

ST. JOSEPH'S COLLEGE FOR WOMEN

ALAPPUZHA - 688001

Estd. 1954

Affiliated to the University of Kerala

College with Minority Status

Reaccredited with 'A' Grade in 2013

College with Potential for Excellence (CPE) - UGC



Owned by

Canossian Education Society

Foundress

St. Magdalene of Canossa

Patron

Rt. Rev. Dr. Stephen Athipozhiyil

Bishop of Alappuzha

Manager

Rev. M. Margaret Peter FDCC

Principal

Dr. Sheena George

PERSONAL DATA

Name(Staff / Student)

Class.....Class No.....

Department.....

Residential Address.....
.....

Telephone No.....Mobile.....

E-mail.....

Blood Group.....Height.....cm Weight.....Kg

Name of Parent/ Guardian.....
.....

Office Address.....
.....

Contact Person (Emergency).....
.....

Relationship.....

Vehicle No.....

Driving License No.....

Any Other Information.....
.....

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COLLEGE MOTTO

"VIRTUS ET SCIENTIA"
(VIRTUE AND KNOWLEDGE)

OUR VISION

To fulfil the vision of our beloved foundress St. Magdalene of Canossa in the formation of hearts, we commit ourselves to form intellectually trained, morally upright, socially committed and spiritually inspired young women, who will efficiently and effectively contribute their share towards the building up of a better society based on the values of truth and love. To empower the under privileged providing equal opportunity to uphold their dignity and to actualize their potential.

OUR MISSION

- ★ To form responsible citizens who will serve as role models to the society at large and be good home makers and builders of family.
- ★ To provide an empowering environment that helps to actualize the potential and talents in both the teacher and the learner.
- ★ To devote ourselves to the pursuit of excellence and the creation of values.
- ★ To integrate the physical, social, mental and spiritual dimensions of human life.
- ★ To profit from the synergy of teamwork and effective interdependence.
- ★ To protect and promote the ethos of the community in which we live.
- ★ To foster community morale and revitalise constantly the relationship with the community stakeholders
- ★ To make a positive difference in the quality of life of all those who are involved in our educative mission.

THE CREST OF ST. JOSEPH'S COLLEGE



The **Cross** stands for Christ's redeeming love. The **star** stands for the Virgin, Mother of Christ, our beacon light. The **Lily** stands for St. Joseph, revered for his purity and integrity. He represents the royal house of David, symbolized by the **crown**. The combination of virtue and knowledge is our goal, for knowledge without virtue can fill us with pride, and virtue without knowledge is restricted and unappealing. This perfect combination is seen only in St. Joseph, our Patron Saint.

COLLEGE ANTHEM

We want to grow in virtue and in knowledge
 We want to strive for excellence and peace
 He holds us by His hand and guides us through this land
 Where virtue peace and knowledge is our goal

Chorus: Sing along Canossa's song
 A song of joy and goodness all the day
 Josephites, shine a bright and spread
 The radiance of your golden light
 Burning, burning bright

And when our days of training are all over
 We'll turn to God with gratitude and love
 With courage we'll sing, whatever life may bring
 We'll open wide our hearts to Him above (Chorus)

**Lyrics and Music by : Rev. M. Olive d' Silva (Former Principal)
 and Retd. Prof. Ramani Varghese (Dept of English)**

PRAYER BEFORE CLASS

O God! from whom all wisdom and knowledge proceed, lead us from the darkness of ignorance to the light of truth, make us diligent and constant in the pursuit of learning, and help us to treat all our fellow beings with respect and love, for the kingdom, the power and the glory are yours now and forever. Amen.

PRAYER AFTER CLASS

Thank you Lord, for the gifts you have given us, for all the people we have met, for all the experiences we have had, for all that we have learnt and received today. Thank you for being with us guiding, supporting and strengthening us always.

Amen.

INSTITUTION PROFILE

OUR CONGREGATION

Foundress	: St. Magdalene of Canossa
Congregation founded on	: 8 May 1808
Mother House	: Verona, Italy
First House in India	: St. Mary's Convent, Fort Kochi
Estd	: 1889
Third House in India	: St. Joseph's Convent, Alleppey
Estd	: 1892

CONGREGATIONAL LEADERS

Mother General	: Rev. M. Anna Maria Babini
Provincial	: Rev. Sr. Gertrude Michael

OUR COLLEGE

Owned by	: Canossian Daughters of Charity
College Estd on	: 1 July 1954

OUR PATRON

Rt. Rev. Dr. Stephen Athipozhiyil

MANAGER

Rev. M. Margaret Peter FDCC

PRINCIPAL

Dr. Sheena George

HISTORICAL EVENTS

Establishment	: 1954
Silver Jubilee	: 1979
PG English	: 1999
PG Physics	: 2000
Golden Jubilee	: 2004
NAAC Accreditation	: 2004
NAAC Re-Accreditation with 'A' Grade	: 2013
PG Nutrition & Dietetics	: 2013
Diamond Jubilee	: 2014
BA English & Communicative English	: 2014
CPE Status	: 2016

FORMER MANAGERS

Rev. M. Silvia Clerici
Rev. M. Carla Manzoni
Rev. M. Geena Bala
Rev. M. Estreena Zanaboni
Rev. M. Marielia
Rev. M. Eliza Mathew
Rev. M. Josephine D'Mello
Rev. M. Teresena Prevedello
Rev. M. Cicily Gregory
Rev. M. Josephine Kaliparambil
Rev. Sr. Leela Thayil
Rev. Sr. Daisy Antony
Rev. Sr. Teresa Lonan
Rev. Sr. Leela Mappilacherry
Rev. Sr. Philomina Puthenpura

FORMER PRINCIPALS

Rev. Mother Fernanda Riva	(1954-1956)
Rev. Mother Olive Rodrigues	(1956-1979)
Rev. Mother Josephine D' Mello	(1979-1985)
Rev. Dr. Sr. Olive d' Silva	(1985-1991)
Rev. Dr. Sr. Annette Thottakara	(1991-1997)
Rev. Dr. Sr. Rose Chacko	(1997-2005)
Rev. Dr. Sr. Annie Mathew	(2005-2009)
Rev. Sr. Leela Mappilacherry	(2009-2010)
Rev. Dr. Sr. Janat Augustine K.	(2010-2017)

STRENGTH OF THE COLLEGE

Students	- 1250
Faculty	- 34
Guest Lecturers	- 22
Administrative Staff	- 14
Supporting Staff (temporary)	- 8

**COLLEGE ADMINISTRATION
MANAGEMENT**

St. Joseph's College for Women was founded in 1954 and is affiliated to the University of Kerala. This is a Christian minority institution, established under Article 30(1) of the Constitution of India. Owned and managed by the Canossian Educational Society, it was set up mainly to provide quality higher education to women, especially those from the under-privileged sections of the society. The College was re-accredited with 'A' Grade in 2013 by NAAC, and was granted College with Potential for Excellence (CPE) status in 2016.

GOVERNING BODY

Rev Sr Margaret Peter (Manager)	- Chairperson Ex Officio
Dr Sheena George (Principal)	- Secretary Ex Officio
Rev. Sr Gertrude Michael (Provincial)	- Member Ex Officio
Dr Lusamma Joseph (H.O.D Physics)	- Members
Prof. (Rtd) Tessy Lalachan	
Prof. Abraham Arackal (Academician)	

STAFF COUNCIL

Dr Sheena George	- Principal
Dr Lusamma Joseph	- HOD Physics
Dr Sandhya P.Pai	- HOD English
Ms Rose Michael	- HOD Zoology
Dr Rita Latha D'Couto	- HOD Commerce
Dr Jothilekshmi P.S.	- HOD Languages
Dr Anju M. Neeliyara	- HOD Home Science
Dr R. Nisha Nair	- HOD Botany
Ms Sandya A.K.	- HOD History
Sr Barakala Pushpa	- HOD Chemistry
Ms Helency G.	- HOD Physical Education
Ms Namita Sara Mathew	- HOD Mathematics
Ms Chithra S.	- Librarian
Sr Usha Joseph	- Office Superintendent

COLLEGE FACULTY					
Principal		M.A, M.Ed, Ph.D	9388461103	sheenajerald@gmail.com	
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Department of English					
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Department of Commerce Dr. Rita Latha D'Couto (H.O.D.) Dr. Suleena V.S. Ms Jini Mathew Dr. Sr. Usha Antony	M.Com. Ph.D. M.Com. M.Phil. Ph.D. M.Com. M.Com. B.Ed.	Asso. Professor ,, ,, ,,	0477 - 2241566 9447745664 0477 - 2244099 9847090974 0477 - 2244642 8547554642	lathageorge2@gmail.com suleenavs@rediffmail.com jini@rediffmail.com ushanto@gmail.com	helency1981@gmail.com 9895896733	Professor Asst. Professor M.P.Ed.	Department of Physical Education Ms Helency G.
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ADMINISTRATIVE STAFF		
1. Sr. Usha Joseph	Office Supdt.	8281974642
2. Smt. Reeni Joseph	HA	9037561278
3. Smt. Celine K.S.	LD Clerk	9656242484
4. Sr. Reena K.T.	Sr. Clerk	8281976905
5. Smt. Chitra S.	Librarian	9995837874
6. Smt. Mary Teresa Assuntha	Lab Attender	9633380196
7. Smt. Elizabeth M. A.	Lab Attender	9895369401
8. Sri. Ullass C. Xavier	LD(Store keeper)	9744002104
9. Sri. Gireesh Michael	LD (Lib. Asst.)	9747434108
10. Smt. Salat V.G.	Last Grade	8606364576
11. Smt. Asha Louise	Last Grade	8281328699
12. Smt. Jeseentha P.R.	Last Grade	9747062993
13. Smt. Mary Sudha	Last Grade	9497683569
14. Smt. Beena C.J.	Last Grade	8086869483
15. Sri. Gijo Martin	Last Grade	9847981669

JOSEPHIAN DIRECTIVES

- ★ Every student of St. Joseph's College should realize that she has a duty towards the college and that she plays a vital role in building up the good name of the college making it a place of higher education and character formation.
- ★ All the students are therefore expected to conduct themselves in a manner worthy of an educated Indian citizen on the campus and outside. Such conduct based on respect for the dignity and rights of individuals, respect for personal property and honesty both academic and personal, is called for from everyone. All the students are answerable to the Principal for their conduct and behaviour inside the college.
- ★ Every morning work begins with a prayer session. Students wherever they are should stand in attention when the prayer song begins and keep standing till the session ends.
- ★ Students should stand up when the teacher enters the classroom and are expected to greet the teacher appropriately when she enters and say "Thank you" when she leaves the classroom.
- ★ No student will enter or leave the classroom when the session is on without the permission of the teacher concerned.
- ★ Students are expected to show respect to the teachers and administrative staff of the college both inside and outside the campus. It is impolite to enter a room without permission.
- ★ Students are expected to be properly dressed on non-uniform days. Showy clothes are to be avoided. They are expected to be dignified in their dress and general behaviour.
- ★ **Students must wear uniform (Green on Monday, Wednesday & Friday, Lavender on Tuesday & Thursday) on all days, even during exams and extra classes on Saturdays/holidays.**
- ★ Students should not disfigure the walls, doors, windows and furniture or any property of the institution.
- ★ Political activism is strictly banned in the campus. Students are forbidden to organize or attend meetings other than the official ones.

- ★ Students are advised not to submit mass petitions to the Principal. If they have any grievance or complaint their representatives may meet her personally and present their problems.
- ★ Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have undesirable influence on her fellow students, shall be removed from the rolls. The removal shall either be temporary or permanent according to the gravity of the offence.
- ★ **Students are strictly forbidden from bringing mobile phones to the campus. If a student wishes to retain mobile phone, she should get permission from the principal through the parent. Mobile phones should be kept in the department or at the office. U.O. no.**
- ★ Students are expected to spend their free hours in the Library / Reading room. They should not loiter along the verandahs or crowd at the gate or about the office.
- ★ The college office does not have the responsibility of handling the private mail or properties of the students. For the safe delivery of the mail on time, the students are directed to make the necessary arrangements, so that their mail is delivered at their residence.
- ★ Students are expected to avail themselves of the special help provided to them by means of Value Education Programmes, Seminars, Retreats and similar activities to enrich their lives and become better citizens.
- ★ **Ragging is totally banned in the Institution and if found guilty of the same, it is liable to be punished appropriately as per UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.**
- ★ Any student who is found indulging in actions that go against ethics and are detrimental to the reputation of this institution shall be asked to leave the college

- ★ Election to the College Union, will be conducted under Parliamentary Mode, as per Lyngdoh Committee recommendations, under the verdict of the Hon'ble High Court of Kerala in WPC © No. 19411 of 2012, outside the directions issued by the University.
- ★ No meeting or entertainment shall be organized nor any fund collected in the college or the hostels without the permission of the Principal.
- ★ Students should not go outside the college during class hours. In the event of unavoidable necessity they should seek special permission of the Principal / Head of the Department.
- ★ Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and office staff/security staff.
- ★ All cultural programmes will have to undergo a screening. No programme shall be staged without the sanction of the screening committee.

