

ST. PETER'S COLLEGE

KOLENCHERY - 682 311

ERNAKULAM DIST, KERALA

ESTD. 1964

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Website : stpeterscollege.ac.in

(Affiliated to the Mahatma Gandhi University, Kottayam)

Reaccredited with B+ Grade by NAAC

“THE WISE SHALL INHERIT GLORY”



CALENDAR

2013 - 2014



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

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
St. Peter's College
Kolenchery, Dist. Ernakulam, affiliated to Mahatma Gandhi University
Kerala as
Accredited
at the B* level*

Date : October 17, 2008



Unnat
Director

- This certification is valid for a period of five years with effect from October 17, 2008.
- An institutional score 74 in the range of 35-40 denotes C grade, 40-45-C* grade, 45-50-C** grade, 50-55-B grade, 55-60-B* grade, 60-65-B** grade, 65-70-A grade, 70-75-A* grade, 75-80-A** grade (upper limits exclusive).

EC/40/RA/14

ST. PETER'S COLLEGE
KOLENCHERY - ERNAKULAM DIST.



Chairman
Sri. George Issac

Secretary
Sri. C.V. Jacob

Treasurer
Dr. Sasi Eloor

Principal
Dr. Thampy Abraham, M.Sc., M.Phil, Ph.D.

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CONTENTS

	Page No.
1. The College	7
2. Succession List of Principals	10
3. Milestones In the History Of the College.....	10
4. Courses of study	13
4. Rules for admission and withdrawal	14
5. Fee Rules & Rates of Fees	16
6. Rules for collection and refund of fees	17
7. Caution Deposits	20
8. Identity Cards	21
9. Certificates	21
10. Attendance and leave of absence	22
11. Choice based Course – Credit-Semester System.....	23
12. General Discipline & conduct of Students	26
13. Kerala Ragging act	29
14. Physical Education	35
15. Medical Inspection	36
16. National Cadet Corps	36
17. National Service Scheme	36
18. Curricular & Co Curricular Forums.....	37
19. Career Guidance Bureau	39
20. Parent Teacher Association	39
21. Staff Co-operative Society	40
22. Archaeological Museum	40
23. Scholarships	44
24. Endowment Awards & Prizes	47
25. College Staff Council	50
26. Teachers in-charge of student oriented services ...	50
27. Members on the Teaching Staff.....	53
28. Members on the Non-Teaching Staff	58
29. M.G. University General Information.....	60
30. Retired Staff.....	73
31. College Almanac	79
32. Application for leave	93

NATIONAL ANTHEM

VÉxÉ MÉhÉ 'ÉxÉ +ÉvÉxÉÉ^aÉÉò VÉ^aÉ ½þ
;ÉÉ^oiÉ ;ÉÉM^aÉÉ ÉvÉÉiÉÉ
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iÉ É 9ÉQÉ xÉÉ'Éà VÉÉMÉä
iÉ É 9ÉQÉ +ÉÉ9É'É 'ÉÉMÉä
MÉÉ½þ iÉ É VÉ^aÉ MÉÉvÉÉ

VÉxÉ MÉhÉ 'ÉMÉ±Én^aÉÉò VÉ^aÉ ½þ
;ÉÉ^oiÉ ;ÉÉM^aÉÉ ÉvÉÉiÉÉ
VÉ^aÉ ½þ VÉ^aÉ ½þ VÉ^aÉ ½þ
VÉ^aÉ VÉ^aÉ VÉ^aÉ VÉ^aÉ ½þ

NATIONAL PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and all elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion; in their well being and prosperity alone lies my happiness.

JAI HIND

PRAYER SONG

1. സ്നേഹസ്വരൂപാ ജഗദീശ്വരാ
തിരുമുമ്പിൽ ഞങ്ങൾ നമിച്ചീടുന്നു
ഈ ദിനം സഫലമായിത്തീരുവാനവിടുത്തെ
അനുഗ്രഹമേകിയാലും

ഗുരുവരം തേടിയും പഠനത്തിൽ ശ്രദ്ധിച്ചും
ഒരുമയിൽ മുന്നേറുവാൻ
അറിവിൽ വളർന്നൊരു നന്മയായിത്തീരാനും
അനുഗ്രഹമേകിയാലും.

2. ഞങ്ങൾ കരം കുപ്പി നിൽക്കുന്നു മണ്ണിന്റെ
പുണ്യമേ നിൻ മുമ്പിലായ് സാമോദം
പൊന്നുഷസ്സിൽ കർമ്മസാക്ഷിതൻ മുമ്പിലായ്
കൺമിഴിച്ചീടുന്ന പൂക്കൾ പോലെ

വിവേകപൂർണ്ണരായ് ജീവിച്ചിടാനായ്
സദ്ഗുണഭക്തരായ് വിജയംവരിക്കുവാൻ
ജഗത്പിതാവേ വരം തരേണമേ
സ്നേഹസേവന നിരതരാകുവാൻ.

THE COLLEGE

The College is named after St. Peter, the apostle of peace and harmony. St. Peter's College is located approximately 30 kilometers east of Kochi. Kolenchery was once a remote village with educationally backward inhabitants. The starting of the college was a boon to the rustic inhabitants of the locality. Besides producing thousands of graduates and postgraduates, uplifting the educationally backward people, the college has been the cause of ushering a new look to Kolenchery with many business establishments, banks, government offices and even a Medical College, and made it a beautiful township. **The well-wishers of the college believe that the phenomenal growth of this institution is due to the invisible blessings of our Patron Saints, St. Peter and St. Paul.** Eversince its beginning in 1964, the college management and the staff, through their consistent and untiring efforts, have produced citizens excelled as administrators, executives, clergymen, businessmen, doctors, engineers, lawyers and a host of other professionals. **The college is now affiliated to the Mahatma Gandhi University, and is accredited with B+ Grade by the National Assessment and Accreditation Council of the U.G.C.**

The college started functioning in **July 1964** with five batches of Pre-Degree students. It earned a good reputation in a short span of time and its fame spread all over Kerala, and produced international sports persons and academicians, all in quick succession that the college was upgraded as a Degree College in 1967. It has the rare privilege of starting undergraduate courses in eight subjects in that year itself. The college became a post graduate institution in 1982 with the beginning of M.Sc. course in Botany. It now offers Degree courses in **Mathematics, Physics, Chemistry, Botany, Zoology, Economics, History, Politics, Malayalam, English, Hindi and Commerce**, Post Graduate courses conducted in the college are **Botany, Mathematics, Commerce, English, Bio-Technology, and Tourism Administration**. The college at present has a student strength of **1425**.

There are **82** members on the Teaching Staff and **32** members on the Non-Teaching Staff.

OUR COLLEGE ANTHEM

The wise are always glorious.
As learning makes the wise enormous.
Praise thee learners the shrine.
That imparts souls wisdom to shine

In this temple built on rocks
By Saint Peter's grace on flocks
Fill us all in with virtues worths
Shepherding the imploring minds in truth.

OUR VISION

The St Peters College aims at pursuing academic excellence by providing value based quality education of the highest order to build up character and instil moral and spiritual values for attaining fullness of life.

OUR MISSION

Our Mission is to achieve the vision by

- a) Developing professional competence among students
- b) Providing special care to the weaker sections of the society
- c) Promoting Research Programmes
- d) The optimum use of information and communication technology (ICT)
- e) Imparting new vistas of knowledge relevant to changing global scenario

The college seeks to address the need of the hour by trying to mould world class citizens with highest intellectual acumen, emotional balance, spiritual strength and physical training.

MOTTO

“The Wise shall inherit Glory”, The college aims at imparting wisdom to the students enabling them to inherit glory in their lives.

MANAGEMENT.

The College derives its inspiration from St. Peter's & St. Paul's Orthodox Syrian Church, Kolenchery. It was in the meeting held on 9th February 1964 at this church the idea of applying for a Junior College in Kolenchery was mooted. A committee consisting of Sri. C.P. Issac (Chairman) Sri. P.M. Paily Pillai (Secretary) and Sri. C. V. Jacob (Treasurer) was authorised to proceed with the dream project. Sanction for a Junior College came through the letter No. G. C2/2879/63 dated 1-7-1964. The College is managed by the St. Peter's College Trust, a society registered under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act of 1955. The sincere and dedicated leadership given in the past by people like Sri. M. Chacko Pillai, Sri. K.V. Thomas, Sri. N.P. Varghese, Sri. P.M. Paily Pillai, Sri. C.P. Issac, Sri. K.E. Issac, Sri. K.P. Paulose, Sri. E.M. Varkey, Dr. C.T. George etc. had made St. Peter's college, a reputed educational Institution.

The present office bearers of the College Trust are

Sri. George Issac (Chairman)

Sri. C. V. Jacob (Secretary)

Dr. Sasi Eloor (Treasurer)

INFRASTRUCTURAL FACILITIES

The College has a total area of 25 acres of land in which occupies a three storeyed massive main building with an area of 1,25,000 Sq.ft. In addition it has the Silver Jubilee Memorial Library Complex with 14,270 sq.ft and a well maintained teakfloored floodlit Indoor Stadium having an area of 13,500 sq.ft. The college also has a well furnished air conditioned Seminar hall with 2,500 sq.ft., a Conference hall of **2,700** sq.ft., a ladies waiting hall having an area of 4,000 sq.ft. a canteen of 4,000 sq.ft. and a car park of 4,200 sq.ft. The college has Indoor courts for volleyball, basketball, tennis, and outdoor courts for football and cricket. The extensive sports ground which provides 400 metres track for athletics is another unique facility of the college. The college has provided well equipped laboratories for the Departments of Physics, Chemistry, Botany, Zoology and Bio Technology. Our Physics laboratory is one of the best in this University, well equipped and well maintained. Our Chemistry lab with its beautiful teak wood workbenches is very modern. The Bio Chemistry Laboratory and the Microbiology laboratory are also furnished with the

most modern facilities. The college is running a women's hostel having a capacity to accommodate 200 students. The mens hostel for Postgraduate students can accomodate 100 students. The college also has a sports hostel, running with the assistance of the Kerala Sports Council.

SUCCESSION LIST OF PRINCIPALS

Rev. Fr. V.M. GEEVARGHESE, M.A.	1964-1971
Prof. K. C. PETER, M.A.	1971-1973
Prof. K. K. GEORGE, M.Sc., A.I.E. (London)	1973 - 1987
Prof. P. C. DAVID, M.Sc.	1987-1990
Prof. T. K. JOSHUA, M.Sc.	1990-1995
Prof. M.Y. YOHANNAN, M.A., B.Ed.	1995-1997
Prof. K. I. MATHEW, M.Com.	1997-2000
Prof. (Dr.) M. P. MATHAI, M.A., Ph.D.	2000-2002
Prof. JOY C. GEORGE, M.A., Phil.	2002-2010
Prof. JOY K.PAUL M.Sc., M.Phil.	2010-2012
Dr. THAMPY ABRAHAM, M.Sc., M.Phil., Ph.D	2012 -

MILESTONES IN THE HISTORY OF THE COLLEGE

- 1964 - Established as a Junior College
- 1965 - Inauguration of St.Paul's Hostel for Men and St.Mary's Hostel for women
- 1965- Publication of the 1st issue of Young Herald, the college Magazine
- 1967- Upgraded as Degree College offering undergraduate courses in Mathematics, Physics, Chemistry, Botany. Zoology, Economics, Political Science and Malayalam
- 1967- N.C.C wing started
- 1970 - Introduction of BA course in History
- 1973 - Starting N.S.S Unit
- 1978 - Constructed Canteen Building
- 1981 - Introduced Undergraduate course in Commerce
- 1982 - Became a Post Graduate College with the starting of Post Graduate course in Botany
- 1984 - Started Post Graduate Course in Mathematics
- 1987 - Introduced Prof. K.K.George Memorial Endowment Lecture and Award
- 1988 - Constructed women's waiting hall

- 1989 - Formation of Parents Teachers Association.
- 1991 - Celebrated Silver Jubilee.
- 1991- Inaugurated Silver Jubilee Memorial Central Library.
- 1992 - Opening of Prof. K.K.George Memorial Block (Mathematics Block) and Prof. P.C David Memorial Block (Physics Block)
- 1992 - Inauguration of the multipurpose Indoor stadium
- 1992 - Organized the All India Inter University Volley Ball Tournament.
- 1995 - Introduced Degree Course in English Language and Literature
- 1995 - Started Post Graduate course in Commerce
- 1998 - Started Post Graduate Course in English Literature.
- 1998 - Organized All India Invitation Volley Ball Tournament for Synthite Cup
- 1999- Started B.A. Hindi (Voc.)
- 1999 - Opened the Archaeological Museum annexed to the Department of History.
- 1999 - Accredited at Four Star Level by National Assessment And Accreditation Council of UGC
- 2000 - Started to observe 11th July as Patron's Day of the College
- 2001 - Started Post Graduate course in Bio-technology.
- 2001 - Started to celebrate Staff Day on 26th January.
- 2002 - Received recognition form Kerala Sports Council to start sports hostel
- 2002 - Started Post Graduate Course in Tourism Administration.
- 2002 - Conducted UGC sponsored Simple Sanskrit speaking course.
- 2002 - Hosted All India Inter University Volleyball Tournament.
- 2003 - Released the first volume of the PETRONIAN, Official newsletter of the college.
- 2003 - Conducted All India Inter University cross country championship tournament.
- 2003 - "Swapna Theerangalku Parayuvan" - a documentary produced by Quiz Club was telecasted in Kairali TV Channel
- 2004 - Inaugurated Ruby Jubilee Memorial Air Conditioned Seminar Hall.
- 2004 - Organized All India Inter University Soft Ball Tournament
- 2005 - Formation of Staff Club

- 2005 - Constructed Men's Hostel for Post Graduate Students
- 2005 - Formed St.Peter's College Alumni And Superannuated Staff Association
- 2005 - 'Colours –The Passion of Mind-' docu-fiction produced by Quiz Club was telecasted in Jeevan TV channel.
- 2006 - Central Library got fully computerized
- 2006 - Introduced internet and Intranet facilities for the students
- 2006 - Opened the multi gym in Indoor stadium
- 2006 - Re accredited at B+ Level by National Assessment And Accreditation Council of UGC.
- 2007 - Hosted All India Inter University Shuttle Badminton Tournament for men and women.
- 2008 - Mahatma Gandhi University recognized the Department of Botany as approved Research centre.
- 2008 - State of Art Basket Ball court with International standard was constructed and inaugurated
- 2008 - MIRROR' - Documentary on the History and Achievements of the college was produced and screened.
- 2008 - Started P.M Paily Pillai Memorial All India Inter collegiate Basket Ball Tournament for Women
- 2008 - Construction of the New Block consisting of Mini Auditorium, Examination Hall etc.
- 2009 - Introduced Public address System
- 2009 - Inaugurated Palliative Care Unit under the auspices of National Service Scheme.
- 2009 - Celebrated the Silver Jubilee (Silver Matrix) of the Post Graduate Course in Mathematics and Introduced Silver Jubilee Memorial Endowment Award.
- 2010 - Mahatma Gandhi University recognized the Department of Commerce as approved Research Centre
- 2012 - Mahatma Gandhi University recognized the Department of Mathematics as approved research centre.
- 2013- Brown Sugar - a documentary produced by national service scheme unit of the college.
- 2013- Released the journal 'commerce spectrum'. Published by PG and Research Department of Commerce.

