

SANTHOM MALANKARA ARTS AND SCIENCE COLLEGE

(SANTHOM COLLEGE), EDANJI

Estd. 2018



सत्ज्ञानम् संयुनक्ति

“Satnjanam Samyunakti”

“True knowledge unites all”

HANDBOOK

2018-19

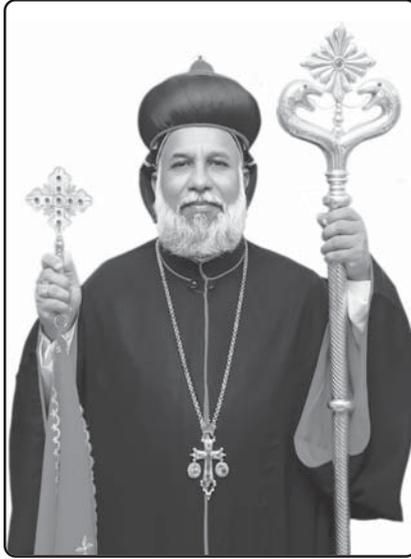
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ST. THOMAS, THE APOSTLE
Heavenly Patron

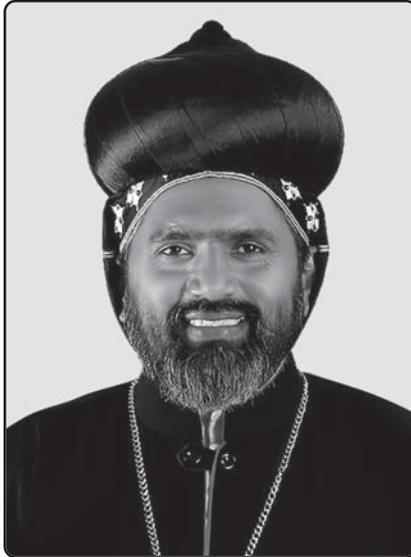


SERVANT OF GOD
ARCHBISHOP MAR IVANIOS



**HIS BEATITUDE MORAN MOR BASELIOS
CARDINAL CLEEMIS CATHOLICOS**

Major Archbishop-Catholicos of the Malankara Catholic Church
(President of the Trust)



HIS EXCELLENCY MOST REV. DR. THOMAS MAR EUSEBIUS

Patron / Manager
(Vice-President of the Trust)



Personal Information

Name :

Semester / Department :

Address :

.....

Contact No.:

Name of Guardian:

Telephone / Mobile:

Email :

Blood Group :

Allergic to



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VISION AND MISSION

The motto of the college

सत्ज्ञानम् संयुनक्ति

“Satnjanam Samyunakti”

“True knowledge unites all”

Santhom College has a unique identity. The prime intention behind the establishment of the College, as its emblem and motto connote, is to unite everyone and everything in the golden string of true knowledge, one of God’s manifestations, by eliminating all discriminations on any basis, by providing necessary facilities for acquiring, discovering, generating and bestowing true and state-of-the-art knowledge and practice that leads to real wisdom, by exploring and employing all opportunities and effective methods and by empowering one and all, especially women and the marginalized.

Its founders envisage the illumination of generations with insights and values so that they may be torch-bearers in every field. The College is committed to equipping the aspirants with the standards of advanced life and moulding them to be the best citizens.

It is also our commitment that all of us who belong to the “Santhom Family” shall always be at the forefront with firm resolve and training for the promotion of justice, social development etc., for the prevention of corruption, violence, criminalization, drug abuse, destructive politics, sectarianism, communalism etc., for the protection of life, rights, environment, integrity of person, nation and religions etc., for the observance of rules and regulations as well as for the responsible use of all mass and social media.

We dream that our College consistently and committedly stands for academic excellence, character formation, civilization of individuals and society, development of skills, application of innovative ideas and above all for the implementation of universal love and unity.



PROFILE

Santhom Malankara Arts and Science College (Santhom College) is entrusted with the ‘Marian foundation for unity and integral progress trust’ and His Beatitude Baselios Cardinal Cleemis Catholicos serves as its president. It is established, managed and administered by the Catholic Diocese of Parassala of the Malankara Catholic Church and under the patronage and management of Most Rev. Dr. Thomas Mar Eusebius, the Metropolitan of the Catholic Diocese of Parassala.

The College was sanctioned by the Government of Kerala as per G. O. (M.S.) No, 181/2018/u.vi.va. dated 27-07-2018 and it is affiliated to the University of Kerala as per U.O.No. Ac.BII/01/025325/2018 dated 16-08-2018.

Initially three First Degree Programmes (FDP) were sanctioned, viz. a) B.Com. b) B. A. English Language and Literature and c) B.Sc. Chemistry.

The college started functioning with first semester regular classes from 1st September 2018 with a total intake of hundred and one (101) students. At present the College avails the facilities of the ‘Unity Ashram’, Edanji and the construction of the permanent building for the College is underway.

While being conscious of its special obligations for providing higher educational opportunities for Christians, especially those belonging to the Malankara Syrian Catholic Community, the management extends its provisions to all members of the society.



The Emblem

The emblem symbolizes the aims, objectives and principles behind the establishment of the College. The name ‘Santhom’ of the College is after the name of St. Thomas, the apostle of Jesus in India. The word ‘santhom or santham’ in Indian languages connotes to serenity, one of the prime states of being of a ‘rishi’ who aspires for wisdom. The globe represents the inclusion of the whole universe into the perspective of the curriculum as well as the wider and universal outlook a member of the ‘Santhom Family’ should possess. It also denotes to the responsibility of the partakers to open and access to world wide opportunities and obligations. The figure of a tree beside the globe represents the cosmos, at the same time it comprises the pictogram of a human being with outstretched hands carrying the environment. In addition to the exemplification of the tree to the environment, it also implies to its innate ever flourishing character and produce of ripened fruits, an objective of the College to be accomplished eventually. The icon identifies with the commitment of the College family to protect, preserve and to nurture the Mother Nature given that man as the trunk and nucleus of the creation and his foot is deeply rooted on the earth. The stretched out hands also point to the dependence of the College family on God as well as to its craving for embracing all, moreover, to an invitation to all to get united into the self of humanity. The calligraphic letters SC are for Santhom College. Considering ignorance as the root cause of all evils, diminutions and divisions, the College accepts the motto, “Satnjanam samyunakti = True knowledge unites all” with firm conviction that by imparting true knowledge the College can lead its members and the society at large into wisdom, universal unity and eternal love, the synonyms of God.



