

ST. STEPHEN'S COLLEGE

UZHAVOOR - 686 634, KOTTAYAM, KERALA

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(AFFILIATED TO MAHATMA GANDHI UNIVERSITY)

A post graduate institution of the Knanaya Catholic Community
with faculties of Arts, Science and Commerce.

(NAAC Accredited with B Grade)



- Patron** : Mar Mathew Moolakkatt
(Arch Bishop of Kottayam)
- Manager** : Rev. Fr. Alex Akkaparambil
- Secretary** : Rev. Fr. Philmon Kalathara
- Principal** : Prof. Jose Thomas
- Vice Principal** : Dr. Benny Kuriakose

HANDBOOK AND CALENDAR 2019- 2020

Name

Class 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. 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 |

GOVERNING BODY

1. Mar Joseph Pandarasseril
2. Rev.Fr. Michael Vettickat
3. Rev. Fr. Alex Akkaparambil
4. Sri. Thomas Chazhikadan, MP.
5. Dr. Jose James
6. Chev. Adv. Joy Joseph
7. Dr. T.M Joseph
8. Prof. Jose Thomas
9. Rev. Fr. Thomas Animoottil

THE COLLEGE COUNCIL 2019- 2020

1. Sri. Jose Thomas (Principal)
2. Dr. Benny Kuriakose (Vice Principal)
3. Smt. Minni Philip
4. Lt. Jais Kurian (IQAC Co ordinator)
5. Sri. Biju Thomas (Council Secretary)
6. Smt. Bindu Cherian
7. Dr. Jisha George
8. Sri. Prince Joseph
9. Dr. Merly K Punnoose
10. Sri. Aby Jimson
11. Sr. Sherly SVM (Office Superintendent)
12. Sri. Jasimudeen S (UGC Librarian)
13. Sri. K J Sebastian (Staff Representative)
14. Smt. Ambili Catherine Thomas (Staff Secretary)
15. Sri. Manoj Kumar K (Co ordinator- Self financing courses)

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. Prof. Jose Thomas, Principal : Chairman
2. Rev.Fr. Alex Akkaparambil : Manager
3. Rev. Fr. Thomas Animoottil : Vicar, St. Stephen's Forane Church
4. Dr. T.M. Joseph : Education Expert
5. Lt. Jais Kurian : Co-ordinator
6. Dr. Benny Kuriakose : Vice Principal
7. Sri. K.J. Sebastian
8. Dr. Stephen Mathew
9. Dr. Sincy Joseph
10. Smt. Bindu Cherian
11. Dr. Merly K Punnoose
12. Sri. Thomas KC
13. Smt. Ambili Catherine Thomas
14. Sri. Biju Thomas
15. Sri. Jasimudeen S : Librarian
16. President, Uzhavoor Grama Panchayat : Local body Representative
17. Sri. Vincent V C : Alumni Representative
18. Sr. Sherly : Office Superintendent
19. Sri. James Joseph : Industry Expert
20. Sri. Sunil Philip Kavungumparayil : Industry Expert
21. Student Representative

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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 computer centre, a media centre, a network resource centre, an astroview centre, K.R. Narayanan Study Centre, a full-fledged library and reading room, a language lab, a health and fitness centre, a big 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 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 INTENDENCE IN CAELUM translated 'looking up to heaven', suggests the determination to aim high.

VISION AND MISSION

St. Stephen's College is an academic fraternity of individuals dedicated to its motto. We strive 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.

Translating the vision into action, St. Stephen's College seeks;

1. To give liberal and quality education that includes the imparting of sound learning, building of character, the spread of Truth and the knowledge of God.
2. To inculcate moral values, social commitment and dignity of labour among the youth through value education programmes.
3. To develop in the students an attitude of reconciliation between man and nature which will help them become peace makers, defenders of the poor and keepers of the environment.

4. To promote the acquisition of knowledge and communication skills by ensuring the participation of students in research projects and extra-curricular activities.

5. To evolve a close-knit network with the local people and the village administration through appropriate schemes, so as to contribute to the socio-economic progress of the local community, thereby ensuring the overall development of the students.

MISSION OF THE YEAR

Mission of the College for the academic year 2019 - 2020:
"ACADEMIC EXCELLENCE AND ENRICHED MINDS".

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 and Rev. Fr. Alex Akkaparambil is its Manager.

The general management of the college is vested in the Governing Body whose ex-officio President is the Manager. 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

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- ☞ 2008 Paristhithi Mithra Award By CEERD
- ☞ 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
- ☞ 2012 Academic Excellence with two A+.
- ☞ 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 (UGC)
- ☞ " Blessing of St. Alphonsa Girls Hostel (UGC)
- ☞ " Golden Jubilee Celebration of B A Economics, English Literature, B Sc. Mathematics, Physics and Zoology.
- ☞ 2019 NAAC Re accreditation Process.

**COURSE, FACULTY,
ADMINISTRATIVE AND SUPPORT STAFF**

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.	B.A. English Vocational (Model II)	English for Business Communication & Evolution of Literary Movements	Aided

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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

POSTGRADUATE PROGRAMMES

	Programme	Specialisation	Remarks
1.	M.Sc Physics	Advanced Electronics	Aided
2.	M.Com	Finance	Aided
3.	M.Sc Chemistry	Pure Chemistry	Aided
4.	M.Sc Computer Science	Android	Un aided

OPEN COURSES FOR VARIOUS UG PROGRAMMES IN SEMESTER V

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
9. Physical Health & Life Skills Education
- Dept. of Physical Education

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CAREER ORIENTED PROGRAMMES

(UGC SPONSORED)

Name of the course	Department	Co-ordinator
1. Electrical and Electronics equipment maintenance	Physics	Smt. Minni Philip

CERTIFICATE COURSE

Name of the course	Organized by	Co-ordinators
1. Environment and sustainable development - Training and Practices	CEERD	Sri. Thomas KC & Dr. Sincy Joseph
2. Academic Communication and Publishing	College Library	Sri. Jasimudeen S.
3. Insurance	Commerce	Dr. Stephen Mathew & Smt. Ambili Catherine Thomas
4. MS Excel	Commerce	Dr. Stephen Mathew & Sri. CA Kurian V John
5. Tally	Commerce	Dr. Stephen Mathew & Sri. Abhishek Thomas
6. Practical Auditing	Commerce	Dr. Stephen Mathew & Smt. Jinnu Anna Kuriakose
7. GST	Commerce	Dr. Stephen Mathew & Dr. Jisha George

Add on Courses

1. Computer Applications		
2. Computer Hardware & Networking		
3. Desk-top Publishing		
Certificate	- 1 Year Course	}
Diploma	- 2 Years Course	
Advanced Diploma	- 3 Years	

Diploma Courses by Department of Computer Science

(1) P.G.D.C.A. (2) D.C.A. (' O ' Level) (3) Office Automation

FACULTY / STAFF

PRINCIPAL

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3. Smt.Celinamma K.K. U.D.Clerk 04822240514 9497664974
4. Smt. Beena Joseph L.D. Clerk 8281696091
5. Smt. Nisha Manoj (Guest) 9446955575
6. Smt. Sindhu Reghunath (Guest) 7025262197
7. Smt. Lainy Joseph (DTP Operator) 9544186722

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2. Smt.Thresiamma Ulahannan (Lab Asst.-Chemistry) 04822-241458, 9656416422
- 3 Smt. Daisy Philip (Lab Asst.-Physics) 9809908712
4. Sri. Thomas Mathew (Lab Asst.-Chemistry) 04822-241032, 9495447293
5. Sri. Sabu T. John (Lab Asst.- Physics) 04822-243265, 9947206990

Office Attendants

1. Smt. Rainy Stephen (Guest) 9539023151
2. Smt. Shiby Joseph (Guest) 9496312766

PTA

1. Sri. Baby K K (PTA Vice President) 9895833547

YEAR PLAN OF THE DEPARTMENTS

JUNE 2019

- ◆ College reopens after summer vacation
- ◆ Commencement of first semester degree classes
- ◆ Orientation programme for parents of 1st sem.students

Physical Education

- ◆ Cricket World cup prediction
- ◆ Yoga posture ridings display competition

Physics

- ◆ Project Presentation by M.Sc. Final year Students.

Economics

- ◆ Fortnight examinations.

Zoology

- ◆ World Environmental day celebration.
- ◆ Discussion on topic in association with Bird Club international – Small bite, Big threat- Stake out mosquito.
- ◆ Living with Nature Programme.
- ◆ Medicinal Garden Renovation.

Commerce

- ◆ Inter Departmental Penalty Shoot-out Competition
- ◆ Subject Updating Seminar by 3rd year B. Com students
- ◆ Motivational talk by Alumni.

English

- ◆ Girish Karnad (June 11th 2019 - Obituary)
- ◆ Observance of Reading Day / Week
- ◆ Creative English Wall Magazine
- ◆ Green initiatives in the classrooms
- ◆ Lend- a-Hand - charity initiative.
- ◆ Wall painting
- ◆ PTA Meeting

Malayalam

- ◆ Vayanadinacharanam.