PROGRAMMES

The college offers the following programmes of study, (Under Graduate Choice Based Credit and Semester System (CBCSS))

B. A. Degree Programmes

1. **Economics** (core) with Social Formations in Indian History and Political Science (Complementary)
2. **Political Science** (core) with Economics and Historical Roots of the Modern World (Complementary)
3. **History** (core) with Economics and Political Science (Complementary)
4. **Malayalam Language and Literature** (core) with Kerala Culture and Sanskrit (Complementary)
5. **English Language and Literature** (core) with Historical Roots of Modern world.and History of British colonialism : Social and Literary aspects (Complementary)
6. **Hindi** (Vocational)

B.Sc.Degree Programmes

1. **Mathematics** (core) with Physics and Statistics (Complementary)
2. **Physics** (core) with Mathematics and Chemistry (Complementary)
3. **Chemistry** (core) with Physics and Mathematics (Complementary)
4. **Zoology** (core) with Botany and Chemistry (Complementary)
5. **Botany** (core) with Zoology and Chemistry (Complementary)

B.Com. Degree Programme

1. B.Com Finance and Taxation

Common Course - English (Compulsory for all programmes/students)

Additional Common Course - Malayalam/Hindi/Sanskrit (Students may choose any one)

POST GRADUATE DEGREE PROGRAMMES

Under Credit Semester System (CSS)

1. M.Sc. Mathematics
2. M.Sc. Botany
3. M.Com. Stream 1 - Finance
4. M.A. English
5. M.Sc. Bio-Technology
6. M.T.A. (Self Finance)

LIST OF OPEN COURSE OFFERED

<u>Title of the open Course</u>	<u>Co-ordinating Department</u>
English for Careers	English
പ്രവർത്തനം അടിസ്ഥാന തത്വങ്ങൾ	Malayalam
Film Studies	Hindi
Applicable Mathematics	Mathematics
Amateur Astronomy	Physics
Food Science	Chemistry
Agribased Microenterprises	Botany
Management of Ornamental Fish Breeding, Rabbit Farming, Poultry, Quail Farming, Vermiculture, Bee Keeping and Sericulture.	Zoology
Foundation of Environmental Economics	Economics
Environmental History in Indian Context	History
Human Rights in India	Politics
Capital Market & Investment Management	Commerce

RESEARCH PROGRAMMES

1. Ph.D. in Botany
2. Ph.D. in Commerce
3. Ph.D. in Mathematics

RULES FOR ADMISSION AND WITHDRAWAL

- 1) All candidates for admission must acquaint themselves with the rules and regulations of the College and will be bound by them, if admitted.
- 2) They must produce, before admission their Transfer and Conduct Certificates from the school or the college which they last attended and their University Pass Certificate and their Medical Certificate, if they are applicants for admission to the Degree, P. G. Degree classes
- 3) The Principal reserves the right to refuse admission to any applicant, without assigning reason.
- 4) No candidate for admission will be enrolled or allowed to attend

- any class until the first instalment of the 'prescribed fees has been paid.
- 5) Any one who is found to have obtained admission by false representation is liable to dismissal and forfeiture of all the fees paid.
 - 6) Any student who leaves the college without the permission of the Principal before completing the course, will not be given a certificate of character. But on sufficient cause being shown, the Principal will transfer a student to another college or will allow him to discontinue study and will give him a certificate of character at such time as in the opinion of the Principal may deem proper.
 - 7) Character Certificate must be applied for immediately after the student leaves the college.
 - 8) In the case of the student who has been the candidate for a University examination the results of which have not been published before the beginning of the college term, the eleventh day after, the results of examination have been announced shall be counted for him as the first working day of the college so far as the grant of a Transfer Certificate concerned.
 - 9) The minimum age. prescribed in the ordinance for admission of the student to the Ist year Degree Course is 16 years on Ist of October of the year of admission.
 - 10) The Ist of October of every year has been fixed by the University as the last date for receipt of return of the Matriculates related to students admitted that year.
 - 11) Application for recognition of their qualifying examination of other Universities or examining bodies are to be received in the University Office within ONE MONTH after joining the college.
 - 12) In respect of delay in submission of application by individual applicants for the return of Matriculates and recognition of qualifying examinations a penalty of, Rs., 25/- (per candidate) is levied by the University.
 - 13) In the case of students who have passed from any University other than the Mahatma Gandhi University, the necessary Migration Certificate must be produced within a month after enrollment.

FEE RULES

Tuition Fee is payable in three equal instalments on dates shown in the college Almanac at the beginning of each term.

RATE OF FEES			
No.	Item	B.A. B.Sc., B.Com.	MA. M.Sc., M.Com.
1.	Registration fee	50	50
2.	Special fees Admission fee	75	150
3.	Library fee	100	100
4.	Medical Inspection	5	5
5.	Students Aid Fund	5	5
6.	Audio Visual fee	25	25
7.	Calendar	30	30
8.	Stationery fee	50	50
9.	Association fee	50	50
10.	Magazine fee	50	50
11.	Sports fee	100	100
12.	Women Study	5	5
13.	Scout and guide		
Total		495	570
UNIVERSITY FEES			
14.	Affiliation fee	300	350
15.	University Union fee	30	30
16.	Sports affiliation fee	75	75
17.	Students Welfare fee	10	10
18.	Matriculation registration	100	100
19.	Group Insurance	10	10
Total		525	575
20.	Tuition fee	1000	1800
21.	Laboratory fees	250 (for core 150 (for complementary)	1200
22.	Caution deposit	360	600

Defaulters of fees are not eligible to get attendance. They will be given attendance only from the date of readmission.

RATES- OF UNIVERSITY EXAMINATION FEES

1) B.A. / B.Sc. / B.Com:-

First appearance:

Theory	:	Rs- 25/- per paper
Practicals	:	Rs- 30/- per practical
Marklist	:	RS. 25/- per part

Subsequent appearance:

Theory	:	RS. 30/- per paper
Practicals	:	Rs- 30/- per practical
Marklist	:	Rs. 25/- per part

2) M.A./M.Sc./M.Com:-

Previous and Final	:	RS. 40/- per paper
Practicals	:	Rs- 50/- per practical
Marklist	:	Rs. 25/-

RULES FOR COLLECTION & REFUND OF FEES

- 1) Tuition fees will be collected in three / two equal instalments at the beginning of each term / semester. The first instalment of fees including the-special fees prescribed will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of reopening of the college. In the case of Junior classes the instalments of tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission.
- 2) Subsequent instalments will be collected on or before the 7th working day of the term concerned. The Principal of the college may fix the due date for the collection of fees for each instalment for various classes within the first seven working days.
- 3) The Principal is competent to change the fee dates for particular class / classes fixed to an earlier or subsequent date if it so happens that the college is ordered to remain closed by a competent

authority on that particular date originally proposed for collection of fees. In such a case copy of the notice of the Principal notifying the change in fee date should be preserved and produced for audit purpose.

- 4) If any student fails to pay fees or special fees on the due date he/she shall be liable to pay a fine of Rs. 5/- along with the fees or special fees on or before the 10th day. After the due date, if the 10th day happens to be a holiday the next working day will be counted as the day for collecting the fees.
- 5) If the fees or special fees with fine of Rs. 5/- is not paid on or before the last date fixed for the fine, an additional fine Rs. 5/- will have to be paid. If the fees and fines of an instalment are not paid before the last date given for payment of the instalment, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of the period and the student will not get the benefit of attendance also from the date of removal from the rolls of the college. If the student is to be readmitted, he / she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. The readmitted students will get the benefit of attendance only from the date of readmission.
- 6) The last opportunity for payment of an instalment of fee mentioned in para 5 above is defined as the last working day previous to the due date of the succeeding instalment But in the case of the last instalment i.e. the fees due for February the last opportunity is fixed as fifth March and if happens to be a holiday the last working day previous to such date will be considered as the last opportunity.
- 7) The names of defaulters of an instalment should be published in the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.
- 8) The terms are defined clearly as follows:-
 - I term - June, July and August
 - II term - September, October, November & December
 - III term - January, February and March

- 9) Students who are admitted for a term for making up shortage of attendance for the course which the student was undergoing should pay one third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such of those former students of the respective college should be admitted as term students.
- 10) In the case of casual students (undergoing one year course) all fees including special fees and caution deposit due for whole year will be collected at the time of admission.
- 11) Every student is liable to pay the prescribed fees for the whole term during any part of which his / her name is on the rolls of the college.

Provided that if a student studying in the Arts and Science college and Sanskrit colleges Degree or Post Graduate courses after obtaining Transfer Certificate from an institution is admitted to the same course of study in any other similar college he / she shall not be called upon to pay over again the fees already paid for the term in the college which issued the T.C. But special fees and Caution. Deposit will have to be paid again at the new college.

- 12) A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his / her parent who is an employee of Government or otherwise is liable to pay prescribed fees for the term concerned in both the colleges.
- 13) In the case of students admitted later after the commencement of the academic year the fees for preceding months if any will be collected at the time of admission.
- 14) If in a particular term, a student who stands admitted in a college but has not attended any class requests permission to discontinue his / her studies in that college and takes T.C. on that accord the refund of fees may be ordered in his/her case. The claim for

refund in such cases should be preferred by the students with the Principal by submitting an application within 2 months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicants. If the application for refund is not submitted before this period, the claim for refund will be forfeited.

- 15) Refund of fees including Special fees once remitted will not be granted to those students who have already paid the tuition and other special fees for one particular course in Arts and Science colleges and Sanskrit college and who joins another Professional or Technical college or institution offering different course of instruction and not coming under the Director of Collegiate Education or under the scheme of Direct payment.
- 16) Absence with or without leave from the college will not be an excuse for the non-payment of fees.

CAUTION DEPOSITS

COLLECTION AND REFUND RULES

All students except those who belong to Scheduled Castes, Scheduled Tribes and other eligible communities have to remit Caution Deposits. The amount so remitted will be refunded to the concerned students on completion of their course of study, after deducting dues if any. It shall be the responsibility of the students to claim the refund of Caution Deposits remitted by them in the prescribed form immediately after the course of study in the college is over. All claims for refund of Caution Deposits shall be preferred before the re-opening date of the next academic year following the academic year in which the course is completed.

The Caution Deposit will be refunded only if the connected receipt issued from the college is produced along with the application for refund of the caution deposits. Failure to produce the original receipt will result in the forfeiture of the claim for refund.

Caution deposit amount unclaimed after the prescribed time limit,

will be permanently forfeited and the same will be withdrawn from the caution deposits account and remitted to Government revenue Caution Deposit shall be disbursed to the claimants in person after getting their acquittance in the caution-deposit register.

IDENTITY CARDS

Identity card is compulsory for all students admitted to the college. Students must carry with them their identity cards whenever they are in the college campus, and must produce them for inspection on demand. Identity cards shall be produced to prove the identity of the student at the time of voting to the students, union election, for obtaining Hall Tickets, refund of caution deposit, payment of scholarship amount, stipends etc., and on occasions when instructed by the Principal. Duplicate cards will be issued only in extra ordinary circumstances on formal application establishing the loss of the original, and on a payment of Rs. 10/-

CERTIFICATES

1. Application for the issue of any certificate shall be made in the prescribed form obtainable from the office.
2. No certificate will be mailed unless the postage is remitted.
3. Students have to clear all the dues to the college for obtaining the Transfer Certificate.
4. Generally a notice of 24 hours is necessary for the issue of certificates.
5. Transfer Certificates may be applied for after a week of the last date of one's examinations.
6. The qualifying certificates submitted by the students on admission will be returned to them only on completion of their respective University Examination, and in no case during the course of study.

7. Transfer Certificates of students expelled-from the- college will be sent to the Registrar, Mahatma Gandhi University and the matter will be reported to the guardians.
8. Duplicate Transfer Certificate will be issued only on very extra-ordinary circumstances, and only on the completion of the required formalities.

ATTENDANCE & LEAVE OF ABSENCE

- 1) Attendance shall be marked at the beginning of each class, whether lecture, practical, composition or tutorial by the member of the staff - in - charge of the class.
- 2) Students should occupy their respective seats before attendance is taken. They should not leave the-class room nor should latecomers enter the class room without the permission of the member of staff in-charge of the class.
- 3) For purpose of attendance all working days are counted as whole days irrespective of the number of the working hours. The days that will be taken into account are those marked as working days in the college calendar or notified by the Principal.
4. A working day is divided into 5 periods, each of one hour duration in general. The attendance in the various daily periods shall be added together and shall form one single total. The attendance for physical training shall be totalled separately.
5. Students should get 75% of the attendance of the semester and should they fall short the deficiency will be condoned only where the syndicate is satisfied that the absence was for -reasons, beyond the control of the student. Deficiency beyond 10 days in a semester will in no account be condoned and exemption will not be granted for more than two times in any programme of study.
6. No student shall absent himself from class without leave. Absence without leave or part of a sessions shall be considered as to absence for half day.
7. Students absenting themselves without leave for more than 10

WORKING DAYS will have their names removed from the rolls. They may be readmitted at the discretion of the Principal in which case they will have to pay all the college fee due; before they are readmitted.

