OF ECONOMICS

1.	Late. Rev. Fr. Peter Uralil (Principal)	1964-1968	
2.	Late. Rev. Fr. Simon Kottoor (Principal)	1968-1977	
3.	Late. Dr. C.J. Joseph (HOD)	1964-1992 04822-240152	9446202727
4.	Prof. M.C. Peter (HOD)	1971-2002 0481-2561080	9446471080
5.	Late Prof. N.M. Mathew	1971-2006	
6.	Dr. M.M.Thampi (HOD)	1974-2005 0471-2441351	9446284598.
7.	Prof. A.J. Joseph	1982-2008 04862-227412	9446868438
8.	Prof. K.L.Jose (HOD)	1979-2009 04822-254308	9496158708
9.	Prof. Jojo Joseph Korah (HOD).	1980-2012 0481-2572845	9446862224

DEPARTMENT OF POLITICAL SCIENCE

1	Late Prof. M.C.Mathew	1966-1993 04822-240153	9447403100
2.	Prof.T.J.Simon	1981-2007 0484-2803575	9947090855

DEPARTMENT OF HISTORY

1	Prof.P.S.Thomas	1971-1996 04822-240081	9496029751
---	-----------------	------------------------	------------

DEPARTMENT OF ENGLISH

1.	Late Prof.Sunny Thomas (HOD)	1964-1997	
2.	Prof.N.N.Nampoothiri	1964-1985	

3	Late. Prof.V.A.Varghese	1965-1977		
4	Late Rev.Sr.M.Goreti (HOD)	1968-1983		
5	Rev.Fr.Abraham Vellanthadam	1970-1981	0481-2572208	9847457220
6	Prof.C.J.Stephen (HOD)	1970-1998	04822-240141	9567655451
7	Late Prof.T.M.James	1967-1997	0481-2562040	9447418116
8	Prof.C.J.Thomas	1968-1997	0481-2791819	9446288062
9	Dr.E.A.Thomas(HOD) Dubai	1971-2003		
10	Prof.K.J.Kurian	1976-2002	04822-242275	
11	Prof.V.J.Joseph	1974-2002	04862-227413	9446527413
12	Prof.T.T.Thomas		04829-249041	9447598333
13	Prof.V.K.Thomas (USA)			
14	Prof.E.P.Mathew	1980-2009	0481-2310445	9447456900
15	Prof.Philip Chacko	1981-2010		9447660692
16	Prof.Nannet Joseph (HOD)	1979-2011	0481-2598179	9847218101
17	Dr.C.V.Thomas	1982-2011	04828-236480	9744701385
18	Prof.Aleyamma Kurian (HOD)	1981-2014	04822-240176	9446407176
19	Prof.T.U.Mathai	1983-2014	04822-240358	9447127218
20	Smt.Pushpa Joseph (HOD)	1983-2016	0481-2595940	9447786056
21	Smt.Mary Joseph (HOD)	1985-2017	04822-211501	9447476455
22	Prof.Joji Mathew	1988-2009		

DEPARTMENT OF MATHEMATICS

1.	Late Prof.V.M.Souriar (HOD)	1964-1976		
2	Prof. K.M.Joseph (HOD)	1971-2002	0481-2561484	9447039314

3	Prof. V.P. Thomaskutty	1971-2003	04829-243911	9447779709
4.	Late Prof. Thomaskutty Philip	1974-2000		
5.	Late. Prof. Stephen Mathew V.	1981-1988	04822-240176(R)	
6.	Prof. Leelamma Philip	1977-1985	0481-2562040	
7.	Prof. James Joseph	1971-1979		9496938742
8.	Dr. Francis Cyriac.E (HOD)	1985-2016		9447473866
9.	Sri.Jose Thomas (HOD)	-2020	04829-283050	9744241905

DEPARTMENT OF STATISTICS

1	Prof. E.J. Mathew (HOD)	1977-2007	0481-2598770	9447909660
---	-------------------------------	-----------------	--------------------	------------

DEPARTMENT OF MALAYALAM

1.	Sr.Helen (HoD)	1964-1967	0481-2311979	
2	Late Prof. Antony Blavath (HOD)	1965-1993	0491-2532908	9447341474
3	Prof. P.J. Mathew (HOD)	1970-2002		9447598895
4	Prof. Babu Thomas	2006-2010		9446388582
4.	Late Prof.Somi Jacob (HOD)	1982-2012	0481-2567751	9447042437
5.	Dr. Sr. Deepa (HOD)	1988-2015	04812-535834	9447111224