NSS

- ◆ Blood Donation Camp
- ◆ World Environmental Day Celebration
- ◆ Reading day Celebration Celebration
- ◆ International Yoga day celebration
- ◆ International day against Drug abuse.
- ◆ Mini camp for II year NSS volunteers.
- ◆ Quiz competition.

JULY 2019

- ◆ Association Inauguration all departments.

Physical Education

- ◆ Cycle riding training for girl students.

Physics

- ◆ Alumni Meet of BSc Physics 1995-98 Batch

Economics

- ◆ Psc coaching.
- ◆ Post admission exam.

Zoology

- ◆ An invited talk on Career in Zoology
- ◆ Debate /Quiz on biodiversity/Environmental issues
- ◆ Discussion on topic in association with Bird Club international
- ◆ Research Station Visit.

Commerce

- ◆ Subject Updating Seminar by second year B. Com students.
- ◆ Live Budget Analysis for PG students.
- ◆ Orientation programme by Kottayam insurance institute.
- ◆ Commencement of Certificate course in Microsoft Excel for II B Com.
- ◆ Commencement of Certificate course in Insurance for I B Com.
- ◆ Commencement of Certificate course in Tally ERP for III B Com

English

- ◆ Observance of death anniversary of Vaikom Muhammed Basheer.
- ◆ English Day - Costume Day.
- ◆ Art Exhibition.
- ◆ Invited talks by rank holders / toppers of the department as academic ambassadors.
- ◆ Observance of literary personalities / days.
- ◆ Online web / blog.

Malayalam

- ◆ Basheer Anusmaranam & Book fair.

Chemistry

- ◆ Chem Quiz
- ◆ Talk on Lab safety.
- ◆ Powerpoint presentation by students.

Mathematics

- ◆ Post Admission test for I semester students.

B Com FT

- ◆ Post Admission Test.

NSS

- ◆ Essay writing competition.
- ◆ Elocution competition.

AUGUST 2019

Physical Education

- ◆ Sports training facilities for mentally challenged students.

Physics

- ◆ Seminar on popular topic of physics.

Economics

- ◆ Industrial visit.
- ◆ Bridge class.
- ◆ PTA meeting.

Zoology

- ◆ Hands on training in Api Culture
- ◆ A talk on Aquarium Management
- ◆ Laboratory/Farm visit.
- ◆ Discussion on topic in association with Bird Club international
- ◆ Nature Camp (IInd year students).
- ◆ Nature Experience study camp (First Year students) at TIES.

Commerce

- ◆ Subject Updating Seminar by 2nd year M Com students
- ◆ Inter College Workshop on Research Methodology for final year PG students.
- ◆ State Level M Com Project Presentation Competition
- ◆ Five day State Level Workshop on Research Methodology.
- ◆ Industrial visit for second year II B Com students.

English

- ◆ Spelling Bee.
- ◆ Inter Department Literary Quiz + Music Quiz.
- ◆ Talks by retired faculty - gender sensitisation etc.

Chemistry

- ◆ PTA meeting
- ◆ Power point presentation by Students.

Mathematics

- ◆ Mathematics exhibition.

B Com FT

- ◆ Intra-department Commerce fest

Handbook and Calendar 2019- 2020

- ◆ Subject updating seminar for second year students.
- ◆ PTA meeting.

NSS

- ◆ Orientation programme for 1st year NSS Volunteers.
- ◆ Free Eye Testing Camp.
- ◆ Independence day celebration.
- ◆ Activities related to Valicheriyil Vimuktha Gramam Nagaram in adopted village (Mulakkulam Grama Panchayat).

SEPTEMBER 2019

Physical Education

- ◆ BMI Calculation of students

Physics

- ◆ Golden Jubilee memorial Lecture Series.

Economics

- ◆ Intensive support programme

Zoology

- ◆ Onam celebration with destitute home (Akashapparavakal)
- ◆ A talk on bioinformatics
- ◆ Discussion on topic in association with Bird Club international
- ◆ Research station visit (II Year Students)
- ◆ Participation in Zoofest
- ◆ Interdepartmental recycling competition
- ◆ Agriculture University Visit (III year students)

Commerce

- ◆ Release of the inhouse publication 'Bulls Eye'.
- ◆ Commerce Cultural Fiesta.
- ◆ Inter-departmental Quiz competition.
- ◆ Counselling Programme for the 1st year PG and UG students.
- ◆ Two-day International Conference in association with the Insurance Institute of India.
- ◆ Commencement of UGC Net coaching class .

English

- ◆ Seminar.
- ◆ Expert sessions / talks by alumni.
- ◆ Sessions on scope in the advertising sector.

Mathematics

- ◆ Career guidance Seminar.
- ◆ Departmental Quiz competition.

B Com FT

- ◆ Inter-departmental Tiktok competition.
- ◆ One-day GST seminar for second year students.

Computer Science

- ◆ Subject Updating Seminar based on New Syllabus
- ◆ Workshop on Android and Python.

NSS

- ◆ Releasing of Haritha Patrika.
- ◆ Teacher's day Celebration.

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- ◆ Special Camp (Mulakulam Grama Panchayath) ward No: 2,5.

OCTOBER 2019

Physical Education

- ◆ CPR Training for Ist and IInd DC students by Open course Physical Education students.

Physics

- ◆ Quiz competition for S1 Students
- ◆ Special intense coaching for students for University examination.
- ◆ Birth day celebration of Dr. A P J Abdul Kalam- Quiz competitions & Documentary.

Zoology

- ◆ Discussion on topic in association with Bird Club international.
- ◆ Nature Study camp (I Year Students)
- ◆ Practical training on mushroom cultivation
- ◆ Bird Watching in Kuttanadu in association with Jayaraj foundation.

Commerce

- ◆ Commerce Alumni Meet'.
- ◆ Industrial Visit for 1st year M Com students.
- ◆ Subject Updating Seminar by first year M Com students.

English

- ◆ Observance of important literary personalities / days.

Chemistry

- ◆ Quiz competition.

Mathematics

- ◆ Prof. K.M Joseph Endowment Lecture.

Computer Science

- ◆ Workshop on Networking.
- ◆ Provide facilitation to our students through the electronic medium

NSS

- ◆ Orphanage visit.

NOVEMBER 2019

Physical Education

- ◆ Physical training for candidate who clear PSC written test.

Physics

- ◆ Prof. Celine K Joseph Memorial All Kerala Intercollegiate Quiz.
- ◆ Seminar Presentation Competition.
- ◆ Workshop on 'E-waste management' for the public.

Economics

- ◆ Workshop on research methodology.

Commerce

- ◆ Workshop on Research Methodology for final year B Com students.

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- ◆ Three day Career Counselling and Moulding Session for third year B Com Students.
- ◆ 11th Silver Jubilee Lecture Series.

English

- ◆ Online Question Banks

Chemistry

- ◆ Study tour for 3rd DC.

B Com FT

- ◆ Workshop on Research Methodology for third year students.
- ◆ Industrial visit for second year students.

NSS

- ◆ Kerala Piravi day celebration.

Computer Science

- ◆ Giving quality computer training for visually impaired using special software
- ◆ Develop an online news letter on latest updates in IT.
- ◆ Give training to write blog stories and link the blog stories to the news letter.

DECEMBER 2019

Physical Education

- ◆ Annual Sports meet.

Physics

- ◆ Expert Lectures on advanced topics by Eminent Physicists
- ◆ A day with Navajeevan Inmates.
- ◆ One day Field trip.

Economics

- ◆ Alumni meet & Dept. Golden jubilee valedictory.
- ◆ Human rights day.
- ◆ Annual Tour.

Zoology

- ◆ Study tour & Agriculture University Visit (III Year Students).
- ◆ Christmas celebration with Cancer Paliative care Centre at Gandhinagar
- ◆ Discussion on topic in association with Bird Club international.

Commerce

- ◆ Inter Collegiate Commerce & Management Fest.
- ◆ Industrial Visit for 3rd year B Com Students
- ◆ Training Session on Online Trading for second year B Com students.

English

- ◆ Inter- departmental exhibition in association with Department of Oriental Languages & Library/ Folklore Club.

Chemistry

- ◆ Industrial Visit for 2nd DC main.

Mathematics

- ◆ State level Mathematics Seminar.

NSS

- ◆ World Aids day observation.
- ◆ Intercollegiate competition fest.

B Com FT

- ◆ Intra-department Commerce fest organized by second year students.
- ◆ Subject updating seminar for third year students.

Computer Science

- ◆ Workshop on Web Designing
- ◆ Industrial Visit and Study Tour

JANUARY 2020

Physical Education

- ◆ Bishop Tharayil and Sr. Goretti memorial All Kerala Intercollegiate Volleyball tournament for Men and Women.
- ◆ Bishop Kunnachery memorial All Kerala Intercollegiate Football tournament for Men.

Physics

- ◆ Inter departmental Debate/Quiz Competition organized by II MSc Students.
- ◆ Stargazing session.

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- ◆ Career guidance Seminar.

Economics

- ◆ All Kerala intercollegiate debate competition.
- ◆ Artha fiesta.

