

St.Thomas College Kozhencherry

Kerala - 689 641

Affiliated to Mahatma Gandhi University, Kottayam

Re-accredited by NAAC with A⁺⁺ Grade

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Academic Handbook & Calendar 2024 - 2025

Name

Class No.

Residential Address.....

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PRAYER

Eternal and everloving God,

Let my first thought today be of You, let my first impulse be to worship You, let my first speech be Your name,

Let my first action be to kneel before You in prayer.

Let me stand today for whatever is pure and true and just and good for the advancement of science and education and true learning.

Give me an open ear, that I may hear Your voice calling me.

Give me an open mind, a mind ready to receive and welcome new light of knowledge.

Give me open eyes, eyes quick to discover Your presence in the world You have made.

Give me open hands, hands ready to share with all who are in want, the blessings with which You have enriched my life.



COLLEGE ANTHEM

*Saint Thomas College, thy Children dear
With grateful hearts do bow to thee!
We owe thee our minds, health and cheer,
Our peace, our strength, our spirits free.
Freely we drink from thy fountain pure,
Our maladies thy balm doth cure.
From thy deep wells our wisdom spring.*

*Thou art not clad in fiery robes,
Bright gold or silver hast thou none,
Oft thy children do dash thy hopes
Seeking nought else, but mirth and fun
Oft they lose sight of thy beacon light,
Wandering far from thy love and care
Thou art like a meteor bright,
Symbol of our dreams fair.*

*Lord, let this shrine of learning be
A city bright set on a hill,
A candle flame for all to see,
Lord help us keep it burning still.
Bless thou our fair alma mater dear;
May she stand for justice and truth,
May we prove now and ever
Worthy of our benign mother.*

Lyrics: Ms. Sara Sushmita Mathew
Former faculty, Department of English

Music: Dr. Tom Thomas
Department of English



OUR ALMA MATER

St.Thomas College, Kozhencherry was established in 1953 and it is being administered by the Mar Thoma Syrian Church. Two great names to be remembered in connection with the founding of the college are that of the late His Grace the Most Rev. Dr.Yuhanon Mar Thoma Metropolitan and the late Rev.K.T.Thomas, Kurumthottickal, the veteran minister of the Parish of Kozhencherry. The main aim of this institution is to impart sound Christian liberal education to young men and women. The college aims at producing intellectually well trained, morally upright, socially committed, and spiritually inspired young men and women.

The college has completed 71 years of service and has expanded its academic reach to accommodate students hailing from all parts of the State. Various courses of studies augmenting the creative and productive faculties of the younger generation, were introduced from time to time.

When the college was established in 1953, it was affiliated to the Travancore University. Later, it came under the University of Kerala, and since 1983, has been affiliated to the Mahatma Gandhi University, Kottayam. The college is re-accredited by the National Assessment and Accreditation Council, an autonomous agency of the UGC, with ‘A++’ Grade. In 2013, the Travancore Royal Family honoured the institution with the ‘Rajamudra’ for its valuable contributions to the eastern hilly regions of the State. The National Commission for Minority Educational Institutions of the Government of India declared this college as Minority Educational Institution covered under Section 2 (g) of the NCMEI Act 2004, on 23 May 2013. The College recently received KIRF rank 50 with a score of 49.243.

*“Earth provides enough to satisfy every man’s needs,
but not every man’s greed.” - Mahatma Gandhi*

SUCCESSION LIST OF MANAGERS

- | | | |
|-----|---|-----------|
| 1. | Most Rev. Dr. Juhanon Mar Thorna Metropolitan | 1953-1969 |
| 2. | His Grace Dr. Philipose Mar Chrysostam Episcopa | 1970-1975 |
| 3. | His Grace Dr. Rt. Rev. Dr. Thomas Mar Athanasios Suffragan Metropolitan | 1975-1984 |
| 4. | Rt. Rev. Dr. Zacharias Mar Theophilos Episcopa | 1984-1985 |
| 5. | Rt. Rev. Dr. Joseph Mar Irenaeus Episcopa | 1985-1994 |
| 6. | Rt. Rev. Dr. Philipose Mar Chrysostam Suffragan Metropolitan | 1994-1998 |
| 7. | Rt. Rev. Dr. Euyakim Mar Coorilose Episcopa | 1998-2002 |
| 8. | Rt. Rev. Dr. Issac Mar Philoxenos Episcopa | 2002-2009 |
| 9. | Rt. Rev. Dr. Geevarghese Mar Athanasios Episcopa | 2009-2013 |
| 10. | Most Rev. Dr. Joseph Mar Thoma Metropolitan | 2013-2020 |
| 11. | Rt. Rev. Dr. Abraham Mar Paulos Episcopa | 2020-2023 |
| 12. | Rt. Rev. Dr. Joseph Mar Barnabas Suffragan Metropolitan | 2023- |