ADMISSION AND WITHDRAWAL

Admission

Admission to all classes is governed by the rules laid down by the Govt. of Kerala.

The University of Kerala has introduced Single - Window (Online) system for General Merit seats, for 2013 UG Admissions onwards. Remaining seats after the three allotments are filled directly by the University through spot allotment.

Withdrawal / Transfer Certificate

No Transfer Certificate will be issued to those who have to pay any dues to the College.

Every student should take her T. C. at the end of the course and produce it when she is admitted for the next course. Duplicate T. C. will not be issued unless there is a certificate from an officer, ordinarily not below the rank of a First Class Magistrate to the effect that the T. C. has been lost irrecoverably.

Qualifying Certificates submitted by the students on admission will be returned to them only on completion of their respective University Examination. SSLC Certificate, Mark lists etc. have to be claimed within a year after the College studies.

The College Office will not be responsible for any damage or loss to the Certificates left unclaimed by the student.

A student applying for any certificate shall furnish the following details for easy identification and a fee of ₹10/- should accompany the application.

1. Full Name as in the SSLC Certificate :
2. Class Last Studied in :
3. Class Number :
4. Admission Number :
5. Course of Study :
6. Period of Study :
7. Subjects Taken :

Conduct Certificate

Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course. It will be issued only after scrutiny.

Attendance and Leave of Absence

Attendance shall be marked at the beginning of each class, whether it be a lecture or practical or tutorial, by the member of the staff in charge of the class. Hourly attendance will be recorded for Continuous Evaluation.

Students should occupy their respective seats before attendance is taken. They should not leave the classroom, nor should late-comers enter the classroom without the permission of the member of the staff in charge of the class.

For the purpose of attendance, all working days shall be counted as whole days irrespective of the number of 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 (special classes will not be counted for extra attendance).

The working day is divided into five periods each of one hour's duration in general. In the degree classes, the attendance in the various daily periods shall be totalled separately.

Students are informed that they should get 75 percent of attendance per semester, and should they fall short, the deficiency will be condoned only where the University is satisfied that the absence was for reasons beyond the control of the student. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one Semester in any course of study.

No student shall absent herself from a class without leave. Absence without leave for part of a session shall be considered as absence for half a day.

Students absenting themselves without leave for more than 15 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 the readmission fee of ₹50/-.

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 that class. If leave is required for a single hour only, application may be made to the member of the staff in charge of the class during that hour.

If leave is required for the afternoon session only, the student should appear in person before the head of the department concerned and get the application for leave recommended by them.

Application for leave should be made in the following form to the Principal through the recommending authority (Tutor) by the student herself beforehand, except in unavoidable and unforeseen circumstances when the application should be made on the very day of her return to the college.

APPLICATION FOR LEAVE

1. Name :
2. Class No. :
3. Department :
4. Date for which leave is required :
5. Reason for leave :
6. Date of application :
7. Signature of Guardian :
8. Signature of the applicant :
9. Tutor's remark :
10. Principal's NOC :

Disciplinary action including charging of fine will be taken against those who repeatedly absent themselves on insufficient grounds.

The semester - wise attendance certificate shall not be granted unless the student has got three-fourths of the attendance as per University directives and her progress and conduct have been satisfactory. Hence students are strongly advised not to absent themselves from test papers and semester-end examinations and be very systematic in submitting their practical records and in completing assignments or library work.

Format of the Application for Transfer Certificate

1. Name (in block letters)
2. Class and Group / Subject
3. Roll No. / Admin. No.
4. Years of Study in the College
5. Details of fee concession / Scholarship / Stipend received
6. Whether appeared for University Examination / Register No.,
Month & year
7. Whether all dues to the college have been cleared
8. Signature of Applicant

Place

Date

Verification of dues:

1. Fees
2. Department
3. General Library
4. Hostel

Certificated that the above person is known to me and her conduct and character are.....

Head of the Department

(Signature and Name)

RULES FOR COLLECTION AND REFUND OF FEES

1. Tuition fees will be collected in three equal instalments. The first instalment of fees including the special fees prescribed and caution deposit 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 instalment of tuition fees due from 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 consecutive working day of the month concerned. The Principal of the college may fix the due date for collection of fees for each instalment for various classes within the seven consecutive working days.
3. The Principal is competent to change the fee dates for particular class / classes so fixed, to an earlier or to a subsequent date if it so happens that the college is ordered to remain closed by competent authority on that particular date originally proposed for collection of fees. In such cases a copy of the Principal's notice notifying the change in fee date should be preserved and produced for audit purpose.
4. If any student fails to pay the fees or special fees on the due date she shall be liable to pay a fine of ₹25/- 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 10th day.
5. If the fees or a special fee with the fine is not paid on or before the last date fixed for the payment of fine of ₹5/- an additional fine of ₹5/- will have to be paid. If the fees and fine 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 this period and the student will not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be readmitted she has to apply for readmission by paying ₹50/- as readmission fee and

settle all dues till date of readmission. The readmitted student 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 last working day previous to the due date of the succeeding instalment. But in the case of the last instalment, i.e. the fee due for February, the last opportunity is fixed as 5th March. If the 5th of March happens to be a holiday, then the last working day previous to such date will be considered as the last opportunity.
7. The names of defaulters of an instalment will be published on the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

Every student is liable to pay the prescribed fee for the whole term even if she discontinues.

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 to the transfer of any of her parents who are Government employees or otherwise, is liable to pay the fee prescribed for the concerned only to the college from where she gets transfer certificate, and produce the receipt at the college where she joins.

In the case of students admitted late after the commencement of the academic year, fees for the preceding months, if any, will be collected at the time of admission.

FEE REGULATIONS

A receipt in the prescribed form will be issued from the college for all payments made by the student. Such receipts should be retained and produced for verification whenever necessary.

Note: Fee for the whole term shall be levied from students who may leave the college to take up courses elsewhere for which provision has been made in the College.

Each instalment shall be paid on the dates notified on the notice board. All cash transactions will be closed in the office at 3.30 p.m.

FEES 2017 - 2018			
	B.A. & B.Com	B.Sc	M.A. & M.Sc
Tuition fee	₹ 1000 per annum	₹ 1000 per annum	₹ 1800.... per annum
Admission fee	₹ 75 1 st year only	₹ 75 1 st year only	₹ 150 1 st year only
Library fee	₹ 100 per annum	₹ 100 per annum	₹ 100 per annum
Athletic fee	₹ 100	₹ 100	₹ 100
Stationery fee	₹ 50	₹ 50	₹ 50
Magazine fee	₹ 50	₹ 50	₹ 50
Association fee	₹ 50	₹ 50	₹ 50
Calendar fee	₹ 30	₹ 30	₹ 30
Audio Visual fee	₹ 25	₹ 25	₹ 25
Student Aid fee	₹ 15	₹ 15	₹ 10
Medical Inspection	₹ 10	₹ 10	₹ 10
Women's Study Unit	₹ 15	₹ 15	₹ 10
Laboratory fee	..	₹ 250 ...for main subject	₹ 1200
Caution Deposit	₹ 360	₹ 150 for each Complementary subject	₹ 600

Students belonging to Scheduled Castes and Scheduled Tribes who are bonafide subjects of Kerala State are eligible for full fee concession and stipend. They will have to produce a certificate of nativity and community from a Revenue Officer not below the rank of a Tahsildar.

FEE CONCESSION

1. OBC

Students of other backward communities who are bonafide subjects of Kerala State are eligible for full fee concession. They will have to produce the necessary nativity and income certificate from a Revenue Officer not below the rank of a Tahasildar. Income Certificate issued by Village Officers and countersigned by Members of Parliament or Members of the Kerala Legislative Assembly, will be accepted for the purpose.

2. OEC, SC, ST

Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C. and convert from SC/ST are eligible for full fee concession, lumpsum grants for purchase of books, actual boarding and lodging charges in collegiate hostel or other Government hostels or monthly stipend at the rate fixed by the Government from time to time. (This concession shall be granted by the **Harijan Welfare Department** on proper application with necessary certificate to be submitted at the prescribed time.)

3. K P C R

Under Kumara Pillai Commission Report, students belonging to socially and educationally backward classes whose family income does not exceed ₹ 26,000/- and ₹ 36,000/- respectively in the case of Degree and PG course, are eligible for full fee concession. Students belonging to other communities whose family income is within the above limits are also eligible for fee concession.

4. FISHERIES CONCESSION

Students who bring a certificate from the Fisheries Department are eligible for full fee concession, lumpsum grant and stipend at the rate fixed by the Government, irrespective of caste, community and annual income.

The last date for submission of application will be notified on the notice board. Application for renewal should be submitted within one month from the date of reopening of the college.

5. EDUCATIONAL CONCESSION

Award to the children and grand-children of political sufferers is offered provided the annual income does not exceed ₹3,600/-.

The concession will be granted to the students at the commencement of each course of study. The concession once granted will be renewed every year till the completion of the concerned course of study, subject to income-limit specified and satisfactory progress in studies, good conduct and regularity in attendance.

CAUTION DEPOSIT

A student selected for admission to the Degree course must deposit ₹300/- and those to the PG course ₹500/- as caution money. This amount will be refunded after deducting dues, if any, when the student leaves the college.

1. Every student for a course of study in the institution shall, on admission to the college at the commencement of the course be liable to pay the caution deposit prescribed, for that particular course at the rates prescribed, along with the first instalment of tuition fees and other special fees, payable along with such items of fees. This is to be paid as per the rules in case where the admissions take place during the period of a course.
2. Students belonging to Scheduled Caste/ Scheduled Tribes/ Other Eligible Communities are exempted from payment of caution deposit. Students belonging to Other Backward Communities should pay the caution deposit as prescribed.
3. The caution deposit to be paid by a student for a particular course shall be retained in the institution till completion of the course of study in that institution. At the end of a particular course of study the caution deposit realized from the student will be refunded to her on receipt of application from the student in the form prescribed and after adjusting the dues if

any on account of :

- i. Loss of library books.
 - ii. Recovery of fine for breakage of laboratory equipment and any other damage caused to college property.
 - iii. Arrears of fee if any, if the caution deposit is less than the amount to be realized from the students, the excess amount will be realized by other means as the Principal may decide.
4. The caution deposit paid by a student for a particular course in an institution shall be refunded to her after adjusting dues if any, before completion of the course in the college, if the student applies for refund of the same, provided the student takes. T.C. from the college on grounds of discontinuing the course or for pursuing studies for the same or a different course in some other institution.
 5. (I) It shall be the responsibility of the student to claim the refund of caution deposit paid by her for the particular course immediately after the closing date of the college after the expiry of the academic year in which the course is completed or earlier when the claim for refund arises under the circumstances stated in Rule (4) above.
(II) All claims for refund of caution deposit shall be preferred before the reopening date of the next academic year.
 6. If after admission to a course of study in a particular group/ subject a student changes her group/subject and if that change calls for only lesser amount of caution deposit then the excess amount paid may be refunded to her after adjusting dues if any. Similarly, if the change in group/subject would call for payment of a higher amount, the extra amount that is to be paid will be collected.
 7. The students should keep in safe custody the receipts issued for remittance of caution deposit amount during the tenure of the course. The caution deposit amount will be refunded only if the relevant receipt issued from the college is produced along with the application for the refund of the caution deposit.