Zoology

- ◆ Publication of In House magazine “ Windows-2020”.
- ◆ Bacteriological Analysis of water of Uzhavoor Panchayath.
- ◆ Determination of BMI of Students.

Commerce

- ◆ Orientation Programme for plus two students in the near by schools about the “Opportunities in Commerce” Commerce Cultural Fiesta .
- ◆ Half day seminar on “Financial Markets” for the students of the Department.
- ◆ Industrial visit for Final M Com Students.
- ◆ Commerce Cultural Fiesta.

English

- ◆ Lit Fest 2019-20.
- ◆ Invited talks by media personnel / British Council / IELTS-OET agencies.

Chemistry

- ◆ Talk on Lab Safety
- ◆ Power point presentation by students.

Mathematics

- ◆ General Quiz competition.

B Com FT

- ◆ Intra-department Commerce fest organized by first year students.
- ◆ PTA meeting.

Computer Science

- ◆ To develop e-content in the area of CS and publish through web
- ◆ Inter collegiate Paper presentation competition.

NSS

- ◆ National Youth day Celebration.

FEBRUARY 2020

- ◆ Association Validictory.

Physical Education

- ◆ Golden Jubilee Memorial Intercollegiate Shuttle Badminton tournament for men.

Physics

- ◆ Special Intense Coaching for University Exams.
- ◆ Science day celebration - Debate Competition and Talent show.

Economics

- ◆ Intensive support programme.
- ◆ PTA meeting.

Zoology

- ◆ Determination of Blood group of students.
- ◆ Class for local people on Mushroom cultivation

Commerce

- ◆ Subject Updating Seminar by 1st year B Com students
- ◆ Inter-class Debate Competition for the students of the Department.
- ◆ Release of 'Bulls Eye'

English

- ◆ Annual Manuscript magazine.

Malayalam

- ◆ Observance of Mother tongue and Folklore days
- ◆ Publication of Manuscript Magazine.

Chemistry

- ◆ Science day celebration

Mathematics

- ◆ Inter Collegiate Mathematics Quiz Competition.

B Com FT

- ◆ Carrier guidance for third year students.

Computer Science

- ◆ Provide training to students and faculty to the world of Internet of Things (IOT).

NSS

- ◆ Campus Cleaning.
- ◆ Beautification of campus.

MARCH 2020

Physical Education

- ◆ Certificate course on Yoga

Economics

- ◆ Final Year Project Submission.

Zoology

- ◆ Apiculture training to students.

Commerce

- ◆ Visit to old age home

English

- ◆ Structured training in the preparation of CV's , group discussion, interviews etc.

Chemistry

- ◆ Study Tour For 2nd PG.
- ◆ Department activity analysis & Preparation of report.
- ◆ Stock preparation.

Computer Science

- ◆ Training on Online Banking and online application filing to Small Public Units like Kudumba Shree, Ayalkoottam etc

NSS

- ◆ Releasing of Haritah Patrika.
- ◆ International Women's day Celebration.

CLASS TEACHERS FOR 2019- 2020

DEPT. OF MATHEMATICS

I & II Sem. Maths	:	Ms. Aparna Rajendran
III & IV Sem. Maths	:	Ms. Sharmy Ann James
V & VI Sem. Maths	:	Ms. Priya Philip

DEPT. OF PHYSICS

I & II Sem. Physics	:	Sri. Anu Thomas
III & IV Sem. Physics	:	Sri. Thomas Mathew
V & VI Sem. Physics.	:	Smt. Lally K. Cyriac
I M. Sc Physics	:	Sri. K J Sebastian
II M. Sc Physics	:	Smt. Mercy Kurian

DEPT. OF CHEMISTRY

I & II Sem. Chemistry	:	Smt. Anitha Reghu
III & IV Sem. Chemistry	:	Dr. Arun Thomas
V & VI Sem. Chemistry	:	Sri. Ajaykumar P V
I M. Sc Chemistry	:	Sri. Aby Jimson
II M. Sc Chemistry	:	Smt. Biby Joseph

DEPT. OF ZOOLOGY

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

DEPARTMENT OF ENGLISH

I & II Sem. English Main	:	Sri. Jimmy James
III & IV Sem. English Main	:	Ms. Christina Romeo
V & VI Sem. English Main	:	Smt. Lijyamol Thankachan

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I & II Sem. Eng. Voc.	:	Ms. Anupriya P B
III & IV Sem.Eng. Voc.	:	Ms. Resmi Thomas
V & VI Sem. Eng. Voc.	:	Smt. Tina Jose

DEPT OF ECONOMICS

I & II Sem.Economics	:	Smt. Anu Jose E
III & IV Sem.Economics	:	Sri. Arun Ravindran
V & VI Sem. Economics	:	Sri. Prince Joseph

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	:	Dr. Jisha George

DEPT. OF COMMERCE (FINANCE & TAXATION)

I & II Sem.B.Com	:	Smt. Ani Aby
III & IV Sem.B.Com	:	Ms. Jintumol Joseph
V & VI Sem. B.Com	:	Smt. Aswathy P

DEPT. OF COMPUTER SCIENCE

I M.Sc	:	Sri. Manoj K Yesodh
II M.Sc.	:	Sr. Sameena S.J.C.

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OFFICE BEARERS FOR 2019- 2020

Examinations	: Dr. Stephen Mathew (Dept. of Commerce) Sri. Manoj K Yesodh (Dept. of Computer Science)
Students Union	: Lt. Jais Kurian (Returning Officer) : Sri. Aby Jimson (Joint Returning Officer) : Dr. Benny Kuriakose (Staff Advisor) : Smt. Lally K. Cyriac (Staff Advisor) : Smt. Ambili Catherine Thomas (Treasurer)
IQAC Co ordinator	: Lt. Jais Kurian (Dept. of Mathematics)
RUSA Co ordinator	: Sri. Aby Jimson (Dept. of Chemistry)
CBCSS Co ordinator	: Dr. Jisha George (Dept. of Commerce)
Open Course Co ordinator	: Sri. K J Sebastian (Dept. of Physics)
NIRF Team	: Sri. Aby Jimson (Dept. of Chemistry) Sri. Manoj K Yesodh (Dept. of Computer Science)
Scholarship (Nodal Officer)	: Sri. Anu Thomas (Dept. of Physics)
CEERD	: Sri. Thomas KC (Director) (Dept. of Economics) Dr. Sincy Joseph (Secretary) (Dept. of Botany)
N.S.S.	: Dr. Merly K Punnoose (Dept. of Oriental Lang.) Sri. Abhishek Thomas (Dept. of Commerce)
N.C.C.	: Lt. Jais Kurian (Dept. of Mathematics)
Insurance	: Sri. Abhishek Thomas (Dept. of Commerce)
Calendar	: Sri. Thomas K.C. (Dept. of Economics) Smt. Jinnu Anna Kuriakose (Dept. of Commerce) Smt. Remyamol V.M.
Career & Placement Cell	: Dr. Stephen Mathew (Co ordinator) (Dept. of Commerce) : Smt. Minni Philip (Dept. of Physics) : Lt. Jais Kurian (Dept. of Mathematics)

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	: Sri. Biju Thomas (Dept. of Zoology)
	: Dr. Jisha George (Dept. of Commerce)
	: Smt. Bindu Cherian (Dept. of English)
	: Sri. Prince Joseph (Dept. of Economics)
	: Sri. Aby Jimson (Dept. of Chemistry)
	: Sri. Manoj K Yesodh (Dept. of Computer Science)
	: Sri. Jasimudeen S (Librarian)
Teaching Staff Association Secretary	: Smt. Ambili Catherine Thomas (Dept. of Commerce)
Parent Teacher Association Secretary	: Dr. Stephen Mathew (Dept. of Commerce)
Alumni Association Secretary	: Dr. Stephen Mathew (Dept. of Commerce)
Non teaching Association Secretary	: Sri. Jasimudeen S (Librarian)
Co operative Society Secretary	: Dr. Benny Kuriakose (Dept. of Physical Edu.)
Snehanidhi Secretary	: Smt. Ambili Catherine Thomas (Dept. of Commerce)
Staff fund Auditor	: C.A. Kurian V. John (Dept. of Commerce)
Endowment Convener	: Lt. Jais Kurian (Dept. of Mathematics)

Clubs

Electoral Club	: Lt. Jais Kurian (Returning Officer)
	: Dr. Benny Kuriakose
	: Smt. Lally K Cyriac
Arts Club & Celebration Committee	: Dr. Stephen Mathew (Convener) (Dept. of Commerce)
	Sri. Biju Thomas (Dept. of Zoology)
	Smt. Bindu Cherian (Dept. of English)
	Dr. Merly K Punnoose (Dept. of Hindi)
	Smt. Lijiyamol Thankachan (Dept. of English)
	Sri. Anu Thomas (Dept. of Physics)
Oratory , Debate & Quiz Club	: C.A. Kurian V. John (Convener)
	(Dept. of Commerce)
	Sri. Jimmy James (Dept. of English)
	Smt. Tina Jose (Dept. of English)
News Letter & Magazine	: Smt. Bindu Cherian (Dept. of English)