College Managing Council

His Beatitude Basелиos Cardinal Cleemis Catholicos (*President of the Trust*)
 Most Rev. Dr. Thomas Mar Eusebius (*Vice President of the Trust, Patron and Manager*)
 Rev. Dr. Thomas Kulangara (*Executive Trustee*)
 Very. Rev. Msgr. Jose Konnathuvila (*Secretary*)
 Rev. Dr. James Stephen Olikal (*Principal*)
 Rev. Dr. Vibin Bernad Valiyavila (*Bursar*)
 Dr. Jijo Johnson (*Teacher*)



BA/BSc/BCom Programmes : CBCS Stream

(Choice Based Credit and Semester System)

COMPULSORY COURSES

FDP Foundation Courses

Language Course I

English

Language Course II (Additional Language)

Malayalam / Hindi / Syriac/

French

Open Courses/Electives

Social Service/Extension activity

1. B.A. PROGRAMME

Core Course

Complementary Courses

English

1) History of English Language & Literature

2) History of the Modern World (1789-1900)

2. B.Sc. PROGRAMME

Core Course

Complementary Courses

Chemistry

1) Mathematics 2) Physics

3. B.Com. PROGRAMME

Core Course

Complementary Course

Elective Courses

Commerce

1) Managerial Economics

2) Business Mathematics

3) E Business

4) Business Statistics

Finance

Open courses offered by the college can be selected during the fifth and sixth semesters.

CBCS PROGRAMME STRUCTURE

The minimum required Credits for different BA/BSc/BCom. Courses for the award of the

Degree in the CBCS stream :	B.A./B.Sc	B.Com
Accumulated minimum Credits required for successful completion of the Programme	120 credits	120 credits
Minimum Credits required for Language Courses	33 credits	22 credits
Minimum Credits required for Foundation Courses	5 credits	5 credits



Credits required for Core Courses including Dissertation	50-56 credits	61 credits
Credits required for Complementary Courses	22-28 credits	12 credits
Minimum Credits required for Open Courses / Electives	4 credits	20 credits
Minimum Credits required for Social Service/ Extension activity	1 credit	1 credit

BREAKUP OF CREDITS FOR FDP UNDER CBCS STREAM

Category of Courses	No	Credits
(1) Language Courses	9	33
(2) Foundation Courses	2	5
(3) Core Courses [including Project]	15	56
(4) Complementary Courses	8	22
(5) Open Courses	2	4
Total credits for a Programme		120
Social service/Extension activities		1

SCHEME OF ENGLISH LANGUAGE & LITERATURE (130)

Semester I

Language Course I (English I) : Listening and Speaking Skills	EN 1111.1
Language Course II : (Additional language I)	
Foundation Course I : Writings on Contemporary Issues	CG 1121.3
Core Course I : Reading Poetry	CG 1141
Complementary Course I : History of English Literature I	CG 1131
Complementary Course II: History of Modern World (1789-1900)	

Semester II

Language Course III (English II) : Modern English Grammar & Usage	EN 1211.3
Language Course IV : (Additional language II)	
Core Course II : Reading Drama	CG 1241
Foundation course: Environmental Studies	CG 1271
Complementary Course II : History of English Literature II	CG 1231
Complementary Course II : History of Modern World	



SCHEME OF COMMERCE (159)

Semester I

Language Course I (English 1): Listening & Speaking Skills	EN 1111.2
Language Course 2 (Additional Language 1):	
Foundation Course1: Methodology & Perspectives of Business Edn.	CO 1121
Core Course 1: Environmental Studies	CO 1141
Core Course 2: Management Concepts and Thought	CO 1142
Complementary Course 1: Managerial Economics	CO 1131

Semester II

Language Course 3 (English 2) : Modern English Grammar & Usage	EN 1212.2
Language Course 4 (Additional Language 2):	
Foundation Course 2: Informatics and Cyber Laws	CO 1221
Core Course 3: Financial Accounting	CO 1241
Core Course 4 : Business Regulatory Framework	CO 1242
Complementary Course 2: Business Mathematics	CO 1231

SCHEME OF CHEMISTRY (235)

Semester I

Language Course 1 (English 1): Listening & Speaking Skills	EN 1111
Language Course 2 (Additional Language 1):	
Foundation Course1: Writings on Contemporary Issues	EN 1121
Core Course 1: Inorganic Chemistry I	CH 1141
Complementary Course 1: Calculus with Applications in Chemistry I	MM 1131.2
Complementary Course 2: Rotation Dynamics and Properties for Matter	PY 1131.2

Semester II

Language Course 3 (English 2): Environmental Studies	EN 1211.1
Language Course 4 (English 3): Modern English Grammar & Usage	EN 1212.1
Language Course 5: (Additional Language 2):	
Foundation Course 2: Methodology, Perspectives of Science & General Informatics	CH 1221
Complementary Course 3 : Calculus with Applications in Chemistry II	MM 1231.2
Complementary Course 4: Thermal Physics	PY 1231.2

Mandatory Social Service / Extension Activities

It is mandatory for a student to participate in any one of the following Social Service/ Extension Activities for not less than forty hours, during the 3rd and 4th Semester, for successful completion of the Programme. The names of the activities and their co-ordinators are :