ACADEMIC PROGRAMMES UNDERGRADUATELEVEL Courses offered under First Degree Programme (UG Level) Choice Based Credit and Semester System		
B.A.		
Course Code	Course	Complementary Course
130	English Language and Literature	History of English Literature, History of the Modern World
133	English and Communicative English (Career Related)	History of English Literature (+ Vocational Courses)
140	History	General Economics, Political Science
B.Com		
Course Code	Course	Complementary Course
159	Commerce	Managerial Economics, Business Regulatory Framework, Business Statistics, IT in Business

B.Sc		
Course code	Course	Complementary Course (Sub)
220	Mathematics	Statistics, Physics
230	Physics	Mathematics, Chemistry,
235	Chemistry	Mathematics, Physics
245	Botany	Chemistry, Zoology
250	Zoology	Chemistry, Botany
255	Home Science	Chemistry, Zoology
POST GRADUATE LEVEL		
Course code	Courses Offered	
530	M.A. English Language and Literature	
630	M.Sc. Physics	
658	MSc. Nutrition & Dietetics	

Open Courses offered in Semester V and Semester VI		
Department	Open Course I (Semester V)	Open Course II/Elective (Semester VI)
English	1. Communicative Applications in English (EN 1551.1) 2. Creative Writing (CG 1551.1)	1. Creative Writing (EN 1651.3) 2. American Literature (CG1661.1)
History	History of Human Rights Movement (HY 1551.3)	Contemporary World (HY 1651.3)
Commerce	Principles of Management	Finance (Elective)
Mathematics	Operations Research (MM 1551.1)	Graph Theory (MM1651)
Physics	Energy Physics (PY 1551.5)	Nanoscience and Technology (PY1661.4)
Chemistry	Essentials of Chemistry (CH 1551.1)	Supramolecular Nano particles and Green Chemistry (CH1661.1)
Botany	Horticulture (BO 1551.1)	Biotechnology and Nanobiotechnology (BO1651)
Zoology	Human Health and (ZO 1551.2)	Economic Zoology – Vermiculture and Apiculture (ZO1651.1)
Home Science	Nutrition for Health (HS 1551.8)	Microbiology (HS1651)
Physical Education	Health and Fitness Education	

SCHEME & SYLLABUS OF UG COURSES

GENERAL LANGUAGE

Language Course I English and Foundation Course I for B.A/ B. Sc/ B. Com

SEMESTER	COURSE CODE	COURSE TITLE
I	EN 1111.1	Listening, Speaking and Reading Skills (B.A/B.Sc/B.Com)
	EN 1121	Foundation Course I- Writings on Contemporary Issues (B.A/B.Sc)
II	EN 1211.1	Environmental Studies (B.A/B.Sc)
	EN 1212.1	Modern English Grammar and Usage (B.A/B.Sc/B.Com)
III	EN 1311.1	Writing and Presentation Skills (B.A/B.Sc/B.Com)
IV	EN 1411.1	Readings in Literature (B.A/B.Sc/B.Com)

ADDITIONAL LANGUAGE

Malayalam / Hindi / French

SEMESTER	COURSE CODE	COURSE TITLE
I B.A/B.Sc	ML 1111.1	Malayala Kavitha
	HN 1111.1	Prose, Literary Analysis and Grammar
	FR 1111.1	Communication Skills in French
I B.A Comm. English	ML 1111.3	Gadhyasahityam
	HN 1111.3	Prose & Drama
	FR 1111.3	Communication Skills in French
I B.Com	ML 1111.2	Novel Natakam, Sanchara Sahityam
	HN 1111.2	Prose. Commercial Hindi, Letter Writing
	FR 1111.2	Communication Skills in French
II B.A/B.Sc	ML 1211.1	Gadyasahityam
	HN 1211.1	Fiction, Creative Writing and Communication Skills
	FR 1211.1	Translation and Communication in French

SEMESTER	COURSE CODE	COURSE TITLE
II B.A Comm. English II	ML 1211.3	Drishyakala Sahithyam
	HN 1211.3	Poetry & Fiction
	FR 1211.3	Translation and Communication in French
B.Com	ML 1211.2	Kavitha, Katha, Upanyasam, Vivarthanam
	HN 1211.2	Poetry, Translation, Technical Terminology and Communication
	FR 1211.2	Translation and Communication in French
III B.A/B.Sc	ML 1311.1 HN 1311.1	Drishyakala Sahityam Drama, One-Act Plays, Translation and Communication
	FR 1311.1	Literature in French
IV B.A/B.Sc	ML 1411.1	Vinimayam, Vivarthanam, Sargathmaka Rachana
	HN 1411.1	Poetry, Long Poems and Culture
	FR 1411.1	Culture and Civilization

BA ENGLISH LANGUAGE AND LITERATURE

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core	EN 1141	Reading Poetry
	Compl	EN 1131	History of English Literature I
	Compl	HY 1131	History of Modern World (1789-1900)
II	Core	EN 1241	Reading Drama
	Compl	EN 1231	History of English Literature II
	Compl	HY 1231	History of Modern World (1901-1920)
III	Core	EN 1341	Reading Fiction
	Core	EN 1342	20 th Century Malayalam Literature in English Translation
	Compl	EN 1331	History of English Literature III
	Compl	HY 1331	History of Modern World (1921-1945)

IV	Core	EN 1441	Reading Prose
	Foundation	EN 1421	Informatics
	Compl	EN 1431	History of English Language
	Compl	HY 1432	History of Modern World (After 1946)
V	Core	EN 1541	Literary Criticism
	Core	EN 1542	Indian Literature in English
	Core	EN 1543	Film Studies
	Core	EN 1544	Linguistics and Phonetics
	Core	EN 1545	Post Colonial Literatures in English
	Open	EN 1551.1	Communicative Applications in English
VI	Core	EN 1641	World Classics
	Core	EN 1642	Methodology & Perspectives of Humanities
	Core	EN 1643	English for the Media
	Core	EN 1644	Women's Writing
	Elective	EN 1651.3	Creative Writing
	Core	EN 1645	Project/Dissertation

B.A. ENGLISH & COMMUNICATIVE ENGLISH

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core I	CG 1141	Reading Poetry
	Vocational I	CG 1171	Basic of Communication
	Compl I	CG 1131	History of English Literature I
II	Core II	CG 1241	Reading Drama
	Vocational II	CG 1271	Environmental Studies
	Compl II	CG 12331	History of English Literature II
III	Foundation		
	II	CG 1321	Informatics
	Core III	CG 1341	Reading Fiction
	Core IV	CG 1342	20 th Century Malayalam Literature in English Translation

	Compl III Vocational II	CG 1331 CG 1371	History of English Literature III Copy Editing
IV	Core V	CG 1441	Reading Prose
	Core VI	CG 1442	World Classics
	Compl IV	CG 1431	History of English Language and Phonetics
	Vocational IV	CG 1471	Print and Online Writing
	Vocational V	CG 1472	Theatre Studies
V	Core VII	CG 1541	Literary Criticism
	Core VIII	CG 1542	Film Studies
	Core IX	CG 1543	Indian Writings in English
	Vocational VI	CG 1571	English Language Teaching
	Vocational VII	CG 1472	The Language of Advertisements
	Vocational VIII	CG 1671	Audio Visual Writing
	Open Course I	CG 15511	Creative Writing
VI	Core X	CG 1641	Travel Literature
	Core XI	CG 1642	Women's Writing
	Core XII	CG 1643	Methodology & Perspectives of Humanities
	Vocational IX	CG 1671	Technical English
	Vocational X	CG 1672	Business Communication in English
	Elective	CG 16611 CG 1674	American Literature Project/Dissertation

B. A. HISTORY

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core	HY1141	Methodology & Perspectives of Social Science
	Compl	PS1131	Principles of Political Science
	Compl	EC1131	Foundations of Economic Theory
II	Core	HY1241	Cultural Formation of the Pre-Modern World
	Compl	PS1231	Introduction To Political Theory
	Compl	EC1231	Money And Banking

III	Foundation Course Core Compl Compl	HY1321 HY1341 PS1331 EC1331	Informatics Evolution of Early Indian Society & Culture Public Administration Public Finance & Trade		
	IV	Core Core Compl Compl	HY1441 HY1431.1 PS1431 EC1431	Medieval India Socio Cultural Process History of Modern World Part - 1 International Politics Indian Economy since Independence	
		V	Core Core Core Core Core Open course	HY1541 HY1542 HY1543 HY1544 HY1545 HY1551.3	Major Trends In Western Historical Thoughts & Writings Colonialism & Resistance Movements In India History of Modern World Part-II History of Pre Modern Kerala Making of Indian Nation History of Human Rights Movements
			VI	Core Core Core Core Elective	HY1641 HY1642 HY1643 HY1644 HY1651.3

B. Sc. MATHEMATICS

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core Compl (Statistics)	MM 1141 ST 1131.1	Methods of Mathematics Descriptive Statistics and Introduction to Probability
	Compl (Physics)	PY 1131.1	Mechanics & Properties of Matter

II	Foundation Course Compl Compl	MM 1221 ST 1231.1 PY 1231.1	Foundations of Mathematics Random Variables Heat & Thermodynamics
III	Core Compl Compl	MM 1341 ST 1331.1 PY 1331.2	Algebra & Calculus I Probability Distribution and Theory of Estimation Optics, Magnetism & Electricity
IV	Core Compl Compl Compl	MM 1441 ST 1431.1 ST 1432.1 PY 1431	Algebra & Calculus II Testing of Hypothesis and Analysis of Variance Statistics Practicals - Practical using Excel Modern Physics & Electronics
V	Core Core Core Core Core Open Course	MM 1541 MM 1542 MM 1543 MM 1544 MM 1545 MM 1551.1	Real Analysis-I Complex Analysis -I Differential Equations Vector Analysis Abstract Algebra - I Operations Research
VI	Core Core Core Core Core Elective	MM 1641 MM 1642 MM 1643 MM 1644 MM 1645 MM 1651	Real Analysis II Linear Algebra Complex Analysis-II Abstract Algebra-II Computer Programming- (Practicals) Graph Theory

B. Sc. PHYSICS

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core Compl (Mathematics) Compl (Chemistry)	PY1141 MM1131.1 CH1131.1	Basic Mechanics & Properties Of Matter Differentiation & Analytic Geometry Principles Of Chemistry

II	Foundation Course Compl Compl	PY1221 MM1231.1 CH1231.1	Classical Mechanics Integration & Vectors Principles of Chemistry
III	Core Compl Compl	PY1341 MM1331.1 CH1331.1	Thermodynamics & Statistical Physics Theory of Equations, Differential Equations & Theory of Matrices Physical & Inorganic Chemistry
IV	Core Compl Compl	PY1441 MM1431.1 CH1431.1	Electrodynamics Complex Analysis, Fourier Series and Transforms Physical & Inorganic Chemistry
V	Core Core Core Core Open course	PY1541 PY1542 PY1543 PY1544 PY1551.5	Methodology in Physics and Relativistic Mechanics Quantum Mechanics Electronics Atomic & Molecular Physics Energy Physics
VI	Core Core Core Core Elective	PY1641 PY1642 PY1643 PY1644 PY1661.4	Solid State Physics Nuclear & Particle Physics Classical & Modern Optics Digital Electronics and Computer Science Nanoscience & Technology

B. Sc. CHEMISTRY

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core Compl (Mathematics) Compl (Physics)	CH1141 MM1131.2 PY1131.2	Inorganic Chemistry-I Differentiation & Matrices Rotational Dynamics & Properties of Matter
II	Foundation Course	CH1221	Methodology and Perspective of Sciences & General Informatics

	Compl	MM1231.2	Integration , Differential Equations & Analytic Geometry
	Compl	PY1231.2	Thermal Physics
III	Core	CH1341	Inorganic Chemistry-II
	Compl	MM1331.2	Theory of Equations & Vector Analysis
	Compl	PY1331.2	Optics, Magnetism & Electricity
IV	Core	CH1441	Organic Chemistry-I
	Compl	MM1431.2	Abstract Algebra and Linear Transformations
	Compl	PY1431.2	Atomic Physics, Quantum Mechanics & Electronics
V	Core	CH1541	Physical Chemistry-I
	Core	CH1542	Inorganic Chemistry-III
	Core	CH1543	Physical Chemistry-II
	Open course	CH1551.1	Essentials of Chemistry
VI	Core	CH1641	Organic Chemistry-II
	Core	CH1642	Organic Chemistry-III
	Core	CH1643	Physical Chemistry-III
	Elective	CH1661.1	Supramolecular Nanoparticles and Green Chemistry

B. Sc. BOTANY

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core	BO1141	Angiosperm Anatomy, Reproductive Botany & Palynology
	Compl (Chemistry)	CH1131.3	Theoretical Chemistry
	Compl (Zoology)	ZO1131	Animal Diversity-I
II	Foundation Course	BO1221	Methodology & Perspective in Plants Science