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	Smt. Tina Jose (Dept. of English)
	Smt. Blessy P James (Dept. of Malayalam)
	Dr. Merly K. Punnoose (Dept. of Hindi)
	Sri. Jimmy James (Dept. of English)
	Sri. Manoj K Yesodh (Dept. of Computer Science)
Anti-Narcotic Club	: Smt. Minni Philip (Co ordinator) (Dept. of Physics)
	Smt. Mercy Kurian (Dept. of Physics)
Entrepreneurship Club	: Sri. Abhishek Thomas (Dept. of Commerce)
	Smt. Jincy Mathew (Dept. of Commerce)
Tourism, Forestry & Birds Club	: Sri. Biju Thomas (Co ordinator) (Dept. of Zoology)
	Dr. Sincy Joseph (Dept. of Botany)
	Sri. Prince Joseph (Dept. of Economics)
Health Club	: Dr. Benny Kuriakose (Dept. of Phyl.Edn.)
Drama Club	: Smt. Bindu Cherian (Dept. of English)
	Smt. Tina Jose (Dept. of English)
	Sri. Jimmy James (Dept. of English)
Folklore Club	: Smt. Blessy P. James (Dept of Malayalam)
	Dr. Merly K. Punnose (Dept of Hindi)
Photography Club	: Lt. Jais Kurian (Dept. of Mathematics)
	Smt. Tina Jose (Dept. of English)

Teachers in Charge

- Maintenance & Repairing : Rev. Fr. Santhosh Mullamangalathu (Bursar)
Dr. Benny Kuriakose (Vice Principal)
- FIST Instrumentation and Networking System : Sri. Thomas Mathew
Sri. Aby Jimson
- Women's Cell : Smt. Biby Joseph
Dr. Jisha George

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4. Skill development training for girls : Smt. Jinnu Anna Kuriakose
Smt. Biby Joseph
5. Library : Lt.Jais Kurian
Sri. Thomas Mathew
Smt. Jincy Mathew
6. Counselling : Smt. Blessy P. James
Smt. Biby Joseph
7. Canteen : Lt. Jais Kurian
Smt. Ambili Catherine Thomas
8. Website : Sri. Manoj K Yesodh
Smt. Seena S Nair
Smt. Darsana D.
9. Research cell & Aureole : Dr. Sincy Joseph (Convenor)
Sri. Thomas KC
Dr. Jisha George
Dr.Merly K.Punnose
Sri. Thomas Mathew
10. Career Oriented Courses : Smt. Minni Philip
Sri. Anu Thomas
11. First Aid : Smt. Biby Joseph
12. Campus Beautification : Rev. Fr. Santhosh Mullamangalathu
Lt. Jais Kurian
Sri. Kurian V John
13. ASAP : Sri. Abhishek Thomas
14. S.S.P. : Sri. Prince Joseph
15. Walk With a Scholar : Sri. Biju Thomas
16. Community Engage Service : Dr. Sincy Joseph
Sri. Prince Joseph
17. C.S.M. & Jesus Youth : C.A. Kurian V. John (Co ordinator)

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Rev. Fr. Santhosh Mullamangalathu (Bursar)

Smt. Minni Philip

Smt. Ambili Catherine Thomas

Sr. Sameena S.J.C.

18. K R Narayanan Study Centre : Sri. Thomas KC

19. News & Publicity : Smt. Blessy P James

UGC- Planning Board

1. Sri. Jose Thomas (Chairman)
2. Dr. Benny Kuriakose
3. Lt. Jais Kurian
4. Sri. Thomas KC
5. Smt. Bindu Cherian
6. Dr. Jisha George
7. Sri. Prince Joseph
8. Sr. Sherly
9. Sri. Jasimudeen S. (Co-ordinator)

Research Assessment Committee

1. Sri. Jose Thomas (Chairman)
2. Dr. Benny Kuriakose
3. Dr. Sincy Joseph
4. Dr. Stephen Mathew
5. Dr. Jisha George
6. Dr. Shiney Baby (External expert)

Students' Grievance Redressal Committee

1. Sri. Jose Thomas (Chairman)
2. Dr. Benny Kuriakose
3. Lt. Jais Kurian
4. Smt. Minni Philip
5. Smt. Lally K Cyriac

6. (Students Council President)

7. (Students Council Secretary)

Anti ragging

1. Sri. Jose Thomas (Chairman)

2. Dr. Benny Kuriakose

3. Dr. Stephen Mathew

4. Lt. Jais Kurian

5. Dr. Merly K Punnoose

6. Sri. C A Kurian V John

Admission Committee

1. Sri. Jose Thomas (Principal)

2. Dr. Benny Kuriakose

3. Lt. Jais Kurian

4. Sri. Manoj K. Yesodh

Discipline Committee & Anti Harasment Cell

1. Sri. Jose Thomas (Principal)

2. Dr. Benny Kuriakose (Convenor)

4. Smt. Minni Philip

5. Dr. Stephen Mathew

6. Sri. Thomas K.C.

7. Sri. Biju Thomas

8. Smt. Bindu Cherian

9. Dr. Merly K Punnoose

10. Sri. Aby Jimson

Transportation Committee

1. Dr. Stephen Mathew (Co-ordinator)

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2. Sri. Prince Joseph
3. Sri. Jimmy James

Mobile Inspection Squad

1. Sri. Jose Thomas (Principal)
2. Dr. Benny Kuriakose
3. Dr. Stephen Mathew (PTA Secretary)
4. Lt. Jais Kurian
5. Smt. Bindu Cherian
6. Sri. Biju Thomas
7. Sri. Baby K K (PTA Vice President)
8. (Student's Council President)

Purchase Committee

1. Sri. Jose Thomas (Principal)
2. Rev. Fr. Santhosh Mulla Mangalathu (Bursar)
2. Dr. Benny Kuriakose
3. Dr. Stephen Mathew
4. Sri. K J Sebastian
5. Sri. Biju Thomas
6. Sri. Aby Jimson
7. Sri. Roy Joseph (Accountant)

Value Enrichment Cell

1. Rev. Fr. Santhosh Mulla Mangalathu (Bursar)
2. CA Kurian V John (Co ordinator)
3. Smt. Minni Philip
4. Dr. Sincy Joseph
5. Smt. Blessy P James

SC/ST Monitoring Cell

1. Sri. Jose Thomas (Chairman)
2. Smt. Ambili Catherine Thomas (Staff Secretary)
3. Smt. Sherly Raju (President, Uzhavoor Grama Panchayat)
4. Smt. Biby Joseph
5. Sr. Sherly (Office Superintendent)

College level Monitoring Committee of WWS & SSP

1. Sri. Jose Thomas (Principal)
2. Lt. Jais Kurian
3. Sri. Biju Thomas
4. Sri. Prince Joseph
5. Sr. Sherly (Office Superintendent)
6. Student Rep. of Scholar Support Programme
7. Student Rep. of Walk With a Scholar

Parent Teachers Association (PTA)

1. Sri. Jose Thomas (President)
2. Sri. Baby K K (Vice President) (Parent of Kurian Baby, M Com)
3. Dr. Stephen Mathew (Secretary)
4. Sri. Thomas K.C. (Teacher's Rep.)
5. Sri. Biju Thomas (Teacher's Rep.)
6. Smt. Bindu Cherian (Teacher's Rep.)
7. Sri. George Sebastian - (Parent of Sebin George, B Sc. Physics)
8. Smt. Chandramanyamma N G- (Parent of Varsha Vijayan, B Sc. Physics)
9. Sri. John P J -(Parent of Christopher John, B A Economics)

NAAC DUTY OF STAFF MEMBERS

IQAC Co-ordinator	:	Lt. Jais Kurian
Website designing	:	Sri. Manoj K Yesodh

Criteria I : Curricular Aspects

Sri. K J Sebastian (Head)	}	1. Bibily Baby
Smt. Lally Cyriac		2. Krishnapriya V
Smt. Blessy James		3. Dona Maria Thomas
Sri. Jimmy James		4. Priya Philip

Criteria II - Teaching Learning and Evaluation

Smt. Bindu Cherian (Head)	}	1. Christeena Romeo
Smt. Minny Philip		2. Anupriya P B
Smt. Mercy Kurian		3. Resmi Thomas
Smt. Navitha Elizabeth Jose		4. Riya Jose
Sri. Abhishek Thomas		

Criteria III - Research, Innovations and Extension

Dr. Sincy Joseph (Head)	}	1. Anitha Reghu
Dr. Merly K Punnoose		2. Ambily C B
Smt. Jincy Joseph		3. Aparna Rajendran
Smt. Darsana D		4. Nisha Kumari N

Criteria IV - Infrastructure and Learning Resources

Sri. Jasimudeen S (Head)	}	1. Sharmy Ann James
Smt. Jinnu Anna Kuriakose		2. Tomson Devassia
Sri. Aby Jimson		3. Aswathy P
Sri. Joby George		4. Resmipriya C.