Sl.No. Co-Curricular/ Extra-Curricular Activities

1. NSS / Red Ribbon Club
2. NCC
3. Sports & Games
4. Health Education Programme
5. Anti Ragging Cell
6. Environmental Activities
7. Community Health Activity
8. Debate / Drawing Club
9. Human Right Forum
10. Kerala State Literacy Mission
11. Literary Club
12. Nature Club/ Bhoomithrasena
13. Community Based Activities
14. Performing Arts & Folklore
15. Science Club
16. Women Study Unit
17. Media / Theatre Club

CBCSS - DLMC / CLMC / ULMC

Students shall approach Department Level Monitoring Committee (DLMC) if they have grievances on matters related to CBCSS. If the grievances are not redressed, they can approach the College Level Monitoring Committee (CLMC) and further the University Level Monitoring Committee (ULMC). CLMC consists of the Principal, Dr. Jijo Johnson, Dr. Lethy L. B. and Miss. Angel Mary.

ASSIGNMENTS/ PROJECTS/ TEST PAPERS/ EXAMINATIONS

All students must carryout the required number of compositions, assignments, project works, seminars, practicals, submission of records, test papers, examinations, etc. Any lapse from any of them will affect the internal assessment. Mr. Bibin R. is in charge of internal examinations and Principal is the Chief Superintendent of the University examinations.



WORKING DAYS AND CLASS HOURS

The college works under the full day system with two sessions i.e., morning session of three consecutive hours divided into three periods and an afternoon session of two consecutive hours divided into two periods. In between there is a noon interval of one hour from 12.30 p.m. The morning session begins at 9.30 a.m. Remedial teaching and tutor-ward interaction will be carried out one hour from 8.30 a.m. or 3.30 pm. The afternoon session commences at 1.30 p.m. and ends by 3.30 p.m.

The beginning of the morning session before the commencement of classes is marked by a warning bell, then the students should go into their respective classes and occupy their seats. Every day the classes begin with a two minute prayer. All are requested to stand still on hearing the prayer bell until the prayer is over.

ATTENDANCE

1. The Teacher marks attendance at the beginning of each hour.
2. A student who is not in the class when attendance is taken shall be marked absent.
3. Attendance may be given to the late comers up to 15 minutes in the first hour, at the discretion of the teacher.
4. At the end of each month/semester each student may check his/her attendance, which will be displayed on notice board or from the website of the college.
5. Absence from class for an hour will be considered as absence for the session. Attendance may be given to the absentees who attend any other programme only with prior written permission from the concerned teacher and on production of participation certificate.
6. Percentage of attendance shall be calculated Course-wise. To determine the eligibility for registration for the End Semester Examination, the average of the course-wise percentage of attendance shall be considered.
7. Condonation of attendance to a maximum of 8 days in a Semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University. Readmission to a course after the discontinuation at any cause is only at the discretion of the management.



8. Benefits of attendance may be granted to students who attend with prior permission in University Union activities, meetings of University bodies and participation in extra-curricular activities by treating as present for the days of their absence for the above purpose and on production of participation/attendance certificate in such activities issued by the University authorities/Principals, subject to a maximum of 10 days in a Semester.
9. Those who secure subject wise minimum of 50% attendance and 75% attendance in the aggregate for all the Courses of a Semester taken together alone will be allowed to register for the End Semester Examination of the Semester.
10. The allotment of Marks for attendance shall be as follows:

Percentage	Marks
Attendance less than 51%	- 0
51% to 60%	- 1
61% to 70%	- 2
71% to 80%	- 3
81% to 90%	- 4
91% to 100%	- 5

11. A student who happens to be absent on any ground should submit a leave letter counter signed by the parent / guardian sufficiently in advance or on the joining day with supporting documents.

FACULTY ADVISORS

Each class has a Faculty Advisor. Students can contact him/her for solving their problems within the college. He/She keeps a record of students' attendance, academic and extra curricular activities. Parents can visit the faculty advisor during his/her free hours in the college.

First Degree Programme

B.A. English I & II Sem.	Miss. Angel Mary C.D.
B.Sc. Chemistry I & II Sem.	Dr. Jijo Johnson
B.Com. I & II Sem.	Dr. Lethy L.B.

ACADEMIC CALENDAR 2018 - 19

SEPTEMBER 2018

OCTOBER 2018

	1	Sat		
Sreekrishna Jayanthi -H	2	Sun		
College re-opens after Onam	3	Mon	1	
	4	Tue	2	Gandhi Jayanthi - H
	5	Wed	3	
	6	Thu	4	
	7	Fri	5	
2 nd Saturday	8	Sat	6	
	9	Sun	7	
	10	Mon	8	
	11	Tue	9	
	12	Wed	10	Mar Gregorios Day
	13	Thu	11	
	14	Fri	12	
	15	Sat	13	2 nd Saturday
	16	Sun	14	
	17	Mon	15	
	18	Tue	16	
	19	Wed	17	
Re-Union Day	20	Thu	18	Mahanavami - H
Sree Narayana Guru Samathi - H	21	Fri	19	Vijayadasami - H
	22	Sat	20	
	23	Sun	21	
	24	Mon	22	
	25	Tue	23	
	26	Wed	24	
	27	Thu	25	
	28	Fri	26	
	29	Sat	27	
	30	Sun	28	
		Mon	29	
		Tue	30	
		Wed	31	

ACADEMIC CALENDAR 2018 - 19

NOVEMBER 2018

DECEMBER 2018

	1	Thu		
	2	Fri		
	3	Sat	1	
	4	Sun	2	
	5	Mon	3	
Deepavali - H	6	Tue	4	
	7	Wed	5	
	8	Thu	6	
	9	Fri	7	
2 nd Saturday	10	Sat	8	2 nd Saturday
	11	Sun	9	
	12	Mon	10	
	13	Tue	11	
	14	Wed	12	
	15	Thu	13	
	16	Fri	14	
	17	Sat	15	
	18	Sun	16	
	19	Mon	17	
Id-e-Milad - H	20	Tue	18	
	21	Wed	19	
	22	Thu	20	
	23	Fri	21	College Closes for Christmas
	24	Sat	22	
	25	Sun	23	
	26	Mon	24	
	27	Tue	25	Christmas
	28	Wed	26	
	29	Thu	27	
	30	Fri	28	
		Sat	29	
		Sun	30	
		Mon	31	College re-opens after Christmas