DEPARTMENT OF HINDI

1.	Late Rev. Sr. James (HOD)	1964-1991		
2	Prof. M.J.Thomas (HOD)	1967-1993	0481-2599820	
3	Dr. Valsala S .Varma (HOD)	1975-2004	0481-2311466	
4.	Prof. Annamma Simon (HOD)	1985-2007		9495876981
5.	Late Dr. Sindhu K.C (HOD)	1990-2010		

DEPARTMENT OF PHYSICS

1	Late Prof. K.M.Mathew (HOD)	1968-1996	04822-254190	
2	Late Rev. Fr.Luke Puthiyakunnel	1968-1992	0482-2240081	9497744637
3	Prof. P.M. Alexander (HOD)	1964-1996	04822-236326	9846236326
4	Prof. V.J. Joseph (HOD)	1965-1997	04822-242227	9447792227
5	Prof. C.U. Mary (HOD) USA	1976-2007		7306247494
6	Late. Smt. Celine K Joseph	1978-1996		
7	Prof. CherianThomas (HOD)	1978-2010	0481-2311166	9447123111
8	Prof. K.L.Thomas (HOD)	1979-2011	0481-2392466	9447742161
9	Prof. John Zachariah (HOD)	1980-2013	0481-2430572	9495380770
10.	Prof.James Kurian	1981-2013	04829-253285	9447089100
11.	Prof.Shaji Sebastian (HOD)	1980-2014	04822-216627	9447137812
12.	Prof.Reenamma Cyriac Mathew	1988-2015	04822-241661	9446983207
13.	Sri.Philipson C.Philip (HOD)	1987-2019		9496632570
14	Smt.Minni Philip (HOD)	1987-2020	0481-2569324	9400569324
15	Smt. Mercy Kurian	1989-2020	0481-2594823	9400959003
16	Sri.K.J.Sebastian	1996-2022		9495021350
17	Smt.Lally K.Cyriac	1989-2022		9446343419

DEPARTMENT OF PHYSICAL EDUCATION

1	Prof. PJ Sebastian	1965-1966		
2	Prof. O.A.Chacko (HOD)	1967-1988	04822-240053	
3	Prof. Kurian Lukose	1971-1982	04812-560695	9447464362

4	Dr. Raju G Kanattu	1994-1995		
5	Late Prof. M.S.Thomas (HOD)	1982-2008	04822-240497	9633388009
6	Dr. Benny Kuriakose (HOD)	1988-2020	0485-2244444	9747200212

DEPARTMENT OF ZOOLOGY

1	Dr. Elizabeth Abraham (Sr.Mary Bellarina)...	1968-1969	04692630891	9447161025
2	Late. Prof.C.K. Abraham (HOD)	1964-1984	0481-2570460	
3	Prof. Joseph George Kanattu (HOD)	1968-1998	04822-240150	9447421868
4	Prof. Peter Mathew (USA)	1970-1992		
5	Dr. P.J.Cyriac (HOD) (Australia)	1971-2002		
6	Dr. Jalaja	1976-2002	0471-2310433	9946699065
7	Prof. P.J.Joy (USA)	1980-2006	04822-254391	
8	Prof. Thomas M.Paimpalil (HOD)	1980-2012	04822-254716	
9.	Prof. Jainamma John (HOD)	1987-2017	0481-2791326	9495665167

DEPARTMENT OF BOTANY

1	Prof. Josamma Sunny (HOD)	1965-1999	04822-240149	9895705660
2	Fr. Joseph Kochuthazham (HOD)		0481-2432218	9656618591
3	Prof. K.C. Joseph (HOD) (USA)	1976-2005		9995522114
4	Prof. Nirmala Chackochan (HOD)	1979-2008	04862 221618	9447139033