Criteria V - Students Support and Progression

Sri. Thomas KC (Head)	}	
Dr. Benny Kuriakose		1. Anu Jose E
Smt. Lijiyamol Thankachan		2. Arun Raveendran
Sri. Anu Thomas		3. Sr. Mareesa
Sri. Thomas Mathew		4. Dr. Christy Philip
Smt. Seena S Nair		

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Criteria VI - Governance, Leadership and Management

Smt.Ambily Catherine Thomas (Head) Sri. Kurian V.John Smt.Tina Jose	}	1. Susan Saji 2. Christy Chacko 3. Ani Aby 4. Jintumol Joseph
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Criteria VII - Institutional Values and Best Practices

Sri.Biju Thomas (Head) Sri. Stephen Mathew Dr.Jisha George Sri.Prince Joseph Smt. Biby Joseph	}	1. Arun Thomas 2. Ann Maria Binoy 3. Ajaykumar P V 4. Asha Raju
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COLLEGE TIMINGS

Normal	Time
I st Bell	9.30
II nd Bell	9.40
Prayer & I st Hour	9.45
II nd Hour	10.45
Interval	11.40
III rd Hour	11.50
12.45: Lunch Break	
I st Bell	1.20
II nd Bell & IV hour	1.30
V th Hour	2.25
National anthem	3.20

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 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 Certificate in original, if applicable.
- i. Certificate in original proof of Ex-Servicemen/Dependent from Zilla Sainik Welfare Officer.
- j. Community Certificate.

for more details 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.

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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. Attendance statement of students will be published on the College notice board.

13. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will not be granted unless the student has attended not less than 75% of the number of working days of the academic year and the Principal is satisfied with the student's progress and conduct.

14. Students whose attendance falls below the prescribed minimum shall have to apply for exemption to the university through the Principal. The application for exemption should include a chalan receipt for the prescribed fee. Reason for each day's absence will have to be given and in case of absence on an account of sickness, a medical certificate also has to be submitted.

Condonation will be granted maximum of two times during the programme of study, and condonation will not be granted if the shortage exceeds ten days of the programme.

GENERAL REGULATIONS

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

1. Students inside and outside the class rooms are expected to join the morning prayer respectfully.

2. Students are expected to be neat and clean in body and spirit and to behave with courtesy and dignity. They should show due respect to all the members of the staff maintaining the family spirit. Disobedience and misconduct will be seriously dealt with.

3. Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the verandahs during the class hours and are expected to go to the reading room.

4. Students are expected to attend classes with regularity and punctuality and to refrain from any action that may disturb the smooth functioning of the college.

5. No student shall enter or leave the class room during the class time without the permission of the teacher concerned.

6. No student shall enter the class other than his own without the permission of the Principal during the class time or intervals.

7. Students are not permitted to approach any college authority in groups and such action is subversive of orderly academic life.

8. All college property should be handled with great care. Scribbling and dirtying the walls in any way are strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.

9. Students must observe rules of the college given by the Principal from time to time. Complaints if any must be brought to the notice of the principal through the class teacher.

10. Students should wear their identity cards while in the campus and produce it on demand for inspection by any member of the staff or other college authorities. Identity card is to be produced at the office for issuing any kind of certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students expense with the special permission

of the principal.

11. Political activity is strictly banned in the campus. Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus. (See the University Students' Code of Conduct Rules 2005.)

12. Without prior sanction of the Principal, students are not permitted (a) to convene or attend meetings of any sort in any circumstances anywhere in the college buildings or its premises, (b) to set up entertainments or organise social functions in the college, (c) to make use of megaphones and loudspeakers in the campus, (d) to invite any outside persons to the college for any functions (e) to collect subscriptions of any kind, (f) to put up notices or hoist flags of any organisation or to display banners, posters, bunting etc. 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 preferring the appeal within the time.

RESIDENCE OF STUDENTS

1. Students who do not live with their guardians should as a rule reside in the college hostel or approved lodges. Only the female students who are on the rolls of the college will be allowed to reside in the hostel. The warden shall be the sole authority in the management and the day to day administration of the hostel. She is appointed by the Manager, all matters connected with the hostel will be dealt with by the warden and appeals may be made only to the Manager.

2. Students who want to live in lodges must get the permission of the Principal before any lodge is chosen.

3. Students shall forward to the college office complete information regarding their residence in the prescribed form obtainable in the office.

4. Any subsequent change in residence may be made only after getting written permission of the Principal.

5. Students not living in the hostel or with their parents or guardians will be placed under the supervision of the members of the staff who will conduct the inspection of the residence.

6. Students are not allowed to receive visitors in the college during the working hours without the permission of the Principal. They will have their letter and other communications addressed to their home or hostels. College office will not be responsible for the distribution of postal articles addressed otherwise.

EXCURSION

Only students of the final year degree 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 Under Graduates 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 - 01.06.2019 to 31.10.2019

II, IV, VI Sem - 01.11.2019 to 31.03.2020

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 coordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4. ‘Common Course I’ means a course that comes under the category of courses for English.
- 3.5. ‘Common Course II’ means additional language.
- 3.6. ‘Complementary Course’ means a course which would enrich the study of core courses.
- 3.7. ‘Core course’ means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.

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- 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” semester commences in June and on completion, the “EVEN” Semester commences. There shall be two months vacation during April/May.
- 5.3 No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

6. REGISTRATION

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

7. SCHEME AND SYLLABUS

- 7.1. The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course(s), (c) Complementary/Vocational Courses, and (d) Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.
- 7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow

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

- 7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade 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 pursue their studies in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”.
- 7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

8 PROGRAMME STRUCTURE

Model I BA/B.Sc.

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

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Model /II B Com.

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

Model II BA/B.Sc.

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

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:-

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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:-

$$CP = C \times GP, \text{ where } C \text{ is the Credit and } GP \text{ is the Grade point}$$

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

$$SGPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of that semester.}$$

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

$$CGPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of that programme.}$$

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:-

$$GPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of a category of course.}$$

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:

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

11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

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

11.1 For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

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

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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

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

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

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

Attendance Evaluation for all papers

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

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

13. ASSIGNMENTS

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

14. SEMINAR/VIVA

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

15. INTERNAL ASSESSMENT TEST PAPERS

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

15.1 Grievance Redressal Mechanism

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

Level 1: Department Level:

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

Level 2: College level

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

Level 3: University Level

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

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

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

16. External Examination

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

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

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

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

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

18. PATTERN OF QUESTIONS

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

19. RANK CERTIFICATE

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

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Pattern of questions Papers

(a) Without practical

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

(b) With practical

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

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

19. MARK CUM GRADE CARD

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

- (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 semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade for the total programme.
20. There shall be 3 level monitoring committees for the successful conduct of the scheme. They are -
1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior most teachers as members.
 2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
 3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

21. TRANSITORY PROVISION

- Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.
22. The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

Annexure III Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS)

Description of the Evaluation Process

Grade and Grade Point

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

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total

Marks (Internal + External) as given in Table 1.

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

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

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

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

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is

calculated using the formula $GPA = \frac{TCP}{TC}$

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

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

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

P.G. COURSE

The P.G. Syllabus is re structured to suit the credit & semester system to be followed by the affiliated college under MG University Kottayam from the Academic Year 2012-13.

INTERNAL ASSESSMENT

The evaluation of each course shall contain two parts such as internal/Insemester Assessment (IA) and external/Endsemester Assessment (EA). The ratio between internal and external examinations shall be 1:3. The internal and external examinations shall be evaluated using direct grading system based on five point scale.

Distribution of weights & components of theory and practical (2013)

THEORY		PRACTICALS	
Component	Weights	Component	Weights
Attendance	1	Attendance	1
Assignments	1	Laboratory Involvement	2
Seminar	2	Test -[Best of Two]	2
2 Test papers	2	Record	2
		Viva	1

Split up of attendance grade & components of seminar & assignment

Attendance		Assignments		Seminar	
% of Atten.	Grade	Compon.	Weights	Compon.	Weights
90% >=	A	Punctuality	1	Area or Topic	1
85%>= & <90%	B	Review	1	Review/Refc.	1
80%>=&<85%	C	Content	2	Content	2
75%>=&<80%	D	Conclusion	1	Presentation	2
<75%	E	References	1	Conclusion	1

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Letter Grade	Letter Grade	Grade Point (G)	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.0 to 0.49

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

a) For Theory (CE) Internal

	Components	Weightage
A	Assignment	1
B	Seminar	2
C	Best Two Test papers	2(1 each)
	Total	5

(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)

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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)

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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)

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CHEMISTRY

Theory- Internal (Components and Weightage)

Components	Weightage
Assignment	1
Seminar	2
Best two Test papers	1 each (2)
Total	5

Practical- Internal (Components and Weightage)

Components	Weightage
Written /Lab test	3
Lab involvement	1
Viva	1
Total	5

Practical- External (Components and Weightage)

Components	Weightage
Written /Lab test	10
Record	2
Viva	3
Total	15

For Project (CE) (Internal)

Components	Weightage
Relevance of the topic and analysis	1
Project content and presentation	3
Project Viva	1
Total	5

For Project (CE) (External)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	8
Project Viva	5
Total	15

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Comprehensive Viva-Voce (CE) (Internal)

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

Comprehensive Viva-Voce (CE) (External)

Components	Weightage
Course viva (all courses from first semester to fourth semester)	15
Total	15

PHYSICS

Theory- Internal (Components and Weightage)

Components	Weightage
Assignment	1
Seminar	2
Best two Test papers	1 each (2)
Total	5

Practical- Internal (Components and Weightage)

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

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For Project (CE) (Internal)

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

For Project (CE) (External)

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

Comprehensive Viva-Voce (CE) (Internal)

Components	Weightage
Subject of special interest, Fundamental Physics, Topics covering all Semesters and awareness of current and advanced topics	5
Total	5

Comprehensive Viva-Voce (CE) (External)

Components	Weightage
Subject of special interest, Fundamental Physics, Topics covering all Semesters and awareness of current and advanced topics	15
Total	15

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 31,000 books , 65 periodicals and a subscription of 10 news papers. Xerox facility is also 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 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 an 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 On line Public

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Access Catalogue (OPAC) available whereby advanced computer aided enables author-based, subject-based , title-based and publisher based search facilities.