ACADEMIC CALENDAR 2018 - 19

JANUARY 2019

FEBRUARY 2019

	1	Tue		
Mannam Jayanthi - H	2	Wed		
	3	Thu		
	4	Fri	1	
	5	Sat	2	
	6	Sun	3	
	7	Mon	4	
	8	Tue	5	
	9	Wed	6	
	10	Thu	7	
	11	Fri	8	
2 nd Saturday	12	Sat	9	2 nd Saturday
	13	Sun	10	
	14	Mon	11	
	15	Tue	12	
	16	Wed	13	
	17	Thu	14	
	18	Fri	15	
	19	Sat	16	
	20	Sun	17	
	21	Mon	18	
	22	Tue	19	
	23	Wed	20	
	24	Thu	21	
	25	Fri	22	
Republic Day - H	26	Sat	23	
	27	Sun	24	
	28	Mon	25	
	29	Tue	26	
	30	Wed	27	
	31	Thu	28	

ACADEMIC CALENDAR 2018 - 19

MARCH 2019

APRIL 2019

	1	Fri		
	2	Sat		
	3	Sun		
Sivarathri - H	4	Mon	1	
	5	Tue	2	
	6	Wed	3	
	7	Thu	4	
	8	Fri	5	
2 nd Saturday	9	Sat	6	
	10	Sun	7	
	11	Mon	8	
	12	Tue	9	
	13	Wed	10	2 nd Saturday
	14	Thu	11	
	15	Fri	12	
	16	Sat	13	
	17	Sun	14	
	18	Mon	15	
	19	Tue	16	
	20	Wed	17	
	21	Thu	18	
	22	Fri	19	
	23	Sat	20	
	24	Sun	21	
	25	Mon	22	
	26	Tue	23	
	27	Wed	24	
	28	Thu	25	
	29	Fri	26	
College closes for Summer Holidays	30	Sat	27	
	31	Sun	28	
			29	
			30	



GENERAL CONDUCT

1. This centre of learning stands for total formation of the individual. Students need to be punctual and their active involvement in all activities of the college is obligatory. They shall keep strict discipline and anything and everything against discipline will lead to disciplinary action.
2. All students are expected to grow integrally and become matured availing all the permissible opportunities, facilities and resources of the college for their bright future.
3. When a student meets a member of the staff of the College in the campus or outside, it is a matter of politeness that he/she should greet him/her.
4. When a teacher enters the class, students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
5. Students should be polite, loving, respectful and considerate in their words and actions towards all especially towards the staff and their peers. Any insulting words or action against anyone will invite punitive action against the wrong doer.
6. Students should keep with them the texts and note books required for classes they attend. No student is allowed to take private tuitions from the teachers of the college.
7. No student shall enter into or leave the classroom during a lecture without the permission of the teacher.
8. Students shall enter into labs and other such places and handle any technical device of the college only with explicit permission from and in the presence of teachers/staff.
9. Any kind of noisy and disturbing celebrations on the campus are strictly forbidden. All kinds of celebrations should be under the direct supervision of HoDs or Class teachers. Students who happen to have no class should not loiter in the corridors. They must either go to the library or retire to their hostel/waiting rooms. They are advised to engage in completing project or assignments or engage in some socially useful and productive works.



10. Students are forbidden from attending or organizing any gathering other than the official ones in the college or outside in connection with or on behalf of the college without the written permission of the Principal. They should not circulate among the students any notice or petition, or paste it anywhere in the college premises without the written sanction of the Principal. Class / Department wise gatherings, if any, shall be held only with the clear permission from the HoD and Principal.
11. Students are not allowed to make a complaint in a body or to address any authority in a collective and forceful manner. Such combined action is subversive of good order. Complaints and suggestions shall be submitted to the concerned authorities in writing and only in appropriate manner. They should always be respectful to their classmates, seniors and superiors.
12. Habitual negligence in college work, dishonesty, obscenity in word or action or other acts of misconduct will invite severe disciplinary action.
13. Students are forbidden from making any mark or to spill ink or paint on the furniture, on the walls, on the floors or any part of the college premises or litter the class rooms or grounds.
14. Students are expected to keep decency and decorum in their behaviour, attitudes, words and actions. Anything unlawful or that harms the integrity of the nation as well as the prestige and status of the institution, management, staff, parents, students, sister concerns and other stakeholders will invite disciplinary and legal actions.
15. **Based on the verdict of the Division Bench of Kerala High Court the management of the College strictly prohibits political activism in the campus. Hence, strikes, demonstrations, picketing, dharna, boycott of classes etc. are strictly prohibited. No flags, banners, placards, pamphlets or notices should be flaunted or distributed in the Campus or on and around the gates and entrances.**
16. Stringent actions will be initiated against those who are bringing/possessing/using armaments in the Campus.