SUCCESSION LIST OF PRINCIPALS

- | | | |
|-----|--|-----------|
| 1. | Prof. A.J. Cherian, M.A. (Hons) | 1953-1966 |
| 2. | Prof. K.G. George, M.Sc. | 1966-1971 |
| 3. | Prof. K.V.Varghese, M.Sc., FZS | 1971-1979 |
| 4. | Prof. O.A.Cherian, M.Sc. | 1979-1990 |
| 5. | Dr. M.T. Simon, M.Sc., Ph.D | 1990-1995 |
| 6. | Prof. N. Samuel Thomas, M.Sc. | 1995-1997 |
| 7. | Rev. Dr. Philip Varghese, M.Sc., B.D., Ph.D | 1997-1999 |
| 8. | Dr. P.J. Philip, M.A., M.Phil, Ph.D. | 1999-2003 |
| 9. | Rev.Dr. Mathew Daniel, M.A., B.D., M.Phil, Ph.D. | 2003-2006 |
| 10. | Prof. K.George Abraham, M.Sc., M.Phil. | 2006-2008 |
| 11. | Prof. Joseph Philip, M.Sc., M.Phil. | 2008-2009 |
| 12. | Prof. Alexander K. Samuel, M.Sc., M.Phil. | 2009-2013 |
| 13. | Prof. Capt. Dr. Roys P. David, M.A., B.Ed.,B.D., M.Phil, Ph.D. | 2013-2016 |
| 14. | Prof. K.C. Zachariah, M.Sc., M.Phil. | 2016-2019 |
| 15. | Dr.Mathew P.John, M.Com., M.P.Ed., M.Phil, Ph.D. | 2019-2021 |
| 16. | Dr. Roy George K., M.Sc., M.Phil, Ph.D. | 2021-2023 |
| 17. | Prof. Dr. George K. Alex, M.A., M.Phil, Ph.D. | 2023- |

HISTORY OF PROGRAMMES	
Year of inception	Programme
1953	Pre-University Courses
1955	B.A. Economics
1956	B.Sc. Mathematics
1957	B.Sc. Physics
1957	B.Sc. Chemistry
1957	B.Sc. Botany
1957	B.Sc. Zoology
1967	B.A. Malayalam
1967	B.A. English
1968	B.Com Computer
1968	M.Sc. Zoology
1981	B.A. History
1981	M. Com
1982	M.Sc. Physics
1984	M.Sc. Botany
1984	M.A. Economics
1995	M.A. English
1998	M.Sc. Mathematics
1999	M.Sc. Chemistry (Analytical)
2001	B.Com (Vocational)
2003	B.Sc. Computer Science (Self - financing)
2005	B.A. Hindi
2013	BBA (Self- financing)
2013	M.A. Malayalam
2013	B.Com (Self - financing)
2020	M.Sc. Statistics with Data Science

"I firmly believe that nature brings solace in all troubles." - Anne Frank

GOVERNING COUNCIL

MANAGER

Rt. Rev. Dr. Joseph Mar Barnabas Suffragan Metropolitan

SECRETARY

Prof. Dr. George K. Alex

TREASURER

Dr. Joseph George

MEMBERS

Rev. Thomas Mathew

Dr. Usha Titus IAS (Retired)

Dr. Kuncheria P. Issac

Mr. Abraham Thomas

Mr. Saji Vilavinal

Prof. K.C. Zachariah

Mrs. Aleyamma Alex

Dr. Sunila Thomas

Dr. Reji K. Tharian (Staff Representative)

The Governing Council of the institution, which is constituted by the Mar Thoma Church, is the management body, and consists of 12 members. The Manager is the President and the Principal is the Secretary of the Council. An elected representative from the faculty, and the Principal of a sister institution of the Mar Thoma Church are also included in the twelve-member body. The Council has a term of three consecutive years and there is a Treasurer for the Council. The Council has different subcommittees such as Finance Committee, Construction/ Maintenance Committee, Staff Discipline, Grievances Redressal Committee etc. The functions of the Governing Council are:

- to advise the Manager on all matters of administration
- to formulate broader policies for the successful functioning of the institution
- to monitor the functioning of the college
- to ensure that the college administration is done in conformity with the broad policies of the institution
- to pass accounts and balance sheets and prepare budgets to raise and spend funds for the development of the College
- to advise the Manager on disciplinary action on the staff.

GOVERNING BODY

MANAGER

Rt.Rev.Dr.Joseph Mar Barnabas Suffragan Metropolitan

PRINCIPAL

Prof. Dr. George K. Alex

UNIVERSITY NOMINEE

Prof. Harikrishnan B. (Syndicate Member, Mahatma Gandhi University)

GOVERNMENT NOMINEE, GOVT. OF KERALA

Smt. Indhu S.

