ST. STEPHEN'S COLLEGE
UZHAVOOR

Hand Book & Calendar
2022-23

ST. STEPHEN'S COLLEGE

UZHAVOOR - 686 634, KOTTAYAM, KERALA

TEL : 04822 - 240127 FAX : 240709
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 B Grade)

Patron	: **Mar Mathew Moolakkatt**
	(Arch Bishop of Kottayam)
Manager	: **Rev. Fr. Alex Akkaparambil**
Principal	: **Dr. Stephen Mathew**
Bursar	: **Rev. Fr. Jins Nellikkattil**

HANDBOOK AND CALENDAR 2022- 2023

Name ....

Class .... Class No ....Reg 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 them upon us 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

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

GOVERNING BODY

1.   Mar Joseph Pandarasseril

2.   Rev.Fr. Michael Vettickat

3.   Rev. Fr. Alex Akkaparambil

4.   Rev. Fr. Thomas Animootil

5.   Rev. Fr. Philmon Kalathara

6.   Sri. Thomas Chazhikadan, MP.

7.   Chev. Adv. Joy Joseph

8.   Dr. Jose James

9.   Dr. T.M Joseph

10.   Dr. Stephen Mathew

11.   Dr. Stephy Thomas

12.   Dr. B. Keralavarma

THE COLLEGE COUNCIL 2022- 2023

1. Dr. Stephen Mathew (Principal)

2. Fr. Jins Nellikkattil (Busar & Co-ordinator of SF Programmes)

3. Sri. Thomas K C

4. Dr. Sincy Joseph

5. Capt. Jais Kurian (IQAC Co-ordinator)

6. Sri. Biju Thomas

7. Dr. Jisha George

8. Smt. Lijiyamol Thankachan

9. Smt. Blessy P James

10. Dr. Thomas Mathew

11. Sri. Aby Jimson (Council Secretary)

12. Sri. Prince Joseph (Staff Secretary)

13. Sri. Anu Thomas (Staff Representative)

14. Sri. Roy Mathew (Office Superintendent)

15. Sri. Jasimudeen S (UGC Librarian)

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. Stephen Mathew, Principal	:	Chairman
2.	Rev. Fr. Thomas Animoottil	:	Forane Vicar
3.	Rev. Fr. Jins Nellickattil	:	Bursar
4.	Dr. T.M. Joseph	:	Education Expert
5.	Dr. Jose James	:	Education Expert
6.	Capt. Jais Kurian	:	Co -ordinator
7.	Sri. Thomas K C		
8.	Dr. Sincy Joseph		
9.	Sri. Biju Thomas		
10.	Smt. Ambili Catherine Thomas		
11.	Smt. Bindu Cherian		
12.	Smt. Navitha Elizabeth Jose		
13.	Dr. Thomas Mathew		
14.	Sri. Aby Jimson		
15.	Smt. Asha Raju	:	Secretary
16.	Sri. Roy Mathew	:	Office Superintendent
17.	Sri. Jasimudeen S	:	Librarian
18.	President, Uzhavoor Grama Panchayat	:	Local body Representative
19.	Sri. Vincent V C	:	Alumni Representative
20.	Sri. James Joseph	:	Industry Expert
21.	Sri. Sunil Philip Kavungumparayil	:	Industry Expert
22.	Sri. Jees James	:	Student Representative
23.	Sri. Mathew Simon	:	PTA Representative

Contents

ST. STEPHEN'S COLLEGE AT A GLANCE

Crowning a hillock in majestic splendour and set against a lush verdant backdrop, 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 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 4 postgraduate courses, 9 undergraduate courses, a Research Centre, Educational Theatre, Conference Hall, 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 students, a medicinal garden, a vermicompost unit, large grounds for sports and games, ample parking facilities and an Indoor stadium. The college has always been at the forefront 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 whcih has, invariably, resulted in the sterling performance of the institution.

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 a background of Indian Heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens.

MISSION

To fulfill 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. Alex Akkaparambil 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	Postgraduate Course in Physics was started.
☞	"	Msgr. Peter Uralil Bibliothecal Information Centre was established.
☞	1998	Postgraduate 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
☞	2008	Established Prof K M Mathew Astrow view centre.
☞	2009	Publication of the multidisciplinary 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	B Com 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 B A Economics, English Literature, B Sc. Mathematics, Physics and Zoology.
☞	2020	Silver Jubilee Celebration of Upgradation of college with PG Course.
☞	2020	Quesitio -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

PROGRAMMES OFFERED

A. UNDER GRADUATE PROGRAMMES

Common Course I : English

Common Course II : Additional Language (Malayalam/Hindi)

BACHELOR OF SCIENCE

	Programme	Complementary Courses	Remarks
1.	Mathematics	Statistics and Physics	Aided
2.	Physics	Chemistry and Mathematics	Aided
3.	Chemistry	Mathematics and Physics	Aided
4.	Zoology	Botany and Chemistry	Aided

BACHELOR OF ARTS

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

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

FOR VARIOUS UG PROGRAMMES IN SEMESTER V - OPEN COURSES

1. Applicable Mathematics - Dept. of Mathematics
2. Physics in daily life - Dept. of Physics
3. Chemistry in every day 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

POSTGRADUATE PROGRAMMES		
Programme	**Specialisation**	**Remarks**
1. M.Sc Physics	Advanced Electronics	Aided
2. M.Com	Finance and Taxation	Aided
3. M.Sc Chemistry	Pure Chemistry	Aided
4. M.Sc Computer Science	Cyber Security	Un aided

DOCTORAL PROGRAMME

Ph. D. in Commerce

RESEARCH GUIDES APPROVED BY M. G. UNIVERSITY

Name of the Faculty	Department	Research Centre
1. Dr. Stephen Mathew	Dept. of Commerce	St. Stephen's College, Uzhavoor
2. Dr. Jisha George	Dept. of Commerce	St. Stephen's College, Uzhavoor
3. Dr. Merly K. Punnoose	Dept. of Hindi	Nirmala College, Muvattupuzha
4. Dr. Sincy Joseph	Dept. of Botany	Maharaja's College, Ernakulam

CERTIFICATE COURSE / ADD ON COURSE

Coordinator : Smt. Navitha Elizabeth Jose

Name of the course	Organized by	Co-ordinators
1. Environment and sustainable developement - Training and Practices	CEERD	Sri. Thomas K C & Smt. Bibi Joseph
2. MS Excel	Commerce	Sri.CA Kurian V John
3. Tally	Commerce	Sri. Abhishek Thomas
4. Practical Accounting	Commerce	Smt. Ambili Catherine Thomas
5. GST	Commerce	Smt. Jinnu Anna Kuriakose
6. Electrical and Electronic Equipment Maintenance	Physics	Sri. Anu Thomas
7. Communication, Presentation and Organisation Skills.	English	Smt. Navitha Elizabeth Jose Smt. Sruthy Elza Jose
8. Soil and Water Analysis	Chemistry	Sri. Aby Jimson
9. Budget Studies	Economics	Ms. Haritha Ramesh

10.	Bio techniques	Zoology & Botany	Dr. Sincy Joseph
11.	Health and Wellness	Zoology & Botany	Dr. Sincy Joseph
12.	Certificate course in LaTeX	Mathematics	Sri. Jeno John
13.	Business Communication and Management Information System	Commerce F & T	Smt. Nimitha Jimmy Joseph
14.	Certificate in Webdesigning	Computer Science	Smt. Seena S Nair
15.	Fundamentals of Computing	Computer Science	Sri. Haarrish Sabu
16.	Media Literacy	College Library	Sri. Jasimudeen S.
17.	Research & Publication Ethics	College Library	Sri. Jasimudeen S.
18.	Academic Communication and Publishing	College Library	Sri. Jasimudeen S.

MOOC Course by MG University

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

Coaching for Competitive Examinations

Name of the course	Offered by	Co-ordinator
1. PSC Coaching and Other Competitive Examinations	Dept. of Economics	Sri. Arun Ravindran
2. UGC NET Coaching	Dept. of Commerce	Smt. Jincy Mathew
	Dept. of Chemistry	Dr. Bindhu Baby
	Dept. of Physics	Sri. Anu Thomas

FACULTY / STAFF

PRINCIPAL

Dr. Stephen Mathew M. Com., PGDHRM, Ph.D.

(Assistant Professor)

9446015903, 9562392024 E-mail:principal@ststephens.net.in

VICE PRINCIPALS

Dr. Sincy Joseph	**Sri. Thomas K. C**
(Assistant Professor)	(Assistant Professor)
Mob. 9447959048	Mob. 9495686561
sincy.j@ststephens.net.in	thomas.k@ststephens.net.in

CHEMISTRY

1. Sri. Aby Jimson M.Sc. 9562681142
   (Assistant Professor & HOD) abyjimson@gmail.com

2. Smt. Bibi Joseph M.Sc., B.Ed. 9447761702
   (Assistant Professor) bibijoseph5@gmail.com

3. Dr. Arun Thomas, M.Sc., Ph.D. 9495024739
   (Assistant Professor) arunthomas441@gmail.com

4. Dr. Bindhu Baby, M.Sc., Ph.D. 9483776525
   (Assistant Professor) bindhubaby@gmail.com

5. Dr. Christy Philip M.Sc., M. Phil, Ph.D. 9446511078
   (Assistant Professor) christyelackattu@gmail.com

6. Smt. Ami Susan Prasad M.Sc. 9567692763
   (Assistant Professor) amisprasad@yahoo.com

COMMERCE
ssccommerce64@gmail.com

1. Dr. Stephen Mathew, M. Com., PGDHRM, Ph.D.   04822-244350,
   (Principal & Assistant Professor)   9446015903, 9562392024
   stephenmparayil@gmail.com
2. Dr. Jisha George, M. Com., MBA, Ph.D   8921884853, 9446249211
   (Assistant Professor & HOD)   jishaanngeorge@gmail.com
3. Smt. Ambili Catherine Thomas, M.Com. B.Ed.,MBA   9847549127
   (Assistant Professor)   ambilicatherine@gmail.com
4. Smt. Jinnu Anna Kuriakose, M.Com.   9446014797
   (Assistant Professor)   jinnuak@gmail.com
5. CA. Kurian V. John, ACA, M.Com, M.Phil, PGDFM, PGDMM
   (Assistant Professor)   8129333377
   cakurianvjohn@gmail.com
6. Smt. Jincy Mathew, M.Com, MBA   9747943675
   (Assistant Professor)   jincyellickaparambil@gmail.com
7. Sri.Abhishek Thomas, M.Com, DCFA   9744280255
   (Assistant Professor)   abhishekthomasm@gmail.com

Guest Faculty :

7. Smt. Aswathy P, M.Com, NET   9744683561
   (Assistant Professor)   vayalilputhenpurayil@gmail.com
8. Divyamol V. S, M. Com   7907134436
   (Assistant Professor)   divyavs6941@gmail.com

ECONOMICS
economics@ststephens.net.in

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

Guest Faculty :
3. Ms. Haritha Ramesh M.A.   8281104127
   haritharamesh1995@gmail.com

POLITICAL SCIENCE

Guest Faculty :

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

ENGLISH

1. Smt. Bindu Cherian M.A., B.Ed.   9496161538
(Assistant Professor)   binducherian77@yahoo.com

2. Smt. Lijiyamol Thankachan M.A., B.Ed.   8281261586
(Assistant Professor & HOD)   lijiyamt@gmail.com

3. Smt. Navitha Elizabeth Jose M.A.   9495928808
(Assistant Professor)   prof.navithajose@gmail.com

4. Sri. Jimmy James M.A, B.Ed.,M A (History),   9745162742
M. A (Philosophy) (Assistant Professor)   v.jimmyjames@gmail.com