17. Use of intoxicating drugs and drinks is not permitted in the Campus. Smoking inside the campus is strictly forbidden. Strict action will be taken against those who are found intoxicated at any time anywhere in the campus.
18. Students shall not enter at anytime into any other classroom than that of theirs without explicit permission from the class teacher/HoD/Principal.
19. No student is allowed to remain in the campus beyond the working hours and on holidays without explicit permission. Those who wish to participate in extra-curricular activities or avail library and other facilities of the college during the non-working days and on holidays should obtain written permission from the concerned section/principal and the same shall be done only under the supervision of the concerned staff of the college.
20. Serious actions will be taken against students bringing outsiders into the campus. Loitering of outsiders in the campus should immediately be reported to the Principal/teacher in charge.
21. Always carry your identity card and produce it when demanded by the authorities.
22. Any activity which vitiates academic life in the campus is forbidden and any damage done to the college property will be recovered with penalty, thrice of its cost.
23. Students shall not collect money or any similar things for any purpose in or out of the campus for or on behalf of the college without written permission from the HOD/Principal. Any such activity will initiate disciplinary/legal action.
24. **Use of Mobile phone is strictly prohibited on campus as well as in the class rooms. If any student is found in possession of a mobile phone, it will be confiscated by the authorities and strict action will be taken against them. However, in accordance with the directive of the Hon'ble Supreme Court of India to prevent ragging (SLP No. 24295 of 2006), freshers are exempted during the first month and they shall use only the base model without camera and Bluetooth.**



25. Students shall participate in any outside programme on behalf of and in connection with the college only with written permission from the Principal. Also, they shall not organize themselves in groups for conducting, participating in any programme without written permission from the principal.
23. **Dress Code:** All students should follow the dress code of the College. The boys should wear full size pants/white dhoti (covering full legs) and shirts and girls should wear SalwarKammeez with shawl or long skirt/ Saree (covering full legs) and sleeved blouse in the campus. Wearing any other dress or dressing obscenely in the campus which is scandalous to others will invite disciplinary action against the wrongdoer. Uniform/Jersey shall be worn as and when it is required.

PREVENTION OF RAGGING

Ragging is prohibited by law. It is a non-bailable criminal offence, which can fetch rigorous imprisonment up to seven years. Students shall not indulge in any of the following activities, which are treated as ragging:

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
2. Exploiting the service of a junior student by a senior student or a group of senior students.
3. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organisations.
4. Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, stripping, forcing obscene and lewd acts or gestures.
5. Any act of abuse by spoken words, emails, SMS, or any other means.
6. Any word or act that causes hurt to the dignity of the individual.
7. Entering the class without permission.
8. Forcing a student to boycott class without his consent and to participate in strike, demonstration, dharna etc.



Reporting Cases of Ragging

The complaints or information in regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, Staff Counsellors or any of the members of the Ragging Prevention Committee. All complaints / information received shall be kept strictly confidential.

ANTI RAGGING CELL

As per the directives of the Government an anti ragging committee has been formed in our college. The committee includes C.I. of Police and S.I. of Police Marayamuttam, PTA Vice President, the Bursar, representatives of Teaching & Non Teaching Staff and students. The Principal is the Chairman of the Committee. Dr. Jijo Johnson (Convenor), Dr. Lethy L.B., Miss. Angel Mary are its members.

Toll Free No. 1800 - 180 - 5522

Complaints can also be filed on helpline@antiragging.net

EQUAL OPPORTUNITY CELL

Discrimination of any kind among the members of the College community on the basis of caste, creed, colour, religion, sex, politics, social and financial status, disability, IQ, EQ, diseases like HIV/AIDS, etc. is strictly prohibited in the campus. A committee Under the leadership of Mrs. Jini D. will look into any such occurrences in the campus.

Always carry your

IDENTITY CARD

Produce it when demanded by the authorities



EXCURSIONS, PICNICS AND STUDY TOURS

1. Study tours will be organized by the respective departments. No student is allowed to go on or arrange such tours or go out of the campus as a group during working days or on other days on behalf of the College without the written permission from the Principal. Anything contrary to it will invite disciplinary and legal action, and the college shall not take up responsibility of any mishap of unauthorized tours.
2. Only final year students (VI Semester) will be permitted to go on excursions and tours.
3. Written consent in the prescribed form should be obtained from the guardians of all students going on excursion.
4. A detailed programme of travel, mode of conveyance, stay, places of visit, etc. should be submitted to the Principal before proceeding on a tour or excursion. All students should submit written pledge on their adherence to the instructions of the teachers.
5. Students of other class will not be permitted to join a class going on excursion.
6. There should be at least two teachers (one male and one female) to accompany each team.
7. Excursions, picnics and tours will be allowed only during the VI Semester of the course and only to those students who satisfy the requirements of the course.
8. Maximum 2 days (day and night) are allowed for the tour programme.
9. By all means, package tours shall strictly be avoided. All preparations, operations, arrangements activities from the beginning till the end are to be done under the strict supervision and control of the teachers in charge of the tour.

LIBRARY AND READING ROOM

1. There is a full fledged, well furnished and computerized library and digital library.
2. All students and staff are members of the Library and Reading Room.
3. The Library and Reading room will remain open on all days from 9.00 am. to 4.00 p.m. except on Sundays and public holidays.
4. Silence must strictly be observed in the Library.



5. The students are required to produce their identity cards to enter the library.
6. Periodicals in the reading room and books in the Reference Section will not be lent out. They may be referred inside the Library, by submitting the identity card.
7. A student at the degree level will be issued 2 books at a time.
8. Borrowers will be held responsible for any damage caused to the book. When a book is issued to a member, it is presumed that it is in good condition, unless and otherwise pointed out.
9. Students are not allowed to sub-lend the books.
10. Do not make any marking or underlining in the books and periodicals or disfigure them in any other way.
11. If a book is damaged or lost by a member, he/she will have to replace it or pay the cost of the book at the current rates with fine.
12. A member who fails to return a book on the due date will be fined Rs. 1 per day until the book is returned. (Govt.order No.(M.S) No.5/2002 H.Edn.dt.15/01/2002)
13. If a book is overdue by one week the Librarian will report the matter to the Principal.
14. A member can avail books from the library by producing his/her identity card at the issue counter for proper verification.
15. A member will have to affix his/her signature in the Issue register both at the time of issuing and returning the book.
16. All books must be returned to the library before the close of each term or at the time of sending certificates for University examination.
17. The time schedule for both issuing and returning the books is from 9.00 a.m. to 1.30 p.m. on all working days.
18. Keep your footwear out of the library.
19. Mobile Phones are strictly prohibited inside the library.