	Compl	ZO1231	Animal Diversity-II
	Compl	CH1231.3	Inorganic & Bioinorganic Chemistry
III	Core	BO1341	Microbiology, Phycology, Mycology, Lichenology & Plant Pathology
	Compl	CH1331.3	Physical & Inorganic Chemistry
	Compl	ZO1331	Functional Zoology
IV	Core	BO1441	Bryology, Pteridology, Gymnosperms & Paleobotany
	Compl	CH1431.3	Organic Chemistry
	Compl	ZO1431	Applied Zoology
V	Core	BO1541	Angiosperm Morphology, Systematic Botany, Economic Botany, Ethnobotany & Pharmacognosy
	Core	BO1542	Environmental Studies & Phytogeography
	Core	BO1543	Biology, Genetics & Evolutionary Biology
	Open course I	BO1551.1	Horticulture
VI	Core	BO1641	Plant Physiology & Bio chemistry
	Core	BO1642	Molecular Biology, General Informatics & Bio informatics
	Core	BO1643	Plant Breeding, Horticulture & Research Methodology
	Open course II	BO1651	Biotechnology & Nanobiotechnology

B. Sc. ZOOLOGY

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core	ZO1141	Animal Diversity - I
	Compl (Botany)	BO1131	Microtechnique, Angiosperm anatomy & Reproductive Botany

	Compl (Chemistry)	CH1131.4	Theoretical Chemistry
II	Core Compl	ZO1241 BO1231	Animal Diversity - II Phycology, Mycology, Lichenology, Bryology, Pteridology, Gymnosperms & Plant Pathology
	Compl	CH1231.4	Inorganic & Bio-inorganic Chemistry
III	Core Compl	BO1341 BO1331	Methodology and Perspective of Zoology Systematic Botany, Economic Botany, Ethno Botany, Pharmacognosy & Plant Breeding
	Compl	CH1331.4	Organic & Biophysical Chemistry
IV	Core Compl	ZO1441 BO 1431	Cell Biology Plant Physiology, Ecology, Plant Biotechnology & Horticulture
	Compl	CH1431.4	Organic & Biophysical Chemistry
V	Core Core Core Open course	ZO1542 ZO1543 ZO1642 ZO1551.2	Genetics & Biotechnology Immunology & Microbiology Physiology And Biological Chemistry Human Health And Sex Education
VI	Core Core Core Elective	ZO ZO1643 ZO1644 ZO1651.1	General Informatics, Bioinformatics & Molecular Biology Development Biology & Experimental Embryology Ecology, Ethology, Evolution & Zoogeography Economic Zoology - Vermiculture & Apiculture

B. Sc. HOME SCIENCE

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Core Compl Compl	HS1141 ZO1131 CH1131.5	Methodology and Perspective of Science Animal Diversity I Inorganic & Analytical Chemistry

II	Core Compl Compl	HS1221 ZO1231 CH1231.5	Informatics Animal Diversity - II Organic Chemistry
III	Core Compl Compl	HS1341 ZO133 CH1331.5	Child Development and Welfare Functional Zoology Physical And Organic Chemistry
IV	Core Core Compl Compl	HS1441 HS1442 ZO1431 CH1431.5	Resource Management Human Physiology Applied Zoology Organic and Medicinal Chemistry
V	Core Open course	HS1541 HS1542 HS1543(P) HS1544 HS1545 HS1546 HS1551.8	Family Relations and Counselling Housing and Interior Decoration Housing and Interior Decoration (Practical) Extension Education Textile Science Basic Food Science Nutrition For Health
VI	Core Open course	HS1641 HS1642 HS1643 HS1644(P) HS1645(P) HS1646(P) HS1651	Human Nutrition and Dietetics Apparel Designing Communication in Extension Education Basic Food Science and Human Nutrition and Dietetics (P) Textile Science and Apparel Designing (P) Communication in Extension Education (P) Microbiology

B. Com

SEM	SUBJECT	COURSE CODE	COURSE TITLE
I	Foundation Course Core Core Compl	CO1121 CO1141 CO1142 CO1131	Environmental Studies Methodology & Perspectives Of Business Education Functional Application of Management Managerial Economics

II	Foundation Course	CO1221	Informatics & Cyber Laws
	Core	CO1241	Business Communication & Office Management
	Core	CO1242	Financial Accounting
	Compl	CO1231	Business Regulatory Frame Work
III	Core	CO1341	Entrepreneurship Development
	Core	CO1342	Company Administration
	Core	CO1343	Advanced Financial Accounting
	Compl	CO1331	Information Technology in Business
	Elective	CO1361.1	Financial Management
IV	Core	CO1441	Capital Markets
	Core	CO1442	Banking Theory & Practice
	Core	CO1443	Corporate Accounting
	Compl	CO1431	Business Statistics
	Elective	CO1461.1	Project Finance
V	Core	CO1541	Fundamental & Practice Income Tax
	Core	CO1542	Cost Accounting
	Core	CO1543	Accounting For Specialised Institutions
	Open Course	CO1551.2	Principles of Management
	Elective	CO1561.1	Financial Markets & Services
	Project		Project
VI	Core	CO1641	Auditing
	Core	CO1642	Applied Costing
	Core	CO1643	Management Accounting
	Open Course	CO1661.6	Marketing Management
	Elective	CO1661.1	Income Tax Law And Accounts
	Project	CO1644	Project

Scheme and Syllabus of Post Graduate Programmes
M.A. English Language and Literature (Revised Syllabus)

Sem	Code	Papers
I	EL 211	Chaucer to Elizabethan Age
	EL 212	Shakespeare Studies
	EL213	The Augustan Age
	EL214	Romantics and Victorians
II	EL 221	From Modernism to Present
	EL222	Indian Writing in English
	EL223	American Literature
	EL 224	Critical Studies I
III	EL 231	Linguistics and Structure of the English Language
	EL232	Critical Studies II
	EL 233.1	Elective Paper – European Drama
	EL 234.1	Elective Paper – European Fiction
IV	EL241	English Language Teaching
	EL 242	Cultural Studies
	EL 243.5	Elective Paper – Travel Writing
	EL 244.5	Elective Paper – Theorising Sexualities
		Project Viva Voce

M.Sc. Physics

Sem	Code	Papers
I	PH 211	Classical Mechanics
	PH212	Mathematical Physics
	PH213	Basic Electronics

	PH251 PH 252	General Physics Practicals Electronics and Computer Science Practicals
II	PH 221 PH 222 PH 223 PH 251 PH 252	Modern Optics and Electromagnetic TheoryThermodynamics, Statistical Physics and Basic Quantum Mechanics Computer Science and Numerical Techniques General Physics Practicals Electronics and Computer Science Practicals
III	PH 231 PH 232 PH PH 261 PH 262	Advanced Quantum Mechanics Advanced Spectroscopy Special Paper 1 Advanced Physics Practicals Advanced Electronics Practicals
IV	PH 241 PH 242 PH PH 261 PH 262 PH 201 PH 202	Condensed Matter Physics Nuclear and Particle Physics Special Paper II Advanced Physics Practicals Advanced Electronics Practicals Project Viva Voce

M.Sc. Nutrition and Dietetics (Home Science)

Sem	Code	Papers
I	HS 211E HS 212E HS 213E HS 214E	Human Physiology Therapeutic Nutrition Nutritional Biochemistry Research Methodology
II	HS 221E	Advanced Food Science Nutritional Management

	HS 222E HS 223E HS 224E	in Lifestyle Diseases Therapeutic Nutrition (P) Internship and Case Study in a Lifestyle Disease Management Clinic
III	HS 231E HS 232E HS 233E HS 234E	Dietary Internship Community Nutrition Advanced Nutrition I Statistics and Computer Applications
IV	HS 241E HS 242E HS 243E HS 244E	Pediatric and Geriatric Nutrition Advanced Nutrition II Biochemical Changes in Diseases Techniques in Clinical Nutrition

Other Courses Offered

Certificate Courses

Accounts Training Course	Commerce
Diploma In Computer Application	Commerce
Tailoring and Apparel Designing	Home Science
Hardware and Animation Course	Physics
Freshwater Aquarium keeping & Ornamental fish breeding	Zoology
Numerical Aptitude, Logical Reasoning & Mental Ability	Mathematics
DTP & M.S. Office	Computer Lab
Diploma in Goods and Service	
Tax Practice (DGSTP)	Dept of Commerce with Council for Technical Education

Coaching Offered

NET / SET Coaching	Physics, English, Home Science
PSC Coaching	Dept of Maths
Bank Recruitment Test Coaching	Dept of Commerce with SMEGEDULABS
Career-Oriented Coaching	Career Guidance Cell
Remedial Coaching	Various Departments
Hardware Training	Computer Club

Regulations for the First Degree Programmes in colleges affiliated to the University of Kerala under the Choice-based Credit and Semester System

- ★ The entire course of study will be known as Academic Programme.
- ★ The duration of UG programme is 6 semesters with each semester consisting of 90 working days.
- ★ A course is a subject to be taught and evaluated, equivalent to a paper under the traditional (old) scheme.
- ★ All the students who join for the First Degree Programme have to register for Language Course in English, an Additional Language and a Foundation Course.
- ★ Core Course is a compulsory course in a major subject related to the First Degree Programme in a discipline.
- ★ Complementary Course is a course in a subject other than the major subject.
- ★ Open Course is an optional course which a student is free to take at her will. It can be an Elective Course in the major subject or it can be a non-major Elective Course outside the main stream of study.
- ★ Audit Course is a course which the student can register for without earning credits and not compulsory for the degree programme.
- ★ Repeat Course is a course that the student repeats when failed.
- ★ Credit of a course is a measure of the weekly unit of work involving lecture, laboratory session, seminar and similar activity assigned for the course.
- ★ Grade indicates the level of performance of a student in a course.
- ★ Grade point is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. The product of Grade Point and the credit of a course

is called Credit Point.

- ★ Semester Grade Point Average indicates the broad academic level of performance at the end of a semester. It is obtained by dividing the sum of Credit of courses taken by the student in the semester.
- ★ Cumulative Grade Point Average indicates the broad academic level of performance of a student in a programme. It is obtained by dividing the sum of the Credit Point in all courses taken by the student for the entire programme by the total number of credits.
- ★ Faculty Advisor is a teacher appointed by the HOD who will advise the student on all academic matters.
- ★ Grace Grade means upgraded grade awarded to a student in recognition of meritorious achievements in Sports/ NCC/NSS/Arts.

From 2013 admission onwards the grading system has been replaced by marking system (CE-20 ESE-80)

Registration

- ★ Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor.
- ★ A student can opt out of a course registered within 30 days from the commencement of the semester.

Duration

- ★ The duration of each semester is to be 5 months including examination days.
- ★ The odd semester is to commence in June and even semester in December every year.

Attendance

- ★ Students having a minimum of 75% consolidated attendance and 50% for each paper alone can register for the examination.

★ Grades awarded for attendance.

- | | | |
|-----------------------|---|---------|
| ▪ Attendance <51% | - | 0 Mark |
| ▪ Attendance <51-60% | - | 1 Mark |
| ▪ Attendance <61-70% | - | 2 Marks |
| ▪ Attendance <71-80% | - | 3 Marks |
| ▪ Attendance <81-90% | - | 4 Marks |
| ▪ Attendance <91-100% | - | 5 Marks |

Credit

The student is required to earn a minimum of 120 credits excluding credits for social service or extension activity.

	B.A/B.Sc	B.Com
Accumulated minimum credits required for successful completion of the Programme	120 credits	120 credits
Minimum Credits for Language Course	33 credits	22 credits
Minimum Credits required for Foundation Course	5 credits	5 credits
Credits required for Core Courses including Dissertation	50-56 credits	61 credits
Credits required for Complementary Course	22-28 credits	12 credits
Minimum Credits required for Open Course/Elective	4 credits	20 credits
Minimum Credits for Social Service/ extension activity	1 credit	1 credit

Evaluation and Grading

Evaluation of each course involves Continuous Evaluation with a weightage of 20% and End Semester Evaluation (ESE) with a weightage of 80%. End Semester Examination of all courses shall be conducted by the University.

Assignments and Seminar

Each student is required to do 2 assignments or 1 seminar for each course. And it shall be assessed by the teacher-in-charge.

Class Tests

For each course there shall be one internal examination, the score of which will be considered for CE (Continuous Evaluation).