8. A Student coming to the class late without leave shall lose half-a-day's attendance unless otherwise recommended by the member of the staff in charge of the class.
9. If leave is required for a single hour application may be submitted to the member of the staff in charge of the class during the hour.
10. If leave is required for the afternoon session only the student should appear in person before the Heads of the Departments concerned, and get the application for leave recommended by them.
11. Application for leave should be made in the form given at the end of the calendar to the Principal through the recommending authority by the student himself before - hand except in unavoidable and unforeseen circumstances. Then the application should be made on the very day of the return to the college.
12. Disciplinary action including imposing of fine will be taken against those who repeatedly absent themselves on insufficient grounds,
13. Annual attendance certificate shall not be granted unless the student has got three fourth of the attendance prescribed by the college in the course for instruction and for physical training to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.

Choice Based Course – Credit-Semester System and Grading

With effect from 2009-10 admissions, undergraduate Programme (BA/ B.Sc./B.Com,) will be conducted under choice based course – credit-semester system. Under the system the duration of UG programme shall be six semesters. The duration of each semester shall be 90 working days. Odd semesters from June to October and even semesters from December to April. There will be one month semester breaks each in

November and May. A student may be permitted to complete the programme on valid reasons within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

The UG Programme shall include (a) common courses (b) Core Courses (c) Complimentary courses (d) Open courses (e) Co-curricular activities and (f) extension activities. Minimum credits required for successful completion of the programme will be 120 (Common courses-38, core + Complimentary / Vocational courses including Project-78, Open Courses-4) Minimum attendance required is 75%

The evaluation of each course shall contain two parts.

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

The Internal and external assessment ratio shall be 1:3

The internal and External examinations shall be evaluated using Direct Grading System based on 5 point scale as given

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.00 to 0.49

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

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

A separate minimum of D grade for internal and external 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 courses and must serve a minimum of 2.00 or an overall grade of C+ and above.

Internal evaluation will be done by continuous assessments on the following components.

1. Theory

Component	Weight
Attendance	1
Assignment	1
Seminar	1
Two Test Papers	2

(a) Attendance

% attendance	Grade
Above 90%	A
Between 85 and 90	B
Between 80 and 85	C
Between 75 and 80	D
Below 75	E

(b) Assignments : Best two assignments are considered per course

(c) Seminar/Viva : The student has to take a minimum of 1 seminar per course.

(d) Test Papers : A minimum of two class tests are to be attend. The grades of best two tests are to be taken.

EXAMINATION & TESTPAPERS

1. Exemption from attending the examination and test papers is granted only by the Principal.
2. Application for such exemption must be made in person atleast two days before the commencement of an examination.
3. In case of illness the Principal may insist on the production of a medical certificate in accordance with the rule (2) and arrange the applicant to be examined by a competent doctor. The expense of such examination will have to be born by the applicant himself.
4. Absence from the examination and test papers without leave will render the student concerned liable to serious punishment which may amount to the withholding of Term Certificate.
5. Defaulters of fees are not exempted from examination and test papers.
6. When re-examination is offered, absence from such re-examination for any reason whatever will be regarded as equivalent to failure in the examinations. A suitable fee may be collected from students to whom re-examination is offered.
7. **Malpractice in the test papers and examination will tender a student liable to severe punishment, which may amount to refusal of promotions to the next class or expulsion from the college.**

GENERAL DISCIPLINE & CONDUCT OF STUDENTS

To make our college a model institution, the students and the staff alike should have a spirit of loyalty and friendliness, and an earnest desire to join together in all the efforts to enhance prestige of the college. They shall pay special attention to good manners, gentlemanly behaviour, modest dress and cleanliness. They shall respectfully follow the instructions of the Principal and other competent authorities of the college.

All students of the college are bound to observe the following rules and regulations to prevent disorder and confusion in the functioning of the college.

1. Students shall be punctual and earnest in attending classes and other academic or co-curricular activities.
2. All students shall occupy their seats in the class on the second bell of each session. At the stroke of the third bell in the morning session, all students shall stand up for the prayer, and remain standing in silence for a minute.
3. No student shall enter or leave the class without the permission of the lecturer until the class is dismissed.
4. On the lecturer entering the classroom, the student shall rise and remain standing until the lecturer takes his seat or directs them to sit.
5. Order and restraints should characterise the conduct of the students at all times, and perfect silence should be maintained in the lecture classes, laboratories and library.
6. The illmannered noise making, smoking and use of drugs and alcohol in the college campus are strictly prohibited.
7. Megaphone, loudspeakers etc. should not be used, and posters, banners or boards should not be put upon the campus. Writing or making marks on the walls or on furniture is strictly prohibited
8. During free hours, students shall not loiter about or roam through the verandhas. They should remain either in the Library or in the waiting hall. Entry of men students to the women's waiting hall is strictly prohibited.
9. Students shall prudently avoid bad company which leads to failure in study, character and life.
10. Political activism is prohibited in the college campus. Students are forbidden to organise or attend any meeting in the college

- campus, circulate any notice or petition of any kind, and to paste anything in the college notice board without the permission of the Principal.
11. Students indulging in and involving themselves in any kind of political activities in the college campus are liable to be punished.
 12. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. Strict disciplinary action will be taken against students who violate this regulation.
 13. Students shall not collect money for any purpose from any other student without the permission of the Principal.
 14. No matter for publication in Newspapers, Magazines, Journals or, other media may be submitted in the name of the college without the prior permission of the Principal.
 15. Serious action will be taken against students bringing outsiders to the college campus without the permission of the Principal.
 16. No student shall enter a class room other than his own without the permission of the Principal or members on the staff, whether it is before, during or after the college working hours.
 17. Students are forbidden to participate in any agitation directed against the constitutional authority or the college management. They shall not participate in any movement likely to promote communal ill-feeling.
 18. For unbecoming activities and serious offences, punishment may range from heavy fines to suspension from classes, withholding of term certificates, and in extreme incorrigible cases expulsion from the college. An adverse entry on the conduct of a student in the confidential register may debar him from receiving a certificate of good conduct and character from the Principal.

- 19. The loss or damage caused to the college articles will be made good by realising double the value of loss or damage from the student concerned.
- 20. Students are welcome individually to bring to the notice of the Principal in the right spirit, any reasonable grievance or difficulty they might have.
- 21. Students should keep their vehicles in the scooter shed near the main entrance of the college. They are not permitted to drive the vehicles in the college quadrangle.

KERALA RAGGING PROHIBITION ACT - 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

2(ബി) ‘റാഗിംഗ്’ എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ-

- (1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ; അല്ലെങ്കിൽ
- (2) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
- (3) റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
- (4) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിന്മേൽ, രണ്ടുവർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെ

ഭേദം അയാൾ പതിനായിരം രൂപവരെയാകാവുന്ന പിഴശിക്ഷയും കൂടി വിധേയനാകേണ്ടതുമാണ്.

(5) **വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :** 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതാകുന്നു.

(6) **വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ:** (1) മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണവിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

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

7. **കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് :** വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം നിരോധിച്ചുകൊണ്ടുള്ള സർക്കാർ ഉത്തരവ്.

കേരള സർക്കാരിന്റെ 24.06.2005 ലെ 1102/05 നമ്പർ ഉത്തരവിൻ പ്രകാരം വിവരസാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗം നിരോധിച്ചിരിക്കുന്നു.

MAHATMA GANDHI UNIVERSITY STUDENTS CODE OF CONDUCT RULES 2005

Maintenance of discipline in college campus Framing and implementation of rules approved - Orders issued

Election Section

No. 162/2004/2/Eln. Priyadarshini Hills, dated, 16th Feb. 2005

READ : (1) The Guidelines enunciated in para 7 of the affidavit filed by the Government in RP No. 435/2003

(2) Judgement of the Hon. High Court of Kerala in RP No. 437/2003

ORDER

As per paper (2) read above, the Hon. High Court of Kerala had directed the State Government and all the Universities in Kerala to lay down rules, for maintaining discipline in all the colleges including Government owned and affiliated, which will be binding on all the students in these institutions.

In exercise of the powers conferred under section 10(17) of the Mahatma Gandhi University Act 1985 the Vice Chancellor, subject to ratification by the Syndicate has approved the Mahatma Gandhi University Students Code of Conduct Rules 2005 (appended) to be implemented for maintaining discipline in the campus immediately.

Orders are issued accordingly

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. Object

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 to 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 students 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 the 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. Student's 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 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 Grievance as provided in Chapter 27 of Mahatma Gandhi University Statute 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.

PHYSICAL EDUCATION

- 1) The college offers sports and games facilities to every student to develop his or her potential abilities and qualities for sportsmanship, team spirit and physique. Facilities for all the major items of games and athletics are provided.
2. All students should either undergo a programme of physical education for two periods a week as determined by the Principal in the beginning of the academic year.
3. Attendance will be calculated separately for physical education. The University insists on a student earning 3/4 of the -attendance at physical education separately before being presented for University examinations.
4. Every student should have a sports costume of the prescribed type.
For the conduct of the college youth festival and annual sports, students of the college will be divided into four houses each

under a captain and vice captain, and each house will be under the supervision of a staff adviser. Students have to ensure their house immediately on the notification of house division and elect their captains and vice captain in a democratic way.

MEDICAL INSPECTION

- 1) Every student of first year Degree and P.G. Degree classes will be medically examined by a qualified doctor appointed by the college and a report about the state of his / her health is prepared.
- 2) Whenever a Medical Certificate has to be produced by a student such certificate should be from either the college doctor or from such other doctor approved by the Principal.

NATIONAL CADET CORPS

The National Cadet Corps is an organisation working under the ministry of Defence, Govt. of India. All able bodied men and women students can seek admission to the N.C.C. unit in the college.

N.C.C. Aims at

1. To develop character, comradeship, the ideal of service and capacity for leadership among the young men.
2. To provide service training to young men so as to stimulate their interest in the defence of the country

Cadets who have the required attendance to their credit, and have shown sufficient progress in training can appear for B and C certificate examinations conducted by the ministry of Defence, Govt. of India. It gives weightage of marks for higher education including professional courses. N. C. C. training will be treated as, additional qualification while making recruitment to public service.

NATIONAL SERVICE SCHEME

The National, Service Scheme aims at education through community service. It helps the students

1. To work with and among the people.
2. To engage in creative and constructive social action.
3. To enhance one's knowledge of oneself and the community through a confrontation of reality.
4. To gain skills in the exercise of democratic leadership.
5. To gain skills in programme development.

There are two units with 100 volunteers in each unit, functioning in the college, Volunteers are enrolled from the 1st and 2nd year Degree students. A student volunteer who has completed 240 hours of work, and attended a special camp during the course of

two years, is eligible for N.S.S. certificate from the Mahatma Gandhi University. This certificate gives weightage to higher studies, and is an additional qualification for appointment in public service.

CURRICULAR & CO-CURRICULAR FORUMS

Many of the curricular and co-curricular forums are directed towards the achievement of the objectives of the college. Each Department has its own subject association which organises programmes related to the respective discipline. The following co-curricular forums function properly in the college, and they help a lot to develop the personality skills and leadership qualities of the students. The activities of these forums are monitored and supervised by talented faculty members of the college.

TOURISM CLUB

To create- better understanding about our country and culture and to ensure more professionalism in all fields of tourism, a tourism club is functioning in the college. The club organises a large number of programmes to create public awareness in the maintenance of monuments, resorts etc., and also to develop national and international friendship and fellowship.

QUIZ CLUB

The Quiz club aims at developing a healthy competitive spirit among the students of different classes in the college. It conducts a wide range of programmes like debates, inter collegiate Quiz contest etc.

NATURE CLUB

To create awareness among the students, teachers and public at large, and to develop an infrastructure - for effective environmental education at grass root level, a Nature Club is functioning in the college. The club functions as an agency to solve local environmental problems by co-ordinating with other governmental and non governmental agencies.

WOMEN'S FORUM

Women's forum has successfully been implementing programmes to make the campus more creatively congenial to the girls students. It aims at a healthy and happy-campus where women are not denied of their rights. Women students and lady teachers can enroll themselves as members of the forum and from among them, a committee is elected every year to guide the programmes.

SCIENCE FORUM

The Science Forum is an association of the students of different

branches of science. It aims at creating an aptitude for scientific experiments, observations and researches-among the students.. It organises debates and discussions on various scientific issues, and also conducts science Quiz.

ADVENTURE CLUB

The Adventure club is expected to inculcate a spirit of adventure among the youth by organising expeditions, trekking, mountaineering etc.

ORATORY CLUB

It is the forum where students of different classes get training in effective public speaking.

MUSIC CLUB

The Music Club of the college provide opportunities to the students of the college to improve their musical talents. The college choir is formed under the auspices of the Music Club.

DRAMA CLUB

The Drama Club of the college aims at developing creative talents in the students, particularly in promoting stage performances.

CREATIVE WRITERS' FORUM ("RAINBOW")

To encourage the new buds having literary taste, the CREATIVE WRITER'S FORUM (RAINBOW) is formed. The members of the Forum meet every Tuesday, and present their literary creatives and the presentation is usually followed by discussion on it.

BOOK LOVER'S CLUB.

This Literary Club aims at the promotion of reading habit among the students. The members of the club meet every Wednesday, and discuss the books recently published or read.

FILM CLUB.

The Film Club aims at developing creative criticism on films. The club organises film shows, film festivals, discussions and debates on the modern trends in movies.

ENTREPRENEURSHIP DEVELOPMENT CLUB (E.D.C.)