5. Smt. Tina Jose M.A., M.Phil   9961711202
(Assistant Professor)   tinaannrebecca@gmail.com

6. Fr. BennyThomas M.A, B.Ed.   9495664202
(Assistant Professor)   bcheriyilenny@gmail.com

7. Smt. Sruthy Elza Jose M.A   8129854735
(Assistant Professor)   sjo7stephens@gmail.com

8. Smt. Niya Mathew M.A   9643772121
(Assistant Professor)   niyamathew@ststephens.net.in

9. Ms. Jesna Jose M.A   9497110259
(Assistant Professor)   jesna.joseparayil@gmail.com

MATHEMATICS

1. Capt. Jais Kurian M.Sc., B.Ed.   9349802181, 9539903472
(Assistant Professor & HOD)   jaiskurian1981@gmail.com
jaiskurian1729@gmail.com

Guest Faculty :

2. Smt. Seethalakshmy Babu M Sc   7510806657
seethalakshmybabu@gmail.com

3. Sri. Jeno John M Sc, B.Ed   9746700968
jenojohn37@gmail.com

21

STATISTICS

Guest Faculty :

1. Ms. Anu Augustine M.Sc   9447336573

anuannaugustine05@gmail.com

ORIENTAL LANGUAGES

MALAYALAM

1. Smt. Blessy P. James M.A., B.Ed.   9496464346

(Assistant Professor & HOD)   blessypjames@gmail.com

Guest Faculty :

2. Smt. Sreedevi N.S M.A.   9497820879

sreedevimanappattu@gmail.com

HINDI

1. Dr. Merly K. Punnoose M.A, B.Ed. Ph.D   9447589516

(Assistant Professor)   drmerlykpunnose@gmail.com

merlykpunnose@gmail.com

PHYSICS

1. Dr. Thomas Mathew M.Sc., Ph. D   0481-2598770, 8129473653

(Assistant Professor & HOD)   mathew.physics@gmail.com

2. Sri. Anu Thomas M.Sc., B.Ed.   9947314598

(Assistant Professor)   anuthomas@ststephens.net.in

Guest Faculty :

3. Ms. Ansu James, M.Sc.   6238726669

ansujames32@gmail.com

4. Dr. Rahul S. M.Sc, Ph.D.   9947191440

unnisrahul@gmail.com

5. Dr. Adon Jose M.Sc, M.Phil., Ph. D   9605658622,8848040250

adonjose22@gmail.com

6. Dr. Kukku Thomas M.Sc, Ph. D   9605774509

kukkuspap@gmail.com

ZOOLOGY

1. Sri. Biju Thomas, M.Sc.,B.Ed.   04822-249820, 9496720475
   (Assistant Professor & HOD)   biju.t@ststephens.net.in
       bijunt@gmail.com

2. Smt. Asha Raju, M.Sc., M.S.(Equivalent degree)   8943865890
   (Assistant Professor)   asharaju922020@gmail.com

Guest Faculty :

3. Smt. Sneha Elsa Paulose, M. Sc.   9605813288
       sneha.elsap@gmail.com

BOTANY

1. Dr. Sincy Joseph, M.Sc.,Ph.D   9447959048
   (Vice Principal & Assistant Professor)   sincy.j@ststephens.net.in

PHYSICAL EDUCATION

Guest Faculty :
1. Sri. Renjith R, M.P. Ed   7736861018
       renjithr7736@gmail.com

B COM FINANCE & TAXATION (Self Finance)

1. Sri. Kevin Benny M.Com   8281023969
   HOD   kevinbenny17@gmail.com
2. Ms. Divya Vinod, M.Com.   8606672063
       divya.vinod7220@gmail.com
3. Smt. Nimitha Jimmy Joseph, M.Com.B.Ed   8547912488
       nimithajimmy0@gmail.com
4. Sri. Christin Abraham Tom, M.Com.B.Ed   9048003051
       christinabrahamtom@gmail.com
5. Sri. Alwin Roy M.A, B.Ed.   7560800259
       alwinr30@gmail.com

COMPUTER SCIENCE (Self Finance)

1. Sri. Manoj K.Yesodh, M. Sc.PGDCA (A Level)(HOD)
   (Assistant Professor & HOD)   04822-261583, 9447433321
                                             manojkyesodh@gmail.com

2. Smt. Seena. S. Nair,   M.C.A.   9495733467
   (Assistant Professor)   seenamsnair@gmail.com

3. Sri. Haarrish Sabu.   9745787163
   (Assistant Professor)   haarrish8181@gmail.com

COLLEGE TIMINGS

The Timing of the College is from 9.00 am to 04.00 pm
College office Works from 9.30 am to 04.30 pm

BELL TIMINGS

	Time
Ist Bell	9.30 a m
IInd Bell	9.40 a m
Prayer & Ist Hour	9.45 am
IInd Hour	10.45a m
Interval	11.40 a m
IIIrd Hour	11.50 a m
12.45: Lunch Break	
Ist Bell	1.20 pm
IInd Bell & IV hour	1.30 pm
Vth Hour	2.25 pm
National anthem	3.20 pm

ADMINISTRATIVE AND SUPPORT STAFF

BURSAR

Rev. Fr. Jins Nellikkattil   9562306677

jinsnellikkattil@gmail.com

OFFICE
office@ststephens.net.in

1.	Sri. Roy Mathew	Junior Superintendent	9447507446
2.	Sri. Joby George	H.A.	9495870856
3.	Smt. Beena Joseph	U.D. Clerk	8281696091
4.	Sri. Justin C. Stephen	L. D. Computer Assistant	9847332489

LIBRARY

1. Sri. Jasimudeen S.   M.LI.Sc., PGDJ., PGDCA,PGDOST, CWD, DDTP, CPIHT, DBP(National Book Trust)

   (UGC Librarian)   9895786534

   jasimndd@gmail.com https://jasim.in

2. Ms. Sreelatha V   Library (Guest)   9745663298

MECHANIC

1. Sri. Jobit Lukose   Mechanic (Physics Lab)   8943858204

LABORATORY

1.	Smt. Daisy Philip	(Lab Asst.-Physics)	9809908712
3.	Sri. Thomas Mathew	(Lab Asst.-Zoology)	9495447293
4.	Sri. Sabu T. John	(Lab Asst.- Chemistry)	9947206990

OFFICE ATTENDANTS

1.	Sr. Angel Maria SJC	Office Attendant	9526045961
2.	Sri. Shibin Benny	Office Attendant	9947340896
3.	Sri. Sajumon Shaju	Office Attendant	8129220229
4.	Smt. Sunumol Cyriac	Office Attendant	9072388254
8.	Sri. Manu John (Guest)	Office Attendant	7025441621

SYSTEM ADMIN

1. Ms. Reshma Sai G. M   9946400382 .

CLASS TEACHERS FOR 2022- 2023

DEPT. OF MATHEMATICS

I & II Sem. Maths	:	Mr. Jeno John
III & IV Sem. Maths	:	Ms. Anu Augustine
V & VI Sem. Maths	:	Smt. Seethalakshmi Babu

DEPT. OF PHYSICS

I & II Sem. Physics	:	Ms. Ansu James
III & IV Sem. Physics	:	Dr. Rahul S
V & VI Sem. Physics.	:	Sri. Anu Thomas
I M. Sc Physics	:	Dr. Thomas Mathew
II M. Sc Physics	:	Dr. Adon Jose

DEPT. OF CHEMISTRY

I & II Sem.Chemistry	:	Dr. Christry Philip
III & IV Sem.Chemistry	:	Smt. Ami Susan Prasad
V & VI Sem.Chemistry	:	Sri. Aby Jimson
I M. Sc Chemistry	:	Dr. Bindhu Baby
II M. Sc Chemistry	:	Smt. Bibi Joseph

DEPT. OF ZOOLOGY

I & II Sem. Zoology	:	Smt.Asha Raju
III & IV Sem. Zoology	:	Dr. Sincy Joseph
V & VI Sem. Zoology	:	Sri. Biju Thomas

DEPT. OF ENGLISH

I & II Sem. English Main	:	Smt. Bindu Cherian
III & IV Sem.English Main	:	Sri. Jimmy V. James
V & VI Sem.English Main	:	Ms. Jesna Jose

I & II Sem. Eng. Voc. : Smt. Sruthi Elsa Jose
III & IV Sem.Eng. Voc. : Smt. Tina Jose
V & VI Sem. Eng. Voc. : Smt. Niya Mathew

DEPT OF ECONOMICS

I & II Sem.Economics : Sri. Prince Joseph
III & IV Sem.Economics : Sri. Arun Ravindran
V & VI Sem. Economics : Ms. Haritha Ramesh

DEPT. OF COMMERCE (COMPUTER APPLICATION)

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

DEPT. OF COMMERCE (FINANCE & TAXATION)

I & II Sem.B.Com : Smt. Nimitha Jimmy Joseph
III & IV Sem.B.Com : Sri. Christin Abraham Tom
V & VI Sem. B.Com : Sri. Kevin Benny

DEPT. OF COMPUTER SCIENCE

I M.Sc : Sri. Manoj K Yesodh
II M.Sc. : Smt. Seena S. Nair

OFFICE BEARERS FOR 2022- 2023

Examination Cell	:	Sri. Biju Thomas, Dept. of Zoology
		Smt. Ambili Catherine Thomas, Dept. of Commerce (*Sr. Assistant Superintendent of Examinations*)
		Dr. Arun Thomas, Dept. of Chemistry
		Sri. Manu John, Office Attendant
Students Union	:	Sri. Thomas K. C, (*Returning Officer*)
	:	Sri. Anu Thomas (*Joint Returning Officer*)
	:	Dr. Sincy Joseph (*Staff Advisor*)
	:	Smt. Lijiyamol Thankachan (*Staff Advisor*)
	:	Fr. Benny Thomas (*Treasurer*)
IQAC Coordinator	:	Capt. Jais Kurian, Dept. of Mathematics
RUSA Coordinator	:	Sri. Aby Jimson, Dept. of Chemistry
CBCSS Coordinator	:	Smt. Bindu Cherian, Dept. of English
	:	Dr. Arun Thomas, Dept. of Chemistry
Open Course Coordinator	:	Dr. Sincy Joseph, Dept. of Botany
	:	Dr. Bindhu Baby, Dept. of Chemistry
NIRF Team	:	Dr. Sincy Joseph, Dept.of Botany, (*Nodal Officer*)
		Sri. Aby Jimson, Dept. of Chemistry
		Sri. Manoj K. Yesodh, Dept.of Computer Science
Scholarships	:	Sri. Anu Thomas, Dept.of Physics (*Nodal Officer*)
		Ms. Anu Augustine, Dept. of Mathematics
CEERD	:	Sri. Thomas K C, Dept.of Economics (*Director*)
		Smt. Bibi Joseph, Dept. of Chemistry(*Secretary*)
N.S.S. Programme Officers	:	Smt. Tina Jose, Dept. of English
		CA. Kurian V. John, Dept. of Commerce