TREASURER

Dr. Joseph George

GOVERNING COUNCIL MEMBERS

- Dr. Usha Titus IAS (Retired)
- Dr. Kuncheria P. Issac
- Mr. Abraham Thomas
- Mr. Saji Vilavinal
- Prof. K.C. Zachariah
- Mrs. Aleyamma Alex

NOMINEE FROM TEACHERS

- Dr. Tom Thomas
- Mr. Shinu Koshy

STAFF COUNCIL

The Staff Council of the institution consists of the Principal, Heads of all the Departments, and five elected members from among the faculty. The functions of the Staff Council are to advise the Principal in the internal matters of the college such as:

- a) admission of students
- b) discipline in the college
- c) promoting curricular and co-curricular activities in the college
- d) conducting internal examinations
- e) internal assessment of students
- f) publication of Academic Handbook & Prospectus

Various subcommittees function along with the Staff Council to materialise the above goals.

MEMBERS

- | | |
|---------------------------------------|--------------------------------------|
| 1. Mr. Febu George Mathai Kurichiyath | Department of English |
| 2. Dr. Jaison Jose | Dept. of Malayalam |
| 3. Dr. Lathakumary P.C. | Department of Hindi & Sanskrit |
| 4. Mr. Thomas Mathew | Department of Mathematics |
| 5. Ms. Ligi George | Department of Statistics |
| 6. Dr. Praveen S.S. | Department of Physics |
| 7. Mr. Arun John | Department of Chemistry |
| 8. Dr. Leena Abraham | Department of Botany |
| 9. Dr. Jinsu Varghese | Department of Zoology |
| 10. Ms. Chinnu Mariam Chacko | Department of Economics |
| 11. Ms. Tania Thomas | Dept. of History & Political Science |
| 12. Dr. Leena K. Cherian | Department of Commerce |
| 13. Prof. Dr. Sindhu R.S. | Department of Physical Education |
| 14. Mr. Ajith Thomas | Elected Member |
| 15. Dr. Anju V. Jalaj | Elected Member |
| 16. Ms. Annie George | Elected Member |
| 17. Dr. Saramma Varghese (Secretary) | Elected Member |
| 18. Lt. Shaju K. John | Elected Member |
| 19. Mr. Shinu Koshy | IQAC Co-ordinator |
| 20. Ms. Nisha Suzanne Jacob | Non-Teaching Staff Representative |
| 21. Dr. Divya L.R. | Librarian |

INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance Cell (IQAC), established in the college during the year 2004-2005, as proposed by the National Assessment & Accreditation Council (NAAC), is functioning effectively. IQAC has become an integral part of the institution's system and works towards realising the goals of quality enhancement and sustenance. Its prime task is to develop a system of conscious, consistent and catalytic improvement in the performance of the institution. During the post-accreditation period, IQAC channelised and processed the efforts of the institution towards its academic excellence.

Principal & Chairman : Prof. Dr. George K. Alex

Co-ordinator : Mr. Shinu Koshy

Academic Co-ordinator : Dr. Icy K. John

MEMBERS

Prof. K.C. Zachariah	<i>Management Representative</i>
Mr. Febu George Mathai K.	<i>Teaching Faculty</i>
Dr. Leena Abraham	<i>Teaching Faculty</i>
Dr. Libus Jacob Abraham	<i>Teaching Faculty</i>
Mr. Ligin Mathew	<i>Teaching Faculty</i>
Dr. Saramma Varghese	<i>Teaching Faculty</i>
Lt. Shaju K. John	<i>Teaching Faculty</i>
Prof. Dr. Sindhu R.S.	<i>Teaching Faculty</i>
Dr. Tom Thomas	<i>Teaching Faculty</i>
Dr. Philip Varughese Porattoor	<i>Former IQAC Coordinator</i>
Mr. George M. Alexander	<i>Employer's Representative</i>
Mr. Philip Mammen	<i>Alumni</i>
Dr. Divya L.R.	<i>Library</i>
Ms. Nisha Suzanne Jacob	<i>Administration</i>
Mr. John Titus	<i>Industry</i>
Mr. Shaji Mathew	<i>Local Society</i>
Mr. Justin P. James	<i>Student Representative</i>
Ms. Jemy Mary Thomas	<i>Student Representative</i>

SUBCOMMITTEE CONVENORS

- Curricular Aspects: Ms. Tania Thomas
Teaching Learning and Evaluation: Ms. Annie George
Research Innovations and Extension: Dr. Leena K. Cherian
Infrastructure and Learning Resources: Mr. Ajith Thomas
Students Support and Progression: Dr. Prathibha Vasudevan
Governance Leadership & Management: Dr. Sudheesh K.V.
Institutional Values and Best Practices: Dr. Lini K. Mathew