Library Advisory Committee: Rev. Dr. James Stephen Olikal (Principal, Chairman), Rev. Dr. Vibin Bernad Valiyavila (Bursar), Dr. Jijo Johnson, Mr. Sabu, Mr. Alex.



RULES REGULATING PAYMENT OF FEES

As per G.O. MS 5/2002/H.Edn.dt.15/01/2002, the first term/semester of tuition fee and special fees from students of senior classes should be collected within a period of seven consecutive working days beginning from the date of re-opening of the college. In the case of students of junior classes the first term/semester of tuition fees due till the date of admission with special fees and caution deposit should be collected on the date of admission. Subsequent term/session fees should be paid on or before the 7th working day of the concerned month.

If any student fails to pay the tuition fee or special fees on the due date he/she shall be liable to pay a fine of Rs.15/- along with the 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 10th day.

If the tuition fee or special fees with the fine of Rs.15/- is not paid on or before the last date fixed for it, an additional fine of Rs.50/- will have to be paid. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that 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. If the dues are paid and the student is re-admitted he/she will get the benefit of attendance from the date of re-admission.

The last opportunity for the payment of an instalment of fee will be the last day previous to the due date of the succeeding instalment. But in the case of the fee due for February, the last opportunity is fixed as 5th of March. If the 5th happens to be a holiday, the last working day previous to such date will be considered as the last opportunity. If a student does not pay the dues till the last date prescribed he/she will not be allowed to appear for the University Examinations.

Fees will be received at the college office from 9 a.m. to 2 p.m. on working days. Students are advised to keep all fee receipts for future reference and for getting refund of caution deposits.



FEE CONCESSIONS

1. Students eligible for full fee concession should submit application to the Principal in the prescribed form within 15 days of their admission. The forms are available at the college office.
2. Applicants belonging to Scheduled Caste, Scheduled Tribe, Kudumbi or other Backward communities and Christians converted from any of the above groups, should produce Caste and Income Certificates from the Tahsildar concerned. Such certificates should be produced at the beginning of every subsequent academic year, if the concession is to be renewed.
3. Concessions will also be available to other students as per provisions of the Kumara Pillai commission Report (income limited to Rs. 1,00,000/-).

AADHAR / BANK ACCOUNT

Various concessions and scholarships are being distributed to the candidates only through Aadhar/Bank Accounts. Hence all the students are directed to obtain Aadhar/Bank Accounts and submit their details to the college office / computer centre immediately after the admission.

ISSUE OF CERTIFICATES

1. Transfer Certificate will be issued only after payment of all dues to the college.
2. A student, past or present, applying for certificates for transfer, age, character, marks, sports, identification, N.C.C., etc. shall do so in writing in the prescribed form to the Principal, bought from the college store, stating the year of study, Admission No., class No. Main and Subsidiary Subjects, class last attended and home address.
3. The application for caution deposit shall be accompanied by the original receipt of the payment of the caution deposit.
4. A notice of 24 hours is necessary for the issue of a certificate.
5. No certificate will be sent by post unless the transmission charges are prepaid.



CAUTION DEPOSIT RULES

As per G.O.M.S. 5/2002/H.Edn.dt.15/01/2002 every student on admission to a course of study in a college shall, along with the first instalment of fees, pay the caution deposit prescribed for the course. However, students belonging to S.C./S.T., O.E.C. are exempted from payment of the deposit. At the end of the course of study, the deposit shall be refunded on receipt of application from the student in the prescribed form available from the college store after adjusting the dues, if any, on account of (i) loss of library books (ii) recovery of the fine for breakages of laboratory equipments and any other loss caused to properties of the college and (iii) arrears of fee, if any. If the caution deposit is less than the amount to be realised from the student, the excess will be realised by other means as the Principal may decide.

It shall be the responsibility of the student to claim the refund of the deposit immediately after the expiry of the academic year in which the course is completed. All claims for refund shall be preferred before the reopening date of the next academic year in which the course is completed. After the expiry of the prescribed time limit, the Principal shall publish the names of students who have not claimed the deposits before the stipulated dates in the Kerala Government Gazette. If within two months from the date of the Gazette notification the student does not prefer the claim for refund the amount of the deposit shall be permanently forfeited.

Students should keep the receipt issued for remittance of the caution deposit in safe custody. Deposit shall ordinarily be refunded only if the receipt is produced along with the application for refund. However, in genuine cases of loss of receipt, if the Principal is satisfied about the identity of the applicant claiming the refund, he may grant exemption from the application of the rule.



APPLICATION FOR REFUND OF CAUTION DEPOSIT

Name (with initials in block letters) :

Serial Number :

Admission Number :

Class and Group / Subject :

Years of study in the college :

Amount of caution deposit to be returned :

No. and date of receipt received in token of having made the deposit :

Whether T.C. has already been issued if, so, state No. and Date of T.C. received :

Date.

Signature.

APPLICATION FOR TRANSFER CERTIFICATE

Name (with initials in block letters) :

Serial Number :

Admission Number :

Class, Group, years of study :

Reg. No. and date of University Exam. (Presented for final year.) :

Details of Passing at first appearance (each part to be shown separately) :

Other/Certificate required :

Date.

Signature.

APPLICATION FOR LEAVE

Name of the applicant :

Class/Subject/Batch :

Class Number :

Period and date/s of leave :

Reason for the absence :

Documents for proof :

Signature of the Guardian/Warden

Signature of the Teacher



RULES AND REGULATIONS FOR THE SMOOTH CONDUCT OF THE CELEBRATIONS

As per the directions of the Government of Kerala (Circular No. 26483/G1/15/H.Edn.), the following are strictly to be followed in all celebrations in the campus.