Project or Dissertation

For each First Degree Programme there shall be a project or dissertation work.

Evaluation and Grading

Classification	Grade	CCPA	Percentage
Outstanding	A+	9 and above	90 and above
Excellent	A	8-<9	80-<90
Very Good	B	7-<8	70-<80
Good	C	6-<7	60-<70
Satisfactory	D	5-<6	50-<60
Adequate	E	3.5-<5	35-<50
Failure	F	<3.5	Below 35

EXTENSION ACTIVITIES

1. SOCIAL SERVICE CLUSTER

(a) National Service Scheme (NSS) – Aims at fostering a spirit for social service and commitment. The unit undertakes several community development activities which instill a sense of responsibility and leadership skills in the students. Annual camps are organised where students take the initiative to provide service and support. Regular members who attend camps and complete the activities are eligible for Grace Marks.

Programme Officers: Dr. Bhagya. D
Ms. Nimisha. F

(b) National Cadet Corps (NCC) – Seeks to effect a holistic development of personality in the students through discipline, spirit of adventure and sportsmanship. The activities focus on motivating the students to develop into independent, responsible, selfless and courageous citizens. Highlights include parades, camps both at the state and national levels. Completion of 'B' and 'C' Certificate examinations is bonus qualification. Regular members who attend camps and complete the required activities are eligible for Grace Marks.

Co-ordinators: Lt. Helency G

(c) Women's Study Unit – Targets the empowerment of women through awareness and sensitization programmes. The unit organises activities related to gender issues and looks into their legal, social, and economic aspects. Activities include skill-based training for self-improvement and awareness seminars.

Co-ordinators: Dr. P.S. Jothilekshmi
Dr. Blessy V.

(d) Human Rights Forum – Focuses on inculcating consciousness regarding legal knowledge and issues related to Human Rights. The students are exposed to activities that promote knowledge and necessity of Human Rights and to understand the issues and consequences of Rights Violation.

Co-ordinators: Dr. Suleena V.S
Ms. Sandya A.K.
Ms. Roshan Rodrigues

2. HEALTH AND FITNESS CLUSTER

(a) Health Club — Organises health sensitization programmes and focuses on the enhancement of intellectual, psychological, spiritual and physical wellbeing of the students and the staff.

Co-ordinators: Dr. Anju M. Neeliyara
Ms. Neethu Jose

(b) Community Health Activity — The unit seeks to make the students aware of the health and hygiene of the community they are part of and to bring them closer to the social realities of the world they live in.

Co-ordinators: Dr. Bhagya. D
Ms. Thara C.M.
Ms. Manjusha S.

(c) Sports Club – Focuses on physical training and encourages participation in sports and games. Yoga training is one of the major highlights of the unit. Other activities include indoor and outdoor games.

Co-ordinators: Ms. Helency. G
Ms. Jiby Abraham

3. ENVIRONMENTAL AND SCIENCE CLUSTER

(a) Nature Club/Eco Club – Promotes an eco-friendly attitude and spreads awareness among students on the need to conserve and

preserve the environment. Activities include seminars, talks, discussions and visits to ecologically relevant spots.

Co-ordinators: Ms. Remya James
Ms. Febby Payva
Ms. Bini S.B

(b) Wetland Club – Aims at conservation of wetlands and the environs of Vembanad Lake in collaboration with ATREE Foundation.

Co-ordinators: Dr. Diana K.J
Ms. Revathy lal

(c) Bhoomithra Club – Seeks to inculcate anti-pollution values among the students by making spreading awareness and raising consciousness about environment pollution, its causes and remedies.

Co-ordinators: Dr. R. Nisha Nair, Ms. Revathy lal

(d) Science Club — The club seeks to enhance scientific knowledge and aptitude in students by exposing them to latest developments and issues in the field of science. Activities include discussion groups, seminars and invited talks, exhibitions, quiz and field visits

Co-ordinators: Dr. Rose Leena Thomas
Dr. Kumari Nisha
Ms. Stephy Antony

4. CULTURAL, LITERARY AND ENTREPRENEURIAL CLUSTER

(a) Performing Arts Club – Provides a platform for students to discover and develop their latent artistic and cultural potential, and to introduce them to ethnic art forms. The forum is also in charge of screening programmes before staging.

Co-ordinators: Dr. Sandhya P.Pai, Sr. Usha Joseph,
Ms. Nimisha. F, Ms. Helency. G.,
Ms. Sruthy. P

(b) Literary and Reader's Club – Aims to involve students in activities such as literary discussions, reviews, quiz and writing with a view to foster a love for literature and language.

Co-ordinators: Ms. Chithra. S, Dr. Anupama S. Varma

(c) Debate Club – Seeks to enliven and energize students by inculcating a spirit of constant questioning and reasoning, thus enabling them to open up their minds and engage in fruitful discussions and debates.

Co-ordinators: Dr. Rejimol Jose, Ms. Divya Mary Varghese

(d) Media Club – Focuses on presenting value-based films of contemporary relevance and to promote aesthetic sense for better appreciation and creative responses.

Co-ordinators: Ms. Mirium Xavier, Ms. Anna Jacqueline
Ms. Nimisha Francis

(e) Entrepreneurship Club – Aims to encourage an entrepreneurial culture and to raise awareness of pursuing entrepreneurship as a career option. Activities include skill development sessions and interactions with industry experts.

Co-ordinators: Ms. Jini Mathew, Dr. Anju M. Neeliyara

(F) Theatre Club – Ms. Anjali George, Dr. Anitha J Mattom

COMMITTEES

A) ADMINISTRATIVE

1. **Internal Quality Assurance Cell (IQAC)** – The IQAC is established as per NAAC guidelines to ensure post-accreditation quality sustenance. Equipped with a group of faculty members, parent representatives and peers, the IQAC monitors, plans and prescribes parameters for the prompt, systematic and smooth functioning and qualitative promotion of all events within the institution. The IQAC is also in charge of preparing and updating Annual Quality Assurance Report and other NAAC-related documentation and record-keeping.

The Constitution of the members of the Internal Quality Assurance Cell

Chairperson - Dr. Sheena George

Senior Administrative Staff - Sr. Usha Joseph, Sri. Ullas Xavier, Sr. Reena K.T.

Members of the Teaching Faculty - Dr. Lusamma Joseph (H.O.D), Dr. Sandhya p pai (H.O.D), Dr. Ritha Latha D'Couto (H.O.D), Dr. Anju M Neeliyara (H.O.D), Dr. R. Nisha Nair (H.O.D), Sr. Karkala Pushpa (H.O.D), Sr. Dr. Usha A.A, Dr. Anupama S Varma, Smt.Chitra S (Librarian)

Representatives of the Management - Sr. Margret Peter,
Sr. Dr. Janet Augustine

Representatives of Retired Staff - Ms. Tessa P Xavier

Members of the Local Society - Rev Fr. Xavier Kudiamsserry,
Adv. P.J. Mathew

Co-ordinator - Ms. Rose Michel, Associate Professor and Head, Department of Zoology.

2. **UGC Cell** – Oversees the drafting and despatch of various proposals and justifications to the UGC for availing grants.

Members: Dr. Lusamma Joseph, Ms. Rose Michael,
Sr. Barakala Pushpa, Ms. Anjali George,
Sr. Reena K.T.

3. **Parent-Teacher Association (PTA)** – An integral decision-making team of parent and teacher representatives who see to the consistent and systematic execution of all institutional activities.

Members: Principal (President); Executive Committee consisting of Parents and Faculty members; General body comprising all the parents and faculty Monitored by: Department of English

4. **Student Quality Assurance Cell (SQAC)** – A vibrant team of student representatives under the guidance of the IQAC who contribute to the overall quality enhancement of both academic and non-academic functions.

Members: Dr. Rita Latha D'coutho,

Ms. Jiby Abraham, Ms. Nimisha Francis
Ms. Manju Thomas, Ms. Helency G.;
College Union Members and Class Leaders

5. Library Committee – Monitors the purchase of books, maintenance and quality improvement of the Library, and serves as a link between the students, the teaching faculty and the Library.

Members: Ms. Chithra. S
Dr. Rita Latha D'coutho,
Dr. Regimol Jose
Dr. Rose Leena Thomas
Dr. Anupama S. Varma

6. Infrastructure Committee — Aims at ensuring proper maintenance and quality updation of institutional infrastructure and equipment.

Members: Dr. Lusamma Joseph,
Ms. Rose Michael, Sr. Barakala Pushpa,
Sr. Reena K.T.

7. Liaison Committee – Fosters a network of interaction between the institution and the general public.

Co-ordinators: Dr. Sandhya P. Pai, Dr. P.S. Jothilekshmi,
Dr. Rejimol Jose, Ms. Helency G.

8. Calendar Committee – Monitors the revision, updation and editing of the College Calendar.

Members: Ms. Jicky Elizabeth Joshy, Ms. Chithra K.S.
Dr. Anupama S. Varma

9. Website Team – A group of teaching and non-teaching members who oversee the regular updation of the College Website.

Members: Dr. Sandhya P.Pai, Ms. Manju Thomas,
Dr. Diana K.J., Sr. Usha Antony,
Ms. Namitha Sara Mathew,
Ms. Jicky Elizabeth Josy, Ms. Chithra. S,
Ms. Sandya A.k

10. Examination Cell – A team of teachers who supervise the arrangement and ensure the smooth conduct of external and internal examinations.

Members: Dr. Suleena V.S., Ms. Jini Mathew,
Dr. Anju M. Neeliyara,
Ms. Sandhya A.K., Dr. Rose Leena Thomas,
Ms. Namitha Sara Mathew

11. Assembly Committee – Oversees the systematic conduct of Morning Assembly.

Co-ordinators: Ms. Divya Mary Varghese, Ms. Manju Thomas
Dr. Blessy V. Ms. Salaka. P.R

12. Discipline Committee – A team of teachers who monitor discipline in the campus and ensure proper conduct of students during public events.

Members: Sr. Usha Antony, Ms. Anjali George,
Ms. Rency R.C., Ms. Manju Thomas,
Ms. Helency G., Ms. Neethu Jose

13. Attendance Committee – Monitors and maintains records of student attendance.

Members: Ms. Jini Mathew, Ms. Febby Paiva,
Ms. Rency R.C., Ms. Jicky Elizabeth Joshy,
Ms. Thara C.M., Mr. Ullas C. Xavier,
Ms. Seetha. P.N

14. FIST – A team of science faculty headed by the Principal to plan and disburse equitably the fund allotted for the improvement of science and technology infrastructure of the institution and monitor its execution and progress.

Members: Dr. R. Nisha Nair, Dr. Anju M. Neeliyara,
Sr. Barakala Pushpa

15. Building Committee – Supervises the requirements for the construction of the Diamond Jubilee Memorial Research Block

Members: Manager Rev. M. Margaret Peter,
Principal Dr. Sheena George,

Dr. Lusamma Joseph, Ms. Rose Michael,
Ms. Rency R.C., Sr. Usha Joseph, and
PTA Executive Members Sr. Reena K.J,
Mr. Ullas Xaviour, Dr. Sandhya P. Pai
Dr. Ritha Latha D'Coutho, Ms. Anjali George

B) CO-CURRICULAR

1. **College Union** – A body of student leaders selected through the Parliamentary mode of election as per University rules and regulations. The Union undertakes the conduct of cultural and other events within the campus and organises the team for participation in University Youth Festival.

Faculty In-Charge: Ms. Febby Paiva, Dr. Ramya .K.

2. **Walk with Scholar (WWS)** – A programme for advanced and talented learners to hone their abilities. The selected students are placed under a mentor who sees to their psychological, intellectual and emotional welfare.

In-Charge : Ms. Mirium Xavier

3. **Scholar Support Programme (SSP)** – A team of committed faculty members who provide personalised care and additional support to needy students through tutorials, study materials, and extra coaching.

In-Charge : Ms. Anjali George

4. **ICT Initiatives** – Aim to enhance ICT- enabled teaching and learning through the Computer Pool and Spoken Tutorial. Computer coaching by trained faculty through affordable course packages is also available for students.

Co-ordinators: Dr. Lusamma Joseph, Dr. Diana K.J.,
Ms. Febby Paiva, Dr. Ramya K.

5. **Quiz Club** – Promotes a spirit of enquiry among the students, through training and encouragement to participate in competitions both inside and outside the campus.