Associate N.C.C. Officer	:	Capt. Jais Kurian, Dept. of Mathematics
Insurance	:	Sri. Abhishek Thomas, Dept. of Commerce
Handbook & Calendar	:	Smt. Jinnu Anna Kuriakose Dept. of Commerce (*Co-ordinator*) Smt. Jincy Mathew, Dept. of Commerce Sri. Manoj K. Yesodh, Dept. of Commerce Sri. Alwin Roy, Dept. of English
E-Governance & Enterprise Resource Planning	:	Sri. Abhishek Thomas, Dept. of Commerce, (*Coordinator*) Ms. Reshma Sai G. M, System Admin. Sri. Haarrish Sabu, Dept. of Computer Science
Career & Placement Cell	:	Sri. Biju Thomas, Dept. of Zoology (*Coordinator*) : Smt. Bindu Cherian, Dept. of English : Smt. Jinnu Anna Kuriakose, Dept. of Commerce : CA. Kurian V. John, Dept. of Commerce : Sri. Prince Joseph, Dept. of Economics : Dr. Thomas Mathew, Dept. of Physics : Sri. Jasimudeen S, Librarian : Sri. Alwin Roy, Dept. of English
Teaching Staff Association	:	Sri. Prince Joseph Dept. of Economics (*Secretary*)
Parent Teacher Association	:	Sri. Thomas K. C, Dept. of Economics (*Secretary*) : Fr. Benny Thomas, Dept. of English (*Treasurer*)
Alumni Association	:	Sri. Biju Thomas, Dept. of Zoology (*Secretary*)
Non Teaching Association	:	Sri. Jasimudeen S, Librarian (*Secretary*)
Co operative Society in-Charge	:	CA. Kurian V. John, Dept. of Commerce
Snehanidhi	:	Smt. Ambili Catherine Thomas, Dept. of Commerce(*Secretary*)

Staff fund Auditor : CA. Kurian V. John, Dept. of Commerce

Endowment Committee : Smt. Bibi Joseph,
Dept. of Chemistr2y (*Coordinator*)

: Smt. Asha Raju, Dept. of Zoology

: Ms. Ansu James, Dept. of Physics

CLUBS

Electoral Club : Sri. Prince Joseph, Dept. of Economics
(*Coordinator*)

: Sri. Anu Thomas, Dept. of Physics

: Sri. Arun Ravindran, Dept. of Political Science

Arts Club : Smt. Lijiyamol Thankachan,
& Celebration Committee Dept.of English, (*Coordinator*)

: Smt. Navitha Elizabeth Jose, Dept. of English

: Sri. Anu Thomas, Dept. of Physics

: Smt. Sruthy Elza Jose, Dept. of English

: Ms. Jesna Jose, Dept. of English

: Sri. Arun Ravindran, Dept. of Political Science

: Sri. Alwin Roy, Dept. of English

Capacity Building

   a. Life Skill & Health Club : Sri. Aby Jimson, Dept.of Chemistry
(*Coordinator*)

: Sri. Anu Thomas, Dept. of Physics

: Smt. Sneha Elsa Paulose, Dept. of Zoology

   b. Soft Skill : Smt. Niya Mathew, Dept.of English
(*Coordinator*)

: Smt. Sneha Elsa Paulose, Dept. of Zoology

Oratory, Debate Club : Smt. Niya Mathew, Dept.of English
(*Coordinator*)

: Sri. Arun Ravindran, Dept. of Political Science

: Sri. Alwin Roy, Dept. of English

Quiz Club	:	Sri. Jimmy James, Dept.of English (*Coordinator*)
	:	Dr. Rahul S, Dept. of Physics
College Magazine	:	Smt. Lijiyamol Thankachan, Dept.of English (*Coordinator*)
	:	Smt. Blessy P. James, Dept. of Malayalam
	:	Dr. Merly K. Punnoose, Dept. of Hindi
	:	Smt. Sruthy Elza Jose, Dept. of English
	:	Smt. Ami Susan Prasad, Dept.of Chemistry
	:	Smt. Sneha Elsa Paulose, Dept. of Zoology
News Letter	:	Fr. Benny Thomas, Dept.of English (*Coordinator*)
	:	Smt. Tina Jose, Dept. of English
	:	Smt. Sruthy Elza Jose, Dept. of English
	:	Smt. Niya Mathew, Dept. of English
	:	Sri. Haarrish Sabu, Dept. of Computer Sc.
Anti-Narcotic Club	:	Fr. Benny Thomas, Dept.of English (*Coordinator*)
	:	Smt. Bibi Joseph, Dept. of Chemistry
Entrepreneurship Club	:	Sri. Abhishek Thomas, Dept.of Commerce (*Coordinator*)
	:	Smt. Jincy Mathew, Dept. of Commerce
Incubation Centre	:	Dr. Sincy Joseph, Dept.of Botany (*Coordinator*)
	:	Dr. Thomas Mathew, Dept. of Physics
	:	Sri. Abhishek Thomas, Dept. of Commerce
	:	Dr. Christy Philip, Dept. of Chemistry
Tourism, Forestry & Birds Club	:	Sri. Biju Thomas, Dept.of Zoology (*Coordinator*)
	:	Smt. Asha Raju, Dept. of Zoology
	:	Sri. Arun Ravindran, Dept. of Political Science

Drama Club   : Sri. Jimmy James, Dept.of English
                                (*Coordinator*)
                              : Smt. Tina Jose, Dept. of English

Folklore Club   : Smt. Blessy P. James,
                                Dept.of Malayalam (*Coordinator*)
                              : Sri. Jimmy James, Dept. of English

Dance Club   : Smt. Sruthy Elza Jose,
                                Dept.of English (*Coordinator*)
                              : Ms. Jesna Jose, Dept. of English
                                Smt. Seethalakshmi Babu,
                                Dept. of Mathematics

Music Club   : Smt. Asha Raju,
                                Dept.of Zoology (*Coordinator*)
                              : Smt. Sneha Elsa Paulose, Dept. of Zoology

Photography Club   : Dr. Rahul S, Dept.of Physics
                              : Sri. Alwin Roy, Dept. of English

Peace Club   : Dr. Bindhu Baby, Dept.of Chemistry
                              : Sri. Kevin Benny, Dept. of Commerce SF
                              : Smt. Sneha Elsa Paulose, Dept. of Zoology

Constitution Club   : Sri. Prince Joseph, Dept.of Economics
                              : Sri. Arun Ravindran, Dept. of Political Science
                              : Sri. Christin Tom Abraham,
                                Dept. of Commerce SF

Yoga Club   : Smt. Blessy P. James, Dept.of Malayalam
                              : Smt. Tina Jose, Dept. of English
                              : Capt. Jais Kurian, Dept. of Mathematics

TEACHERS IN CHARGE

1. Maintenance & Reparing : Rev. Fr. Jins Nellikkattil (*Bursar*)
   Sri. Biju Thomas
   Sri. Abhishek Thomas

2. FIST Instrumentation and
   Networking System : Dr. Thomas Mathew
   Sri. Aby Jimson

3. Women's Cell : Smt. Jinnu Anna Kuriakose
   : Smt. Bibi Joseph
   : Smt. Asha Raju

4. Skill Development for Girls : Smt. Jincy Mathew
   : Smt. Niya Mathew
   : Dr. Bindhu Baby
   : Dr. Kukku Thomas

5. Library : Sri. Jasimudeen S
   : Capt. Jais Kurian
   : Smt. Sruthy Elza Jose

6. Counselling : Smt. Blessy P. James
   : Smt. Bibi Joseph
   : Fr. Benny Thomas

7. Canteen : Sri. Biju Thomas
   Smt. Ambili Catherine Thomas

8. Website : Fr. Jins Nellikkattil (*Bursar*)
   : Dr. Thomas Mathew
   : Sri. Aby Jimson
   : Fr. Benny Thomas
   : Smt. Tina Jose
   : Ms. Reshma Sai G. M, (*System Admin.*)

9.	Research cell & Aureole	:	Fr. Jins Nellikkattil (*Bursar*)
		:	Dr. Sincy Joseph
			Dr. Jisha George (*Convenor*)
			Dr.Merly K.Punnose
			Dr. Thomas Mathew
			Dr. Arun Thomas
			Dr. Bindhu Baby
			Dr. Christy Philip
			Dr. Adon Jose
			Sri. Jasimudeen S
10	First Aid	:	Smt. Bibi Joseph
		:	Smt. Jincy Mathew
		:	Ms. Haritha Ramesh
		:	Sri. Renjith R
11.	Campus Beautification	:	Fr. Jins Nellikkattil (*Bursar*)
		:	Sri. Abhishek Thomas
		:	Smt. Asha Raju
		:	Sri. Renjith R
12.	ASAP	:	Sri. Jimmy James
		:	Sri. Christin Tom Abraham
13.	S.S.P.	:	Smt. Asha Raju
14.	Walk with a Scholar	:	Dr. Jisha George
		:	Ms. Divya Vinod
15.	Community Engage Service	:	Dr. Sincy Joseph
			Sri. Prince Joseph
			Smt. Jincy Mathew

16. C.S.M.& Jesus Youth	:	Fr. Benny Thomas (*Co-ordinator*)
	:	Smt. Blessy P. James
	:	Ms. Anu Augustine
17. K. R. Narayanan Study Centre	:	Dr. Merly K. Punnoose
	:	Sri. Jimmy James
18. News & Publicity	:	Sri. Thomas K. C
	:	Smt. Blessy P. James
	:	Sri. Manoj K. Yesodh
	:	Smt. Sreedevi N. S
	:	Sri. Alwin Roy
19. EBSB	:	Dr. Merly K. Punnoose
	:	Ms. Ansu James
20. Heritage Museum	:	Smt. Asha Raju
21. K. R. Narayanan Chair	:	Dr. T. M. Joseph (*Chair Professor*)
for Social Justice	:	Smt. Navitha Elizabeth Jose (*Coordinator*), Dept. of English
22. Joseph Chazhikadan Chair	:	Dr. Jose James (*Chair Professor*)
for Regional Development Studies:		Sri. Anu Thomas (*Coordinator*), Dept. of Physics

Student Welfare Officers

Sports	:	Sri. Thomas K. C (*Co-ordinator*)
	:	Sri. Anu Thomas
	:	Smt. Ambili Catherine Thomas
	:	Sri. Aby Jimson
Arts	:	Dr. Sincy Joseph (*Co-ordinator*)
	:	Smt. Bindu Cherian
	:	Smt. Lijiyamol Thankachan
	:	Smt. Blessy P. James
	:	Smt. Sruthy Elza Jose
	:	Smt. Asha Raju

UGC-PLANNING BOARD

1. Dr. Stephen Mathew (*Chairman*)
2. Capt. Jais Kurian
3. Dr. Sincy Joseph
4. Sri. Thomas K. C.
5. Dr. Jisha George
6. Smt. Lijiyamol Thankachan
7. Dr. Thomas Mathew
8. Sri. Roy Mathew
9. Sri. Jasimudeen S. (*Co-ordinator*)

RESEARCH ASSESSMENT COMMITTEE

1. Dr. Stephen Mathew (*Chairman*)
2. Dr. Sincy Joseph
3. Dr. Jisha George
4. Dr. Thomas Mathew
5. Dr. Bindhu Baby
6. Sri. Jasimudeen S
7. Dr. Shiney Baby (*External Expert*)

COLLEGE STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

1. Dr. Stephen Mathew (*Chairman*)
2. Capt. Jais Kurian
3. Dr. Sincy Joseph
4. Sri. Thomas K. C.
5. Smt. Ambili Catherine Thomas
6. President, Students Council
7. Secretary, Students Council