◆ **Electronic Resource Management package for e-journals /e-books**

We have subscribed to UGC (INFLIBNET) e-books and e-journals via N-LIST.The access to world e-book library is also enabled.

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.
- ◆ Provision for creation of a library web magazine with a custom domain is under consideration
- ◆ **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. The Career Guidance and competition examination guidance books are separately arranged so that an open access can be provided to these books.
- ◆ 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.

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- ◆ SMS/email topic alerts for faculty members on request.

Rules and Regulations of the Library

1. All students and members of the 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 Failiure 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. When a book is returned, the membership card has to be taken back from the library counter.
 8. 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 are to ensure that the books they take are in good condition at the time of issue .
 9. 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.

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.

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 is also affiliated to Xavier Board of Computer Education in India. (XBCE)

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. Awareness Programmes
5. Web designing, Java, HTML

6. Diploma in Financial Accounting
7. D.T.P., VB, C+ +, Oracle, etc.
8. Internet Browsing
9. Special programmes for Teachers, Doctors, Engineers, Architects, Managers, Nurses etc.

BISHOP THARAYIL HALL

Bishop Tharayil Hall is named after the Founder patron of the college, Mar Thomas Tharayil. The Seminar Hall with a seating capacity of more than 150 is equipped with all the modern amenities. It is utilised for various college activities including regional and national seminars.

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.

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.

ENGLISH LANGUAGE LAB

There is a full fledged English Language Lab that can accommodate 20 students. It is equipped with latest language software, LCD etc..

MEDITATION CENTRE - 'UNARVU'

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

COMMERCE 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 equipped with 40 computers, LCD and internet facility .

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 2.30 p.m. to 8.30 p.m. on all week days. These facilities are also available to the Alumni and general public at a nominal cost.

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.

TAILORING CENTRE

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.

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.

K.R. NARAYANAN STUDY CENTRE

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.

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.

UGC-NETWORK RESOURCE CENTRE

UGC-Network Resource Centre (UGC-NRC) is a scheme introduced by the UGC in the 10th plan where assistance was provided for the purchase of computers and also for internet connectivity, which will continue in the 12th plan. The objectives of the scheme are to create awareness among staff and students about the use of computers in various activities. In our college NRC is attached with computer centre.

COLLEGE CANTEEN

There is a canteen within the campus, run on contract basis. Food items are available here on all working days.

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

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.

In addition to the general PTA, departmental P.T.A.'s, are organised in all the teaching departments with student/ guardian representation in the ratio of 6 : 1 (1 parent representative for 6 students). The meeting of the Dept. PTA is convened by the respective HoD's at least one in a semester .

Parents of the departmental P.T.A., the Principal, and all members of the teaching staff shall constitute the general P.T.A. of the college.

4. ALUMNI ASSOCIATION

The Alumni Association of the college came into being in 1989 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 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

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 .

CLUBS

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 & QUIZ CLUB
3. DRAMA CLUB
4. FOLKLORE CLUB
5. ANTI-NARCOTIC CLUB
6. WOMEN'S CLUB
7. CAREER GUIDANCE CLUB
8. HEALTH CLUB
9. PHOTOGRAPHY CLUB
10. TOURISM, FORESTRY & BIRDS CLUB
11. ENTERPRENEURSHIP CLUB
12. RED RIBBON CLUB

CO-CURRICULAR ACTIVITIES

1. NATIONAL CADET CORPS (NCC)

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

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

15% seats are reserved for NCC 'C' certificate holders with 'B'grading in Army Commissioned Officer's selection. Preference is given to NCC Cadets in the selection to paramilitary forces also. Grace marks will

be provided to candidates who possesses NCC 'B & C' certificates in the selection of uniformed forces such as Police, Excise, Fireforce, Forest Dept. by Kerala Government

2 NATIONAL SERVICE SCHEME (NSS)

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

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

3. 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.

4. 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. It offers various Skill development programmes and arranges classes for the girl students.

5. ANTINARCOTIC CLUB

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

6. 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.

7. 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)

7. UGC-CSIR/JRF/NET COACHING PROGRAMMES

With the objective of fulfilling the vocational objectives of education, The PG Department of Commerce initiated the NET coaching centre in the academic year 2010 - 2011. Eminent and expert teaching faculty from various parts of the state is the peculiarity of the centre. Candidates from distant places and different spheres of life avail themselves of the services rendered by the NET coaching centre.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. ST. STEPHEN'S VALUE ENRICHMENT CELL

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

15. SPORTS AND GAMES

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

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

GRACE MARKS

A. SPORTS & ARTS

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

B. YOUTH FESTIVAL

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

SCHOLARSHIPS, FEE CONCESSIONS

1. National Merit Scholarship : Awarded to Degree and Post graduate students, strictly on merit basis. Certificate of merit and scholarship will also be given.

2. Government of India Hindi Scholarships : Awarded to the students from non-Hindi Speaking states. Awarded strictly on merit basis.

3. National Merit Scholarship for the Children of School Teachers : Awarded to the children of serving teachers only according to merit and availability.

4. State Merit Scholarship : This is awarded to those who get the first five ranks in each district for plus two examination.

5. State Scholarship : Awarded on merit-cum means basis to students who secure 50% and above marks in the qualifying examination and on the basis of Annual income of their parents.

6. University Merit Scholarship : This Scholarship is given according to the order of merit of the course. This cannot be availed along with any other scholarship.

7. Scholarship for Proficiency in Sports : This is awarded to the students on the basis of their proficiency in sports and games.

8. State Scholarship for Proficiency in Arts : This can be availed by students on the basis of their proficiency in Arts.

9. Labour Welfare Fund Scholarship : The children of labourers who are contributors to Labour Welfare Fund are eligible for this Scholarship.

10. Fee Concession to Forward Community Students : Students are eligible for fee concession under Kumara Pillai Commission Report on the basis of the income of their parents.

11. Rubber Board Stipend : Awarded to the children of the employees in Rubber Estates.

12. Coffee Board Stipend : Awarded to the children of the employees in Coffee Estates.

13. Scholarship for Physically, Orthopaedically Handicapped Students : Awarded to students with physical disabilities.

14. Educational Concessions to Students belonging to SC/ST/OEC/OBC.

Students of the above categories who are newly admitted as well as those continuing their studies in the 2nd or 3rd year of their course (UG & PG) can apply for educational concession in the prescribed form available in the college office.

15. Post Graduate Indira Gandhi Scholarship for single girl child.

This can be availed by non- professional postgraduate girl student from single girl child family.

ENDOWMENTS AND PRIZES

◆ ENGLISH

1. Sri.Paimpalil Mathew Abraham award : Best outgoing student of B.A English Literature
2. Sr. Goretti memorial Cash : 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 (Vocational) Programme.

◆ MALAYALAM

4. Prof. Somi Jacob endowment Top Scorer in Malayalam in B.A., B.Sc. Programme
5. Dr.Sr. Deepa endowment Best outgoing Degree student in cultural activities and academic performance

◆ HINDI

6. Prof. Sr. James scholarship Student scoring highest marks in Hindi in the degree programme
7. Prof. Sr. James memorial cash award Best outgoing student of the Degree classes.
8. Dr. Sindhu K.C. memorial cash award Top Scorer in Hindi for the UG Programme

◆ MATHEMATICS & STATISTICS

9. Prof. Stephen Mathew memorial cash award Best outgoing student of B.Sc. Mathematics programme
10. Prof. Stephen Mathew Vattadikunnel memorial cash award Top Scorer in Mathematics as a Complementary subject
11. Prof. E.J. Mathew endowment Best final Year BSc Maths Student who score highest marks in statistics .
12. Prof.Thomaskutty Philip memorial Cash award. Top Scorer in Real Analysis paper in B Sc Mathematics prog.