The Entrepreneurship Development Club aims at inculcating entrepreneurial culture among younger generation, and to change the negative attitude among the youngsters about industries. It helps to sensitive students on the real economic and industrial development

scenario of the state. It also aims at bringing in successful entrepreneur and students in common platform. It motivates the members to venture into the industrial activity.

ENERGY AND ENVIRONMENT CONSERVATION CLUB (ENCON CLUB)

ENCON Club aimed at practicing energy conservation and environment protection. This gives a platform for the members to acquire, process and share knowledge on the subject. The main objective is to drive home the message of energy conservation and environment protection by planning and organizing regular activities. Talks, Seminars, Exhibitions, Competitions and other awareness programmes are undertaken in collaboration with BPCL Kochi every year to spread the message of energy conservation and environment protection among the students, staff and neighborhood. Club wish to create a strong network of environment conscious people who would pass on the tradition to generation next.

CAREER GUIDANCE BUREAU

A Career Guidance Bureau is functioning in the college. The Bureau conducts regular seminars about career opportunities, personality-development, facing interviews, written tests etc. Besides the Bureau maintains a Library which -has books about the above subjects. The present office of the bureau is functioning in the New Block . Students can avail the-facilities by joining the Career Club. A placement cell is also constituted to fetch employment opportunities for students.

P. T. A.

A Parent - Teacher Association is functioning in the college since 1989. All the teachers and guardians of the students of the college are ipso facto members of the P.T.A. The bye-laws stipulated by the Govt. regarding the P.T.A. are binding to all. The PTA assures the participation & co-operation of the parents and teachers in the allround development of the students of the college.

ALUMNI ASSOCIATION

The Alumni Association of the College is very active in assisting the College authorities in carrying out various projects and programmes for the benefit of the students and former students of the College. It acts as a supportive agency for the qualitative improvement of the education of the students. Every year, the Deepavali day is observed as the Alumni Day of the College. It is the day for the reassembly of the different generations of students of the College, and to share their experiences. The Alumni Association has branches in USA and UAE. The activities of the Career Guidance Bureau and the Placement Cell of the College are financially assisted by the St. Peters College Alumni and Superannuated Staff Association.

ST. PETER'S COLLEGE STAFF CO-OPERATIVE SOCIETY LTD. E-705

A registered co-operative society has been functioning in the college from 1980. The society accepts Fixed deposits and recurring deposits on attractive terms and grants loans to the members at reasonable interest. All permanent members of the staff, teaching and non teaching are eligible to be members of the Credit Society. The Society is administered by the Board of Directors.

ARCHAEOLOGICAL MUSEUM

Artifacts of historical and archaeological importance are collected, classified and displayed in the museum', housed in the Department of History. A good number of monuments, coins, ancient agricultural implements, kitchen vessels, palmyra leaves etc. are exhibited in the museum.

LIBRARY

GENERAL INFORMATION

In 1965, St. Peter's College Library started functioning in- a small room with Sri. P. K. Issac as lecturer in charge. Now we have spacious and well designed Library, unique in collection and construction, in variety and volumes. Strong and steady development

of the Library is a testimony of unreserved attitudes of the. Management of the college.

In 1991 the General Library was shifted to a spacious and well-designed hall with good collection of books, periodicals and journals. The total carpet area of the central library is 15,000 sq. ft.. The Library is in fact the nerve center of knowledge transaction.

Collection

The Library book collection includes 40,000 volumes. Library subscribes to about 125 periodicals (including journals & magazines) and 14 newspapers. Library has a bound volume journal collection of 1500 volumes.

Working days and Working hours

Except on govt. holidays and Sundays, library is open from 9.15 a m - 4.30 p.m., to provide an adequate support to the staff and the students of the college.

The loan counter will be closed half an hour before the closing of the library and there will be no loan transactions thereafter.

Admission to the library

Admission to the library is restricted to members only. Members should keep the library informed of any change of address during the period of membership.

Membership

Library Membership is open to the teachers, students, non-teaching Staff and the retired staff of this college. Membership to any other category of users can be given only with the approval of the Library Advisory Committee.

Application for membership is to be made on the prescribed application form. Application with a copy of their photograph should be submitted at the Circulation Counter.

Loan Privileges

Members are eligible for borrowing books from the library as follows:

1. Degree Students - 2
2. PG students - 5
3. Teachers - 10
4. Guest Lectures - 5
5. Non-Teaching staff - 3
6. Retired Staff - 3

LOAN OF BOOKS

The borrowing facility is restricted to the members only. Member must borrow books personally from the Library.

Except Teachers & Retired Staff, the period of loan for all categories of members will be 15 days. For teachers it is 30 days & for retired staff it is limited to 60 days. Books on loan can be renewed thrice for the period of loan specified. The request for renewal should be received in the library before the due date of return. Renewal will not be done if the book is under reservation. For renewing a book, member should come to the library with books and the member ID card.

A book will be issued to the borrower against production of Library Member ID card issued by the Librarian, failing which the library can refuse to issue/return books to him/ her.

An overdue charge of paise 25 per day per volume shall be collected for the first 15 days, then 50 paise per volume for the next 7 days and thereafter 1 rupee per volume shall be levied if the book is kept beyond 37 days.

Loose issues and bound volumes of periodicals & Reference books will not be issued out. The Librarian reserves the right to recall any book from any member at any time.

The librarian may shorten the loan period if the books are on special demand.

A member can reserve a book that is on loan and on display (New additions).

LOSS OF READER'S TICKETS AND IDENTITY CARD

The members are responsible for the Library Member ID card issued to them. Loss of tickets should be reported to the circulation section immediately. Duplicate ID card will be issued on payment of Rs.10/-.

In case of loss of book, the borrower shall either replace the book or bear its cost.

SPECIAL SERVICES

In addition to the usual services, library provides the following specialized services.

Reprographic services

Photocopy facility is available in the library. It charges Rs.1/- per copy. Library provides other specialized reprographic services like printing, scanning, CD writing etc. at a lower cost with high quality. .

Library is fully computerized by using a standard software SOUL (Software For University Libraries) and all the computers are networked. All books and member ID cards are bar-coded for easy transaction. Internet facilities are also available in the library and are open to all the members of the library. Users are keeping up to date by using available online journals in their area of interest.

USE OF THE LIBRARY

As the library is a place of individual study and research, the members should so conduct themselves inside the library as to maintain an atmosphere conducive to it. Members have the privilege of direct access to the shelves in the stack room and the reading halls and the freedom to browse among the books. It is important that the classified arrangement of books according to their numbers is maintained in the shelves for the convenience of the members themselves. Books can be freely taken out of the shelves, but on no account they could be re-shelved by the members because of the danger of misplacement. The

library provides computer based Online Public Access Catalogue (OPAC) for searching documents available in the library. Readers can consult with this computerized catalogue (OPAC) for knowing the required book of his/ her is available or not. For better use of the library, members can seek the help of library staff.

GENERAL RULES

- The privilege of borrowing books from the Library is restricted to the members only.
- Library Member ID Card is not transferable.
- Members shall observe silence in the reading halls.
- Members shall not engage in conversation in any part of the Library so as to cause annoyance to any other reader.
- Members shall not smoke, or spit in any part of the Library.
- Members shall not write upon, damage or mark any book belonging to the Library.
- Members are responsible for any damage caused by them to the books or any other property belonging to the Library and shall be required to pay the penalty imposed upon them by the Librarian.
- Members shall not bring personal belongings and Library books issued to them inside the Library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- The members caught for tearing pages/ stealing of books will be suspended forthwith from using the library facilities.

SCHOLARSHIPS

1. National Loan Scholarship

Eligibility: 50% marks or above in the S.S.L.C. or Plus Two examination the first attempt. Students enjoying any other scholarship are not eligible. Application forms can be had from the office of the Director of Collegiate Education Trivandrum 14, on payment of Rs. 2/- either in cash or by money order.

2. Mahatma Gandhi University Merit Scholarship

For the three-year B.A., B.Sc. Course:

Eligibility: Must have passed Plus Two examinations in the first attempt with not less than **50%** marks.

3. Govt Of India National Scholarship (Merit)

Eligibility: First class in the qualifying examination. Those who top the merit list within the quota allotted to the state will be eligible, subject to conditions. Those who have passed the qualifying examination in the year prior to the year of award will not be eligible. Students enjoying any other scholarship or stipend will not be considered for the award but they can enjoy fee concession.

4. Merit scholarship for the children of school teachers.

Eligibility: Children of Primary and Secondary School teachers alone are eligible. Students enjoying any other scholarship will not be considered.

5. Govt of India Scholarship to the physically handicapped students.

Eligibility: candidates should submit their applications in the prescribed form along with the required documents such as medical certificate, income certificate and certificate to prove age and educational qualification. Photograph needed in the case of orthopaedically handicapped applicants only.

6. Govt of India Scholarships for Post Metric Students in Hindi from non Hindi speaking states.

Eligibility: Only those candidates whose mother-language is not Hindi are eligible. The candidates should study Hindi as one of the subjects. The number of scholarships may vary from year to year. Candidates who have passed the previous qualifying examination in the first or second attempt with not less than 70% marks alone are eligible.

Application forms can be had from the Director of Collegiate Education, Trivandrum.

7. State Scholarship.

Eligibility: 50% marks or above in the S.S.L.C., Plus Two or B.A., B.Sc. examination. Students who have passed the qualifying examination during the previous year can also apply. The student who receive this scholarship is not allowed to receive any other scholarship.

8. Educational Concession to the forward and Backward Communities under Kumara Pillai Commission Report.

Eligibility: The annual income of the family of the students should be within the limit of Rs. 25000/- and Rs. 42000/- for Degree and P.G. Students respectively.

Award: tuition fee and other fees including exam. fees

9. Educational Concessions for the Children and Grand Children of Political Sufferers.

Children of freedom fighters whose annual income does not exceed Rs. 3600/ are eligible. In Case of I.N.A. personnel, the certificate issued by the All India I.N. relief and Enquiry committee New Delhi, may be obtained and submitted with the application either in original or copy attested by the District Collector or Revenue Divisional Officer instead of the certificate mentioned in column. No. 9 of the application form.

10. Educational concessions for the children of service personnel who have been killed or disabled in action on the front.

Eligibility: Children and dependents of Service Personnel who have been killed or disabled in action on the front and dependents of disabled and now employed service personnel if the annual income of such service personnel does not exceed Rs. 3000/-. One Service certificate from the Officer Commanding concerned, another certificate from the tahsildar concerned to prove the relationship of the student to the service personnel, and dependency certificate should be produced along with the application. The awardees will not be allowed any other concession or scholarship. If a student fails in any class or discontinues his study or change the institution in which he studies, he will have to apply for the concession

afresh. The income certificate in the application should be attested by a First Class Magistrate.

11. Fee concession for Children of Govt Servants who died in harness.

Eligibility: Children of Kerala Government Servants who died in harness or died within six months after retirement. The deceased parent should have at least 5 years service under the State Govt. Death Certificate from the Head of the in which the deceased parent worked should also be produced. The Certificate should be produced in the form of affidavit countersigned by a First Class Magistrate. Students enjoying any other fee concession or stipend or emoluments except National Loan Scholarship are not eligible.

12. Educational Concessions to other Backward Communities.

Under this scheme full fee concession shall be granted to students of Degree Courses and fee concession, lumpsum grant and stipend for P.G. students by the Director of Harijan Welfare or District Welfare Officer concerned. The income limit per annum for Degree Class is Rs. 25000/- and for P.G. Rs. 42000/-. The concession will be withheld in case of misconduct, irregularity in attendance or unsatisfactory progress in studies. Students who had enjoyed fee concession in any previous course which was not necessary to secure the minimum qualification for admission to the new course are not eligible. If the father or mother of the student is a Government employee a salary certificate may be obtained. Guardianship of others can be accepted only if the parents are no more. If the father is no more, a death certificate is to be produced. Applications are to be submitted within two months from the date of admission.

ENDOWMENT AWARDS & PRIZES

1. PROF. K.K. GEORGE MEMORIAL ENDOWMENT AWARD

The staff of the St. Peter's College, Kolenchery have instituted the above award in honour of the late Prof. K.K. George M.Sc. A.I.E.

(London) Principal from 1973 - 1987

The interest earned on the Endowment fund (The Endowment fund is Rs. 16000) every year will be used to give cash awards of equal value to two students one each from B.A./B.Com. and B.Sc. Degree (Eligibility rules are available with the Principal)

2. PROF. P.C. DAVID MEMORIAL ENDOWMENT AWARD

This award is instituted by the Department of Physics in honour of the late Prof. P.C. David who was the Principal of the college from 1987 to 1990. The award goes to the topper in the final year B.Sc. Physics examination.

3. PROF K.I. MATHEW MEMORIAL ENDOWMENT AWARD

This award is instituted by the Department of Commerce in honour of the late Prof. K.I. Mathew, former Principal of the college (1997-2000). The winner of the award will be the topper in B.Com., degree course.

4. PROF. CHANDY JOHN MEMORIAL ENDOWMENT AWARD

This award is instituted by the Department of History to comemorate the services of the late Prof. Chandy John (1971-1996) of the History Department. The award is given to two students of the college who get the highest marks for B.A. History.

5. PROF. M. YACOB MEMORIAL ENDOWMENT AWARD

This award is instituted by the Department of Mathematics in honour of the late Prof. M. Yacob of the Mathematics Department. It goes to the topper in the M.Sc. Mathematics examination.

6. PROF. C.J. VARGHESE (BENOY CHATHURUTHY) MEMORIAL ENDOWMENT AWARD.

This award is instituted by the Department of Malayalam to comemorate the services of the late Prof. C.J. Varghese former Head of the Department of Malayalam. The award is given to the topper in B.A. Degree Malayalam examination from the college.

7. PROF. K.P. KURIAKOSE MEMORIAL ENDOWMENT AWARD.

This award is instituted by the Department of History in honour of the late Prof. K.P. Kuriakose (1970-2002) former Head of the Department of History. The award goes to the best out going student of the Department of History, every year.