1. All celebrations in the campus, including union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates, etc. The Discipline Committee should monitor and supervise the celebrations in the college.
2. All students have to wear identity tag in the college.
3. No type of vehicles should be used during celebrations inside the college campus / hostels.
4. In case of misbehavior of students and activities like keeping weapons, consuming alcohol, using drugs in campus / hostel rooms, etc., steps will be taken as per the rules in force.
5. Pubic, including former students, will not be allowed to enter the college campus during celebrations. Any trespasser shall be prosecuted and those who cause to bring them in will also be liable for legal action.
6. Programmes by external agencies / professional groups / paid programmes such as DJ, musical event should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
7. For all students' programme in the campus, supervision of all teachers is mandatory. All programmes shall be held within the working hours.

GRIEVANCE REDRESSAL CELL

This committee is constituted in accordance with the government policy and will look in to the sexual harassment, if any, and takes necessary action. Rev. Dr. James Stephen Olikal (Principal), Dr. Lethy L.B. (Convenor), Miss. Angel Mary, Dr. Jijo Johnson are its members.



DISCIPLINE COMMITTEE

The discipline in the campus will reflect the rich social and cultural values which the college community cherish. The Committee facilitates the maintenance of discipline in the campus. Dr. Jijo Johnson (Convenor), Fr. Sheen Palakuzhy, Mr. Bibin R., Dr. Lethy L.B and Miss. Angel Mary are its members.

ACADEMIC AUDIT

By the beginning of each semester the central internal academic audit team supervises the distribution of syllabus to all students as per the curriculum and by the commencement of end semester internal examination the team, besides the weekly and monthly Department wise evaluations, assesses the completion of portions according to the timetable. After the publication of university results, it is evaluated by the team and places suggestions for improvement. The data for evaluation is collected from all Departments, teachers, student and parents on the basis of questionnaires. The following are the teachers in charge of the committee, Fr. Sheen Palakuzhy (Convenor), Mr. Bibin R., Mrs. Shijikumari S.G, Mrs. Princy P.A.

COUNSELLING CENTRE

To heed to the problems of the students and to guide them in proper way, a counselling centre has been instituted. Rev. Dr. Vibin Bernad (Bursar-Convenor), Fr. Sheen Palakuzhy, Dr. Lethy L.B. and Miss. Angel Mary are its members.

MORAL VALUE AND CHARACTER FORMATION

C.S.M./ Jesus Youth

For inculcating moral and spiritual values among the students of the college, special lectures, discussions, seminars and symposia will be organized by the college authorities. Students are advised to make the best use of these opportunities. Rev. Dr. Vibin Bernad Valiyavila (Chaplain), Fr. Sheen Palakuzhy, Mrs. Jini D. are in charge.

SPORTS AND GAMES ADVISORY COMMITTEE

The college offers sports and games facilities to every student who desires to develop his or her potential abilities and qualities for sportsmanship, team spirit and physique. Grace marks are awarded to those who distinguish themselves in sports and games. Rev. Dr. James Stephen Olikal (Chairman), Dr. Jijo Johnson, Mr. Bibin R., Miss. Angel Mary, Rev. Fr. Sheen Thankalayam (Organizer) are its members.



NATIONAL SERVICE SCHEME (N.S.S.)

The University of Kerala has sanctioned a funded N.S.S. unit to the College (K.L. 7-138). Students can enrol as members of the College Unit of this National Organization. It helps to create strong social awareness in students. It imparts personality development to its members through study, work camps, social service activities etc. Active members are awarded grace marks for admission to higher studies. The Programme Officers are Mr. Bibin R. and Mrs. Shjikumari S.G.

HOUSE ACTIVITIES

To provide a healthy competitive spirit, the student community and teaching faculty of the College are grouped into three different houses. Each House will organise under the leadership of student leaders, Literary, Sports and Arts activities to develop those abilities among its members which will be put to test at an annual inter-House Competition during the Campus Week. Mr. Bibin R. and Miss. Angel Mary are in charge of house activities.

WOMEN'S STUDY UNIT & WOMEN'S GRIEVANCE REDRESSAL CELL

As per the directions of the U.G.C. the cell is constituted to conduct various activities for the girl students and to redress the grievances of the lady students and women-members of the staff including sexual harassment against them. Rev. Dr. James Stephen Olikal (Principal), Dr. Lethy L.B., Miss. Angel Mary, Mrs. Shjikumari S.G. are its members.

TUTOR WARD PROGRAMME

With a firm conviction that mentoring a student will certainly help her/him to achieve greater goals in life the Tutor Ward Programme effectively functions in our College. All students are grouped into small groups and each group is entrusted with a teacher who will guide and help them in all possible ways. The coordinators of the programme are Miss. Angel Mary (Convenor) and Mrs. Princy P.A.

PEER GROUP / REMEDIAL COACHING

This is a platform for students to fulfil the mission of the College 'Each one Teach one', where they share their knowledge with the peer groups. Besides the regular class hours each teacher spends sufficient time with those students who need more care and attention to get highest scores in the exams. Miss. Angel Mary (Convenor) and Mrs. Princy P.A. will guide them.



SPORTS AND HEALTH CLUB

Besides the regular physical education, a Health Club is set up in the college for training the whole students through demonstrations, practices, etc. to lead a healthy life. Mr. Bibin R. and Miss. Angel Mary are its members.

SOCIAL SERVICE FORUM

This forum aims at inculcating the students of their responsibility of caring others. The activities will be conducted under the leadership of Mr. Bibin R. (Convenor), Mrs. Shijikumari and Mrs. Jini D. are members.

ANTI NARCOTIC CELL

The intention behind the institution of the club is to work against the use of alcohol tobacco and drugs. The cell organises seminars, campaigns, rallies, etc against such social evils in the society. The guiding forces behind the club are Rev. Dr. Vibin Bernad Valiyavila (Convenor), Fr. Sheen Palakuzhy and Dr. Lethy L.B.