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

◆ PHYSICS

13. Fr. Luke Puthiyakunnel Sacredotal Silver Jubilee memorial cash award Top scorer in B.Sc. Physics Programme
14. Fr. Luke Puthiyakunnel endowment Best student of degree programme in General Proficiency.
15. Prof. K.M. Mathew Koithara Scholarship Best Knanaya Community student in M.Sc. Physics programme.
16. Smt. Celine K. Joseph memorial Scholarship Girl student who scores highest marks in Final B.Sc. Degree Examination
17. Smt. Celine K. Joseph memorial Scholarship Top Scorer in M.Sc.Physics Examination

◆ CHEMISTRY

18. Prof. N.I. Joseph memorial cash award Top scorer in B.Sc. Chemistry Prog.
19. Prof. N.I. Joseph and Stephen Mathew V. Scholarship Best outgoing degree students of Arts & Science
20. Capt. E.A. Alexander endowment Best Outgoing NCC Cadet
21. Prof. C.T. Thomas endowment Top scorer in M Sc. Chemistry examination
22. Prof. Vinodamma M. Abraham endowment Top scorer in M Sc. Chemistry examination
23. Dr. Mercy Philip C endowment: Student scoring highest marks in the first semester examination of M.Sc. Chemistry.
24. Dr. Shiney Baby endowment. For conducting Lecture series in "Recent trends in Chemistry" every year.

◆ ZOOLOGY

23. Prof. C.K. Abraham Award Top scorer in B.Sc. Zoology Programme
24. Prof. Joseph George K. endowment A deserving student of the B.Sc. Zoology programme

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◆ ECONOMICS

- | | |
|---------------------------------|--|
| 25. Fr. Peter Uralil Award | Top scorer in B.A. Economics Prog. |
| 26. Prof. C.J. Joseph endowment | Student who score highest marks in core course in B.A. Economics Programme |

◆ COMMERCE

- | | |
|--|--|
| 27. Mrs. & Mr. Abraham Nadukaniyil Scholarship | Top scorer in B.Com. Degree Prog. |
| 28. Pope John Paul II Award | Best student in I B.Com |
| 29. Prof. K.J. Joy endowment | Assistance to the poor Students of B.Com for purchasing text books |
| 30. Sri. K.C. Jose & V.K. John Endowment | Best II M.Com student scoring the highest marks |
| 31. Prof. K.A. Cyriac Scholarship | Best N.S.S. Volunteer |
| 32. Sri. Harikumar memorial Scholarship | Best B.Com student. |
| 33. Dr. V.S. Jose endowment | Student scoring highest marks in M.Com and NET Score. |
| 34. Sri. Romy Baby Memorial | Best outgoing student in BCom Programme. |

◆ ENDOWEMENTS IN GENERAL

- | | |
|--|--|
| 35. Holy Wood Scholarship | Senior champion of Annual sports meet of the college every year |
| 36. Bishop Tharayil memorial Ever Rolling Trophy | College winning in all Kerala Intercollegiate Volleyball Tournament for men |
| 37. Sr. Goretta memorial Ever Rolling Trophy | College winning in all Kerala Inter Collegiate Volleyball Tournament for Women |
| 38. Paristhithi Mithra award | Sponsored by Prof. V.P.Thomaskutty & Prof. P.J. Joy |
| 39. Library award | Best Library user among students |

◆ PTA

- | | |
|----------------------------------|------------------------|
| 40. PTA Cash Award | Subjectwise Top scorer |
| 41. 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.

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EXAMINATION CALENDAR 2019

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 (2019 Admission)	20.09.2019	23.10.2019	11.11.2019	Last week of April 2020
2..	II Semester (2018 Admission)	02.04.2019	02.05.2019	22.05.2019	Third week of Oct. 2019
3.	III Semester (2018 Admission)	06.09.2019	09.10.2019	30.10.2019	Third week of Mar. 2020
4.	IV Semester (2017 Admission)	02.04.2019	03.05.2019	29.05.2019	Last week of Sep. 2019
5.	V Semester (2017 Admission)	05.09.2019	09.10.2019	28.10.2019	Third week of Jan. 2020
CBCSS :-					
1.	VI Semester (2016 Admission)	30.01.2019	05.03.2019	26.03.2019	Last week of May 2019
2	V Semester Reappearance	10.01.2019	20.02.2019	06.03.2019	Second week of Jul 2019

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.Com. :-					
1.	I Semester (2019 Admn)	04.09.2019	29.10.2019	13.11.2019	Second Week of Feb. 2020
2..	II Semester (2018 Admn)	29.04.2019	04.06.2019	19.06.2019	Third Week of Sept.2019
3.	III Semester (2018 Admn)	04.09.2019	15.10.2019	07.11.2019	First Week of Feb.2020
4.	IV Semester (2017 Admn)	05.03.2019	22.04.2019	31.05.2019	Third Week of Aug.2019
M.Sc. :-					
1.	I Semester (2019 Admn)	04.09.2019	29.10.2019	13.11.2019	Second Week of Feb. 2020
2..	II Semester (2018 Admn)	29.04.2019	04.06.2019	19.06.2019	Third Week of Sept.2019
3.	III Semester (2018 Admn)	04.09.2019	15.10.2019 07.	11.2019	First Week of Febr.2020
4.	IV Semester (2017 Admn)	05.03.2019	22.04.2019	31.05.2019	Third Week of Aug. 2019

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COLLEGE CALENDAR 2019-20

JUNE - 2019

Date	Day	Class days	PARTICULARS
1	Sat	-	Saturday
2	Sun	-	Sunday
3	Mon	-	
4	Tue	-	
5	Wed	-	
6	Thu	1	Re-opening of the College for the Academic Year 2019-20
7	Fri	2	
8	Sat	-	Second Saturday
9	Sun	-	Sunday
10	Mon	3	
11	Tue	4	
12	Wed	5	
13	Thu	6	Due Date of Vth Sem. fees, UG Regu.& Voc
14	Fri	7	Due Date of fees III Sem. PG.
15	Sat	-	Saturday
16	Sun	-	Sunday
17	Mon	8	Due Date of III Sem. fees, UG Regu.& Voc
18	Tue	9	
19	Wed	10	
20	Thu	11	Fee with Fine Rs.5/- V Sem UG Regular & Voc
21	Fri	12	Fees with Fine Rs.5/- III Sem PG
22	Sat	-	Saturday
23	Sun	-	Sunday
24	Mon	13	
25	Tue	14	Fees with Fine Rs.5/- III Sem UG Regular & Voc.
26	Wed	15	Fees with Fine Rs.10/- V Sem UG Regular & Voc
27	Thu	16	Fees with Fine Rs.10/- III Sem PG .
28	Fri	17	
29	Sat	-	Saturday
30	Sun	-	Sunday

No. of working days - 17

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JULY - 2019

Date	Day	Class Days	PARTICULARS
1	Mon	18	
2	Tue	19	Fees with Fine Rs.10/- III Sem UG Regular & Voc
3	Wed	-	Local Holiday
4	Thu	20	
5	Fri	21	
6	Sat	22	Saturday, Working day
7	Sun	-	Sunday
8	Mon	23	
9	Tue	24	
10	Wed	25	
11	Thu	26	
12	Fri	27	
13	Sat	-	Second Saturday
14	Sun	-	Sunday
15	Mon	28	
16	Tue	29	
17	Wed	30	
18	Thu	31	
19	Fri	32	
20	Sat	-	Saturday
21	Sun	-	Sunday
22	Mon	33	
23	Tue	34	
24	Wed	35	
25	Thu	36	
26	Fri	37	
27	Sat	38	
28	Sun	-	Saturday
29	Mon	-	Sunday
30	Tue	39	
31	Wed	-	Karkkidaka Vavu

No. of working days -22

Handbook and Calendar 2019- 2020

AUGUST - 2019

Date	Day	Class days	PARTICULARS
1	Thu	40	
2	Fri	41	
3	Sat	-	Saturday, Local Holiday
4	Sun	-	Sunday
5	Mon	42	
6	Tue	43	
7	Wed	44	
8	Thu	45	
9	Fri	46	
10	Sat	-	Second Saturday
11	Sun	-	Sunday, Bakrid
12	Mon	47	
13	Tue	48	
14	Wed	49	
15	Thu	-	Independance Day
16	Fri	50	
17	Sat	-	Saturday
18	Sun	-	Sunday
19	Mon	51	
20	Tue	52	
21	Wed	53	
22	Thu	54	
23	Fri	-	Sreekrishna Jayanthi
24	Sat	-	Saturday
25	Sun	-	Sunday
26	Mon	55	
27	Tue	56	
28	Wed	-	Ayyankali Jayanthi
29	Thu	57	
30	Fri	58	
31	Sat	-	Saturday

No. of working days - 19

Handbook and Calendar 2019- 2020

SEPTEMBER - 2019

Date	Day	Class days	PARTICULARS
1	Sun	-	Sunday
2	Mon	55	
3	Tue	56	
4	Wed	57	
5	Thu	58	
6	Fri	59	College closing for the onam Holidays
7	Sat	-	Second Saturday
8	Sun	-	Sunday
9	Mon	-	Muhram
10	Tue	-	
11	Wed	-	Thiruvonam
12	Thu	-	
13	Fri	-	Sreenarayanaguru Jayanthi
14	Sat	-	Saturday
15	Sun	-	Sunday
16	Mon	60	College re-open after onam holidays
17	Tue	61	
18	Wed	62	
19	Thu	63	
20	Fri	64	
21	Sat	-	Saturday, Sreenarayanaguru Samadhi
22	Sun	-	Sunday
23	Mon	65	
24	Tue	66	
25	Wed	67	
26	Thu	68	
27	Fri	69	
28	Sat	-	Saturday
29	Sun	-	Sunday
30	Mon	70	