CONTINUOUS INTERNAL EVALUATION (CIE)
GRIEVANCE REDRESSAL COMMITTEE

1. Dr. Stephen Mathew (Principal)
2. Smt. Bindu Cherian (CBCSS Coordinator)
3. Dr. Arun Thomas (CBCSS Coordinator & Secretary)
4. Sri. Biju Thomas(Examination Cell)
5. Ambili Catherine Thomas (Examination Cell)
6. Sri. Prince Joseph (Staff Secretary)
7. President, Student Council

ANTI RAGGING

1. Dr. Stephen Mathew (*Chairman*)
2. Capt. Jais Kurian
3. Dr. Sincy Joseph
4. Sri. Thomas K. C.
5. Sri. Biju Thomas
6. Dr. Jisha George
7. Smt. Lijiyamol Thankachan

ADMISSION COMMITTEE

1. Dr. Stephen Mathew (*Chairman*)
2. Rev. Fr. Jins Nellikkattil (*Bursar*)
3. Sri. Manoj K.Yesodh
4. Sri. Roy Mathew
5. Dr. Merly K Punnoose

6. Sri. Aby Jimson

7. Smt. Jincy Mathew

8. Ms. Reshma Sai G. M, (*System Admin.*)

9. Smt. Beena Sabu

DISCIPLINE COMMITTEE & ANTI HARASMENT CELL

1. Dr. Stephen Mathew (*Chairman*)

2. Dr. Sincy Joseph

3. Sri. Thomas K. C.

4. Sri. Biju Thomas

5. Dr. Jisha George (*Secretary*)

6. Smt. Lijiyamol Thankachan

INTERNAL COMMITTEE FOR ANTI-SEXUAL HARASSMENT

1. Dr. Stephen Mathew (*Chairman*)

2. Sri. Biju Thomas

3. Smt. Bibi Joseph

4. Smt. Ansamma Sabu (Social Worker)

RTI

1. Dr. Stephen Mathew (*Principal*)

2. Dr. Sincy Joseph

3. Sri. Joby George

STUDY TOURS / INDUSTRIAL VISIT / TRANSPORTATION COMMITTEE

1. Dr. Stephen Mathew (*Chairman*)

2. Sri. Biju Thomas

3. Sri. Prince Joseph

4. Sri. Abhishek Thomas

Add on Courses / MOOC

1. Dr. Sincy Joseph
2. Smt. Navitha Elizabeth Jose (*Co-ordinator*)
3. Smt. Tina Jose
4. Smt. Jincy Mathew
5. Sri. Aby Jimson
6. Sri. Anu Thomas
7. Ms. Anu Augustine
8. Ms. Haritha Ramesh
9. Ms. Divya Vinod

Mobile Inspection Squad

1. Dr. Stephen Mathew (*Principal*)
2. Sri. Thomas K. C (*PTA Secretary*)
3. Capt. Jais Kurian
4. Smt. Ambili Catherine Thomas
5. Sri. Aby Jimson
6. Sri. Biju Thomas
7. Smt. Seena S. Nair
8. President, Student's Council

Invigilation Squad

1. Dr. Stephen Mathew (*Principal*)
2. Sri. Thomas K. C.
3. Dr. Sincy Joseph
4. Capt. Jais Kurian

Purchase Committee

1. Dr. Stephen Mathew (*Principal*)
2. Rev. Fr. Jins Nellikkattil (*Bursar*)
3. Sri. Biju Thomas
4. Sri. Prince Joseph
5. Smt. Tina Jose
6. Sri. Aby Jimson
7. Sri. Joby George

Value Enrichment Cell

1. Rev. Fr. Jins Nellickattil (*Bursar*)
2. CA. Kurian V. John (*Coordinator*)
3. Smt. Blessy P James
4. Fr. Benny Thomas

SC/ST Monitoring Cell

1. Dr. Stephen Mathew (*Chairman*)
2. Sri. Johnys P Stephen (*President, Uzhavoor Grama Panchayat*)
3. Sri. Prince Joseph (*Staff Secretary*)
4. Ms. Jesna Jose
5. Roy Mathew (*Office Superintendent*)

Young Innovators Program (YIP)

1. Dr. Jisha George
2. Smt. Asha Raju
3. Ms. Haritha Ramesh

National Academic Depository (NAD)

1. Sri. Aby Jimson
2. Sri. Manoj K. Yesodh

Higher Education Cell

1. Dr. Merly K. Punnoose (*Nodal Officer*)
2. Dr. Kukku Thomas

Students Monitoring Committee for Girls

1. Dr. Stephen Mathew (*Chairman*)
2. Dr. Sincy Joseph
3. Smt. Bibi Joseph
4. Smt. Jinnu Anna Kuriakose
5. Student Representative (*Girls*)

College Level Monitoring Committee of WWS & SSP

1. Dr. Stephen Mathew (*Chairman*)
2. Capt. Jais Kurian
3. Dr. Jisha George
4. Smt.Asha Raju
5. Roy Mathew (*Office Superintendent*)
6. Student Representative of SSP
7. Student Representative of WWS

Covid -19 Monitoring Cell

1. Dr. Stephen Mathew (*Principal*)
2. Sri. Thomas K. C
3. Dr. Merly K. Punnoose (*Convenor*)
4. Dr. Jisha George
5. Sri. Roy Mathew
6. Rajesh Raj (*Health Inspector*)
7. Sri. Mathew Simon (*PTA Rep.*)
8. Student Representative
9. Sri. Thankachan (*Ward Member*)

Parent Teachers Association (PTA)

1. Dr. Stephen Mathew (*President*)
2. Sri. Mathew Simon (*Vice President*)
3. Sri. Thomas K. C(*Secretary*)
4. Sri. Sreejith S (*Join Secretary*)
5. Fr. Benny Thomas (*Treasurer*)
6. Dr. Jisha George. (*Teacher's Rep.*)
7. Dr. Arun Thomas (*Teacher's Rep.*)
8. Sri. Anu Thomas (*Teacher's Rep.*)
9. Smt. Rachel P. D (*Parent's Rep.*)
10. Sri. Varghese A. J (*Parent's Rep.*)
11. Sri. Krishnakumar V(*Parent's Rep.*)

Alumni Association (ALMASS)

1. Dr. Stephen Mathew (*Principal*)
2. Sri. Francis Kizhakkekuttu (*President*)
3. Adv. Stephen Chazhikadan (*Vice President*)
4. Sri. Biju Thomas (*Secretary*)

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 their realisation 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 candidate s 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 beforehand 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 beforehand 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. Attendence 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 enroled 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 permises, (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. any where 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 may be 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 mobile phones 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 prefering 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 full sleeve 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 a part of the dress code. Violation of the dress code individually or as a group shall invite disciplinary action. Any relaxation in the dress code shall be granted only by the Principal/ Vice Principal.

STUDENT'S COUNCIL

Students enrolled in the college are ipso facto members 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 become a member of other associations or forums according to his / her optional subject or interest.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 to him by the patron.The election to the Student's Council will be conducted in the 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.

TUTORIAL SYSTEM

Each class is placed under the special care of a teacher who is to have personal contact with his/her students and thereby help them grow as better human beings. He/She may give them proper guidance in matters of study, career and conduct within and outside the classroom. The teachers are also encouraged to arrange programmes for the cultural, social, emotional and intellectual growth of their students. The class teacher is the immediate authority of a class in all its day-to-day affairs.

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 first semester students

FEE RULES

1.   Tuition fees will be collected either in lump at the beginning of the year or in instalments at the beginning of each term or semester as the case may be.

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   -   01.06.2022 to 31.10.2022

    II, IV, VI Sem   -   01.11.2022 to 31.03.2023

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 UNDER GRADUATE PROGRAMMES
UNDER CHOICE BASED CREDIT SYSTEM 2017

Preamble

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

1. TITLE

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

2. SCOPE

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

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

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

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

3. DEFINITIONS

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

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

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

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

3.5 'Common Course II' means additional language.

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

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

3.8. 'Course' means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme). 3.9. 'Credit' is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

4.1 Eligibility for admissions and reservation of seats for various 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" semes ter commences in June and on completion, the "EVEN" Semester com mences. 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 re peat/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 per mitted 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 pro gramme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses com pleted at another institution. The Credit Transfer Scheme shall allow

students pursuing a programme in one University to continue their edu cation in another University without break.

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

7.5. 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 pur sue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System2017"after ob taining 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 Comple mentary 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 Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

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

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

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

11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of ex ternal 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
Test paper (1 x 4)	4
Record*	4
Total	10

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

All three components of internal assessments are mandatory.

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
Punctuality	5
Experimentation/data collection 5	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 atten dance 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/attendan--ce 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 NC, 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 sub jects 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 supervis ing teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva/ Presentation is compulsory for all subjects and will be conducted at the

end of the programme.

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

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

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

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

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

18. PATTERN OF QUESTIONS

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

19. RANK CERTIFICATE

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

Pattern of questions Papers

(a)   Without practical

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

(b)   With practical

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	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 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:

(a)   Name of the University
(b)   Name of the College
(c)   Title & Model of the Undergraduate Programme
(d)   Name of the Semester
(e)   Name and Register Number of the student
(f)   Date of publication of result

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.

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

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

(l) The final Mark cum Grade Card issued at the end of the final se mester 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 seniormost teachers as members.

2. College Level Monitoring Committee (CLMC), comprising Princi pal, CollegeCouncil secretary and A.O/Superintendent as mem bers.

3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Regis trar 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 regu lations 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 to75 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 X 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 $GPA = \dfrac{TCP}{TC}$

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 to7.5 and < 8.5	A Very Good
Equal to 6.5 and < 7.5	B+ Good
Equal to5.5 and < 6.5	B Above Average
Equal to4.5 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)

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.

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-journalsvia 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 DigitalLibrary 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 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 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 requirments.

MSGR. PETER URALIL BIBLIOTHECAL INFORMATION CENTRE

Msgr Peter Uralil Bibliothecal information Centre was established in the College Library in 1995. Msgr. Peter Uralil was the Founder Principal and Pro-manager of the College for a long time. The aims and objectives of the Centre are to improve the quality of education, to facilitate access to the library resources more efficiently, to improve house-keeping operations, to improve the efficiency or services to users and to provide career and course guidance. The students and staff of the college can have the services of the Centre during the working hours of the library.

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 9.00 A.M to 5.00 P.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 24 hours' notice.

6. The Library is divided into

> A. The Reference Library and Reading Room
>
> B. The General Library

A. The Reference Library and Reading Room

1. 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.

2. Newspapers and periodicals will be placed for use in the Reading Room. They will not be issued to students.

3. Periodicals shall not be misplaced from the positions on shelves or tables.

B. The General Library

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

2. "Open access system" is followed in the college library.

3. Application for books should be made in the prescribed slips available in the library.

4. 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.

5. A students 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

6. A Degree student can borrow two books and a Postgraduate student can borrow three books at a time.

7. Students are not allowed to pass books from one to another or to lend them to any one 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.

8. 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 EDUCATONAL 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.

SEMINAR HALL

The Seminar Hall with a seating capacity 250 is equpped with all modern amenities. It is utilized for various college cultural events and also for conducting seminars and workshops.

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. The canteen offers hygenic 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.

INHOUSE 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.

PROF. K.M. MATHEW ASTROVIEW CENTRE

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.

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 KUNNACHERRY COMPUTER CENTRE

Bishop Kunnacherry Computer Centre was established as a non-profit academic body with the specific mission of imparting high quality computer education to young men and women aspiring for a career in computer technology. Over the years, many students have benefited from the various training programmes of the Centre. As a token of recognition, the centre has been granted with accreditation by the Dept. of Electronics, Govt. of India. The centre provides high quality, short term and cost effective programmes in software engineering and computer applications.