DEPARTMENT CO-ORDINATORS

- Department of English Dr. Vineetha S.
Department of Malayalam Dr. Saramma Varghese
Department of Hindi & Sanskrit Ms. Teena Anu Thomas
Department of Mathematics Ms. Priya Mathews
Department of Statistics Mr. Abin John
Department of Physics Dr. Prathibha Vasudevan
Department of Chemistry Dr. Lekha P. K.
Department of Botany Dr. Lini K. Mathew
Department of Zoology Mr. Job Liyo
Department of Economics Mr. Abraham Mathew
Department of History & Politics Dr. Martiz Kurian
Department of Commerce Dr. Ria Mammen
Department of Physical Education Prof. Dr. Sindhu R.S.

DEPARTMENTS & FACULTY

Principal: Prof. Dr. George K. Alex, M.A., M.Phil, Ph.D.

Tel : 9745050981

e-mail: stthomascollege1953@gmail.com

DEPARTMENT OF ENGLISH

Associate Professor

1. Dr. Tom Thomas, M.A., B.Ed., M.Phil., Ph.D. 9847144804

Assistant Professors

1. Mr. Febu George Mathai Kurichiyath, M.A., B.Ed.
(HoD in charge) 9846459691

2. Ms. Annie George, M.A., B.Ed. 6282509169

3. Dr. Vineetha S., M.A., B.Ed. , Ph.D. 9497817201

4. Dr. Teena Rachel Thomas, M.A., M.Phil., Ph.D. 9207268711

5. Ms. Siby John, M.A., B.Ed. 6282735028

6. Ms. Susan T. Sushil, M.A., B.Ed. 8547587281

Junior Lecturers

1. Ms. Anu Susan Mathews, M.A., B.Ed. 9961008360

2. Ms. Susanna Philip, M.A., B.Ed. 8921754476

DEPARTMENT OF MALAYALAM

Associate Professor

1. Dr. Jaison Jose, M.A., B.Ed., M.Phil., Ph.D. (HoD) 9446861648

2. Dr. Saramma Varghese, M.A., B.Ed., Ph.D. 9447977973

3. Dr. Libus Jacob Abraham, M.A., B.Ed., Ph.D. 9847004164

Assistant Professors

1. Dr. Sneha George Pachayil, M.A., B.Ed., Ph.D. 9447278595

Guest Faculty

1. Dr. Repsy Marium Mathew, M.A., Ph.D. 9744711032

2. Dr. Aswathi A.V., M.A, B.Ed., Ph.D. 8547436943

3. Mr. Alexander John, M.A. 9846733900

4. Ms. Sujithamol K.G., M.A. 9744459325

DEPARTMENT OF SANSKRIT & HINDI

Associate Professor

Dr. Lathakumary P. C., M.A., B.Ed., M.Phil, Ph.D. (Sanskrit)

(HoD) 9495682313

Guest Faculty

- | | |
|------------------------------------|------------|
| 1. Ms. Teena Anu Thomas M.A., PGDJ | 9061809962 |
| 2. Ms. Sumi M.G., M.A., B.Ed. | 9544273694 |
| 3. Ms. Deepthi Rajan, M.A. | 6282589614 |
| 4. Ms. Jayalakshmi J., M.A. | 9846121985 |

DEPARTMENT OF MATHEMATICS

Assistant Professors

- | | |
|--|------------|
| 1. Ms. Susan George, M.Sc., B.Ed. | 8281610725 |
| 2. Dr. Ann Susa Thomas, M.Sc., M.Phil., Ph.D. | 8547577190 |
| 3. Ms. Preethi Elsi Thomas, M.Sc. | 9539964637 |
| 4. Mr. Thomas Mathew, M.Sc. (HoD in charge) | 9947384502 |
| 5. Ms. Priya Mathews, M.Sc. | 9495729265 |
| 6. Mr. Ligin P. Mathew, M.Sc. | 9744145378 |
| 7. Dr. Job Mathai, M.Sc., M.Phil., Ph.D. | 9526220868 |

DEPARTMENT OF STATISTICS

Associate Professor

- | | |
|---|------------|
| 1. Ms. Ligi George, M.Sc., M.Phil. (HoD) | 9447470816 |
|---|------------|

Assistant Professor

- | | |
|-------------------------|------------|
| 1. Mr. Abin John, M.Sc. | 9447509501 |
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Guest Faculty

- | | |
|--------------------------|------------|
| 1. Ms. Anu Sanal M.Sc. | 9847223769 |
| 2. Ms. G. Gopika, M.Sc. | 6238754400 |
| 3. Ms. Rijila John M.Sc. | 7306071993 |