8. PROF. P.T. MATHEW MEMORIAL ENDOWMENT AWARD.

This award is instituted in memorium of Prof. P.T. Mathew, former A.N.O of the college. The award is given to the best NCC Cadet of the College, every year.

9. Silver Jubilee (Silver Matrix) memorial endowment award.

This award instituted by the faculty members (2009) of the Departments of Mathematics and statistics to comemorate the silver Jubilee of the post graduate course in Mathematics. This award is given to the best outgoing student in MSc. Mathematics programme, every year.

10. Endowment award instituted by Dr. P.K. Joy Founder Head of the Department of Chemistry to the toppers in the 1st, 2nd and 3rd year B.Sc. Chemistry programme.

11. Best Library User Award

This award is instituted by Dr. Thampy Abraham, Principal of the college. This award is given to the Best Library user, every year.

12. Scholarship instituted by Prof. K.I. Ittiachan, retired Professor of Statistics to be awarded to the topper in statistics.

13. Sholarship instituted by Prof. Omana Varghese, retired Head of the Department of Mathematics to the best outgoing student of B.Sc. Mathematics.

14. Scholarship instituted by Prof. M.K. Chandrasekhara Warriar, to the best outgoing student of B.A. Hindi (Voc.) Course.

Cash prizes will be given by the P.T.A. to the topper of all classes in the internal assessment examinations.

COLLEGE COUNCIL 2013 -14

The St. Peter's College Council consists of the Principal, Heads of all Departments and three members elected from the members of the teaching staff other than Heads of Departments.

1. **Dr. Thampy Abraham (Principal)**
2. Sri. Bashi Paul (H.O.D. English)
3. Dr. Meena K.K. (H.O.D. Hindi)
4. Dr. Paul V. Varghese (H.O.D. Malayalam)
5. Smt. Sophia Joseph K. (H.O.D. Mathematics)
6. Dr. P.I. Kuriakose (H.O.D. Physics)
7. Smt. Annies Antony (H.O.D. Chemistry)
8. Smt. Molly A.G. (H.O.D. Botany)
9. Smt. Saramma M. Mathew (H.O.D. Zoology)
10. Dr. Gigi Elias (H.O.D. Economics)
11. Smt. Hema K. R. (H.O.D. History)
12. Sri. V.C. Babu (H.O.D. Political Science)
13. Smt. Helaney M.Y. (H.O.D. Commerce)
14. Sri. Jose Joseph M. (H.O.D. Statistics)
15. Smt. Lethi N. T. (H.O.D. Physical Education)
16. Dr. Benoj Mathew (Botany)
17. Gean A. Varghese (Chemistry)
18. Smt. Gracy K.S. (History)
19. Smt. Anat Suman Jose (U. G.C. Librarian)

TEACHERS IN CHARGE OF VARIOUS STUDENT ORIENTED SERVICES

1. Internal Assessment Co-ordinator - Sri. Jose Joseph M.
2. Internal Assesment Examination - Sri. Jose Joseph M.
- Dr. M. A. Reji
3. Open Course, Co-ordinator - Dr. P.I. Kuriakose
4. Tutorial System - Sri.V.C. Babu
5. Patron Saints Day convenor - Dr. Paul V. Varghese
6. Staff Adviser to the students union - Nomination by the principal
7. Councelling cell - Sri Jose Joseph M.
- Dr. Gigi Elias

- | | |
|--|--------------------------|
| 8. Women's Cell | - Smt. Anila Varghese |
| | - Dr. Bindumol B. |
| 9. N.C.C. | - Capt. Jayson Thomas |
| 10. N.S.S. | - Dr. Vimal Mohan |
| | - Smt. Soumya Kuriakose |
| 11. Career Guidance Bureau
& Placement cell | - Dr. M.A. Reji |
| 12. Convener, Grievance Redressal cell | - Dr. P.I. Kuriakose |
| 13. Secretary, P.T.A. | - Dr. Jagannadh V. |
| 14. Quiz Club | - Dr. Arun A.U. |
| | - Sri.Kiran Mathew |
| 15. Music Club | - Smt. Sreeja Sukumar K. |
| | - Sri. Madhu V. |
| 16. Adventure Club | - Capt. Jayson Thomas |
| 17. Nature Club | - Smt. Gracy K.S. |
| | - Sri. K. Sreenivasan |
| 18. Science Forum | - Dr. P.I. Kuriakose |
| | - Dr. Jagannadh V. |
| 19. Oratory Club | - Dr. Shaju Varghese |
| 20. Drama Club | - Dr. Sajeev S. |
| 20. Tourism Club | - Sri. Siljo C.J. |
| 21. Creative writers' Forum | - Smt. Reeja Jose P. |
| 22. Flim Club | - Dr.Paul V. Varghese |
| 23. Book Lover's Club | - Sri. Madhu V. |
| | - Dr. Sonia James |
| 24. Energy conservation club | - Sri. Gean A. Varghese |
| | - Dr. Dileesh S. |
| 25. Alumni Association Secretary | - Dr. Reji M.A. |
| 26. Sanskrit Club | - Sri. Sreenivasan K. |
| 27. Blood Donor's Club | - Captain Jayson Thomas |
| | - Smt. Gracy K.S. |
| 28. Photography Club | - Sri. Mathew Jacob |

29. P G Forum - Smt. Molly A.G.
30. SC/ST Monitoring Cell
Co-ordinator - Dr. Paul V. Varghese
31. Remedial Coaching Co-ordinator - Dr. Paul V. Varghese

DEVELOPMENT AND ADVISORY COMMITTEES

The college has set up various committees to cater to the developmental needs of institution

1. Co-ordinator - Internal Quality Assurance Cell (IQAC) - Smt. Helaney M.Y.
2. UGC Assistance - Smt. Helaney M.Y.
- Sri. Jain Mathew N,
- Dr. Santhoshkumar S.
3. Senior Assistant Superintendent for the University Examinations - Sri. Jose Joseph M.
4. Library Advisory Committee - Smt. Anat Suman Jose Librarian
- Sri. Jose Joseph M.
- Smt. Helaney M.Y
- Dr. Paul V. Varghese
- Dr. Meena K.K.
5. Value Education - Sri. Jose Joseph M.
- Dr. P.I. Kuriakose
- Sri. Jain Mathew N.
- Dr. Meena K.K.
6. Secretary, Staff Club - Smt. Aniamma Mathew
7. Editor, Petronion - Sri. Shibu P.V.
- Sri. Gean A. Varghese

TEACHING FACULTY 2013 - 2014

Principal

Dr. Thampy Abraham, M.Sc., M.Phil, Ph.D., Ph: 0484-2763908

DEPT. OF ENGLISH

1. Sri. Bashi Paul, M.A., B.Ed., M.Phil. Associate Professor (HOD)
2. Sri. Jayson Thomas, M.A., B.Ed. Associate Professor.
3. Sri. Jain Mathew N., M.A., Associate Professor.
4. Smt. Reeja Jose P., M.A., M.Phil. Assistant Professor.
5. Smt. Binuja Joseph, M.A., B.Ed. Associate Professor. (on Deputation under FIP)
6. Sri. Shibu P.V., M.A., B.Ed. Assistant Professor. (on Deputation under FIP)
7. Dr. Sonia James, M.A., Ph.D. Assistant Professor.
8. Dr. Jessy James, M.A., M.Phil. Ph.D. Assistant Professor.
9. Dr. Jinu George, M.A., M.S.W., B.Ed., Ph.D. Assistant Professor.
10. Sri. Madhu V., M.A., B.Ed, M.Phil. Assistant Professor.
11. Smt. Noyomi Rajan, M.A., B.Ed. Assistant Professor
12. Smt. Rosemole P. Raju, M.A., B.Ed. Junior Lecturer.
13. Sri. Kiran Mathew, M.A., B.Ed. Junior Lecturer.
14. Smt. Sarah Santhosh, M.A., M.Ed., M.Phil (Substitute Lecturer)
15. Smt. Silja Roy, M.A. (Substitute Lecturer)

DEPT. OF HINDI

- 1 Dr. Meena K.K., M.A., M.Phil., Ph.D. Associate Professor. (HOD)
- 2 Dr. Sheela P.V., M.A., M.Phil., Ph.D. Associate Professor.
- 3 Smt. Sindhu P. Kauma, M.A., M.Phil., B.Ed. Lecturer.
- 4 Smt. Beena Pylee, M.A., M.Phil. Lecturer.

- 5 Dr. Geetha K.A., M.A., M.Phil., Ph.D. Lecturer.
- 6 Dr. Sindhu T.I., M.A., B.Ed., Ph.D. Assistant Professor.

DEPT. OF MALAYALAM

- 1 Dr. Paul V. Varghese, M.A., M.Phil., Ph.D Associate Professor. (HOD)
- 2 Dr. N.K. Mary, M.A., Ph.D. Associate Professor.
- 3 Dr. Shaju Varghese, M.A., B.Ed. Ph.D. Assistant Professor.
- 4 Dr. Sajeev S., M.A., M.Phil., Ph.D. Assistant Professor.
- 5 Sri. Sreenivasn K., M.A. Assistant Professor.
6. Dr. Bindumol B., MA., B.Ed., Ph.D. Assistant Professor.

DEPT. OF MATHEMATICS

- 1 Dr. Thampy Abraham, M.Sc., M.Phil. Ph.D. Principal
- 2 Smt. Sophia Joseph K., M.Sc., B.Ed. Associate Professor. (HOD)
- 3 Smt. Raji George, M.Sc., B.Ed., M.Phil. Associate Professor
- 4 Smt. Annie Varghese, M.Sc., M.Phil. Associate Professor
- 5 Dr. K.P. Jose M.Sc., B.Ed., M.Phil., Ph.D. Assistant Professor.
- 6 Smt. Anu V., M.Sc., M.Phil. Assistant Professor.
- 7 Smt. Salini S. Nair, M.Sc., B.Ed. Assistant Professor.
8. Smt. Manju Cherian, M.Sc., B.Ed., M.Phil. Junior Lucturer

DEPT. OF STATISTICS

- 1 Sri. Jose Joseph M., M.Sc., M. Phil. Associate Professor. (HOD)

DEPT. OF PHYSICS

- 1 Sri. Joy K. Paul, M.Sc., M.Phil. Associate Professor.
- 2 Dr. P.I.Kuriakose, M.Sc., M.Phil., Ph.D. Associate Professor. (HOD)
3. Smt. Anniamma Mathew, MSc, B.Ed., Associate Professor.
- 4 Dr. M.N.Vinoj, M.Sc., Ph.D., Assistant Professor.

- 5 Smt. Soumya Kuriakose, M.Sc., B.Ed. Assistant Professor.

DEPT. OF CHEMISTRY

- 1 Smt. Annies Antony, M.Sc., B.Ed. Associate Professor. (HOD)
2 Sri. Gean. A. Varghese, M.Sc., M.Phil. Assistant Professor.
3 Dr. S. Dileesh, M.Sc., Ph.D., Assistant Professor.
4 Smt. Teena P. Varghese, M.Sc., B.Ed. Assistant Professor.
5 Dr. Sindhu Issac, M.Sc., Ph.D. Assistant Professor.
6 Ms. Teena Thomas, M.Sc, Assistant Professor.

DEPT. OF BOTANY

- 1 Smt. Molly A.G., M.Sc., M.Phil. Associate Professor. (HOD)
2 Dr. Lissy K.P., M.Sc., M.Ed., Ph.D. Associate Professor.
3 Sri. Abraham Mathew, M.Sc. Associate Professor.
4 Dr. Manju M.R., M.Sc., Ph.D. Assistant Professor.
5 Dr. Benoj Mathew, M.Sc., B.Ed., Ph.D. Assistant Professor.
6 Sri. Abraham Mathew (Jr.), M.Sc. Assistant Professor.
7 Dr. Sindu N., M.Sc., B.Ed., M.Phil., Ph.D. Assistant Professor.
8 Dr. Vimal Mohan, M.Sc., Ph.D. Assistant Professor.

DEPT. OF ZOOLOGY

- 1 Smt. Saramma M. Mathew, M.Sc., M.Phil., B.Ed. Associate Professor. (HOD)
2 Dr. Jagannadh V., M.Sc., Ph.D. Assistant Professor.
3. Dr. A.U. Arun, M.Sc., L.L.B., Ph.D. Assistant Professor.
4 Dr. Sussha T.K., M.Sc., B.Ed., Ph.D. Assistant Professor.

DEPT. OF ECONOMICS

- 1 Dr. Gigi Elias, M.A., B.Ed. Ph.D. Assistant Professor. (HOD)
2 Smt. Piya Mathew, M.A. Assistant Professor.

- 3 Smt. Renu Susan Samuel, M.A., B.Ed. Assistant Professor.

DEPT. OF HISTORY

- 1 Smt. Hema K.R., M.A., B.Ed. Assistant Professor. (HOD)
- 2 Smt. Gracy K.S., M.A. B.Ed. Assistant Professor.
- 3 Smt. Anila Varghese, M.A., B.Ed. Assistant Professor.
- 4 Smt. Elsa Sunny M., M.A., B.Ed. Assistant Professor.

DEPT. OF POLITICS

- 1 Sri. V.C. Babu, M.A., M.Phil. Associate Professor. (HOD)
- 2 Smt. Honey K. Varghese, M.A. Associate Professor.
- 3 Sri. A.K. Varghese, M.A., L.L.M. Associate Professor.

DEPT. OF COMMERCE

- 1 Smt. Helaney M.Y., M.Com., M.Phil. Associate Professor. (HOD)
- 2 Dr. Reji M.A., M.Com., M.Phil., Ph.D. Associate Professor.
- 3 Dr. Venugopalan K.V., M.Com., Ph.D. Associate Professor.
- 4 Dr. Santha S. , M.Com., Ph.D. Associate Professor.
- 5 Dr. Santhoshkumar S., M.Com., M.Phil., Ph.D. Associate Professor. (on deputation under PDF)
- 6 Dr. John K. Mathew, M.Com., Ph.D. Associate Professor.
- 7 Sri. Mathew Jacob, M.Com. Assistant Professor
- 8 Smt. Sreeja Sukumar K., M.Com., B.Ed. Assistant Professor.
- 9 Smt. Priya Mariyat, M.Com., B.Ed. M.Phil. Assistant Professor.