The Centre has also been granted full accreditation by DOEACC to conduct DOEACC 'O' LEVEL Computer course. DOEACC is an autonomous body of the Department of Information Technology, Ministry of Communications & Information Technology, Government of India. The Centre at present offers the following courses:-

1. Full time P.G.D.C.A. of one year duration, to graduates in any discipline.
2. Part-time DCA of two years duration to regular Degree students ('O' level Course)
3. Diploma in Office Automation.
4. Web designing, Java, HTML

BISHOP CHULAPARAMBIL MEMORIAL LANGUAGE LAB

The Language Lab offers a structured learrning 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 listerning, speaking, reading and writing skills.

MAR MAKIL MEMORIAL COMPUTER LAB

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 equiped with 40 computers, LCD and internet facility . Students can utilize this lab for web browsing.

DST-FIST NETWORK CENTRE

DST-FIST Network lab was established in 2017 using the grand 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.

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. **ENTERPRENEURSHIP 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**

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 folowing 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 Centraly 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 folowing 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 elegible 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.

ANTINARCOTIC CLUB

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

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.

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 sensitiation, women's rights, and also conducts various competitions.

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 activitiesbetween different institutionsin 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 conductedevery month on different topics.

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 woking 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 Phyisical 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% respectevely. 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 respectevely. 17%, 14%, 12%, 10%, 6% for all india inter university I, II, III, participation and non participation respectevely. 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% respectievely for I, II & III place. The national level competition 10%, 7%, 5% respectievely 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. STEPHENS

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

Ripples: Ripples is the annual IQAC Bulletin of the college. It records the various events and programmes that take place in and outside the campus.

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.

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/*

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 I 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/

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. Sunny Thomas 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 the
   Degree classes.

9. Dr. Sindhu K.C. memorial
   cash award
   Top Scorer in Hindi for the 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
    B Sc Mathematics prog.

14. Dr. Francis Cyriac endowment: Students scoring highest marks at the end of each even Semester in B Sc. Mathematics Programme

15. Late Prof. Thomaskutty Philip endowment: Student who secure highest mark in Real Analysis Paper of B.Sc Mathematics

16. Prof. Jose Thomas endowment: B Sc 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 Memoria Intercollegiate Football Tournament

24. Dr. Benny Kuriakose endowment: Best Goal Keeper in Bishop Kunnacherry Memorial Intercolle giate 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 Prog.

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 M Sc. 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   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 endowment   Young Zoologist Award- B Sc student who secure highest mark/grade in the core courses.

♦ **ECONOMICS**

36. Fr. Peter Uralil Award   Top scorer in B.A. Economics Prog.

37. Prof. C.J. Joseph endowment   Student who score highest marks in core course in B.A. Economics Programme

38. Tomy Chennathil (Alumni) endowment   Golden Jubilee memorial Scholarship for 2 first year and 2 second year BA Economics students who are academically bright and economically deserving.

♦ **COMMERCE**

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

♦ **ENDOWEMENTS IN GENERAL**

47.	Holy Wood Scholarship	Senior champion of Annual sports meet of the college every year
48.	Bishop Tharayil memorial Ever Rolling Trophy	College winning in all Kerala Intercollegiate Volleyball Tournament for men
49.	Sr. Goretti memorial Ever Rolling Trophy	College winning in all Kerala Inter Collegiate Volleyball Tournament for Women
50.	Paristhithi Mithra award	Sponsored by Prof. V.P.Thomaskutty & Prof. P.J. Joy
51.	Library award	Best Library user among students
52.	Mathew and Aleyamma Vattakkalam Endowment	For providing financial support to poor students who can not afford to meet the expenditure for study tours

♦ **PTA**

53.	PTA Cash Award	Subjectwise Top scorer
54.	Best Project Award (UG & PG)	Subjectwise

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 2022-23

UNIVERSITY EXAMINATION CALENDAR

(UNDER GRADUATE PROGRAMME)

SL NO	Name of Examination	Date of Notification	Date of Commencement	Date of Completion	Proposed date of publication of results (on or before)
	C B C S :-				
1	I Semester (2021 Admission)	24.01.2022	28.02.2022	18.03.2022	Last weekof June 2022
2..	II Semester (2021 Admission)	06.06.2022	11.07..2022	25.07.2022	Last weekof Nov. 2022
3.	III Semester (2021 Admission)	01.11.2022	01.12.2022	21.12.2022	Third Week of April 2023
4.	III Semester (2020 Admission)	17.01.2022	18.02.2022	09.03.2022	Last Week of July 2022
5.	IV Semester (2020 Admission)	16.05.2022	15.06.2022	01.07.2022	Last week of Oct. 2022
6.	V Semester (2020 Admission)	17.10.2022	21.11.2022	02.12.2022	Second Week of Jan. 2023
7	V Semester (2019 Admission)	29.12.2021	19.01.2022	11.02.2022	Second Week of Mar. 2022
8	VI Semester (2019 Admission)	02.03.2022	04.04.2022	18.04.2022	Second Week of May. 2022

(POST GRADUATE PROGRAMME)

SL NO	Name of Examination	Date of Notification	Date of Commencement	Date of Completion	Proposed date of publication of results (on or before)
	M. Sc / M.Com.				
1.	I Semester (2022 Admn)	01.11.2022	01.12.2022	19.12.2022	Last Week of April 2023
2..	I Semester (2021 Admn)	07.02.2022	07.03.2022	23.03.2022	Last Week of June .2022
3.	II Semester (2021 Admn)	15.07.2022	17.08.2022	02.09.2022	Last Week of Jan. 2023
4.	II Semester (2020 Admn)	21.12.2021	21.01.2022	11.02.2022	First Week of Jun 2022
5.	III Semester (2021 Admn)	04.11.2022	05.12.2022	21.12.2022	Second Week of May 2023
6.	III Semester (2020 Admn)	08.03.2022	08.04.2022	25.04.2022	Last Week of July 2022
5.	IV Semester (2020 Admn)	11.05.2022	11.06.2022	27.06.2022	Last Week of Sept. 2022

CONTINUOUS INTERNAL EVALUATION CALENDAR

UNDER GRADUATE PROGRAMME

Semester	Starting Date	Closing Date	Internal Examination Schedules
Semester I (2022 Admn.)	01.09.2022	31.12.2022	First Internal Exam: 25.10.2022 to 27.10.2022 Issue of Assignment: 17.11.2022 Last date for submission: 01.12.2022 Second Internal: 14.12.2022 to 16.12.2022 Parents Meet: 10.11.2022
Publication of Form A: 04.01.2023 Submission of Grievance: 07.11.2022 Publication of Form B: 11.01.2023			
Semester II	04.01.2023	31.3.2023	First Internal Exam: 16.02.2023 to 28.02.2023 Issue of Assignment : 27.01.2023 Last date for submission: 09.02.2023 Second Internal 23.03.2023 to 25.03.2023 Online Parents Meeting : 23.02.2023
Publication of Form A: 10.04.2023 Submission of Grievance: 14.04.2023 Publication of Form B: 19.04.2023			

Semester	Starting Date	Closing Date	Internal Examination Schedules
Semester III	30.07.2022	30.11.2022	First Internal Exam: 05.09.2022 to 07.09.2022 Issue of Assignment : 12.08.2022 Last date for submission: 31.08.2023 Second Internal 26.10.2022 to 28.10.2022 Online Parents Meeting : 07.10.2022
Publication of Form A: 18.11.2022 Submission of Grievance: 22.11.2022 Publication of Form B: 30.11.2022			
Semester IV	02.12.2022	31.03.2023	First Internal Exam: 23.01.2023 to 25.01.2023 Issue of Assignment : 12.12.2022 Last date for submission: 02.12.2023 Second Internal 22.03.2023 to 24.03.2023 Online Parents Meeting : 06.02.2023
Publication of Form A: 27.03.2023 Submission of Grievance: 29.03.2023 Publication of Form B: 31.03.2023			

Semester	Starting Date	Closing Date	Internal Examination Schedules
Semester V	01.07.2022	29.10.2022	First Internal Exam: 05.09.2022 to 07.09.2022 Issue of Assignment : 12.08.2022 Last date for submission: 31.08.2023 Second Internal 26.10.2022 to 28.10.2022 Online Parents Meeting : 07.10.2022
Publication of Form A: 07.11.2022 Submission of Grievance: 10.11.2022 Publication of Form B: 18.11.2022			
Semester VI	08.11.2022	31.03.2023	First Internal Exam: 23.01.2023 to 25.01.2023 Issue of Assignment : 12.12.2022 Last date for submission: 02.12.2023 Second Internal 22.03.2023 to 24.03.2023 Online Parents Meeting : 06.02.2023
Publication of Form A: 27.03.2023 Submission of Grievance: 29.03.2023 Publication of Form B: 31.03.2023			

POST GRADUATE PROGRAMME

Semester	Starting Date	Closing Date	Internal Examination Schedules
Semester I (2022 Admn.)	01.09.2022	31.12.2022	First Internal Exam: 25.10.2022 to 27.10.2022 Issue of Assignment : 17.11.2022 Last date for submission: 01.12.2022 Second Internal 14.12.2022 to 16.12.2022 Online Parents Meeting : 10.11.2022
Publication of Form C : 04.01.2023 Submission of Grievance: 07.11.2022 Publication of Form D : 11.01.2023			
Semester II (2022 Admn.)	04.01.2023	31.3.2023	First Internal Exam: 16.02.2023 to 28.02.2023 Issue of Assignment : 27.01.2023 Last date for submission: 09.02.2023 Second Internal 23.03.2023 to 25.03.2023 Online Parents Meeting : 23.02.2023
Publication of Form C: 10.04.2023 Submission of Grievance: 14.04.2023 Publication of Form D: 19.04.2023			

Semester	Starting Date	Closing Date	Internal Examination Schedules
Semester III (2021 Admn.)	30.07.2022	30.11.2022	First Internal Exam: 05.09.2022 to 07.09.2022 Issue of Assignment : 12.08.2022 Last date for submission: 31.08.2023 Second Internal 26.10.2022 to 28.10.2022 Online Parents Meeting : 07.10.2022
Publication of Form C : 18.11.2022 Submission of Grievance: 22.11.2022 Publication of Form D : 30.11.2022			
Semester IV (2021 Admn.)	02.12.2022	31.03.2023	First Internal Exam: 23.01.2023 to 25.01.2023 Issue of Assignment : 12.12.2022 Last date for submission: 02.12.2023 Second Internal 22.03.2023 to 24.03.2023 Online Parents Meeting : 06.02.2023
Publication of Form C: 27.03.2023 Submission of Grievance: 29.03.2023 Publication of Form D: 31.03.2023			

UG PROJECT REPORT – WORK SCHEDULE 2022-23

Work	Due Date
Allotment of Supervising Teacher to Scholars	31/08/2022
Finalising the Project Topic	31/10/2022
Synopsis Presentation	30/11/2022
First Draft Submission	29/01/2023
Final Draft Submission (Print)	26/02/2023
Project Report Submission	16/03/2023
Mock Viva- Voce	25/03/2023

PG PROJECT REPORT – WORK SCHEDULE 2022-23

Work Schedule	Due Date
Allotment of Supervising Teacher to Scholars	31/08/2022
Finalising the Project Topic	30/10/2022
Synopsis Presentation	30/11/2022
First Draft Submission	29/01/2023
Final Draft Submission (Print)	26/02/2023
Project Report Submission	16/03/2023
Project Presentation & Mock Viva- Voce	25/03/2023