DEPARTMENT OF PHYSICS

Assistant Professors

- | | |
|--|------------|
| 1. Dr. Praveen S.S., M.Sc., Ph.D. (HoD in charge) | 9847041733 |
| 2. Dr. Prathibha Vasudevan, M.Sc., B.Ed., M.Phil., Ph.D. | 9496756070 |
| 3. Dr. Arthur Varghese, M.Sc. Ph.D. | 9496498611 |
| 4. Dr. Jijoy P. Mathew, M.Sc., Ph.D. | 9446195900 |
| 5. Dr. Sheeba Anu Jacob, M.Sc., M.Phil., Ph.D. | 8754404037 |

Guest Faculty

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|--|------------|
| 1. Dr. Nimmi D.E., M.Sc., M.Phil., Ph.D. | 9633280307 |
| 2. Ms. Athira C.D., M.Sc. | 8606456649 |

DEPARTMENT OF CHEMISTRY*Assistant Professors*

- | | |
|--|------------|
| 1. Dr. Susan Abraham, M.Sc., Ph.D. | 9496160690 |
| 2. Mr. Shinu Koshy, M.Sc., M.Phil. | 9400667669 |
| 3. Dr. Cimi A. Daniel, M.Sc., M.Tech., Ph.D. | 9496565573 |
| 4. Mr. Arun John, M.Sc., B.Ed. (HoD in charge) | 9446349396 |
| 5. Dr. Lekha P.K., M.Sc., Ph.D. | 8921167253 |
| 6. Dr. Dickson D. Babu, M.Sc., Ph.D. | 8129133962 |
| 7. Dr. Sudheesh K.V., M.Sc., Ph.D. | 9961533705 |

DEPARTMENT OF BOTANY*Assistant Professors*

- | | |
|---|------------|
| 1. Dr. Leena Abraham, M.Sc., Ph.D. (HoD in charge) | 7559062061 |
| 2. Dr. Anju V. Jalaj, M.Sc., M.Phil., Ph.D. | 9947497030 |
| 3. Ms. Adheena Elza Johns, M.Sc. | 9497612587 |
| 4. Dr. Lini K. Mathew, M.Sc., B.Ed., M.Phil., Ph.D. | 8281361347 |
| 5. Ms. Suji Anna Varghese, M.Sc. | 9846818848 |

Guest Faculty

- | | |
|--------------------------------------|------------|
| 1. Dr. Kala K., M.Sc, M.Phil., Ph.D. | 9961418839 |
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DEPARTMENT OF ZOOLOGY*Associate Professors*

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|--|------------|
| 1. Dr. Jinsu Varghese, M.Sc., B.Ed., Ph.D. (HoD) | 9447084961 |
| 2. Dr. Shinimol A. K., M.Sc., B.Ed., Ph.D. | 9495078821 |
| 3. Dr. Ninu Thomas, M.Sc., B.Ed., Ph.D. | 9496109673 |

Assistant Professors

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|--|------------|
| 1. Dr. Reena Pappachan George, M.Sc., Ph.D | 9526790569 |
| 2. Mr. Sam Thomas, M.Sc., M.Phil. | 9847236458 |
| 3. Mr. Job Liyo, M.Sc. | 9843530169 |

DEPARTMENT OF ECONOMICS*Assistant Professors*

- | | |
|--|------------|
| 1. Lt. Shaju K. John, M.A., M.Phil. | 9544412748 |
| 2. Mr. Suresh Mathew George, M.A., M.Phil., PGDT | 8113964590 |
| 3. Ms. Chinnu Mariam Chacko, M.A., M.Phil. (HoD in charge) | 8921280109 |
| 4. Mr. Abraham Mathew, M.A. | 9447702812 |

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|-------------------------------------|------------|
| 5. Mr. Joel Oommen Muzhangody, M.A. | 9496017241 |
| 6. Ms. Emilda George, M.A. | 8547415549 |

DEPARTMENT OF HISTORY & POLITICAL SCIENCE

Assistant Professors

- | | |
|--|------------|
| 1. Dr. Martiz Kurian, M.A., M.Phil., Ph.D. | 9496339587 |
| 2. Ms. Tania Thomas, M.A. (HoD in charge) | 8860200850 |

Guest Faculty

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|---------------------------------|------------|
| 1. Ms. Kavya K.S., M.A. | 8281163446 |
| 2. Ms. Amrithavarshini J., M.A. | 8590528581 |

DEPARTMENT OF COMMERCE

Assistant Professors

- | | |
|---|------------|
| 1. Dr. Rejy K. Thariyan, M.Com., MBA., Ph.D. | 9605234070 |
| 2. Dr. Jyothis T., M.Com., M.Phil., Ph.D., MBA | 9496843273 |
| 3. Dr. Leena K. Cherian, M.Com., M.Phil., Ph.D. | |