NON TEACHING STAFF - FORMER MEMBERS

1	Late Sr. Tharsisia (Office Supdt.)	Mother General Visitation Convent Generalate 0481-2311979
2	Sr. Constantia (Office Supdt.)	
3	Sr. Shanthal (Office Supdt.)	
4	Sr. Alma (Office Supdt.)	
5	Sr. Leena (Office Supdt.)	
6	Sr. Remya (Office Sup.)	
7	Sr. M.Simon	
8	Sr. Altraceta	
9	Smt.A.M. Aleykutty	
10	Smt. C.J. Elsy	
11	Sr. M.Stani	
12	Smt. C.A. Aleyamma	
13	Sr. Stephen	
14	Sr. Sarala	
15	Late Sr. Anitta	
16	Sr. Elsy	
17	Late. Sr. Chrisanthus	
18	Sr. Ranitta	
19	Sr. Santhose	
20	Sr. Jovitta	
21	Sr. Crystella	
22	Sr. Johnsy	
23	Sr. Preethi	

24	Late. Sr. Lisba	
25	Sr. Lisbeth	
26	Late. Sr. Rosalia	
27	Late. Sr.Sarah	
28	Sr. Giles	
29	Sr. Meritol	
30	Sr.Azaria	
31	Sr. Savitha	
32	Sr. Eliza	
33	Sr. Elsa	
34	Sr.Jose Mary	
35	Late.Sri. JacobT.C	
36	Late. Mr. JohnnyT.L.	
37	Late. Minni Mathew	
38	Sri.V.K. Mathai	04822—240930
39	Late Sri.T.M.Luka	04822-232267
40	Sri.K.L. Kurian	04822-240693
41	Late Sri.P.L. Mathew	04822 -240591
42	Late.Sri. P.J.John	04822-240221
43	Sri.P.T. Abraham	04822 -240465
44	Sri.A.J. Philip	04822-240379/240376
45	Sri.V.M. Thomas	
46	Smt. E.A. Annakutty	04822-240591
47	Sri.P.L. Aleykutty	04822-240590
48	Late Sri.E.M.Simon	04822-241267

Mother General
Visitation Convent Generalate
0481-2311979

49	Sri.T.K. Kurian	04822-240877	
50	Sri.K.T.Aleykutty	04822-244212	9048071703
51	Sri.V.T. John		9744939711
52	Sri.V.P. Thomas	04822-241689	
53	Sri.P.U. Joseph		9496414793
54	Sri.V.K. Stephen		
55	Late Sri.T.C. Korah	04822-244986	
56	Sri.C.L. Mathai	04822-241834	9447872830
57	Sri.M.K. Thomas	04822-240323	
58	Sri.A.A. Kurian	04822-249179	
59	Sri. M.C. Joseph	04822-241923	
60	Late Smt. Gracey P.M		
61	Sri. P.L.Joseph	04822-249392	
62	Smt. P.K.Thressiamma		
63	Late Sri. Jose Thottiyil (Store)		9744986706
64	LateThomas P.M.	04822-240583	
65	Sri. Mathews Thomas	04822-254050	
66	Late Sri.K.E.Thomas	04822-241458	
67	Smt. V.U.Mary	04822-240796	
68	Smt. Chinnamma T.J.		
69	Sri. Krishna Bahadur Thapa		009779846069969
70	Smt.Theres V.U		9745789075
71	Sri. P.C.Thomas	04822-241448	9496945228
72	Late Sri.James P.T.....	04822-255593	9961634249
73	Sri.V.C.Stephen.....	04822-231078	9447911653
74	Sri.Thomas Abraham K.		9447507394

75	Sri. Sreekumaran K.	04822-249141	
76	Smt.C.T.Leelamma	04822-231078	
77	Smt. Aleyamma A.U	04822-249392	9744389203
78	Sri.Raju Kurian V.	04822-241430	9495561430
79	Smt.Luciamma Abraham	0481-2532153	9539011298
80	Smt.Mariamamma K.T	04822-240057	
81	Smt. K.E.Mercy	04822-241448	9400741448
82	Smt. Ancy Kurian	04822-241116	
83	Sr.Josin SVM		9645493860
84	Smt. Aniamma E.J	04822-240583	8547040583
85	Sri. Baby V.J.		
86	Sr. Sherly SVM		9496571103
87	Smt.Thressiamma Ulahannan	04822-241458	9656416422
88	Smt. Celenamma K.K	04822-240514	9497664974
89	Smt. Daisy Philip		9809908712
90	Sri.Thomas Mathew		9495447293