DEPT. OF PHYSICAL EDUCATION

1. Smt. Lethi N.T., M.P.E., M.Phil. Assistant Professor. (HOD)
2. Sri. Jaimon C.J., M.PEd., M.Phil. Assistant Professor.

DEPT. OF BIO -TECHNOLOGY

- 1 Dr. Sudha K., M.Sc., Ph.D. Assistant Professor. (HOD)

- 2 Dr. Sona S. Dev. M.Sc., Ph.D. Assistant Professor
- 3 Dr. Jini Joseph. M.Sc., Ph.D. Assistant Professor
- 4 Smt. Ligi Lambert D. Rosario, M.Sc. Assistant Professor

DEPT. OF TOURISM STUDIES (Self Finance)

1. Sri. Siljo C.J., MTM, L.L.B. (HOD)
2. Smt. Asha Mathew, M.Com
3. Ms. Sumy Kurian M.T.A.

GUEST LECTURERS

DEPT. OF COMMERCE

- 1 Smt. Susan Bincy Andrews, M.Com, B.Ed., MBA (Guest Lecturer)

DEPT. OF MATHEMATICS

- 1 Ms. Sini Paul, M.Sc. (Guest Lecturer)

DEPT. OF TOURISM STUDIES

- 1 Sri. Jillmon Joseph, M.C.A. (Guest Lecturer)

RESEARCH GUIDES IN THE COLLEGE

<u>Name</u>	<u>Subject</u>	<u>University</u>
1. Dr. Reji M.A.	Commerce	Mahatma Gandhi University
2. Dr. Venugopalan K.V.	Commerce	" "
3. Dr. Santha S.	Commerce	" "
4. Dr. Santhosh Kumar S.	Commerce	" "
5. Dr. Abi N. Eldo (Rtd.)	Botany	" "
6. Dr. Benoj Mathew	Botany	" "
7. Dr. Manju M.R.	Botany	" "
8. Dr. Thampy Abraham	Mathematics	" "
9. Dr. K.P. Jose	Mathematics	" "
10. Dr. Sajeev S.	Malayalam	Draveedian University, Kuppam

MEMBERS ON THE NON - TEACHING STAFF

Office Staff

	<u>Name</u>	<u>Designation</u>
1	Sri. C. K. Babu	Senior Superintendent
2	Sri.O.P. James	Head Accountant
3	Smt. Letty Sebastian	U.D. Clerk
4	Sri. Benny Paul	U.D. Clerk
5.	Sri. Joy Joseph	U.D. Clerk
6.	Sri. Joy T. Varghese	L.D. Clerk
7.	Sri. Benoy Chako	L.D. Clerk
8.	Sri. C.K. Peter	L.D. Storekeeper
9.	Smt. M. P. Mary	L.D. Typist(Hr.Gr.)

U. G. C. Librarian

10. Smt. Anat Suman Jose., MLi.Sc., U. G. C. Librarian,

Laboratory Technical Staff

11	Sri. T.P. Mathukutty	Mechanic
12	Sri.Benny P. Varghese	Herbarium Keeper

Lab.Assistants /Library Assistants

13	Sri.A.V. Babu ,	Lab. Assistant. (III Hr. Gr.)
14	Sri.A.V Joy,	Lab. Assistant. (II Hr. Gr.)
15	Sri. M.V.Joseph,	Lab. Assistant. (Hr. Gr.)
16	Sri. A.M. Mathew,	Lab. Assistant.
17	Sri. T.C. George,	Library Assistant.
18	Sri. Isacc Nuton,	Lab. Assistant.
19	Smt. Jessy.K.V,	Lab. Assistant.
20	Smt. Saly Varghese,	Library Assistant.
21	Smt. Daisy Peter,	Lab. Assistant.
22.	Sri. Rajeev K. Rajan.	Lab. Assistant.
23.	Smt. Jessy K.M.	Lab. Assistant.
24.	Smt. Shaila M.V.	Lab. Assistant.
25.	Sri. Robin K. George.	Library Assistant.
26.	Smt. Dani K. S.	Lab. Assistant

Gardener

27	Sri. A. C. Benny,	Gardner.
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Last Grade Servants

28.	Sri. Reji. K. Abraham,	LGS (L.W.A upto 19-10-2015)
29.	Sri. Mathew Joy.	LGS
30.	Sri. Joby Baby K.	LGS
31.	Smt. Suda Paul	LGS
32.	Smt. Shija T. Paulose	LGS

CONTRACT STAFF

1. Smt. Besily Varghese
2. Paul P. Paul
3. Smt. Lissy K.M.
4. Smt. Sunitha Varghese
5. Smt. Molly Varghese

STAFF CO-OPERATIVE SOCIETY STAFF E-705

1. Smt. Ambily P.M.

MAHATMA GANDHI UNIVERSITY

GENERAL INFORMATION

1. **Admission Rules** (a) There is no age bar for joining courses. (b) Those who have acquired professional degree can join B.A./B.Sc./B.Com. (c) Those who have completed a course either here or in other universities will not be allowed to join the same course with the same subjects again except for PG courses (d) Students will not be allowed to do two courses at a time either in this University or outside except for certain courses like Diploma/Certificate courses in German, Russian etc. (e) Additional degree/courses is possible (ref. Chapter on Private registration) (g) Admission to courses in affiliated colleges is based on the following rules of reservation:

(i) 20% to SC/ST/OBC. Preference will be in the given order in the following. If candidates are not available, vacancies will be filled in from open quota. Merit should be the criteria (ii) 20% management quota Merit not necessary (iii) 10% community quota. Merit system to be followed (iv) 1% degree (except Geology) to 3 sections of Physically handicapped, blind, deaf and orthopaedically handicapped with provision for inter change of seats among them. (v) Sports: one in each Degree Course (inter changeable) 1 seat for every 20 seats in M.A., M.Sc., M.Com. M.S.W. Courses (also combined) Eligibility: at least District Sports Zone. Order of calculating points is in the following order (1st, 2nd, 3rd participation respectively). University International 100, 80, 60, 40 Combined University 75, 50, 25, 15 National/ Inter State/All India University 40, 20, 15, 10, Zone. Inter University 25, 15, 10, 5 Points in only one category will be reckoned. Other categories will be counted when candidates are bracketed. (vi) Youth festival winners :

One Seat for each degree course and one seat for every 20 seats of PG Courses. (h) Bonus/Handicap marks (i) NCC, NSS Students will get 10 bonus marks for admission to Degree and 5 for PG + Courses (ii) 15 marks for widows and children of Ex-serviceman for Degree Courses. Reservation in departments to admission to courses is in the following percentage. Ezhavas/Thiyyas/Billaivas - 4.5, Muslims - 4, Latin Catholics other than Anglo Indians - 1, O.B. Christians (SIUC & Converts from SC) - 5, O. B. Hindus - 2.5, SC - 15, S.T. 4.5 Private to regular (refer chapter on private registration)

2. **Additional Degree and PG Degree:** Those who have passed degree or PG from this University can take additional course in new subjects in two or one year respectively. One can study in a regular college or as a private student (ref. chapter on Pvt. Registration) and for PG course one has only to register by registering for the examination. A student who has taken B.Com degree from this University can take additional degree only by undergoing three year course. Those who have taken degree from other Universities can take up another degree in different subjects and complete the course in 3 years. Post graduates whose UG degree was done under this university can take an additional degree in another subject /faculty provided he/she has the requisite qualification or eligibility to join the course.
3. **Application forms :** Usually all application forms can be had from the Store Keeper by producing Uty. Chalan/Coupon. Forms will be sent by post if the request is accompanied by Uty. chalan and self-addressed (sufficiently stamped) envelope. (also refer item on fee remittance)

4. **Attendance Shortage:** A student is eligible to appear for the exam if he has 75 % attendance of the total working days for regular courses and 80% for professional courses. A shortage examination including practical/viva voce. The fee for cancellation per paper and per practical is Rs. 50/- each. (h) Hall ticket: Attested photocopy of the hall ticket can be submitted in case the same hall ticket is needed for other purposes.

Cancellation: (Registration) (a) Registration of the courses (degree and post graduate) can be cancelled. (b) Cancellation of 1 year exam is allowed in order to join another subject afresh in this university (Fees Rs. 250) Cancellation of II year examination is allowed to go for higher studies in other Universities (Fees Rs. 500) (c) Students of postgraduate courses can cancel the course in order to join the same or another post graduate course (Fee: Rs. 250)

Course Discontinuation: PG Students under regular & private streams can discontinue their course to join other courses (Fee Rs.150). Discontinuation is also allowed to degree students for joining UGC sponsored/vocational/ professional courses of this University.

7. **Degree Certificates** Certificates of degree and Postgraduate courses will be issued if applied in the prescribed form on payment of Rs 150 and 200 respectively. Diploma and doctoral degree certificates costs Rs 400 and 500 respectively. Applications should be accompanied by self attested copies of marklists. Late fee of Rs. 50 will be charged if applied within one and five years of the publication of the result, Rs. 100 if applied after 5 years and Rs.500 if applied after 10 years. Fast-track delivery: Certificates will be issued within 10 days if applied along with an additional fee of Rs. 300. The word 'fast-track'

may be written on the cover. Only the degrees that have been awarded by the Syndicate.

- 8. Duplicate Certificates :** Duplicate Degree Certificate, migration Certificate, can be had by producing a declaration on a stamp paper of Rs. 100/- to the effect that the certificate has been irrecoverably lost, attested by a Notary Public along with a Chalan for Rs. 500. (Rs. 200 for migration in prescribed form attested by Principal if regular student) and a personal request In order to get duplicate degree certificate, regular students should get a letter from the Principal and private students should get the letter from a gazetted officer; the document is partially damaged no affidavit is required, but remnants should be attached. The fee for duplicate Degree Certificate for a second time is Rs. 2000/
- 9. Eligibility Certificate/ Equivalency Certificate:** Applicants from out side the State have to get Eligibility/Equivalency Certificate from this University in order to join any course or for employment purpose. The application in prescribed form with duly attested photo copies of the original documents (Provisional or pass certificate), Transfer Certificate/ Course Certificate (in case of regular students) and Uty. chalan for Rs.100 has to be submitted to the Registrar. However those who have passed C.B.S.E., I.S.C.E., I.C.S.E. need to apply only through the colleges where they are admitted. Those who have passed the private stream of HSC and pre university exam of Karnataka after June 28,1992 and the HSC in arts of MP Board, (Bhopal) privately after Sept. 15, 1993 are not eligible. Any exam equivalent to the secondary level compartmentally are not eligible. Those who have passed 'SAY, higher secondary examination of govt. of Kerala, AISSCE of CBSE & ISC of

CISCE and passed compartmentally are eligible to join degree courses in the same academic year itself.

- 10. Provisional Certificate:** Provisional certificate will be issued till the final certificate is not issued. Even though this certificate is valid till the original certificate is issued students are free to apply for additional certificates whenever they want one.
- 11. Exam-record :** Record has to be produced while appearing for supplementary exams too. If the record is lost a new one has to be prepared.

Exam-practical : There is no separate minimum for practical exams. But absence in practical exams will be treated as failure in the exam.

Exam-time extension : Physically handicapped candidates can avail themselves of time extension for various University examinations. Apply to the Controller of examinations in a plain paper along with medical certificates and a photo showing disability duly attested by the Medical officer well in time before the commencement of exam.

- 12. Fee-Remittance :** 1. For all remittance within the State, Chalan from the University Cash counter or D.D. can be produced. 2. Remittance from out side the State have to be made by D.D. only. 3. All D.D.s have to be taken in favour of F.O. M.G. University and payable at S.B.T. Campus Branch (Code669) 4. Remittanace in favour of University can also be made in the counters of Friends Janasevana Kendram at Kottayam-St. Antony's Complex and Ernakulam-Inter national Stadium, Kaloor.

- 13. Grace Marks :** As a general rule a candidate may be entitled to receive grace marks only in any one of the categories such as Sports, Disability, N.C.C., N.S.S., Youth Festival etc. at a time.

Sports:

1. Grace marks will be given for the first appearance and for one additional chance also whether improving or re-appearing for the examinations. Candidates who are re-admitted to make up deficiency in attendance are also eligible for grace marks. Absentees from exam are not eligible for grace marks.
2. 50% of total grace marks can be re-distributed for whichever subjects essential to the candidates.
3. All regular bonafide students doing graduate (yearly and semester), post graduate(n+ 1) courses except professional courses are eligible for grace marks.
4. Grace marks will not be reckoned for fixing ranks and the candidate will be given one mark below the mark obtained by the third rank holder.
5. Maximum limit of Grace marks is 25%.
6. All India Inter University I,II,III is 17%, 14% and 12% respectively.
7. National competition (Inter state) I,II,III is 12% 10% and 7% respectively
8. First in Inter Collegiate events 7%.
9. University team member and participation Inter University events 7%.
10. University member and non participation 5%.
11. First in State level 5%.
12. State team member 5%.
13. Inter University South Zone winner I,II,III -10%,9% and 8% respectively.

Youth Festival:

1. Grace marks are awarded only to winning participants and not accompanists.
2. Grace marks will be awarded to students irrespectives of whether they pass or fail in the examination.
3. A maximum of 3% grace marks who secure first place or first place with A grade in group items in Inter collegiate Youth Festival.
4. First and Second place winners in the South Zone Inter University Youth Festivals will be awarded 5% and 4% respectively.
5. First, Second, Third in All India Inter University Youth Festivals @ 10%, 7% and 5% respectively.
6. 3% grace marks for Best Actor and Best Actress in University Drama Festivals.