(HoD in charge) 9633244895

- | | |
|---|------------|
| 4. Ms. Bettymol Elizabeth Thampy, M.Com., B.Ed. | 9656491130 |
| 5. Dr. Jaya Jacob M., M.Com., M.Phil., MBA., Ph.D. (On leave) | 9562938428 |
| 6. Mr. Ajith Thomas, M.Com. | 9567482919 |
| 7. Ms. Jeethu Rachel Mathew, M.Com., M.Phil. | 9947508698 |
| 8. Dr. Ria Mammen, M.Com., M.Phil., Ph.D. | 9446323259 |
| 9. Ms. Neethu Mariam Ajith, M.Com., M.A. (Eco.) | 9747572933 |
| 10. Mr. Laby Cherian Punnoose, M.Com., MBA. | 9496331394 |
| 11. Mr. Justin Thomas Philip, M.Com., MBA | 9962272639 |
| 12. Dr. Mathews John, M.Com., Ph.D. | 9605644327 |

Part-time Lecturer (Law)

- | | |
|---------------------------------------|------------|
| 1. Adv. Mathew P. Thomas, M.A., LL.M. | 9447193265 |
|---------------------------------------|------------|

DEPARTMENT OF PHYSICAL EDUCATION

Professor

- | | |
|---|------------|
| 1. Prof. Dr. Sindhu R.S., M.P.E., M.Phil., Ph.D. (HoD) | 9447592109 |
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Guest Faculty

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|--------------------------------------|------------|
| 1. Mr. Mahesh R., B.P.E.d., M.P.E.S. | 9400037949 |
|--------------------------------------|------------|

LIBRARY

Librarian

- | | |
|---|------------|
| 1. Dr. Divya L.R., MLISc, M.Phil, Ph.D. | 8593903590 |
|---|------------|

SELF-FINANCING DEPARTMENTS

DEPARTMENT OF COMPUTER SCIENCE

- 1. Mr. Anup George Varghese, MCA (**Director**) 9846671551
- 2. Ms. Grace Mathew, M.Sc.Comp. 9526794680
- 3. Mr. Abin Geo Samuel, M.A. 9061908358
- 4. Ms. Remya Rachel Joseph, M.Tech (On leave) 9446895319
- 5. Ms. Parvathy Unnikrishnan, M.C.A. 9526544648
- 6. Ms. Jinsa Joy, M.C.A. 8113058566
- 7. Ms. Deepamol K.S., B.Sc., PGDCA (Lab.Assistant) 9745954620

DEPARTMENT OF COMMERCE

- 1. Dr. T. Varghese Panicker, M.Com., M.Phil., Ph.D. (**Director**) 9447455039
- 2. Dr. P.J. James., M.Com., M.Phil., Ph.D. 9447345541
- 3. Dr. Philip Varughese Porattoor, M.Com.,M.Phil.,Ph.D 9447078298
- 4. Ms. Grace Daniel, M.Com. 9961219210
- 5. Ms. Margret Sulu James, M.Com. 9744045553
- 6. Ms. Sheba Sara Varghese, M.Com. 9539827560

Guest Faculty

- 1. Ms. Sujithamol K.G, M.A., B.Ed. 9562088710
- 2. Ms. Sumi M.G, M.A., B.Ed. 9544273694

DEPARTMENT OF BUSINESS ADMINISTRATION

- 1. Dr. Koshy George, M.Com, MBA, M.Phil, Ph.D. (**Director**) 9061066495
- 2. Ms. Sumi Elsa Philip, MBA 8111816881
- 3. Ms. Deepa Anie Mathew, MBA 8281196727
- 4. Ms. Remya M. Nair, M.Com., B.Ed. 9495647968
- 5. Mr. Murukesh M. Nair, M.Com, MBA 9745460119

ADMINISTRATIVE STAFF

Mr. Reji Paul (Management Staff)	Associating Administrative Officer	9562483909
Ms. Nisha Suzanne Jacob	Sr. Superintendent	8590492160
Ms. Nayana Raj	Head Accountant	9605718620
Mr. Joby Mathew Varughese	Sr. Clerk	9747518046
Mr. Jithin S. Thomas	Sr. Clerk	9447593479
Mr. Mobin Philipose Thomas	Sr. Clerk	9947737451

Mr. Alan Mathew Philip	Clerk	9496714240
Mr. Aju S. Raju	Clerk	9496962473
Mr. Roy Philip	Clerk	9400389045
Ms. Binsu Elsa Eapen	Clerk	9656717883
Mr. Lijo George Varughese	Computer Assistant	8281287046
Mr. Johncy Thomas	Clerk	9747673656
Mr. Melvin Thomas Mathew	Clerk	9495630261