PRAYER SONGS

1. പ്രാർത്ഥനാ ഗാനമെൻ
നാവിലുണരുമ്പോൾ
കുപ്പുകൈകളോടെ നിൻ
സന്നിധേ നിൽപ്പു ഞാൻ
എൻ ദൈവമെ, എൻ ദൈവമെ
ആദിമുതലേ അവിടുണെന്നെ അറിയുന്നല്ലോ
അളവിലാത്ത കരുണകൾക്കായ് സ്തുതികളാലപിക്കാം (2)
2. ഈ പ്രപഞ്ച സംരക്ഷകാ, തൃക്കടാക്ഷമേകീടണെ
ഈ മഹനീയ ഭൂമിയിൽ നിൻകൃപാവരമേകണെ (2)
കാൽവരിയിലെ ക്രിസ്തുവും
ദാരുക കണ്ട കൃഷ്ണനും
മക്ക തന്നിൽ മുഹമ്മദും
മന്നിലേകത്വ ദൈവമായ്
ഈ പ്രപഞ്ച സംരക്ഷകാ, തൃക്കടാക്ഷമേകീടണെ
ഈ മഹനീയ ഭൂമിയിൽ നിൻകൃപാവരമേകണെ
നിൻകൃപാവരമേകണെ....
3. പ്രാർത്ഥനകൾ പാതയിൽ
പൂക്കളായ് വിരിയണം
പൂ വിരിഞ്ഞ വീഥികൾ
പൂണ്യ വീഥികളാകണം
പൂണ്യ വഴികളിലൂടെ നാം
യാത്രയും ചെയ്യണം
യാത്രചെയ്യും വേളയിൽ
ഈശ്വരനെയോർക്കണം
ഈശ്വരനാണെൻ ബലം
ഈശ്വരനാണെൻ ധനം
(പ്രാർത്ഥനകൾ പാതയിൽ..വീഥികളാകണം)
4. സത്യവും ജീവനും മാർഗ്ഗവുമായുള്ള
സർവ്വേശാ നിന്നെ നമിച്ചിടുന്നു (2)
ലോകത്തിൻ നന്മയ്ക്കായ് സേവനം ചെയ്യുവാൻ
ഇന്നും കൃപ നീ അരുളേണമെ (2)
ഈ വിധം പ്രാർത്ഥിക്കാൻ
ഈ മന്ത്രമെന്നും മുഴങ്ങട്ടെ പാരിൽ
ലോകസമസ്ത സുഖിനോഭവന്തു (3)

5. നന്മരുപിയായ ദൈവമേ നിനക്കു വന്ദനം (2)
 ബുദ്ധിയും വിശുദ്ധിയും സ്വഭാവശുദ്ധിയും മമ
 ഭക്തിയും വിവേകവും തരേണമെ ദയാനിയേ
 (നന്മരുപി.....)
 ഇക്കലാലയം നമുക്കു നിത്യവും വസിക്കുവാൻ
 എത്രയും മനോജ്ഞമാം സദനമായ് ഭവിക്കണം (2)
 (നന്മരുപി.....)

6. കനിവിൻ കനലേ
 കാരൂണ്യ കടലേ.....
 അറിവിൻ കേദാരമല്ലേ....
 ഇരുളിൻ പൊരുളാം
 അജ്ഞതയെല്ലാം
 അവിടുന്നു നീക്കിത്തരേണം
 വെളിച്ചവും അകലേ
 ധർമ്മവുമകലേ
 അതൃതേടി പോകുന്നു ഞങ്ങൾ (2)
 അതുവഴിക്കെങ്ങാനും ഞങ്ങളെക്കാണുമ്പോൾ
 ഒരു കൈ നീട്ടിത്തരേണം
 കനിവിൻ കനലേ.....