SCIENCE CLUB

In order to conduct a lot of science based programmes like exhibition, workshops, symposia, etc. science club is formed. Dr. Jijo Johnson (Convenor), Mrs. Jini D. are its members.

LANGUAGE SKILL DEVELOPMENT

The college organizes crash programmes in language skill, targeting students and teachers coming from the rural schools. Every year the programme will be announced after admissions. The programme aims at giving confidence and thus improving the quality of language of students and teachers. It consist of workshops, training, exercises and drill. It will be conducted during Saturdays and public holidays. Miss Angel Mary (Convenor), Mr. Bibin R. and Mrs. Princy P.A. are its members.

ELECTORAL LITERARY CLUB

To popularise Electoral process and democratic tradition of the country and to familiarize the role and functions of Election Commission of India, State Election Commission, Encouraging Political and Electoral Participation of the people. Keeping in touch with the booth level officers in updating electoral role. Motivating students to become volunteers to assist Civil Police Authorities on Polling days. Dr. Lethy L.B. will be in charge of the club.



ARTS CLUB

To discern and to develop the artistic talents, as well as to carry out various programmes, Arts Club is formed. Miss. Angel Mary will in charge of the club.

MEDIA / THEATRE CLUB

Media club functions to equip the students with the new breakthroughs in the media. By arranging seminars, film festivals and career guidance classes, the students are sensitized on the emerging trends in this field. Theatre club provides an arena to exhibit the histrionic skills of the students, socially relevant issues are addressed through street plays. Mr. Bibin R. will guide the students.

LITERARY CLUB

Language is an index of culture. The college provides ample opportunities through stage programmes, Kalaries, workshops and other training programmes as well as leadership training, for making oneself an excellent orator and leader. Fr. Sheen Palakuzhy (Convenor), Miss. Angel Mary, and Mrs. Princy P.A are its members.

QUIZ / DEBATE / DRAWING CLUB

With a view to improve the students confidence level, encourage to widen the horizon of their knowledge and to develop their communicative and drawing skill, debate / drawing / Quiz club is set up in the college. Fr. Sheen Palakuzhy (Convenor), Fr. Sheen Thankalayam (Organizer).

NATURE CLUB / BHOOMITHRA SENA/ ECO CADETS

To create a life style attuned to vibes of the Earth, to love and preserve the Nature, to protect the ecosystem, etc three clubs are formed in the college: Bhoomithrasena, Ecofriends, Nature Club. The members conduct a lot of programs with a view to love, preserve and protect the nature. Mrs. Shijikumari S.G (Convenor), Mr. Bibin R., Mrs. Princy P.A. are its members.



UNIVERSITY HELP DESK

In order to provide assistance for university related academic matters a help desk has been constituted with Dr. Jijo Johnson as its Convenor.

COMMITTEE TO CATER THE NEEDS OF DIFFERENTIALLY ABLED PERSONS

The committee will look into various needs of the persons with disabilities (PWD) in our college, arrange the needful for their smooth and free movements and create atmosphere for their better education in the College. The committee functions under the leadership of Mrs. Princy P.A.

PARENT - TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association of the College provides active support for the academic and physical development of the college. The association also gives away prizes to meritorious students every Year. All parents of the students on roll and teachers of the are members of the Association and the executive committee is selected in the general assembly annually. The Administration of the Association shall vest G.O. H.Edn. Dtd 01.06.'90 & G.O.(Rt.) No.1276/96 H.Edn.Dtd.26.10.'96. Dr. Jijo Johnson is the Secretary to the association.

Parents' Meeting

Besides the regular general body meetings and executive meetings each department conducts parents' meetings atleast once in a semester to discuss the progress of the students and the related issues.

TEACHERS IN CHARGE OF OTHER DUTIES

Chronicles / Reports /Biannual	Dr. Lethy
Observance of Important Days	Mrs. Jini D.
Open Courses	Dr. Jijo Johnson
Programme Coordinator	Mr. Bibin R.
Staff Adviser	Mr. Bibin R.
Staff Secretary	Mrs. Shijikumari S.G.



TEACHING STAFF

Principal

01. Rev. Dr. James Stephen Olikal 9447462215; olikalfjr@gmail.com

GUEST FACULTY

English

02. Miss. Angel Mary C.D.....8281676227; angelmarijy@gmail.com
03. Rev. Fr. Sheen Palakuzhy.....9497428660

Commerce

04. Dr. Lethy Shervin L.B. 9447426764; lethyshervin@gmail.com

Chemistry

05. Dr. Jijo Johnson 7598125189; jijo.n.johnson@gmail.com

Physics

06. Mrs. Jini D. 9946058610; jinibensigar0488@gmail.com

Mathematics

07. Mrs. Shijikumari S.G. 9400017023; kumarishiji24@gmail.com

Malayalam

08. Mr. Bibin R. 9656296922; iambibinraj@gmail.com

Hindi

09. Mrs. Princy P.A. 9562031969; princyprasanth81@gmail.com

Non-Teaching Staff (Temporary)

1. Mr. Alex V. (Librarian-in-charge)
2. Mr. Sabu S. (Accountant)
3. Mr. Manikkuttan (Attender)

NATIONAL ANTHEM

*Jana gana mana adhinayaka jaya he
 Bharatha bhagya vidhatha
 Punjab Sindh Gujaratu Maratha
 Dravida Utkala Banga
 Vindhya Himachala Yamuna Ganga
 Uchala jaladhi taranga
 Tava subha name jage
 Tava subha asisa mage
 Gahe tava jaya gadha
 Jana gana mangala dayaka jaya he
 Bharatha bhagya vidhatha
 Jaya he, Jaya he, Jaya he
 Jaya Jaya Jaya Jaya he*

THE 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 my parents, teachers and all elders respect 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.



CLEAN AND GREEN CAMPUS

A project to green the surroundings and manage the waste within the campus