YEAR PLAN

JUNE 2022

Mathematics	• PTA Meeting • Statistics Day Celebration. • Quiz competition • Presentation
Chemistry	• Environment Day Celebration • Various Intercollegiate Competitions
Zoology	• World Environmental day celebration and Aqua culture construction • Discussion on topic in association with Bird Club international • Medicinal Garden Renovation • Inauguration of aquatic environment setup Reading day poem writing competition
Economics	• Environment Day Celebrations • PTA Meeting
English	• 19th – Reading Day & Salman Rushdie commemoration • Reading day competitions • Webinar series • Human Library Program
Commerce Aided	• One day workshop on data analysis for PG students • "E- Resource access through NLIST "- Orientation program for PG students
Commerce FT	• Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Project Orientation class for final year students • Workshop on Android
Library	• Reading week Celebrations • Face-a-Book Challenge

JULY 2022

Mathematics	• Start Coaching for Competitive Examinations • National Pie Day Celebration •
Physics	• Golden Jubilee Memorial Lecture Series
Chemistry	• Inter Collegiate Debate Competitions
Zoology	• World Doctor's Day Poster competition- 1st July • Van Mahotsav week – First week of July • An invited talk on Career in Microbiology and pharma jobs(Bench to Market)on- 24th July • Debate /Quiz on biodiversity/Environmental issues - 20th July • Discussion on topic in association with Bird Club international
Economics	• Coaching for Competitive Examinations (PTA Sponsored) • Association Inauguration • Webinar • Observance Of Reading Day
English	• 2nd – OV Vijayan commemoration • 21st – Hemingway commemoration • 31st – J K Rowling commemoration • Association Inauguration • Newsletter Release • 2 Day Orientation Programme for literature students • Spoken English Corner • Radio-Cucumber City -Restarting • Music quiz & duet competition • Movie Fest
Oriental Languages	• The Department is taking all the steps to organize National / State level Seminars to develop research among the faculty.
Commerce Aided	• Association inauguration • Silver Jubilee Lecture Series • Industrial Visit for second year UG students • Subject updating seminar by students
Library	• Reading Club inauguration • (100 Books in this year)

Commerce FT	• Practical orientation on Microsoft Excel for 2nd year students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Seminar on Python Programming • Career oriented programme

AUGUST 2022

Mathematics	• Webinar on "Opportunities of Higher Mathematics" • Certificate Course Inauguration.
Physics	• Project Presentation by M.Sc. Final year Students • Upgradation and Inauguration of Prof. K M Mathew AstroView Center
Chemistry	• Powerpoint Presentation • Chem Quiz – Inter Departmental Quiz Competition
Zoology	• Discussion on topic in association with Bird Club international -16th August • Malaria day awareness programme -20th August • Onam celebration –18th August
Economics	• Webinar
English	• Hello English Extension Programme • 9th – Book Lovers' Day • 15th – Independence Day Celebration • 21st – Poets' Day Celebration • Freshers' Day • Talent Day • 1st year department orientation • Starting foreign Language Certificate Course • Seminar on intellectual property rights
Commerce Aided	• Seminar on stock market for UG & PG students • World Photography Day Celebration • Visit to Akashaparavakal
Commerce FT	• Practical session on Stock Market for 2nd and 3rd year students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Revision of the basic knowledge related to programming at the start of the semester
Library	• Email account to all • College level FB & Whats App Academic Groups

SEPTEMBER 2022

Mathematics	• Association Inauguration • Post Admission Test • PTA meeting of Sem-5 • Teachers day celebration
Physics	• Inauguration of Physics Association with a seminar on popular topic of physics
Chemistry	• National Level Webinar on Research and Publication Ethics • Ozon Day Celebration
Zoology	• A virtual class on bioinformatics-11th September • Discussion on topic in association with Bird Club international -6thSeptember • Participation in Zoofest • Interdepartmental recycling competition -25th September
Economics	• Fresher's Day • Post Admission Test • Webinar On Start-Ups • PTA meeting of Sem-5
English	• Spelling Bee • Teacher's Day • Onam Celebration • 8th – International Literacy Day • 12th – Ayyappa Paniker commemoration • 25th – Oct 1st: Banned Books Week • Debate Competition
Commerce Aided	• Meet with an entrepreneur • World manager's day celebration • Orientation program for First Year UG students • Subject updating seminar by students
Commerce FT	• Orientation for 1st year students. • Post admission test to 1st year students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Webinar on Cybersecurity
Library	• Cyber Crime Awareness sessions • IPR awareness sessions

OCTOBER 2022

Mathematics	• Webinar On Start-Ups
Physics	• Birthday celebration of Dr. A P J Abdul Kalam.
Chemistry	• Evaluation of Teaching Plan • Mole Day Celebrations
Zoology	• A orientation program associated with World blood donation day – 1st October • A counselling class on mental health associated with world mental health day-10th October • Discussion on topic in association with Bird Club international -13thOctober • Virtual Practical training on mushroom cultivation 15th October
Economics	• Bridge Course • Webinar On Research Methodology
English	• Examinations • 10th – RK Narayan commemoration • Wall Magazine Competition • 11th – Myths & Legends Day -Costume Competition • 16th – Oscar Wilde commemoration & Dictionary Day
Commerce Aided	• Alumni meet (batch wise) • Meet with an Alumni • Conducting Food Fest
Commerce FT	• Practical orientation class for Tally for 2nd year students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Seminar on graphics and web designing
Library	• Syllabus based e-book/e-resource remote access portal • Health Literacy Awareness Month

NOVEMBER 2022

Mathematics	• Prof. K.M Joseph Endowment Lecture • PTA meeting of Sem-1 & Sem-3
Physics	• Special Intense Coaching for University Exams • Revision classes for the students may arrange as per requirement • Previous year question papers will be discussed • Coaching is scheduled for a couple of weeks • Prof. Celine K Joseph Memorial All Kerala Intercollegiate Quiz • Seminar Presentation Competition
Chemistry	• Online Chem Quiz for UG Students
Economics	• Webinar On Agriculture • PTA meeting of Sem-1 & Sem-3
English	• Examinations • 1st – Authors Day • National Seminar • 22nd – Eliot commemoration • 24th – Arundhati Roy commemoration
Malayalam & Hindi	• Publishing of Manuscript Magazine in Malayalam.
Commerce Aided	• Five day Workshop on Research Methodology in Social Science for faculty members and research scholars • Inter Departmental Penalty shootout competition • National Entrepreneurship day celebration in association with ED club • Women Entrepreneurship day celebration • Subject updating seminar by students
Commerce FT	• Practical session on GST. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• PHP Practical orientation class
Library	• Talks by Community Health Experts • First Aid Training

DECEMBER 2022

Mathematics	• National Mathematics Day Celebration • Inter collegiate Quiz Competition • Inter collegiate Paper Presentation • Exhibition
Physics	• Workshop on 'Construction of Solar mobile charger' for the public • Expert Lectures on advanced topics by eminent physicists
Zoology	• Christmas celebration with Cancer Paliative care Centre at Gandhinagar on 15th December. • Discussion on topic in association with Bird Club international -16 th December
Economics	• Human Rights Day Observance
English	• 7th – Letter Writing Day-Letter Writing Competition • 12th – Mulk Raj Anand commemoration • 16th – Jane Austen commemoration • Food fest • Visit to Mother Theresa special school • National Seminar
Malayalam & Hindi	• The Department visualized publishing an UGC approved research journal for Malayalam College Teachers.
Commerce Aided	• Workshop on Research Methodology for UG & PG students • Inter Collegiate / Inter Departmental Commerce Fest • Subject updating seminar by students
Commerce FT	• Research methodology workshop for 3rd year students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Library	Searching and Researching on WWW-Advanced Approach Workshop • One day each for each PG Departments • Half day for Final semester UG Departments

JANUARY 2023

Mathematics	• Department Academic Fest : MATHLETICS • Interdepartmental Mathematics Quiz
Physics	• Field trip
Chemistry	• 4th Dr. Shiney Baby Endowment Lecture Series
Zoology	• Publication of In House magazine " Windows-2021" on 14th January • Bacteriological Analysis of water of Uzhavoor Panchayath from 22nd January to 25th January. • Determination of BMI of Students on 9th January.
Economics	• Artha Fiesta (Department Academic Fest)
English	• LITFEST: Quiz contest, declamation contest, poetry recitation contest • 19th – Edgar Allan Poe commemoration • 21st – Basheer commemoration • 25th – Virginia Woolf commemoration • 26th – Republic Day • Research Methodology workshop
Commerce Aided	• Silver Jubilee Lecture Series • Seminar on Derivative Trading for second year PG students • Subject updating seminar by students
Commerce FT	• Inter class debate competition for the students. • Inter class quiz competition for the students. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Webinar on IoT

FEBRUARY 2023

Mathematics	• Science Day Celebration • PTA meeting of Sem-6
Physics	• Stargazing session • Career guidance • Special Intense Coaching for University Exams • Science day celebration
Chemistry	• Science Day Celebrations
Zoology	• Determination of Blood group of students on 8th February (if students are available) • A virtual practical session on Mushroom cultivation on 16th February
Economics	• World Wetlands Day Feb-2 • PTA meeting of Sem-6
English	• 2nd – Khushwant Singh commemoration • 7th – Charles Dickens commemoration • 14th – International Book Giving Day • Final Year Tour • Certificate Course
Commerce Aided	• Commerce Cultural Fiesta • Subject updating seminar by students
Commerce FT	• Career guidance orientation class. • Commerce Fest • Syllabus oriented Webinar Sessions. • Quiz Competition on Current.
Computer Science	• Project Orientation class

MARCH 2023

Mathematics	• International Pi – Day celebration • Project Submission
Physics	• Physics Association Valedictory Function •
Chemistry	• Chem Fest
Zoology	• Virtual Apiculture training to students on 4th March • Farewell to third year students on 5th March •
Economics	• Project Submission
English	• 3rd – World Book Day • 4th – National Grammar Day • 9th – Shashi Tharoor commemoration • 21st – World Poetry Day • manuscript magazine release • Association activities come to a close with valedictory • Farewell for final years & Valedictory
Commerce Aided	• Association valedictory function and releasing of Bulls Eye
Commerce FT	• Valedictory function of Commerce Association. • Syllabus oriented Webinar Sessions. • Quiz Competition on Current. •

YEAR PLAN - NSS

MONTH	ACTIVITY
June	3rd- World Bicycle Day – awareness video 5th- World Environment Day – plant a tree 21st- International Day of Yoga – yoga demonstration, class 27th- Anti-Alcoholism Day – awareness programme
July	17th – World Day for International Justice – awareness video 26th – World Nature Conservation Day - class 30th – enrolment begins for 1st year students
August	6th – Hiroshima Day – poster display 12th – International Youth Day – competitions 13th – World Organ Donation Day – organ donation awareness video 15th – Independence Day – campus programmes 16th - enrolment closes for 1st year students 19th – World Photography Day - competition 21st – World Senior Citizens' Day – visit to old age home 26th- 27th – Orientation for 1st years
September	2nd – Onam celebrations under NSS leadership 5th – Teacher's Day – show of appreciation 8th – World Literacy Day – teaching session 10th – Suicide Prevention Day - class 15th – World Democracy Day – awareness session 24th – NSS Day – programmes, release *Harithapathrika* 27th – World Tourism Day – poster display of tourist attractions 29th – World Heart Day – heart check up camp