Deaf and Dumb Candidates : Will be given grace marks of 25% of the total marks for theory papers of all University examinations including Professional Courses having disability of 40% or more, subject to certain conditions of each and every paper for Degree attempted by them subject to a maximum of 25% of the aggregate marks.

Blind Students: First, Second, Third positions in University/ Inter University Youth Festivals/ Sports/ Cultural competitions conducted by Kerala Federations of the Blind at College level 5%.

NSS To award 10 marks as grace marks in University examinations to NSS certificate holders for all courses including Professional courses.

NCC 2% for basic leadership camp, Republic Day Parade participation.

14. Inter University and Inter College Transfer within the state:

Inter University transfer of students is possible for all courses except for, post graduate courses and final year degree courses. Inter-university transfer for all professional courses is allowed only within the state and that too only at the commencement of the second year. Transfer is not allowed in IIIrd year of Degree courses. The students who join the IIInd year Degree from other Universities have to take the 1st year Examination along within their II year regular exam. Inter college transfer of Post graduate courses shall be limited to the first year of the course. Both the transfers will be guided by the following principles:

- (a) The course and subject in both the centres should be the same
- (b) No malpractice case should be pending against the applicant.
- (c) Apply in the prescribed form (in case of professional courses only when applications are invited)
- (d) For a transfer to other Universities apply to that University.
- (d) In order to combine the attendance in both colleges it is advisable to collect Transfer Certificate only after getting sanction from the University.
- (e) Fee Rs.500 for i/u transfer, Rs.200 for i/c transfer.

- 15. (a) Improvement :** The University offers improvement facility for various examinations. The 1 year papers of Degree and PG of all parts and II year papers of degree of Part III main can be improved along with their next year regular examinations. Betterment exam. shall be attended only for the consecutive chance. However, such candidates shall not be eligible for

ranking or classification. They will be given separate marklist. Those who have completed postgraduation before '90 can improve only if they have more than 53% marks.

b) Betterment : Those who have passed M.A./M.Sc./M.Com. examination can better their marks by availing themselves of two more chances (Consecutive) irrespective of time limit. All papers of previous examinations at PG level can be improved along with their regular final year examinations.

- 16. J.R.F./UGC Fellowship:** (a) Eligibility: Award of UGC, JRF are open only to those who qualify the UGC test and UGC CSIR joint test. Tenure: The Tenure of the fellowship is 4 years. However in special circumstances it is extendable by one year at the end of four years with prior approval of the commission. Value: The value of the JRF would be Rs.5,000 per month for the first two years with annual contingent grant of Rs.5,000. For scholars in humanities and social sciences and Rs.7,500 for those in sciences. At the end of two years of JRF the work done by the fellows may be assessed in a manner as prescribed the commission for enhancing the value of JRF to Rs. 5,600 for the third and subsequent years Eligible candidate should apply to the University in the prescribed form available in the University Store for award of UGC, JRF.

- 17. Language-Second-Exemption :** Students of regular colleges who desire to be exempted from attending classes of additional language have to apply in prescribed form. Special English is not offered as additional language at degree level from '92 admission. Deaf and Dumb students are exempted from studying second language, if they so desire.

- 18. Marklists-Confidential :** Candidates who have taken their final year exams can apply in prescribed form for Confidential Marklist before the publication of the results, for employment and educational purposes. However this marklists will be sent only to the Head of the Institution concerned. (refer chapter on other fees).
- 19. Marklist-Consolidated :** B.Com. Consolidated marklists showing all the parts and groups will be issued to those who have passed B.Com exam (for old scheme only) and MSW. (Not applicable to other examinations.)
- 20. Marklist-Detailed :** Showing marks of each paper including practicals will be issued. Apply in the prescribed form.
- 21. Migration Certificate :** Students from other Universities and Boards of Secondary/Higher secondary Edn. (except State Boards like VHSC, plus two) who join this University should produce Migration Certificate/N.O.C. Migration certificate from this University will be issued if applied in the prescribed form. The students from those colleges which had come under this University during 1983-84 have been exempted from producing migration certificate from Kerala University. Those who have completed S.S.L.C. from schools under the jurisdiction of the University will be issued migration certificate for joining higher studies outside the state. Those who have obtained the Migration Certificate and have not joined any other University can continue their studies here after re-Matriculating and surrendering the migration Certificate.
- 22. Name change :** In order to change the name of the student in the University documents, notify in the Govt. Gazette and apply in the prescribed form with a copy of the Gazette notification. Fee Rs.250

- 23. Photo needed :** Private and failed students (except regular students) have to paste passport size photo on the application form while applying for various University exams.
- 24. Rank Certificate** will be issued to the rank holders of the first 3 positions. Post graduate students will get the certificates immediately after the results are published. Degree students will get it as and when the revaluation process is over. Rank certificate will be issued till the 3rd rank. When the total no. of candidates for any examination is less than 5 only first rank will be awarded. Apply in prescribed form along with a University chalan for Rs. 75/-
- 25. Readmission to course :** Regular Students who discontinue their studies can rejoin the same course after obtaining prior sanction from the University [apply to the Registrar through the Principal. Fee is Rs. 250 (Degree), Rs. 300 (P.G. Course)], Private Candidates may refer chapter on Private Registration. After re-admission, the examinations can be written in continuation to the previous ones provided the scheme and syllabus remains the same. Otherwise all the papers will have to be attempted again.
- 26. Recognition :** When students of other Universities (outside the state) join this University, they have to apply for the eligibility certificate in the prescribed form. Those who have passed the private stream of Pre-University Examination of Board of Pre-University Education Karnataka after June 28, 1992 and the Higher Secondary School Certificate Examination in Arts conducted by the M.P. Board of Secondary Education, Bhopal privately after Sept. 15, 1993 are not eligible to seek admission to any Course in this University. Those who have passed courses

of outside institutions not recognized by this university have to apply for recognition of such courses by applying in prescribed form along with the official transcript of the scheme and syllabus of the course, attested copies of the certificates, TC (fee is Rs. 300 and fee for the recognition of foreign courses is Rs. 1000). All the regular Courses/Degrees of the Universities listed by the A.I.U./U.G.C. have been recognised.

27. **Revaluation and Identification of papers:** Apply in prescribed form within 21 days from the date of receipt of Mark list in the College. Mark change will be effected if the difference is 5% or more. If the difference is 10% or more the paper will be subject to second revaluation and the average of the marks of the I & II revaluation will be reckoned. There will be no refund of revaluation fee. Students will be allowed to identify their revalued papers.
28. **Ranking :** Students who have cancelled their exams. will not be reckoned for ranking. Only those who have appeared for the improvement exam. within the stipulated period will be considered for ranking.
29. **Scrutiny :** Answer papers will be scrutinised if applied within 30 days from the date of receipt of marklists in the college.
30. **SC/ST Students- Exemption :** SC/ST students need not pay the examination fee for two consecutive chances including regular ones. The application should be forwarded through the Principal.
31. **Transcript - official :** University will issue official transcripts of marklist and syllabus. Fee Rs. 500. For B.Tech. 750.

PRIVATE REGISTRATION

1. Private Registration is offered for the B.A., B.Com, M.A., M.Sc. (Maths) and M.Com. for subjects that do not involve practicals.
2. Eligibility is the same as that of the regular course: There is no mark restriction except in case of M.Sc. Maths.
3. If there is a break in the courses, re-admission has to be sought.
4. Regular students who discontinue their studies can pursue their studies by registering as a private candidate.
5. Those who want the original documents early may apply through registered post. Normally the original documents would be returned to the candidate after processing the application form.
6. Interim requests to return the documents submitted will be attended only if the application is submitted by registered post.
7. The application form for the examination too has to be submitted along with the filled in application.
8. Apply directly to the University. Do not apply through any private agency.
9. Candidates have to appear for the exam in one of the affiliated colleges. Only the subjects offered in the college can be opted by the post graduate candidates.
10. There shall be no internal assessment for private candidates. But the marks obtained for written exams shall be computed proportionately.

RETIRED TEACHING STAFF

Dept. of English

(D for Demised)

1	Prof.Sakuntala Yesudial David	1964 - 1985	0465-2222458	
2	Prof.P.M.Mathai	1968 - 1986		D
3	Prof.Sunny Mathew	1967 - 1988		
4	Prof.M.J. Daniel	1968 - 1988	0485-2246724	D
5	Prof. K. Thomas Mathai	1965 - 1989	0484-5598365	
6	Prof. P.C. Markose	1964 - 1989	0484-2349162	
7	Prof.Thomas Thomas	1964 - 1994	0481-2352590	
8	Prof. V.M. Joseph	1964-1997		D
9	Prof.M.V. Jacob	1966 - 1997	0484-2731295	
10	Prof.K.P. Kuriakose	1967 - 1998	0484-2767644	
11	Prof.P.T. Mathew	1968 - 1998	0485-2242762	D
12	Prof.T.P. Peter	1968 - 2001	0484-2760498	
13	Prof. M.P. Mathai	1969 -1988	0485 - 2835025	
	(Principal)	2000 - 2002	" "	
14.	Prof.Cherian Petrose	1971 - 2003	0484-2760237,2762238	
15.	Sri. Prakash Kuriakose	1989 - 2013	9447714099	

Dept. of Hindi

15	Dr.P.R. Gopalakrishna Pail	1964 - 1990	0484-2785523	D
16	Prof.N.P. Sosa	1964 - 1994	0484-2730079	
17	Prof..Susan Lizzy Gheevarghese	1967 - 1994	0484-2607787	D
18	Prof..N.M.Sophy	1970 - 1995		D
19	Prof.M.K. Chandrasekhara Warriar	1969 - 2002	0484-2781990,9447078199	

Dept. of Malayalam

20	Prof.P.K. Issac	1964 - 1987	0484-2525432	D
21	Prof.K.T. Thomas	1967 - 1993	0484-2760606	D
22	Very. Rev. K.P. Geevarghese Cor-Episcopa	1970 - 1993	0484-2760540	
23	Prof.M.Y. Yohannan (Principal)	1964 - 1997	0484 - 2689489	
24	Prof.Varghese S. Nedumthallil	1969 - 1999	0485-2207349	
25	Prof.K.K. Jose	1970 - 2000	0484-2319248	
26	Prof.S.Thankappan Nair	1971 - 2000	0471-2222587	D

27	Prof.C.J.Varghese	1970 - 2002	0484-2787340	D
28	Prof.T.C.Philip	1971 - 2002	0484-2761276	D

Dept. of Mathematics

29	Prof.K.K.George (Principal)	1964 - 1987	0484-2760726	D
30	Prof.C.T. Paulose	1968 - 1994	0484-2760979	
31	Prof.M.K. Mani (Principal Incharge)	1965 - 1997	0484-2108485	
32	Prof.M.Yacob	1969 - 1998	0484-2767245	D
33	Prof.K.A. Molly	1969 - 2001	0485-2832965	
34	Prof.K.I. Ittiachan	1969 - 2002	0484-2304448	
35	Prof.Omana Varghese	1970 - 2002	0484-2760526	
36	Dr. Mercy K Jacob	1985 - 2006	0484 - 2303762	
37	Prof. A.N. Narayanan Elayath	1978-2008	0485-2207516	

Dept. of Physics

38	Prof.P.C.David (Principal)	1964 - 1990	0484-2760363	D
39	Prof.A.J. Abraham	1964 - 1998	0484-2730166	
40	Prof.M.C. George	1969 - 1998	0484-2730273	D
41	Prof.T. Valsa Jacob	1969 - 2000	0485-2835403	
42	Prof.P.K. Balakrishnan	1967 - 2001	0484-2730343	
43	Prof.E.V. Moan	1969 - 2001	0484-2760665	
44	Prof.K.M. Jacob	1969 - 2001	0484-2761649	D
45	Prof.V.A. Savithrikuty	1968 - 2001	0484-2730153	D
46	Prof.Sumathy Abraham	1971 - 2002	0484-2523753	
47	Prof.T.Y. Mary	1971 - 2002	0484-2760798	

Dept. of Chemistry

48	Dr. P.K. Joy	1964 - 1972	0471-2442907	
49	Prof.S.P.S. Subramanian	1965 - 1999	08026483190	
50	Prof. Mathew Abraham	1967 - 1999	0473-5223360	
51	Prof.M.M. Varkey	1968 - 1999	0484-2653333	D
52	Prof. Jacob Kurian	1971 - 1999	0473-2621655	
53	Prof.Jos Kurian P.	1967 - 2000	0484-2348687	

54	Prof.P.E. Paulose	1968 - 2000	0484-2760618	
55	Prof.P.V. Jacob	1969 - 2000	0484-2711192	D
56	Prof.V.I. Saramma	1970 - 2000	0481-2517899	
57	Prof. Sudhamony Amma S.	1978 - 2001	0484-2317513	
58	Prof.K.E. Achamma	1971 - 2003	0484-2688048	
59	Prof. Ani Korah	1980 - 2010	0484-2760597	
60.	Prof. M.P. Lalu	1979 - 2011	0484 - 270508	
61.	Prof. Simulu Kunjoonju	1979 - 2012	0484-2786476	

Dept. of Botany

60	Prof.T.K.Joshua (Principal)	1965 - 1995	0484-2761217	D
61	Prof.T.V. Paulose	1969 - 1997	0484-2730027	
62	Prof.K.P. Joseph	1967 - 1998	0484-2760529	
63	Prof.Remany P. Joseph	1968 - 2001	0484-2316878	
64	Prof.K. Pappachan	1969 - 2002	9495604161	
65	Prof. K.P. Vimala	1971 - 2002	0484-2730073	
66	Prof. Leelamma George	1971 - 2002	0484-2760999	
67	Dr. Abi N. Eldo	1978-2010	0484-2747582	
68	Prof. Annie Varkey	1981-2011	0484-2761638	
69	Dr. M.R. Malathy	1983 -2012	0484-2686092	