Co-ordinators: Ms. Divya Mary Varghese,
Dr. Sarika Shivakumar, Ms. Chithra K.S.
Ms. Dhanya Chandran

6. **English Speaking Campus** – A team of committed members who encourage communication in English within the campus.

Co-ordinators: Dr. Rita Latha D'coutho,
Ms. Rency R.C., Dr. Blessy V., Ms. Shoma.S
the Department of English

7. **Magazine Forum** – Oversees the compilation, editing and publishing of the College Magazine.

Members: Ms. Anjali George

8. Writer's Forum –

Co-ordinators: Dr. Regimol Jose
Ms. Neenamol Augustine
Ms. Nair Indu Jayachandran

9. **AICUF** – A forum for Catholic and other students that provides exposure to events of religious and social relevance.

Co-ordinators: Ms Divya Mary Varghese,
Ms. Jicky Elizabeth Joshy,
Ms. Namitha Sara Mathew

10. **Jesus Youth** – A voluntary prayer group that organises retreats and meetings to uphold Christian values and spreading the message of Christ.

Co-ordinators: Ms. Oriel D'coutho, Sr. Ligy Jose E.,
Ms. Rency R.C.

11. **Vincent de Paul** – A socially committed Christian association to reach out to the poor and the needy.

Co-ordinators: Ms. Namitha Sara Mathew, Ms. Preethy Eapen

12. **Xavier Board** – The institution is a member of Xavier Board of Higher Education in India, a national level body of Catholic higher educational institutions.

Sr. Usha Antony
Ms. Geethu Amar

13. **AIACHE** – The College collaborates with the various events and ventures All India Association for Christian Higher Education.

Ms. Divya Mary Varghese, Sr. Ligy Jose E.

C) STUDENT WELFARE

1. **Anti-Ragging Cell** – A team of faculty who ensures the maintenance of cordial and ragging-free atmosphere in the campus.

Members: Dr. Sandhya P. Pai, Dr. Anju M. Neeliyara,
Ms. Jini Mathew, Ms. Geethu Amar

2. **Anti-Sexual Harassment Committee** – aims to sensitize students on issues related to sexual harassment and on the need for proactive attitude in reporting and obtaining redressal.

Members: Dr. Sheena George,
Dr. Rita Latha D'Couto, Sr. Usha Joseph,
Ms. Manju Thomas

3. **Guidance and Counselling** – Caters to the emotional welfare of the students and provides motivation and encouragement through positive strokes. The service of a professional counsellor is made available for the same.

Co-ordinators: Ms. Oriel D'coutho, Ms. Rency R.C.,
Sr. Ligy Jose E., Ms. Reshmi. A.N

4. **Career Guidance Cell** – Provides orientation sessions and interaction with experts with a view to enhance student placement.

Co-ordinators: Dr. Rita Latha D'Couto, Ms. R. Nisha Nair,
Ms. Namitha Sara Mathew, Ms. Chithra K.S.

5. **Off-Campus Events Cell** – Encourages and trains students for participation in competitions and other events outside the campus.

Co-ordinators: Ms. Chithra K.S., Dr. Ramya K.

6. **JAASA: Alumnae Association** – An organization of former students that functions at the departmental and college levels. It ensures an active communication link between the institution and its former students.

Co-ordinators: Dr. Sandhya P. Pai, Ms. Oriel D'coutho,
Ms. Geethu Amar

7. **Religious and Moral Instruction** – a team of teachers who oversee the organization of value-education classes every Wednesday.

Members: Dr. Lusamma Joseph, Dr. Sr. Usha Antony,
Dr. Anju M. Neeliyara

D) STAFF WELFARE

1. **Staff Club** – An organization of the teaching faculty with a view to foster a spirit of affection and oneness. The Club undertakes the organization of annual celebrations.

Co-ordinator: Department of Botany

2. **Research Committee** – A team of Faculty members who seek to foster a spirit of research among both their peers and the students.

It disseminates information on research-related events, call for proposals, availability of grants, and also evaluates the viability of research proposals.

Members: Dr. Lusamma Joseph,
Dr. Suleena V.S., Dr. Bhagya D.,
Dr. Diana K.J., Dr. Sarika Shivakumar,
Sr. Barakala Pushpa,
Dr. Ramya K.

3. Colloquium: The Knowledge Sharing Forum – Provides a platform for the faculty to share and exchange new knowledge and ideas.

Co-ordinators: Dr. Sandhya P. Pai, Dr. Diana K.J.

4. Non-Teaching Staff Association – Organises the activities and events of the non-teaching staff.

Co-ordinators: Mr. Gireesh Michael,
Smt. Salat V.G., Mr. Gijo Martin

5. Retired Teachers' Association – An organization of retired faculty members of the college that meets regularly to serve as a link between the past and the present.

Co-ordinators: Ms. Baby Punnooran,
Ms. P.S. Padmakumari,
Ms. Mary Agnes Fernandez

6. Recreation Forum – A platform for the staff to indulge in relaxation and recreation.

Co-ordinators: Dr. Ramya K., Ms. Nimisha F.,
Ms. Neethu Jose

SCHOLARSHIPS

1. Govt. of Kerala Scholarships

1. Post Matric Scholarship (dcescholarships.kerala.gov.in)

Post Matric Scholarship for first year UG and PG students who belong to minority community (Muslim/Christian) Annual family income should not exceed 4 lakhs.

2. Central Sector Scholarships for UG Students

Parental income should not exceed 4.5 lakhs per annum to the financial year. Applicant should not be availing any other scholarship.

3. State Merit Scholarships

Should have 50% or above in the qualifying examination. Family income should not exceed 1 lakh.

4. Muslim Nadar Scholarships

Should be a first year girl student of HSC/VHSC & Under Graduate Course in Govt. or Aided Arts & Science College and should belong to forward of BPL family and backward community.

5. Suvarna Jubilee Merit Scholarships

First year student of under graduate and Post graduate course should belong to BPL family.

6. C.H. Muhammed Koya Scholarships

Muslim, Latin, converted Christian community and should a native of Kerala. 50% or above in the HSC qualifying exam. Family Annual income should not exceed 4.5. lakh.

7. Scholarship of dependent of Jawans

8. Higher Education Scholarships (kshe.kerala.gov.in)

9. Hindi Scholarships for UG student with Hindi as one of the subject.

10. Snehapoorvam Scholarship

11. Blind/PH Scholarship

II University Scholarships

1. University Merit Scholarship

For degree student, solely based on their academic excellence

2. **Sports incentive Scholarship**
To the Athletics and players who secure I, II
3. **Acquire Scholarship for 1st Year B.A. History students.**
- III. **University Grants Commission Scholarships**
1. **Indira Gandhi Single Girl Child Scholarships**

LIST OF ENDOWMENTS & SCHOLARSHIPS

GENERAL AWARDS

1. Chevalier Pothan Joseph Memorial Scholarship to a deserving Catholic student of the degree class.
2. George Anthraper Memorial Scholarship to the best student of the final year B.A./B.Sc.
3. Antony Stephen Memorial Scholarship to two deserving students, one from B.A. and one from B.Sc.
4. Marattukalam Cherian Memorial Scholarship and Mother Teresina Provedello Award to a disabled and physically handicapped or a deserving student of any class.
5. John Moothedath Memorial Scholarship to the college champion.
6. Mother Josephine Awarad to the Most Innovative Department
7. Mother Josephine Awarad to the Best AICUF Member
8. Mrs. Kunjamma Varkey and Adv. Varkey Manathara Memorial Award Instituted by Dr. Jessy Chakupurackal to two financially backward students of I DC.
9. Sr. Olive D'Silva Scholarship and College Union Scholarships for the class who brings out the best manuscript or typed magazine.

10. Sr. Olive D'Silva Scholarship and Scholarship by Lions Club Ladies: Three awards for children of non-teaching staff members who secured above 70%.
11. Mother Teresina Provedello Award for a II DC student who has excelled in social uplift
12. Mrs Shollykutty Memorial Award by the Staff Club for the Kalapratibha
13. Sr Sansia Memorial Award instituted by the Staff for the student doing maximum library Work
14. PTA Award for the Outstanding Sportsperson
15. PTA Award for the Gold Medalist in Sports at the National Level
16. PTA Proficiency Prize
17. Mrs Alykutty John Award for the Best NCC Cadet

DEPARTMENTAL AWARDS

DEPARTMENT OF ENGLISH

18. Dr. Celine Francis Memorial Scholarship for three deserving students, one each from II DC, III DC & II MA.
19. Mrs. Andrews Award to the student who scores highest marks for General English papers in the university exam.
20. Canonization of St. Magdalene Memorial Prize for the best student of II MA scoring good marks in all semesters.
21. Rev. Mother Josephine D'Mello Memorial Prize instituted by the Department for an outstanding student displaying excellence in academic, spiritual and co-curricular activities.
22. Prof. C.D. Matilda Award for the student winning top marks in the college for History of Literature and Language (Complementary) papers in the University Examination.

23. Rev. Sr. Margaret Peter Award instituted by Mr. Remgi Oscar for the outstanding NSS Volunteer.
24. T. Xavier Kundathil Memorial Award instituted by Prof. Thresiamma Xavier for the top scorer of S₃ & S₄ B.A. English Language and Literature student.
25. Dr. Correya Blazy Award for the top scorer of S₃ & S₄ B.A. English and Communicative English student.
26. Prof. Leela Mary Koshy Award for the top scorer in B.A. English Language and Literature.
27. John & Maggie Fernandez Memorial Award instituted by Prof. Mary Agnes Fernandez for the top scorer in the university (P.G.) for Literary Theory papers.
28. Prof. Tessy Lalachan Award for the P.G. for scorer in Linguistics and Structure of Modern English paper.

DEPARTMENT OF COMMERCE

29. Award for a student scoring highest marks in Ist Year B.Com. University examination.
30. Award for a student scoring highest marks in IInd Year B.Com. University examination.
31. Award for most creative student of Commerce group.

DEPARTMENT OF HISTORY

32. Magdalene of Canossa Prize (Sr. Zinha's Prize) and Dr. Annette Thottakara Award by the Department of History to the Best All-rounder of III BA History.
33. Mrs. Geetha Memorial Award, Dr. Annette Thottakara Award, Mrs. Eunice George Award by the staff to the final year BA student getting the highest marks for the I & II year main papers.
34. Mrs. Geetha Memorial Award to the student scoring highest marks in History in the University examination.

35. John Poppen & Enet Poppen Memorial Scholarship by Shirley Poppen to a student scoring highest marks in I DC History University examinations.
36. Mrs. Mariamma Francis Award Instituted by staff to a final year BA student doing most amount of Library work.
37. Mrs. Juliet Stephen Scholarship to the students who has secured highest marks in Economics at the University examination.
38. Mrs. Eunice George Award and Mrs. Daisy Soman Award to the student scoring highest marks for final year University examination.
39. Mrs. Mariakutty K. Thottakara Memorial Scholarship to the Best student Editor of Manuscript Magazine from History Department.
40. Mrs. Eunice George Award for a student scoring highest marks in World History (English Literature Main)
41. Mrs. Vimala Menon Award to the student scoring highest marks in the II year examination (BPL- pass in all subjects).

DEPARTMENT OF LANGUAGES

42. Hindi Puraskar to I DC BA/BSc student who scores highest marks in Hindi.
43. Mrs. Padmini Devi Prize to the student in the degree class who secures highest marks in Hindi at University Examination.
44. Mrs. Rajamma Kurup Award for the student scoring the highest marks in Hindi at the first year University Examination.
45. Mrs. Annamma Kunchacko Memorial Scholarship and Kunchacko Memorial Prize to the degree student who secures highest marks in Malayalam in the University examination.
46. Sr. Olive Rodriguez for the student scoring highest marks in French in the University examination.

DEPARTMENT OF MATHEMATICS

47. Rufin Poppen Memorial Prize awarded to a student of II B.Sc. Maths for scoring highest marks in all the subjects for I DC University examination.
48. Jency K. James Memorial Scholarship and Marath Lakhshmikuttyamma Memorial Prize awarded to the student who secures 1st Class and highest total marks under part III main and sub at the final year B.Sc. Maths.
49. Sri. Cletus Parayakattil Memorial Award and Mrs. Shirly Christy Award by staff to the final year B.Sc. Maths student who secures highest marks in Maths.
50. Mrs. Christy Luiz Memorial Award for the student who secures highest marks in all the University exams Maths, Physics, Statistics, English and Language.
51. Mrs. Ragini Devi Award and Mrs. Mary Antony Award for the student scoring 2nd highest marks in the final year B.Sc. Maths Part III examination.