YEAR PLAN - NSS

October	1st – National Blood Donation Day – blood donation camp 2nd – Gandhi Jayanti – speech competition 10th – World Mental Health Day – awareness session 11th – International Girl Child Day – essay competition 16th – World Food Day – indigenous food stall 17th - International Day for the Eradication of Poverty – orphanage visit 24th - UN Day – quiz 31st – National Unity Day – performance by volunteers
November	1st – Kerala Day – rally, competitions 7th – World Cancer Awareness Day – class 12th – send proposal for NSS special camp 9th –16th – Legal Awareness Week – awareness classes 19th-25th – National Integration Week – rally, competitions, oath 25th – International Day for the Elimination of Violence against Women – awareness class 26th – National Constitution Day – read preamble, quiz 30th – Cyber Safety Day – workshop
December	1st – World AIDS Day & World Computer Literacy Day – distribute badges, class 2nd – World Cleanup Day – tie-up with Panchayat to clean 3rd – International Day of Disabled Persons – street play 10th – Human Rights Day – free expression board 24th-30th – 7-day special camp

YEAR PLAN - NSS

January	1st – World Family Day - class 11th – National Youth Day & Road Safety Day – classes, demonstration 26th – Republic Day – campus celebrations
February	1st- 10th – Adopted village project completion 21st – International Mother Tongue Day - video
March	4th – National Safety Day – poster compilation 8th – International Women's Day – class, competitions 22nd – World Water Day – awareness interactive session by volunteers. Release *Harithapathrika* 27th – World Theatre Day – drama

CALENDAR 2022-23
JUNE - 2022

Date	Day	Class days	PARTICULARS
1	Wed	1	
2	Thu	2	
3	Fri	3	
4	Sat	-	Saturday
5	Sun	-	Sunday
6	Mon	4	
7	Tue	5	
8	Wed	6	
9	Thu	7	
10	Fri	8	
11	Sat	-	Second Saturday
12	Sun	-	Sunday
13	Mon	9	
14	Tue	10	
15	Wed	11	
16	Thu	12	
17	Fri	13	
18	Sat	-	Saturday
19	Sun	-	Sunday
20	Mon	14	
21	Tue	15	
22	Wed	16	Due date of V & III Sem Fee UG & PG
23	Thu	17	
24	Fri	18	
25	Sat	-	Saturday
26	Sun	-	Sunday
27	Mon	19	
28	Tue	20	
29	Wed	21	Fee with fine Rs. 5 - V & III Sem Fee UG & PG
30	Thu	22	**No.of working days - 22**

JULY - 2022

Date	Day	Class Days	PARTICULARS
1	Fri	23	
2	Sat	-	Saturday
3	Sun	-	Sunday - Local Holiday - St. Thomas Day
4	Mon	24	
5	Tue	25	
6	Wed	26	
7	Thu	27	Fee with fine Rs. 10 - V & III Sem Fee UG & PG
8	Fri	28	
9	Sat	-	Second Saturday
10	Sun	-	Sunday
11	Mon	29	
12	Tue	30	
13	Wed	31	
14	Thu	32	Fee with fine Rs. 50 - V & III Sem Fee UG & PG
15	Fri	33	
16	Sat	-	Saturday
17	Sun	-	Sunday
18	Mon	34	
19	Tue	35	
20	Wed	36	
21	Thu	37	
22	Fri	38	
23	Sat	-	Saturday
24	Sun	-	Sunday
25	Mon	39	
26	Tue	40	
27	Wed	41	
28	Thu	-	Karkkidaka Vavu
29	Fri	42	
30	Sat	-	Saturday
31	Sun	-	Sunday
No.of working days -20			

AUGUST - 2022

Date	Day	Class days	PARTICULARS
1	Mon	43	
2	Tue	44	
3	Wed	-	Local Holiday - Kallittu Perunnal- Uzhavoor Church
4	Thu	45	
5	Fri	46	
6	Sat	47	
7	Sun	-	Sunday
8	Mon	-	Muharam
9	Tue	48	
10	Wed	49	
11	Thu	50	
12	Fri	51	
13	Sat	-	Second Saturday
14	Sun	-	Sunday
15	Mon	-	Independance Day
16	Tue	52	
17	Wed	53	
18	Thu	-	Sree Krishna Jayanthi
19	Fri	54	
20	Sat	-	Saturday
21	Sun	-	Sunday
22	Mon	55	
23	Tue	56	
24	Wed	57	
25	Thu	58	
26	Fri	59	
27	Sat	-	Saturday
28	Sun	-	Sunday - Ayyankali Jayanthy
29	Mon	60	
30	Tue	61	
31	Wed	62	

No.of working days -20

SEPTEMBER - 2022

Date	Day	Class days	PARTICULARS
1	Thu	63	
2	Fri	64	College closes for Onam Holidays
3	Sat	-	Saturday
4	Sun	-	Sunday
5	Mon	-	
6	Tue	-	
7	Wed	-	First Onam
8	Thu	-	Second Onam
9	Fri	-	Third Onam
10	Sat	-	Saturday - Fourth Onam - Sree Narayana Jayanthi
11	Sun	-	Sunday
12	Mon	65	College re open after Onam Holidays
13	Tue	66	
14	Wed	67	
15	Thu	68	
16	Fri	69	
17	Sat	-	Saturday
18	Sun	-	Sunday
19	Mon	70	
20	Tue	71	
21	Wed	-	Sreenarayanaguru Samadhi
22	Thu	72	
23	Fri	73	
24	Sat	-	Saturday
25	Sun	-	Sunday
26	Mon	74	
27	Tue	75	
28	Wed	76	
29	Thu	77	
30	Fri	78	

No. of working days - 16

OCTOBER - 2022

Date	Day	Class days	PARTICULARS
1	Sat	-	Saturday
2	Sun	-	Sunday, Gandhi Jayanthi
3	Mon	79	
4	Tue	-	Maha Navami
5	Wed	-	Vijaya Desami
6	Thu	80	
7	Fri	81	
8	Sat	-	Second Saturday
9	Sun	-	Sunday
10	Mon	82	
11	Tue	83	
12	Wed	84	
13	Thu	85	
14	Fri	86	
15	Sat	-	Saturday
16	Sun	-	Sunday
17	Mon	87	
18	Tue	88	
19	Wed	89	
20	Thu	90	
21	Fri	91	
22	Sat	-	Saturday
23	Sun	-	Sunday
24	Mon	-	Deepavali
25	Tue	92	
26	Wed	93	
27	Thu	94	
28	Fri	95	
29	Sat	-	Saturday
30	Sun	-	Sunday
31	Mon	96	

No.of working days - 18

NOVEMBER - 2022

Date	Day	Class days	PARTICULARS
1	Tue	01	Kerala Piravi
2	Wed	02	
3	Thu	03	
4	Fri	04	
5	Sat	-	Saturday
6	Sun	-	Sunday
7	Mon	05	
8	Tue	06	
9	Wed	07	
10	Thu	08	
11	Fri	09	
12	Sat	-	Second Saturday
13	Sun	-	Sunday
14	Mon	10	Childrens Day
15	Tue	11	
16	Wed	12	
17	Thu	13	
18	Fri	14	
19	Sat	-	Saturday
20	Sun	-	Sunday
21	Mon	15	
22	Tue	16	
23	Wed	17	
24	Thu	18	
25	Fri	19	
26	Sat	-	Saturday
27	Sun	-	Sunday
28	Mon	20	
30	Wed	21	

No.of working days - 21

DECEMBER - 2022

Date	Day	Class days	PARTICULARS
1	Thu	22	
2	Fri	23	
3	Sat	-	Saturday
4	Sun	-	Sunday
5	Mon	24	
6	Tue	25	
7	Wed	26	
8	Thu	-	Local Holiday - Cheriya Perunnal Uzhavoor Church
9	Fri	27	
10	Sat	-	Second Saturday
11	Sun	-	Sunday
12	Mon	28	
13	Tue	29	
14	Wed	30	
15	Thu	31	
16	Fri	32	
17	Sat	-	Saturday
18	Sun	-	Sunday
19	Mon	33	
20	Tue	34	
21	Wed	35	
22	Thu	36	
23	Fri	37	College closing for the X'mas Holidays
24	Sat	-	Saturday
25	Sun	-	Sunday, Christmas
26	Mon	-	Local Holiday - Valiya Perunnal Uzhavoor Church
27	Tue	-	
28	Wed	-	
29	Thu	-	
30	Fri	-	
31	Sat	-	

No.of working days -16

JANUARY - 2023

Date	Day	Class days	PARTICULARS
1	Sun	-	Sunday
2	Mon	37	
3	Tue	38	College re-open after X'mas Holidays
4	Wed	39	
5	Thu	40	
6	Fri	41	
7	Sat	-	Saturday
8	Sun	-	Sunday
9	Mon	42	
10	Tue	43	
11	Wed	44	
12	Thu	45	
13	Fri	46	
14	Sat	-	Second Saturday
15	Sun	-	Sunday
16	Mon	47	
17	Tue	48	
18	Wed	49	
19	Thu	50	
20	Fri	51	
21	Sat	-	Saturday
22	Sun	-	Sunday
23	Mon	52	
24	Tue	53	
25	Wed	54	
26	Thu	-	Republic Day
27	Fri	55	
28	Sat	-	Saturday
29	Sun	-	Sunday
30	Mon	56	
31	Tue	57	

No.of working days -20

FEBRUARY - 2023

Date	Day	Class days	PARTICULARS
1	Wed	58	
2	Thu	59	
3	Fri	60	
4	Sat	-	Saturday
5	Sun	-	Sunday
6	Mon	61	
7	Tue	62	
8	Wed	63	
9	Thu	64	
10	Fri	65	
11	Sat	-	Second Saturday
12	Sun	-	Sunday
13	Mon	66	
14	Tue	67	
15	Wed	68	
16	Thu	69	
17	Fri	70	
18	Sat	-	Saturday, Sivarathri
19	Sun	-	Sunday
20	Mon	71	
21	Tue	72	
22	Wed	73	
23	Thu	74	
24	Fri	75	
25	Sat	-	Saturday
26	Sun	-	Sunday
27	Mon	76	
28	Tue	77	

No.of working days - 20

MARCH- 2023

Date	Day	Class days	PARTICULARS
1	Wed	78	
2	Thu	79	
3	Fri	80	
4	Sat	-	Saturday
5	Sun	-	Sunday
6	Mon	81	
7	Tue		
8	Wed	82	
9	Thu	83	
10	Fri	84	
11	Sat	-	Second Saturday
12	Sun	-	Sunday
13	Mon	85	
14	Tue	86	
15	Wed	87	
16	Thu	88	
17	Fri	89	
18	Sat	-	Saturday
19	Sun	-	Sunday
20	Mon	90	
21	Tue	91	
22	Wed	92	
23	Thu	93	
24	Fri	94	
25	Sat	-	Saturday
26	Sun	-	Sunday
27	Mon	95	
28	Tue	-	
29	Wed	96	
30	Thu	97	
31	Fri	98	