TECHNICAL STAFF

Mr. Rons C. Thampy	Mechanic	8281848380
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LABORATORY STAFF

Mr. Cherian Jacob		9747420768
Mr. Mathew Sam		8086764482
Mr. Sajan C. Daniel		9207971863
Ms. Anju Alex		9645102154
Mr. Shiju Abraham Joseph		9562091016
Mr. Philip M.T.		9809072701
Mr. Bibin Thomas		9809205342
Mr. Aby Mathew Rajan		7558910937

OFFICE ATTENDANTS

Mr. Roy George		9947407367
Mr. Thomas Varghese		0468-2310139
Mr. Rijo M. Mathew		9496034070

LIBRARY ASSISTANTS

Mr. Jerin G. John		9567940423
Mr. Tinu Titus Chacko		7511118767

OTHER STAFF

Mr. Shiju A		9995278524
Ms. Sunu Marium Jose		9495396761

MANAGEMENT STAFF

Mr. Thomas Philip (Wilson)		9495436429
Mr. Thomas Abraham		9946502368
Ms. Jyothi V.		9188021485
Mr. Sunil Mathew		9745434242
Mr. Mebin Abraham		7306404346
Ms. Rona Mary Philip		7559893121
Ms. Alby Sosamma Varghese		8592967568
Ms. Rachel P. Thomas		9496816054
Ms. Sandhya Jose		9497243634

POSITIONS HELD BY TEACHERS AT GOVERNMENT OF KERALA

Member, State Level Quality Assurance Cell, Department of Higher Education, Government of Kerala : Dr. George K. Alex

POSITIONS HELD BY TEACHERS AT MAHATMA GANDHI UNIVERSITY

Senate Member : Dr. Libus Jacob Abraham

PG BOARD OF STUDIES

Physical Education : Prof. Dr. Sindhu R.S. (Chairperson)

Physics : Dr. Prathibha Vasudevan

Botany : Dr. Leena Abraham

Zoology : Dr. Shinimol A.K.

English : Dr. Tom Thomas

Malayalam : Dr. Libus Jacob Abraham

Statistics : Mr. Abin John

UG BOARD OF STUDIES

Mathematics : Ms. Susan George

Sanskrit : Dr. Lathakumary P.C.

Political Science : Prof. Dr. George K. Alex

Commerce : Dr. Jyothis T.

Special Vigilance Squad (Exams)

Ms. Priya Mathews, Ms. Bettymol Elizabeth Thampi, Dr. Jijoy P. Mathew, Dr. Martiz Kurian

Expert Committee : Prof. Dr. Sindhu R. S. Member - 3 member Expert Committee for Studying the Feasibility of Implementing Compulsory Physical Education Courses in Mahatma Gandhi University, as per the request of the Government of Kerala.

Camp Director : Mr. Febu George Mathai Kurichiyath, C.V. Camp, St. Thomas College, Kozhencherry.

Convenor, IT Sub-Committee for implementation of Four Year Under Graduate Programmes (FYUP) in Mahatma Gandhi University : Mr. Ligin P. Mathew

Member, K-REAP : Mr. Ligin P. Mathew, Scrutiny & Vetting of Four Year Under Graduate Programmes (FYUP) Syllabus Monitoring Committee, Mahatma Gandhi University.

POSITIONS HELD BY TEACHERS AT OTHER UNIVERSITIES

UG BOARD OF STUDIES, CALICUT UNIVERSITY

Political Science : Prof. Dr. George K. Alex (Chairperson)

Sanskrit : Dr. Lathakumary P.C.

Folklore (Single) : Dr. Libus Jacob Abraham

Convenor, Malpractice Prevention Squad of Pathanamthitta, Sree Narayana Guru Open University, Alappuzha District: Dr Jijoy P Mathew.

POSITIONS HELD BY TEACHERS AT NATIONAL TESTING AGENCY

Observer, National Testing Agency, Govt. of India (For conducting NET, NEET and other competitive exams) : Ms. Chinnu Mariam Chacko, Dr. Praveen S.S., Mr. Suresh Mathew George, Dr. Teena Rachel Thomas

RESEARCH CENTRES

Sl. No.	Research Centre	Number of Research Guides
1	Postgraduate and Research Centre of Botany	3
2	Postgraduate and Research Centre of Commerce	6
3	Postgraduate and Research Centre of Zoology	3
4	Postgraduate and Research Centre of English	6
5	Postgraduate and Research Centre of Physics	3