No. of working days - 16

Handbook and Calendar 2019- 2020

OCTOBER - 2019

Date	Day	Class days	PARTICULARS
1	Tue	71	
2	Wed	-	Gandhi Jayanthi
3	Thu	72	
4	Fri	73	
5	Sat	-	Saturday
6	Sun	-	Sunday
7	Mon	-	Maha Navami
8	Tue	-	Vijaya Desami
9	Wed	74	
10	Thu	75	
11	Fri	76	
12	Sat	-	Second Saturday
13	Sun	-	Sunday
14	Mon	77	
15	Tue	78	
16	Wed	79	
17	Thu	80	
18	Fri	81	
19	Sat	-	Saturday
20	Sun	-	Sunday
21	Mon	82	
22	Tue	83	
23	Wed	84	
24	Thu	85	
25	Fri	86	
26	Sat	-	Saturday
27	Sun	-	Sunday, Deepavali
28	Mon	87	
29	Tue	88	
30	Wed	89	
31	Thu	90	

No. of working days - 20

Handbook and Calendar 2019- 2020

NOVEMBER - 2019

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

No. of working days - 21

Handbook and Calendar 2019- 2020

DECEMBER - 2019

Date	Day	Class days	PARTICULARS
1	Sun	-	Sunday
2	Mon	22	
3	Tue	23	
4	Wed	24	
5	Thu	25	
6	Fri	26	
7	Sat	-	Second Saturday
8	Sun	-	Sunday, Local Holiday
9	Mon	27	
10	Tue	28	
11	Wed	29	
12	Thu	30	
13	Fri	31	
14	Sat	-	Saturday
15	Sun	-	Sunday
16	Mon	32	
17	Tue	33	
18	Wed	34	
19	Thu	35	
20	Fri	36	College closing for the X'mas Holidays
21	Sat	-	
22	Sun	-	
23	Mon	-	
24	Tue	-	
25	Wed	-	Christmas
26	Thu	-	
27	Fri	-	
28	Sat	-	Saturday
29	Sun	-	Sunday
30	Mon	37	College re-open after X'mas Holidays
31	Tue	38	

No. of working days - 17

Handbook and Calendar 2019- 2020

JANUARY - 2020

Date	Day	Class days	PARTICULARS
1	Wed	39	
2	Thu	40	
3	Fri	41	
4	Sat	-	Saturday
5	Sun	-	Sunday
6	Mon	42	
7	Tue	43	
8	Wed	44	
9	Thu	45	
10	Fri	46	
11	Sat	-	Second Saturday
12	Sun	-	Sunday
13	Mon	47	
14	Tue	48	
15	Wed	49	
16	Thu	49	
17	Fri	50	
18	Sat	-	Saturday
19	Sun	-	Sunday
20	Mon	51	
21	Tue	52	
22	Wed	53	
23	Thu	54	
24	Fri	55	
25	Sat	-	Saturday,
26	Sun	-	Sunday, Republic Day
27	Mon	56	
28	Tue	57	
29	Wed	58	
30	Thu	59	
31	Fri	60	

No. of working days -23

Handbook and Calendar 2019- 2020

FEBRUARY - 2020

Date	Day	Class days	PARTICULARS
1	Sat	-	Saturday
2	Sun	-	Sunday
3	Mon	61	
4	Tue	62	
5	Wed	63	
6	Thu	64	
7	Fri	65	
8	Sat	-	Second Saturday
9	Sun	-	Sunday
10	Mon	66	
11	Tue	67	
12	Wed	68	
13	Thu	69	
14	Fri	70	
15	Sat	-	Saturday
16	Sun	-	Sunday
17	Mon	71	
18	Tue	72	
19	Wed	73	
20	Thu	74	
21	Fri	75	
22	Sat	-	Saturday
23	Sun	-	Sunday
24	Mon	76	
25	Tue	77	
26	Wed	78	
27	Thu	79	
28	Fri	80	
29	Sat	-	Saturday

No. of working days - 20

Handbook and Calendar 2019- 2020

MARCH- 2020

Date	Day	Class days	PARTICULARS
1	Sun	-	Sunday
2	Mon	81	
3	Tue	82	
4	Wed	83	
5	Thu	84	
6	Fri	85	
7	Sat	-	Second Saturday
8	Sun	-	Sunday
9	Mon	86	
10	Tue	87	
11	Wed	88	
12	Thu	89	
13	Fri	90	
14	Sat	-	Saturday
15	Sun	-	Sunday
16	Mon	91	
17	Tue	92	
18	Wed	93	
19	Thu	94	
20	Fri	95	
21	Sat	-	Saturday
22	Sun	-	Sunday
23	Mon	96	
24	Tue	97	
25	Wed	98	
26	Thu	99	
27	Fri	100	
28	Sat	-	Saturday
29	Sun	-	Sunday
30	Mon	101	
31	Tue	102	

No. of working days -22

Handbook and Calendar 2019- 2020

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)
Provicer Chancellor	-	0481-2731005
Registrar	-	0481- 2731007
Controller of Examinations	-	0481 -2731000
PRO	-	0481 - 2731020
DCDC	-	0481 - 2731013
Enquiry	-	0481 - 2731007
N.S.S. Programme Coordinator	-	0481 - 2731029
Director of Student Services	-	0481 - 2731024
2. St. Stephen's College Hostel	-	04822 - 240169
3. Bishop's House, Kottayam	-	0481 - 2563527
4. Uzhavoor Post Office	-	04822 - 240125
5. State Bank of 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
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.	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
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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 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
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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.	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 |

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 | 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	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

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

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. 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 | |
| 25. | Sr. Giles | |
| 26. | Sr. Meritol | |
| 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 | Sri. T. M. Luka | 04822 – 232267 |
| 37 | Sri. K. L. Kurian | 04822 – 240693 |
| 38 | Sri. P. L. Mathew | 04822 – 240591 |

Mother General
 Visitation Convent Generalate
 0481-2311979

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	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	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.	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.	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

PRAYER SONGS

- 1. പ്രാർത്ഥനാ ഗാനമെൻ
നാവിലുണരുമ്പോൾ
കുപ്പുകൈകളോടെ നിൻ
സന്നിയേ നിൽപ്പു ഞാൻ
എൻ ദൈവമെ, എൻ ദൈവമെ
ആദിമുതലേ അവിടുണെന്നെ അറിയുന്നല്ലോ
അളവില്ലാത്ത കരുണകൾക്കായ് സ്തുതികളാലപിക്കാം (2)

- 2. ഈ പ്രപഞ്ച സംരക്ഷകാ, തൃക്കടാക്ഷമേകീടണെ
ഈ മഹനീയ ഭൂമിയിൽ നിൻകൃപാവരമേകണെ (2)
കാൽവരിയിലെ ക്രിസ്തുവും
ദ്വാരക ക കൃഷ്ണനും
മക്ക തനിൽ മുഹമ്മദും
മന്നിലേകത്വ ദൈവമായ്
ഈ പ്രപഞ്ച സംരക്ഷകാ, തൃക്കടാക്ഷമേകീടണെ
ഈ മഹനീയ ഭൂമിയിൽ നിൻകൃപാവരമേകണെ
നിൻകൃപാവരമേകണെ....

- 3. പ്രാർത്ഥനകൾ പാതയിൽ
പൂക്കളായ് വിരിയണം
പൂ വിരിഞ്ഞ വീഥികൾ
പുണ്യ 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)

Handbook and Calendar 2019- 2020

5. നന്മരൂപിയായ ദൈവമേ നിനക്കു വന്ദനം (2)
ബുദ്ധിയും വിശുദ്ധിയും സ്വഭാവശുദ്ധിയും മമ
ഭക്തിയും വിവേകവും തരേണമെ ദയാനിയേ
(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
ന്യത്തലോലമാകണേ
കുഞ്ഞുവീടിനൂൾത്തടങ്ങൾ
സ്വർഗമാകണേ....
അമ്മ നൽകും ഉമ്മ പോലും
അമൃതമാകണേ.....
പൂർണ്ണമീ ചരാചരങ്ങൾ
ഗുരുവരങ്ങളാകണേ..... (ഹൃദയരാഗ)

**ST. STEPHEN'S COLLEGE,
UZHAVOOR**

**APPLICATION FOR LEAVE
(Specimen Copy)**

Name

Class Main No.

Number of days of leave required :

From To

.....

Reason for applying

.....

.....

Total No. of day's leave taken to date

Signature of guardian

Signature of Student

Date :

Class Teacher :

Principal :

ST. STEPHEN'S COLLEGE, UZHAVOOR

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	I	III	IV	V
I Day					
II Day					
III Day					
IV Day					
V Day					

ദേശീയഗാനം

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