No.of working days -21

IMPORTANT DAYS

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

IMPORTANT TELEPHONE NUMBERS

1.	M.G. University (Office)	-	0481 - 2731050
	Vice-Chancellor	-	0481 2731003 (O)
	Provice 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
	Directer 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 Travancore, 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		
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	04822-240284	9447473866	9447776747
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	
Department of Chemistry					
1	Prof. Jolly Jose (HoD)	1967-1994	04822 – 240152		
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	0481-2598918	9495496703
8.	Dr. Vimalamma T. Abraham	1984-2010	0481-2352549	9495735153
9.	Prof.C.T. Thomas [HoD]	1980-2014	04829-244171	9447126764
10.	Late Prof. K. Joseph	1980-2014	04822-240929	9447808225
11.	Prof. Motti Thomas Zachariah	1981-2014	0481-2595940	9447142017
12.	Prof.Vinodamma M. Abraham (HoD)	1981-2015	0485-2243663	9995939293
13.	Prof. E.A. Alexander	1982-2015	0481-2598512	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	Prof. V.A.Thomas	1980-2000	0481–2564677	
3.	Prof. K. C. Jose (USA)	1981-2000		9497487078
4	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	04822–245540	9447662184

8.	Dr. Jose V.S. (HoD)	1982-2014	0481-2597090	9447519894
9.	Prof. K.C. Abraham (HoD)	1982-2015	04822-240618	9447150618
10.	Prof. Jose Varghese	1982-2015	0485-2830270	9446208801

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 Rev. Sr. M. Goreti (HoD) | 1968-1983 | | |

2.	Late. Prof. V. A. Varghese	1965-1977		
3	Prof.Sunny Thomas (HoD)	1964-1997	09811222299	9995277000
4.	Late Prof. N. N. Nampoothiri	1964-1985		
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	9847432463
12.	Prof. T.T. Thomas		04829-249041	9447598333
13.	Prof. V.K. Thomas (USA)			9744235794
14.	Prof. E.P.Mathew	1980-2009	0481-2310445	9447456900
15.	Prof. Philip Chacko	1981-2010	0481-2524493	9447660692
16.	Prof. Nannet Joseph (HoD)	1979-2011	0481-2598179	9847218101
17.	Dr. C.V. Thomas	1982-2011	04828-236480	
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	1974-2003	04829 – 243911	9447779709	
4.	Late Prof. Thomaskutty Philip	1974-2000			
5.	Late.Prof. Stephen Mathew V.	1981-1988	04822-240176 (Res.)		
6.	Prof. Leelamma Philip	1977-1985	0481-2562040		
7.	Prof. James Joseph	1971-1979		9496938742	
8.	Dr. Francis Cyriac. E (HoD)	1985-2016	04822 240284	9447473866	9447776747
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	0481–2561298	9447598895	
4.	Late Prof. Somi Jacob (H.o.D)	1982-2012	0481-2567751	9447042437	
5.	Dr. Sr. Deepa (H.o.D)	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	0485-2250260	9495876981	
5.	Late Dr. Sindhu K. C (HoD)	1990-2010		9447944721 (Res.)	

Department of Physics

1	Late Prof. K. M. Mathew (HoD)	1968-1996	04822–254190
2	Late Rev. Fr. Luke Puthiyakunnel	1968-1992	0482–2240081 497744637
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	04822-240355 8129707324
6	Late. Smt. Celine K Joseph	1978-1996	
7	Prof. Cherian Thomas (HoD)	1978-2010	0481-2311166 9447123111
8	Prof. K.L. Thomas (HoD)	1979-2011	0481-2392466 9447742161
9	Prof. John Zachariah (H.o.D)	1980-2013	0481-2430572 9495380770
10.	Prof. James Kurian	1981-2013	04829-253285 9447089100
11.	Prof. Shaji Sebastian (H.o.D)	1980-2014	04822-216627 9447137812
12.	Prof. Reenamma Cyriac Mathew	1988-2015	04822-241661 9446983207
13.	Sri. Philipson C. Philip (H.o.D)	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. P J 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	Prof. M.S. Thomas (HoD)	1982-2008	04822-240497	9633388009
6	Dr. Benny Kuriakose (HoD)	-2020	0485-2244444,	9747200212

Department of Zoology

1	Dr. Elizabeth Abraham (Sr. Mary Bellarmina)	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. M. 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	04822-240355	9995522114
4	Prof. Nirmala Chackochan (HoD)	1979-2008	04862 221618	9447139033

NON TEACHING STAFF - FORMER MEMBERS

1. Sr. Tharsisia (Office Supdt.)
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

Mother General
Visitation Convent Generalate
0481-2311979

20.	Sr. Crystella	
21.	Sr. Johnsy	
22.	Sr. Preethi	
23.	Late.Sr. Lisba	
24.	Sr. Lisbeth	
25.	Late.Sr. Rosalia	
26.	Late.Sr.Sarah	Mother General
25.	Sr. Giles	Visitation Convent Generalate
26.	Sr. Meritol	0481-2311979
27.	Sr. Azaria	
28.	Sr. Savitha	
29.	Sr. Eliza	
30.	Sr. Elsa	
31.	Sr. Jose Mary	
32.	Late. Sri.Jacob T.C	
33.	Late. Mr. Johny T.L.	
34.	Late. Minni Mathew	
35	Sri. V.K. Mathai	04822 -- 240930
36	Late Sri. T. M. Luka	04822 – 232267
37	Sri. K. L. Kurian	04822 – 240693
38	Late Sri. P. L. Mathew	04822 – 240591

39	Late. Sri. P. J. John	04822 – 240221
40	Sri. P. T. Abraham	04822 – 240465
41	Sri. A. J. Philip	04822 – 240379/240376
42	Sri. V. M. Thomas	
43	Smt. E.A. Annakutty	04822 - 240591
44	Sri. P. L. Aleykutty	04822 – 240590
45	Late Sri. E. M. Simon	04822 – 241267
46	Sri. T. K. Kurian	04822 – 240877
47	Sri. K. T. Aleykutty	04822-244212, 9048071703
48	Sri. V. T. John	9744939711
49	Sri. V. P. Thomas	04822 – 241689
50	Sri. P. U. Joseph	9496414793
51	Sri. V. K. Stephen	
52	Late Sri. T.C. Korah	04822 - 244986
53	Sri. C. L. Mathai	04822 - 241834, 9447872830
54	Sri. M. K. Thomas	04822 – 240323
55	Sri. A. A. Kurian	04822 – 249179
56	Sri. M. C. Joseph	04822 – 241923
57	Late Smt. Gracey P. M	
58	Sri. P.L. Joseph	04822-249392
59.	Smt. P. K. Thressiamma	
60.	Sri. Jose Thottiyil - Store	9744986706
61.	Late Thomas P.M.	04822-240583
62.	Sri. Mathews Thomas	04822-254050
63.	Late Sri. K.E. Thomas	04822-241458
64.	Smt. V.U. Mary	04822-240796

65	Smt. Chinnamma T.J.	
66.	Sri. Krishna Bahadur Thapa	009779846069969
67.	Smt. Theres V. U	9745789075
68.	Sri. P.C. Thomas	04822-241448,9496945228
69.	Late Sri. James P.T.	04822-255593, 9961634249
70.	Sri. V.C. Stephen	04822-231078,9447911653
71.	Sri. Thomas Abraham K.	9447507394
72.	Sri. Sreekumaran K.	04822-249141
73.	Smt. C.T. Leelamma	04822-231078
74.	Smt. Aleyamma A. U	04822-249392, 9744389203
75.	Sri. Raju Kurian V.	04822-241430, 9495561430
76.	Smt. Luciamma Abraham	0481-2532153, 9539011298
77.	Smt. Mariamma K. T	04822-240057
78.	Smt. K.E. Mercy	9400741448, 04822-241448
79.	Smt. Ancy Kurian	04822-241116
80.	Sr. Josin SVM	9645493860
81.	Smt. Aniamma E. J	04822-240583, 8547040583
82.	Sri. Baby V. J.	
83.	Sr. Sherly SVM	9496571103
84.	Smt. Thressiamma Ulahannan	04822 241458, 9656416422
85.	Smt. Celenamma K. K	04822 240514, 9497664974

PRAYER SONGS

1. പ്രാർത്ഥനാ ഗാനമെൻ
    നാവിലുണരുമ്പോൾ
    കൂപ്പുകൈകളോടെ നിൻ
    സന്നിധേ നിൽപ്പു ഞാൻ
    എൻ ദൈവമെ, എൻ ദൈവമെ
    ആദിമുതലേ അവിടുന്നെന്നെ അറിയുന്നല്ലോ
    അളവില്ലാത്ത കരുണകൾക്കായ് സ്തുതികളാലപിക്കാം (2)

2. ഈ പ്രപഞ്ച സംരക്ഷകാ, തൃക്കടാക്ഷമേകീടണെ
    ഈ മഹനീയ ഭൂമിയിൽ നിൻകൃപാവരമേകണെ (2)
    കാൽവരിയിലെ ക്രിസ്തുവും
    ദ്വാരക ക 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
    പുണ്യ 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)

146

5. നന്മരൂപിയായ ദൈവമേ നിനക്കു വന്ദനം (2)
   ബുദ്ധിയും വിശുദ്ധിയും സ്വഭാവശുദ്ധിയും മമ
   ഭക്തിയും വിവേകവും തരേണമെ ദയാനിധേ
   (നന്മരൂപി.......)
   ഇക്കലാലയം നമുക്കു നിത്യവും വസിക്കുവാൻ
   എത്രയും മനോജ്ഞമാം സദനമായ് ഭവിക്കണം (2)
   (നന്മരൂപി.......)

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

7. ഹൃദയരാഗ തന്ത്രി മീട്ടി
   സ്നേഹഗീതമേകിയും
   കർമ്മഭൂമി തളിരിടുന്ന
   വർണ്ണമേകിയും
   നമ്മിൽ വാഴും ആദിനാമം
   ഇന്ന് വാഴ്ത്തിടാം
   (ഹൃദയരാഗ)
   ഞങ്ങൾ പാടുമീ സ്വരങ്ങൾ
   കീർത്തനങ്ങളാകണേ....
   ചോടുവയ്ക്കുമീ പാദങ്ങൾ
   നൃത്തലോലമാകണേ
   കുഞ്ഞുവീടിനുൾത്തടങ്ങൾ
   സ്വർഗമാകണേ....
   അമ്മ നൽകും ഉമ്മ പോലും
   അമൃതമാകണേ.....
   പൂർണമീ 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 മറാറാ

ദ്രാവിഡ ഉത്ക്കല ബംഗാ,

വിന്ധ്യഹിമാചല യമുനാഗംഗാ,

ഉച്ഛല ജലധിതരംഗാ,

തവശുഭനാമേ ജാഗേ,

തവശുഭ ആശിഷ മാഗേ,

ഗാഹേ തവ ജയ ഗാഥാ

ജനഗണമംഗലദായക ജയഹേ

ഭാരത ഭാഗ്യവിധാതാ.

ജയഹേ, ജയഹേ, ജയഹേ,

ജയ ജയ ജയ ജയഹേ!

FUNDANMENTAL 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. Abideby 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 sovereignity, 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 derogratory to the dignity of women.
6. Value and Preserve the rich heritage of the country's composite culutre
7. Protect and improve the natural enviioronment includoing forests, lake, rivers and wildlife and have compassion for living creatures
8. Develop Scientific temper, humanism and spirit of inquiry and reform.
9. Safeguard puyblic 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. Prtovide opportunities for education of his child or ward between the age of 6 and 14 years
.

NOTES

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Academic excellence along with your passion!

NAAC Accredited
Wi-Fi Campus with Smart Classrooms
Career Guidance and Placement Support
Well Experienced Faculty Members
60 Years Old College with Beautiful Rural Ambience

ST. STEPHEN'S COLLEGE
Uzhavoor, Kottayam Dist.
Kerala 686 634
Ph: 04822 240127
Fax : 04822 240709
e-mail : info@ststephens.net.in
Web : www.ststephens.net.in