Dept. of Zoology

68	Prof. Raju Kurian	1964 - 1977		
69	Prof. Rebecca Cherian	1971 - 1992	0484-2762812	
70	Prof. M.V. Paulose	1966 - 1994	0484-2680448	
71	Prof. K.V. Baby	1969 - 1998	0484-2760527	
72	Prof. M.A. John	1969 - 1998	0484-2760787	
73	Prof. N.K. Rajan	1971 - 2001	0484-2730073	
74	Prof. K.J. Valsa	1969 - 2002	9447165568	
75	Dr. T.P.Varghese	1978 - 2003	0485-2277071	

Dept. of Economics

76	Prof. P.T.Thomas	1964 - 1980		
77	Prof. K.P.Paulose	1964 - 1989		D

78	Prof. T.A. Paul	1964 - 1994	0484-2425711
79	Prof. V.P. Varghese	1969 - 1996	0484-2307147
80	Prof. Baby John T.	1969 - 2000	0484-2787384
81	Prof. Elizabeth Koruth	1971 - 2001	0471-3244060
82	Prof. George K. Issac	1982 - 2010	0484-2763733
83	Prof. V.K. George	1983 -2012	0485-2824126

Dept. of History

83	Dr. P.P. Narayanan Namboothri	1968 - 1985	0484 - 2760182	D
84	Prof. Chandy John	1971 - 1996	0481 - 2517899	D
85	Prof. M.T. Kurian	1966 - 1997	0484 - 2761033	
86	Prof. K.C. Philip	1970 - 1999	0469 - 2611190	
87	Prof. K.P. Kuriakose	1970 - 2002	0484 - 2203087	D
88	Rev: Fr. O. J. Jacob	1980 - 2006	0484 - 2711269	
89	Smt. Lalitha Thomas	1980 - 2006	0484 - 2313033	
90	Prof. Joy C George (Principal)	1979-2010	0484 - 2761335	

Dept. of Politics

91	Very. Rev. P.V. Paulose Cor-Episcopa	1967 - 1989	0484-2657121	D
92	Prof. M.A. Kuriakose	1969 - 1995		D
93	Prof. Thomas John	1968 - 1997	0484-2555119	D
94	Prof. Hope Jacob Thomas	1970 - 1998	0481-2304733	
95	Dr. P.N.Krishnan Namboodiri	1970 - 1999	0477-2274374	D
96	Sri. K.V. John	1980 - 2008	0484-2761096	

Dept. of Commerce

97	Prof. K.I.Mathew (Principal)	1981 - 2000	0485-2283965	D
98	Sri. K.A. Baby	1983 - 2004	0485-2272270	
99	Prof. Jory Mathai	1983-2010	04829-251277	

Dept. of Physical Education

100	Prof. M.J. Rajan	1964 - 1998	0480-2746242	
101	Prof. P.V. Thomas	1971 - 1999	0485-2823963	
102	Prof. V.P. Lalitha	1969 - 2001	0484-2522805	

RETIRED NON-TEACHING STAFF**OFFICE**

1	Sri. Chinnan Mathai (Sr.Suptd.)	1965 - 1987		D
2	Sri.P.D.Philipose	1965 - 1991		D
3	Sri. C.P.Geevarghese	1969 - 1993		D
4	Sri.K.V. Mani	1966 - 1995	0484-2761166	
5	Sri. C.P.Paul (Sr.Suptd.)	1965 - 1996	0485-2207526	D
6	Sri.K.M.Varghese	1968 - 1998		
7	Sri.T.J.Chandy	1969 - 1998	0484-2689530	
8	Sri.K.P.Abraham	1969 - 1999	0484-2760699	
9	Sri.K.M.Mathai	1965 - 2000	0484-2730570	
10	Sri.K.O.Varkey	1966 - 2001	0484-2763427	
11	Sri.T.K.Isahak	1972 - 2002	0484-2762773	
12	Smt.Annamma	1968 - 2002	0484-2765131	D
13	Sri. K.A. Mathai (Sr.Suptd.)	1967 - 2003	0484-2761405	
14	Sri.K.V.Varkey	1969 - 2003	0484-2761333	
15	Smt.Mariyamma Mathai	1973 - 2004	0485-2207108	
16	Smt.Ammi Ayyappan	1982 - 2004	0484-2761843	
17	Sri. P.P. Chacko	1971 - 2004	0484-2280180	
18	Sri. K. Gheevarghese	1971 - 2004	0484-2760611	
19	Sri. K.K. Kuriakose	1970 - 2005	0484-2761699	
20	Sri. K. P. Abraham	1970 - 2005	0484-2760869	
21	Sri. S. Subramanian	1971 - 2005	0484-2722246	
22	M. V. Kuriachan	1971 - 2005	0484-2763660	
23	K. S. Abraham	1971 - 2005	0484-2761001	
24	P. J. Varkey	1970 - 2006	0484-2767096	
25	M.P. George	1971 - 2007	0484-2765044	
26	P.P Elias (Sr.Suptd.)	1969 - 2007	0484-2761987	
27	Sri. V. Varghese	1971 - 2007	0485-2870154	
28	Sri. K.V. Markose	1971 - 2007	0484-28767560	
29	Sri. T.V. Markose (Sr.Suptd.)	1970 - 2007	0484-2762908	

30. Sri.CK. George (Sr.Suptd.)	1973-2010	0485-2256365
31. Sri. P.P. Rajappan Nair	1982-2012	0484-2765505

LIBRARY

31 Smt.Merina Jacob Chaly (Librarian)	1969 - 1971		D
32 Sri.K.G.Thomas (Librarian)	1971 - 1999	0484-2760622	
33 Sri.K.V.Abraham	1966 - 2001	0484-2760182	
34 Sri. George K. Kuriakose (Librarian)	1969 - 2005	0484-2767711	
35 Sri.P.P. Annam	1984 - 2007	0484-2761578	
36 Sri. N.P. Baby	1981 - 2008	0484-2767390	D

PHYSICS

37 Sri.K.M.Chерian	1972 - 1998	0484-2767162	
38 Sri.P.K.Ramakrishnan	1969 - 1999		D
39 Sri. C.Y. Joseph	1971 - 2004	0484-2761616(PP)	
40. Sri. K.P. Baby	1974 - 2011	0484-2763592	
41. A.P. Paulose	1981 -2012	0484 - 2760978	

CHEMISTRY

41 Sri.P.P.Chacko	1964 - 1996	0484-2763089	
42 Sri.E.C.Paul	1967 - 2002	0484-2731821	
43 Sri. V.M. Mathukutty	1971 - 2007	0484-2760751	
44 Sri. K.P. Mathukutty	1972 - 2007	0484-2765317	
45. Sri. P.D. Alias	1982-2011	0484 - 2762439	

BOTANY

46 Sri.T.P.Chacko	1965 - 1986	0484-2280695	
47 Sri.P.M.Thomas	1982 - 2002	0484-2761743	
48 Sri. P.P. Paily	1971 - 2007	0484-2763626	D
49 Sri. P.P.Mathai	1984 -2011	0484-261159	

ZOOLOGY

50 Sri.V.K.Paulose	1969 - 2001	0484-2761553	
51 Smt. C.J. Sosamma	1982 - 2004	0486-2278930	
52. PP. Thomas	1969-2010	0484-2764270	

MATHEMATICS

53. Sri. M.V. Ayyappan	1966 - 1982		D
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**COLLEGE ALMANAC
CALENDAR OF DATES
FOR THE ACADEMIC YEAR 2013-2014**

JUNE 2013

01	Sat	
02	Sun	Holiday
03	Mon	
04	The	
05	wed	II DC & II PG 1 st date.
06	Thu	III DC 1 st date.
07	Fri	
08	Sat.	Second saturday - Holiday
09	Sun	Holiday
10	Mon	
11	The	
12	wed	II DC & II PG 2nd date with fine Rs. 5/-
13	Thu	III DC 2nd date with fine Rs. 5/-
14	fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	II DC & II PG 3 rd date with fine Rs. 10/-

21	Fri	III DC and 3 rd date with fine Rs. 10/
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday

JULY 2013

01	Mon	
02	Tue	
03	wed	
04	Thu	
05	Fri	
06	Sat	
07	Sun	Holiday
08	Mon	
09	Tue.	
10	Wed	
11	Thu	
12	Fri	

13	Sat	Second saturday - Holiday
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	

AUGUST 2013

01	Thu	
02	Fri	
03	Sat	

04	Sun	Holiday
05	Mon	
06	Tue	Holiday - Karkkidaka Vavu
07	Wed	
08	Thu	
09	Fri	Holiday - Ramzan
10	Sat	Second Saturday-Holiday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	Independence Day - Holiday
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	Holiday - Sree Narayana Guru Jayanthi
23	Fri	
24	Sat	
25	Sun	Holiday
26	Mon	

27	Tue	
28	Wed	Holiday - Sree Krishna Jayanthi
29	Thu	
30	Fri	
31	Sat	

SEPTEMBER 2013

01	Sun	Holiday
02	Mon	
03	Tue	
04	Wed	I DC 1 st date of the fee collection (2 nd Instalment)
05	Thu	II DC 1 st date of the fee collection (2 nd Instalment)
06	Fri	III DC 1 st date of the fee collection (2 nd Instalment)
07	Sat	
08	Sun	Holiday
09	Mon	
10	Tue	I DC 2 nd date of fee collection with fine Rs. 5/- (II nd Instalment)
11	Wed	II DC 2 nd date of fee collection with fine Rs. 5/- (II nd Instalment)
12	Thu	III DC 2 nd date of fee collection with fine Rs. 5/- (II nd Instalment)
13	Fri	College closes for Onam Holidays
14	Sat	Second Saturday - Holiday
15	Sun	Holiday - I st Onam
16	Mon	Holiday- Thiruvonam
17	Tue	Holiday - Third Onam

18	Wed	Holiday - Fourth Onam
19	Thu	
20	Fri	
21	Sat	Holiday-SreeNarayana Guru Samathi Day
22	Sun	Holiday
23	Mon	College Re-Opens after Onam Holidays
24	Tue	
25	Wed	I DC 3 rd date of fee collection with fine Rs. 10/-
26	Thu	II DC 3 rd date of fee collection with fine Rs. 10/-
27	Fri	III DC 3 rd date of fee collection with fine Rs. 10/-
28	Sat	
29	Sun	Holiday
30	Mon	

OCTOBER 2013

01	Tue	
02	Wed	Holiday - Gandhi Jayanthi
03	Thu	
04	Fri	
05	Sat	
06	Sun	Holiday
07	Mon	
08	Tue	
09	Wed	

10	Thu	
11	Fri	
12	Sat	Second Saturday - Holiday
13	Sun	Holiday-Mahanavami
14	Mon	Holiday-Vijayadasami
15	Tue	
16	Wed	Holiday- ID'UL Azha (Bakrid)
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	
29	Tue	
30	Wed	
31	Thu	

NOVEMBER 2013

01	Fri	
02	Sat	Holiday-Deepavali
03	Sun	Holiday
04	Mon	
05	Tue	PG 2 nd Semester fees without fine
06	Wed	PG 4 th Semester fees without fine
07	Thu	
08	Fri	
09	Sat	Second Saturday - Holiday
10	Sun	Holiday
11	Mon	
12	Tue	PG 2 nd Semester fees 2 nd date with fine Rs. 5/-
13	Wed	PG 4 th Semester fees 2 nd date with fine Rs. 5/-
14	Thu	Holiday-Muharam
15	Fri	
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	PG 2 nd Semester fees 3 rd date with fine Rs. 10/-
20	Wed	PG 4 th Semester fees 3 rd date with fine Rs. 10/-
21	Thu	
22	Fri	

23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

DECEMBER 2013

01	Sun	Holiday
02	Mon	
03	Tue	
04	Wed	
05	Thu	
06	Fri	
07	Sat	
08	Sun	Holiday
09	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second saturday - Holiday

15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	College closes for Christmas Holidays
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	Holiday-Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	Holiday
30	Mon	
31	Tue	College re-opens after Christmas Holidays

JANUARY 2014

01	Wed	
02	Thu	
03	Fri	
04	Sat	
05	Sun	Holiday

06	Mon	
07	Tue	III rd term fees from I st DC without fine
08	Wed	III rd term fees from II nd DC without fine
09	Thu	III rd term fees from III rd DC without fine
10	Fri	
11	Sat	Second Saturday - Holiday
12	Sun	Holiday
13	Mon	
14	Tue	III rd term fees from I st DC with fine Rs. 5/-
15	Wed	III rd term fees from II nd DC with fine Rs. 5/-
16	Thu	III rd term fees from III rd DC with fine Rs. 5/-
17	Fri	
18	Sat	
19	Sun	Holiday
20	Mon	
21	Tue	III rd term fees I st DC with fine Rs.10/-
22	Wed	III rd term fees II nd DC with fine Rs.10/-
23	Thu	III rd term fees III rd DC with fine Rs.10/-
24	Fri	
25	Sat	
26	Sun	Republic Day - Holiday
27	Mon	
28	Tue	

29	Wed	
30	Thu	
31	Fri	

FEBRUARY 2014

01	Sat	
02	Sun	Holiday
03	Mon	
04	Tue	
05	Wed	
06	Thu	
07	Fri	
08	Sat	Second Saturday - Holiday
09	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	

20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	

MARCH 2014

01	Sat	
02	Sun	Holiday
03	Mon	
04	Tue	
05	Wed	
06	Thu	
07	Fri	
08	Sat	Second Saturday - Holiday
09	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	

13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday
31	Mon	

APPLICATION FOR LEAVE

1. Name (In block letters)
2. Class and Number
3. Dates for which leave is required
4. Whether hosteller or not
5. Reason for leave
(Attach Medical Certificate for leave on medical ground)

Date : Signature of Student

6. Recommendation of the Parent / warden

Signature of the Parent / warden

7. Recommendation of the teacher in charge

Date : Signature

Orders of the Principal

COLLEGE

MORNING

Days	9.00 - 9.30	9.30 - 10.30	10.30-11.30	11.30-12.30
Mon				
Tue				
Wed				
Thu				
Fri				

TIME - TABLE

AFTERNOON

1.30 - 2.30	2.30 - 3.30	3.30 - 4.30