DEPARTMENT OF PHYSICS

52. Mrs. Shollykutty John Memorial Award instituted by the Department for a B.Sc Physics student scoring highest marks in Internal Assessment with more than 90% attendance
53. Mr. C T Scaria Chakalayil Memorial Award by Prof. Lylamma Scaria for Physics student excelling in both curricular and extra-curricular activities
54. Mr Joseph and Mary Panjikaran Memorial Endowment Award for two students scoring the highest marks in Physics Main papers in I and II year University examination
55. Mrs Chandrika Devi Award and Mrs Elizamma Award by Staff for the student scoring highest marks in II year University examination

56. Mr T Joseph Kunnamkode Memorial Award by Prof Leelamma for a II M.Sc student who scores highest marks in I and II Semester University examination
57. Mrs. Tresa Panjikaran Award by Staff for an economically backward, I DC student who scores highest marks in Physics
58. Mrs. Rose Chacko Scholarship by Staff Association for a student who scores highest marks in final M.Sc Physics
59. Salju Mary Memorial Award instituted by Sajini Tresa for a II MSc student who got highest marks in the university examination (Out gone student)
60. Mrs. Shollykutty John Memorial Award by the Department for a I M.Sc student with 90% or above scoring the highest in the internal assessment
61. Mr. Gopinathan Menon Endowment instituted by Prof. Sreedevi. P for a III B. Sc Student who is enrolled in academic and extracurricular activities (Must be financially backward student)
62. R. Prabhakaran Nair Award by Prof. Sreedevi.P for a I B. Sc Physics Student who is enrolled in academic and extracurricular activities (Must be financially backward student)

DEPARTMENT OF CHEMISTRY

63. Mrs. Padmaja Memorial Prize institute by her brother Sasidharan Nair for a deserving Chemistry student
64. Mrs Anadavalli Award for a degree student scoring highest marks in Organic Chemistry in II Year University examination
65. Mother Fernanda Riva Memorial Award instituted by Prof Valsamma George for a deserving student in Chemistry with academic excellence

DEPARTMENT OF BOTANY

66. Mrs. Rosy Jacob Memorial Award instituted by her husband Dr C.P. Mathew for the III Year student who has secured the highest

Campus Facilities

College Office

1. The college office will remain open to students from 9.30 a.m. to 5.00 p.m. on all working days.
2. Students applying for certificates or testimonials and those requiring the Principal's signature on any kind of document or application should contact the Office Superintendent. No paper should be taken by the student directly to the Principal for signature. The students should come to collect the certificates or testimonials only after two days from the date of submission of the application. Documents given for attestation can be collected after 3.50 p.m. every day.
3. Application forms for stipend, scholarships, railway, boat and bus concessions, university examination registration etc. should be submitted with all the relevant information and duly signed, on the date and time stipulated by the office.
4. The office can refuse to render any assistance to a student who does not have the identity card signed by the Principal.

Library

College library acts as a pillar, strongly supporting and catering to the wide and challenging requirements of the students and faculty members. The library is well equipped with more than 43000 books and 72 periodicals. Library is fully automated using full featured open source ILS KOHA. Library catalogue (WEBOPAC) is accessible all over the campus through intranet.

GENERAL RULES

A person desirous of using the Library shall enter his/her name and time of entry legibly and put signature in the register kept at the entrance for the purpose

Members must carry their ID cards whenever they visit the library. Books will not be issued otherwise.

Library timings

(Monday to Friday)

Transaction Hours: 9.00 AM to 10.00 AM, 12.00 PM to 2.00 PM & 3 PM – 4.30 PM

Reference Hours: 9 AM to 4.30 PM

On Saturdays: 9.30 AM to 4.00 PM (Only Reference)

- ★ Users are expected to observe **strict silence** in the library
- ★ Use of **cell phones is not allowed** inside the library
- ★ Personal belongings and printed materials are to be deposited in the property counter kept outside the library. The users are advised not to leave expensive items with the property counter.
- ★ Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
- ★ Readers should not mark, underline, write, or tear pages or otherwise damage the library documents. If found so, they will have to pay fine.
- ★ Readers are requested to handle all library property carefully to avoid damage to it and also not to disturb other readers/users.
- ★ Photocopying service is available at Rs. 1 per page.

LOAN PRIVILEGE

- ★ **UG students** are eligible to take **3 books** at a time for **14 days** and **PG students** are eligible to take **6 books** at a time and are issued for **14 days**.
- ★ Books must be returned on or before the last date stamped on the date-slip of each document.
- ★ Borrowers can get the book(s) reissued only two times. Overdue books will not be reissued. Books on hold will not be reissued.

- ★ Reference books, journals / periodicals, magazines/ newspapers, CD-ROM databases and other documents declared "For Reference" by the Librarian will not be issued.
- ★ Late fee of **Rs 1/-per day per book** would be charged from all the borrowers who retain book(s) beyond the due date.
- ★ If fine exceeds Rs. 20/-, issue of books may be stopped.

Language Lab

A state-of-the-art language lab in memory of Dr. Celine Francis, is setup with an eye on facilitating improved phonetic and communicative skills in English. The language teaching software meets the current needs of the students boosting their confidence and providing them with the means to practice using the language without any inhibition.

Website

It is a window to the functioning of the institution. Events from the very inception to the present day can be accessed through this site : **www.stjosephcollegeforwomen.com**

Rain Water Harvesting

Taking into consideration the growing demand for clean water and the present acute water shortage a rain water harvesting plant with 50,000 litre capacity has been installed. It is a source of all-purpose water for the college.

Health and Recreation Club

A scientifically designed and well equipped centre for maintaining fitness. The facility is extended for all in and off the campus as an income generating programme.

Medical Facility

A doctor on call to attend to the medical needs of students in case of emergency and for annual medical inspection.

Student Welfare fund

St. Joseph's College has to its credit the existence of a fund formed by the teaching faculty who contribute voluntarily and generously an amount every month towards student welfare. The fund is used to help financially backward students who do not receive any stipend or scholarship from other sources. It is operated by a

committee of teachers. Financially backward students who do not get any other financial help are requested to make use of this scheme of assistance.

In-charge:- Dr. Anju M. Neeliyara

Audio-Visual Centre

A well equipped centre with the latest facilities such as Colour Television, LCD, OHP, Wide Screen, Sound System and Computer for conducting classes, discussions and seminars etc.

In-charge:- Dr. Lusamma Joseph

Mother Fernanda Riva Memorial Auditorium

Christened after the first principal, the auditorium with a capacity to seat 1000 people at a time, has reached its Golden Jubilee Year. With all the modern amenities and with fine acoustics, it is hub of all the academic and extra - curricular programmes.

College Hostel

The college hostel provides accommodation to about 150 students. Those seeking admission to the college hostel shall submit the application in the prescribed application form available at the hostel office to the warden at the time of admission. Admission to the hostel is made only after admission to the college. Only on the remittance of fees and deposits prescribed, will a student be considered and admitted to the hostel. Once enrolled as a member of the hostel, the student is placed under the care of the warden and shall be bound by the rules of the hostel. Students not living with their parents are required to stay in the college hostel or in the hostels approved by the Principal. Change of residence of the students should be duly reported to the Principal.

Hostel Warden : Sr. Annie Kochurumbil-0477 - 2244523, 8086207298

Asst. Warden : Sr. Shiny Thomas - 9497774169

Tutorial System

Every student is placed under the tutorship of a teacher to check on their progress in studies, regularity in attendance, conduct and behaviour. The tutor will keep in touch with the parents of her wards and keep them informed of the academic progress and conduct of their wards. A strong parent-teacher bond is conducive towards the integral growth and development of the students.

Remedial Coaching

Academically challenged students are identified for additional coaching outside class hours to provide exam-oriented support and to infuse confidence to face the examinations. Talented ones are also selected to enhance success quotient.

Other Facilities

- | | |
|------------------------------|---------------------------|
| ★ Community Hall (Bakhita) | ★ Conference Hall |
| ★ Computer Lab | ★ Network Resource Centre |
| ★ Zoology Museum | ★ History Museum |
| ★ Nutrition Lab | ★ Textile Lab |
| ★ Botanical Garden | ★ Whale House |
| ★ Solar Panel | ★ Vermi Compost Unit |
| ★ Incinerator | ★ Drinking water Units |
| ★ Reprographic Facility | ★ Visitor's Room |
| ★ Waiting Room | ★ Grievance Cell |
| ★ Counselling Room | ★ Badminton Court |
| ★ Basket Ball Court | ★ Multi - Gym |
| ★ Table Tennis Court | ★ Cafeteria |
| ★ Prayer Room | ★ Audio Visual Room |
| ★ Rain water Harvesing Units | ★ Smart Class rooms |
| ★ Bio Gas Units | ★ Indoor Games |

RETIRED TEACHERS ASSOCIATION**ENGLISH**

Late Rev Sr. Josephine D'Mello		
Prof. K. A. Kunjamma	- 0477 2243532	9446809246
Prof. Kunjamma Mathew	- 04734250720	9846093437
Prof. Philomina Thomas	- 0477 2244668	9747208478
Prof. C. D. Matilda	- 0477 2244352	9645818817
Prof. Leela Mary Koshy	- 0474 2592912	9847253955
Late Prof Dr. K.J. Celine Thachil	- 0477 2244081	
Prof. Ramani Varghese	- 0473 4250720	9846093437
Prof Dr. Elizabeth Valsa Koshy	- 0477 2242282	
Prof. Thresiamma Xavier	- 0477 2243959	9400643959
Prof. Dr. Marie Louisa Francis	- 0477 2244896	9446494896
Rev. Sr. Margret Peter	-	8589953864
Prof. Sushila George	- 0477 2245054	9349421514
Prof. Mary Agnes Fernandez	- 0477 2260032	9387802381
Prof. Dr. Correya Blazy	- 0484 2750182	9447175018
Prof. Tessy P. Xavier	- 0477 22450277	9447708868

LANGUAGE

Prof. Padmini Nair	- 0471 2340543	
Prof. Rajamma	-	94976762
Prof. Mollykutty Joseph	- 0477 2232844	
Prof. Pushpa Sugathan	-	9495660347
Prof. Dr Indira Balachandran	- 0477 2243700	
Prof. Dr K.V. Saraswathy	- 0477 2261569	9446916547
Prof. Lailamma Abraham	- 0478 2572475	9446916547
Prof. Dr Sophia Mathew	-	8907752151

Prof. Dr. Chithra N. R.	- 0477 2235138	9847089754
HISTORY		
Mother Zinha Mathias	-	
Late Prof. Rosamma Joseph Kunju	- 9446496853	
Prof. Mariamma Francis	- 0477 2243470/2241470	
Prof. Eunice George	- 0477 2243423	
Rev Sr. Dr Anette Thottakkara	-	8547622727
Prof. Jolly Raju	- 0477 2242897	9847916899
Prof. Vimalambika S	-	9995113353
Prof. P.S. Padmakumari	- 0477 2261706	9846935433
Prof. M.A. Clara	- 0477 2253069	9447980643
Prof. Agnes Roderiguez	-	9846020220
Prof. Indu M.	- 0477 2262312	9895325550
COMMERCE		
Prof. Helen George	- 0481 2443362/9746138328	
MATHS		
Prof. Leela Kumara Pillai (Late) -		
Prof. A.M. Ragini Devi	- 0484 2806444	
Prof. Mary Antony	- 0487 2333034	
Prof. Shirly Rita Luiz	- 0484 2230532	9847784236
Prof. Ritha Stanly	- 0477 2243609	9447088445
Prof. Alice Thomas	- 0477 2253016	9495442957
Prof. Dr Krishna E.	- 0477 2235133	9496273802
Prof. Jansamma Kurian	- 0477 2266949	9744407983
PHYSICS		
Prof. S. Chandrika Devi	- 0484 2608636	
Prof. Treesa Panjikaran	- 0482 2214394	9447304049
Prof. Elizamma Job	-	
Prof. Leela Thomas	-	8547674270
Rev. Sr. Genevieve	-	