7. ഹൃദയരാഗ തന്ത്രി മീട്ടി
 സ്നേഹഗീതമേകിയും
 കർമ്മഭൂമി തളിരിടുന്ന
 വർണ്ണമേകിയും
 നമ്മിൽ വാഴും ആദിനാഥം
 ഇന്ന് വാഴ്ത്തിടാം
 (ഹൃദയരാഗ)
 ഞങ്ങൾ പാടുമീ സ്വരങ്ങൾ
 കീർത്തനങ്ങളാകണേ....
 ചോടുവയ്ക്കുമീ പാദങ്ങൾ
 നൃത്തലോലമാകണേ
 കുഞ്ഞുവീടിനുള്ളത്തടങ്ങൾ
 സ്വർഗമാകണേ....
 അമ്മ നൽകും ഉമ്മ പോലും
 അമൃതമാകണേ.....
 പൂർണ്ണമീ ചരാചരങ്ങൾ
 ഗുരുവരങ്ങളാകണേ..... (ഹൃദയരാഗ)

ST. STEPHEN'S COLLEGE, UZHAVOOR

APPLICATION FOR LEAVE (Specimen Copy)

Name

Class Main No.

Number of days of leave required :.....

From To

.....

Reason for applying

.....

.....

Total No. of day's leave taken to date

Signature of guardian

Signature of Student

Date :

Class Teacher :

Principal :

ST. STEPHEN'S COLLEGE
UZHAVOOR, KOTTAYAM, KERALA -686 634
Affiliated to Mahatma Gandhi University, Kottayam

www.ststephens.net.in

e-mail : info@ststephens.net.in

Request for Redressal of Grievances in CIE (Continuous Internal Evaluation)

Department	Programme	Semester	Roll No.
Name of Student	Name of Teacher in charge of the subject	Course Name and Code	
Name of the CIE Component (✓)	Test Paper / Attendance / Assignment / Seminar / Project		

Substance of the Grievance (Use Additional Sheet if necessary)	
Date :	Name and Signature of the Applicant
Report / Action of the Teacher Concerned	
Date :	Name and Signature Teacher in Charge
Report / Action of the HOD	
Date :	Name and Signature of the HOD
Action taken by the Principal	
Date :	Name and Signature of Principal

ST. STEPHEN'S COLLEGE, UZHAVOOR

APPLICATION FOR CERTIFICATE (Specimen Copy)

Name of the Student :

Class Main Cl.No.

Year of Study :

Subject Studied :

Second Language :

University Examination Reg. No.
(Specify Month & Year)

Description of Certificate Required :

Signature of Student :

Date :

Principal's Order :

TIME TABLE					
	I	II	III	IV	V
I Day					
II Day					
III Day					
IV Day					
V Day					

ദേശീയഗാനം

ജനഗണമന അധിനായക ജയഹേ
ഭാരത ഭാഗ്യവിധാതാ,
പഞ്ചാബസിന്ധു ഗുജറാത്ത മറാഠാ
ദ്രാവിഡ ഉത്കല ബംഗാ,
വിന്ധ്യഹിമാചല യമുനാഗംഗാ,
ഉപ്പല ജലധിതരംഗാ,
തവശുഭനാമേ ജാഗേ,
തവശുഭ ആശീഷ മാഗേ,
ഗാഹേ തവ ജയ ഗാഥാ
ജനഗണമംഗലദായക ജയഹേ
ഭാരത ഭാഗ്യവിധാതാ.
ജയഹേ, ജയഹേ, ജയഹേ,
ജയ ജയ ജയ ജയഹേ!

FUNDAMENTAL RIGHTS

1. Article 14-18 : Right to Equality
2. Article 19-22 : Right to Freedom
3. Article 23-24 : Right against Exploitation
4. Article 25-28 : Right to Freedom of Religion
5. Article 29-30 : Cultural and Educational Rights
6. Article 30-35 : Right to Constitutional Remedies

FUNDAMENTAL DUTIES

1. Abide by the Indian constitution and respect its ideals and institutions, the National Anthem and the National Flag.
2. One must cherish and follow the noble ideals which inspired the National struggle for freedom
3. Uphold and Protect the sovereignty, unity and integrity of India
4. Defend the country and render National Service when called upon to do so
5. Promote harmony and spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.
6. Value and preserve the rich heritage of the country's composite culture.
7. Protect and improve the natural environment including forests, lake, rivers and wildlife and have compassion for living creatures
8. Develop Scientific temper, humanism and spirit of inquiry and reform.
9. Safeguard public property and abjure violence
10. Strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement
11. Provide opportunities for education of a child or ward between the age of 6 and 14 years

[illegible]

NOTES

[illegible]

NOTES