Prof. Sr. Dr Esmé D'cunha	-	
Prof. Lylamma Scaria	- 0484 2305047	9446465047
Prof. Mariamma Joseph V.	- 0477 2245804	9633709236
Prof. Lalithamma N.V.	- 0474 2762133	9446422803
Prof. Sreedevi P.	-	
Prof. Sophiamma Joseph	- 0477 2213743	9447788482
Prof. Dr Ancy Manuel	- 0484 2806191	
Prof. Dr Jesintha John	-	9446374373
CHEMISTRY		
Prof. Anandavally Ammal	- 0484 2545617	
Prof. Annamma Jose	- 0478 2862895	
Prof. Celinamma Mathai	-	9447484597
Prof. Elamma Jose	- 0477 2245423	9496433160
Prof. Cicilamma John	- 0478 2813666	
Prof. Mariamma Mathew	- 0477 2258318	9440788318
Prof. Valsamma George	- 0477 2244347	94496112651
Rev. Sr. Anza Mathew	-	9447244622
Prof. Marykuty T.M	- 0481 2485503	9947033422
Prof. Rita Rani Panavelil	-	9633311418
Prof. Jollyamma Abraham	- 0481 2426217	9895871239
Prof. Mary Mathew	- 0477 2242109	9633255720
Prof. Elizabeth Lukose	- 0471 2243213	9446063213
Prof. Roseline P.J.	- 0484 2397558	9847927558
Rev. Sr Dr. Janat Augustine K.	-	9495211890
BOTANY		
Prof. Annama Thomas	- 0484 2607622	
Prof. Agnes George	- 0477 2244883	
Prof. Shanta J. Vellath	-	

Prof. Dona Dominic	-	0471 2439189	9747071786
Rev. Sr. Leelamma T.L.	-		08912799564
Prof. Dr Marykutty Abraham	-	04772242336	9446072336
Prof. Dr Susila Kuruvilla	-		9895110389

ZOOLOGY

Prof. Lilly Koshy	-	0477 2245030	9745021935
Rev. Mother Teresina Prevedello	-		
Prof. Lilly Thomas (Late)	-	0477 2244733	
Prof. Tresa George	-	0478 2543312	9446987822
Rev. Mother Griselda Veltore	-		
Prof. Dr Cardoza Mildred Diana	-	0477 2245877	9895745787
Rev. Sr. Leelamma Joseph	-		9446673375
Prof. Katherine Philip	-	0477 2244236	9446143403
Prof. Dr Annie Thomas	-	0477 2263030	9847960140

HOME SCIENCE

Prof. Leela Sarah Cherian	-	0477 2261371	9847449495
Prof. Baby John Thayil	-	0477 2245184	9447016345
Rev. Sr. Joyce D'Mello	-		
Rev. Sr. Maria Chacko	-	011 22019693	09711418299
Prof. Kasthuri Bai G.B.	-	0422 2672952	09443936021
Prof. Lucy Solomon	-	0477 2244791	9447463723

PHYSICAL EDUCATION

Prof. AleyKutty John	-	0477 2243578	9446533578
Prof. Dr Nimmy Alexander	-	04772242737	8907607922

RETIRED ADMINISTRATIVE STAFF

Sr. Elizabeth Joseph	249 91 581 8857
Sr. Mary Thomas	9949043715
Sr. Ann Thomas	0471 2706237
Sr. Mary Marshal	8790261543
Smt. Carmel Antony	0477 2233936
Smt. Thankamma Joseph	0477 2253597
Smt. Ruth Abraham	0477 2245927
Smt. Liberta David	
Smt. Mary Barbara Mathew	0477 2236430
	8129963685
Smt. Mary Lonan	
Smt. Linnet Antony	0477 2241683
Smt. Anasthasia K N	0477 2243984
Smt. Jacintha Joseph Jelki	0477 2266980
Smt. Aleyamma	9846224733
Smt. Antony P J	
Smt. Mariamma Michael	9249978581
Mariakutty John (Sr. Mary Ann)	4802761727
Smt. Dominica Joseph	0477 2286721
Smt. Celine C C	9447781928
Smt. Mariamma Benjamin	
Smt. Agnes D'Cruz	9495162678
Smt. Mary Grace P A (Jolly)	9961910253
Mr Antony V.B	0477 2241282
	9447059776
Mr Job K B	0477 2269762
	9846092890
Smt. Mary P (Pushpa)	9287596448
Smt. Aleyamma V V	9747317131
Cicilia D'Cruz	9645967209
Smt. Rose Daleema K P	9142877290
Sara Varghese	9495758573

Smt. Tessy P D	9895895190
Smt. Celine George	9400617984
Smt Idamma V J	8943855174
Smt. Elsy Varghese	9142269503
Hilaria Corraya	9496888281
Smt. Mary C V	0477 2232616
Joy P M	9037672681
Smt. Mary Varghese	9142591235
Smt. Matilda Netto	9495538923
Smt. Soby S	9447947717
Smt. Helen Fernandez	9656096659

NON TEACHING STAFF WHO ARE NO MORE

Smt. Mary Sebastian
 Alphonsa
 Morries K M
 Sr. Sansia Mary V J
 Smt. Grace George
 Sr. Theresina Thomas
 Sri George T S
 Sri.C Bhaskaran
 Smt. Treasa Kuriakose
 Smt. Matilda Peter
 Smt. Mariamma Joseph
 Annakutty K J
 Koshy K J
 Sheelamma Jacob

ACADEMIC CALENDER**Events / Holidays / Important Dates**

Onam Holidays 01-09-2017 to 10-09-2017
 (College Closes on 31-08-2017 evening and reopens on 11-09-2017)

Christmas Holidays 22-12-2017 to 31-12-2017
 (College Closes on 21-12-2017 evening and reopens on 01-01-2018)

College Closes for Mid - Summer Vacation
 (on 31 - 03 -2018 evening - Vacation from 01-04-2018)

<i>Academic Calendar</i>		JUNE 2017
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	II DC Tuition Fees
6	Tue	III DC Tuition Fees
7	Wed	II PG Tuition Fees
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	II DC Tuition Fees with fine Rs 5
13	Tue	III DC Tuition Fees with fine Rs 5
14	Wed	II PG Tuition Fees with fine Rs 5
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	II DC Tuition Fees with fine Rs 10
20	Tue	III DC Tuition Fees with fine Rs 10
21	Wed	II PG Tuition Fees with fine Rs 10
22	Thu	
23	Fri	
24	Sat	
25	Sun	Id-UI-Fitr
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

<i>Academic Calendar</i>		JULY 2017
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Karkkidaka Vavu
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

<i>Academic Calendar</i>		AUG. 2017
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	Quit India Day; Nagasakki Day
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	Independence Day Celebrations
16	Wed	
17	Thu	
18	Fri	
19	Sat	World Humanitarian Day, World Photography Day
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

<i>Academic Calendar</i>		SEPT. 2017
1	Fri	Bakrid
2	Sat	
3	Sun	
4	Mon	Thiruvonam
5	Tue	Teachers Day
6	Wed	Sreenarayana Guru Jayanti
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	Sreekrishna Jayanti
13	Wed	
14	Thu	
15	Fri	
16	Sat	World Ozone Day
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Mahanavami
30	Sat	Mahanavami

<i>Academic Calendar</i>		OCT. 2017
1	Sun	
2	Mon	Gandhi Jayanti, Service Day with Nature
3	Tue	I PG II term Tuition fees
4	Wed	II PG II term Tuition fees
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	I PG II term Tuition fees with fine Rs 5
10	Tue	II PG II term Tuition fees with fine Rs 5
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	I PG II term Tuition fees with fine Rs 10
17	Tue	II PG II term Tuition fees with fine Rs 10
18	Wed	Deepavali, Holiday
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

<i>Academic Calendar</i>		NOV. 2017
1	Wed	Kerala Piravi Day
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Mannarasala Aayilyam
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

<i>Academic Calendar</i>		DEC. 2017
1	Fri	World Aids Day
2	Sat	Milad - E - Sherif, Holiday
3	Sun	Holiday
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	Human Rights Day
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

<i>Academic Calendar</i>		JAN. 2018
1	Mon	I PG III term Tuition fees
2	Tue	II PG III term Tuition fees
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	I PG III term Tuition fees with fine Rs 5
12	Fri	II PG III term Tuition fees with fine Rs 5
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	I PG III term Tuition fees with fine Rs 10
19	Fri	II PG III term Tuition fees with fine Rs 10
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

<i>Academic Calendar</i>		FEB	2018
1	Thu		
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun		
12	Mon		
13	Tue	Mahasivarathri - Holiday	
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		
27	Tue		
28	Wed		

<i>Academic Calendar</i>		MAR.	2018
1	Thu		
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun	Palm Sunday	
26	Mon		
27	Tue		
28	Wed		
29	Thu	Maundy Thursday	
30	Fri	Good Friday	
31	Sat		

IMPORTANT CONTACTS**KERALA UNIVERSITY**

Vice Chancellor : 0471 - 2306634
 Pro - Vice Chancellor : 0471 - 2308532
 Controller of Examinations : 0471 - 2305946
 Fax : 0471 - 2307706
 Registrar : 0471 - 2305631
 Public Relations Office : 0471 - 2305788
 Fax : 0471 - 2307158
 Computer Centre : 0471 - 2305801
 Website : www.kucc.keralauniversity.edu
 Enquiry : 0471 - 2305994
 University Website : www.keralauniversity.ac.in.
 www.keralauniversity.edu.
 E-mail : kuinform@eth.net

OTHERS

Education Minister : 0471 - 2327759
 Director of Collegiate Education : 0471 - 2304731
 Website : www.collegiateedu.kerala.gov.in
 www.dcescholarship.kerala.gov.in
 www.thescholar.kerala.gov.in
 DCDC Thiruvananthapuram : 0471 - 2306514
 University Information Centre,
 Alappuzha : 0477 - 2266245
 DD Office, Ernakulam : 0484 - 2362268
 E-mail : dydceernakulam@gmail.com
 St. Joseph's Convent : 0477 - 2244642
 Canossa Hostel : 0477 - 2244523
 St. Joseph's H.S.School : 0477 - 2244323
 St. Joseph's High School : 0477 - 2241107
 S.D. College, Alappuzha : 0477 - 2260550
 St. Michael's College, Cherthala : 0478 - 2822387
 S.N. College, Cherthala : 0478 - 2823197
 NSS College, Pallippuram : 0478 - 2823226 / 100
 Police Station, Alappuzha : 0477 - 2239161 / 101
 Fire Station, Alappuzha : 0477 - 2251214
 KSRTC Bus Stand, Alappuzha : 0477 - 2252501 / 131
 Railway Station, Alappuzha : 0477 - 2253865
 Electricity Office, Alappuzha : 0477 - 2245532

TIMETABLE 2017- 2018

 Semester				 Semester				
	1	2	3	4	5	1	2	3	4	5
1 Day										
II Day										
III Day										
IV Day										
V Day										

RECORD OF ABSENCE

Name of the Student:

Sl. No	Date of Absence	Period	Reason	Signature of Parent	Signature of Class Teacher

RECORD OF ABSENCE

Name of the Student:

Sl. No	Date of Absence	Period	Reason	Signature of Parent	Signature of Class Teacher

RECORD OF ABSENCE

Name of the Student:

Sl. No	Date of Absence	Period	Reason	Signature of Parent	Signature of Class Teacher

ACTIVITY RECORD

Date	Nature of Activity/ Name of Club	Duration	Signature of faculty in-charge

ACTIVITY RECORD

Date	Nature of Activity/ Name of Club	Duration	Signature of faculty in-charge

ACTIVITY RECORD

Date	Nature of Activity/ Name of Club	Duration	Signature of faculty in-charge

ACTIVITY RECORD

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NATIONAL ANTHEM

Jana gana mana adhinayaka jaya hè
Bharath bhagya vidhata
Punjab Sindh Gujarata Maratha
Dravid Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhi taranga
Tava Subh namè jagè
Tava Subh ashish magè
Gahè tava jaya gatha
Jana gana mangala dayaka jaya hè
Bharat bhagya vidhata
Jaya hè, Jaya hè, Jaya hè
Jaya, jaya, jaya jaya hè.

AUTHENTIC ENGLISH TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of people. The Dispenser of India's destiny, Thy name rouses the earth of the Punjab, Sind, Gujarat, Maratha, Dravid, Orissa and Bengal. It echoes in the hills of the Vindhyas and Himalayas, mingles with the music of Yamuna and Ganga and is chanted by the waves of the Indian sea. They pray for Thy blessings and sing Thy praise. Thou Dispenser of India's destiny, Victory, Victory, Victory, to Thee.



Shreya
Principal
ST. JOSEPH'S COLLEGE FOR WOMEN
ALAPPUZHA.