RESEARCH SUPERVISING TEACHERS

Sl.	Name and designation of the supervising teacher	Subject	Host Institution
1	Dr. Jasy Thomas Associate Professor (Retired)	Botany	St. Thomas College Kozhencherry
2	Dr. Leena Abraham Assistant Professor	Botany	St. Thomas College Kozhencherry
3	Dr. Robi A. J. Assistant Professor	Botany BAM College, Thuruthicad	St. Thomas College Kozhencherry
4	Dr. Benson Kunjukurunju Associate Professor (Retired)	Commerce	St. Thomas College Kozhencherry
5	Dr. Philip Varghese Porattoor Associate Professor (Retired)	Commerce	St. Thomas College Kozhencherry
6	Dr. Varghese Antony Associate Professor (Retired)	Commerce	St. Thomas College Kozhencherry
7	Dr. Jaya Jacob M. Assistant Professor	Commerce	CMS College Kottayam
8	Dr. Leena K. Cherian Assistant Professor	Commerce	St. Thomas College Kozhencherry
9	Dr. Jyothis T. Assistant Professor	Commerce	St. Thomas College Kozhencherry
10	Dr. Roy George K. Associate Professor	Zoology	St. Thomas College Kozhencherry
11	Dr. Jinsu Varghese Associate Professor	Zoology	St. Thomas College Kozhencherry
12	Dr. Reena Pappachan George Assistant Professor	Zoology	St. Thomas College Kozhencherry
13	Dr. Asha Susan Jacob Associate Professor (Rtd.)	English	St. Thomas College Kozhencherry
14	Dr. Roshin George Associate Professor (Rtd.)	English	St. Thomas College Kozhencherry
15	Dr. Teena Rachel Thomas Assistant Professor	English	St. Thomas College Kozhencherry
16	Dr. Saji K. S. Associate Professor	English BPC College, Piravam	St. Thomas College Kozhencherry
17	Dr. Tom Thomas Associate Professor	English	St. Thomas College, Kozhencherry
18	Dr. Salini L.R. Assistant Professor	English St. Joseph's College Moolamattom	St. Thomas College, Kozhencherry
19	Dr. Prathibha Vasudevan Assistant Professor	Physics	St. Thomas College, Kozhencherry
20	Dr. Praveen S. S. Assistant Professor	Physics	St. Thomas College, Kozhencherry
21	Dr. Ninan Sajeeth Philip Associate Professor (Rtd.)	Physics	St. Thomas College, Kozhencherry
22	Prof. Dr. Sindhu R.S. Professor	Physical Education	School of Physical Education and Sports Science, MGU Kottayam
23	Dr. Susan Abraham Assistant Professor	Chemistry	Mar Thoma College, Thriuvalla
24	Dr. Jaison Jose Associate Professor	Malayalam	Catholicate College, Pathanamthitta
25	Prof. Dr. George K. Alex Associate Professor	Political Science	St. Thomas College, Pala

"The secret of success is constancy to purpose" - Benjamin Disraeli

PROGRAMMES OF STUDY

Range of programme options available in the college in terms of degrees, certificates etc:

- Doctoral Programmes
- M.A / M.Sc. / M.Com. Degrees (4 Semesters)
- B.A. / B.Sc. / B.Com. Degrees (6 Semesters)
- B.A. / B.Sc. / B.Com. Honours (8 Semesters)
- Add-on / Short-term / Certificate Courses

Doctoral Programmes
Department of Botany
Department of English
Department of Zoology
Department of Commerce
Department of Physics

Postgraduate Programmes M.Sc.

<i>Programme</i>	<i>Seats</i>	<i>Elective</i>
M.Sc. Mathematics	15	i) Differential Geometry ii) Algorithmic Graph Theory iii) Combinatorics
M.Sc. Statistics with Data Science	12	i) Machine Learning ii) Data Visualization iii) Analysis of Categorical Data
M.Sc. Physics	13	i) Electronics
M.Sc. Analytical Chemistry	13	i) Analytical Procedures ii) Instrumental Methods of Analysis iii) Modern Analytical Technics
M.Sc. Botany	12	i) Bio-technology
M.Sc. Zoology	10	i) Fishery Science

Arts, Humanities, and Commerce		
<i>Programme</i>	<i>Seats</i>	<i>Elective</i>
M.A. Economics	15	i) Agricultural Economics ii) Industrial Economics iii) Labour Economics
M.A. English	15	i) Studying Translation ii) Dalit Studies iii) English Language Teaching
M.A. Malayalam	15	i) Vivarthana Sahithyam ii) Dalit Sthree Paristhithi Sahithya Vicharam iii) Cyber Samskaravum Sahithyavum
M.Com. Finance & Taxation	19	Financial Management

Undergraduate Programmes

B.Sc.		B.A.	
<i>Programme</i>	<i>Seats</i>	<i>Programme</i>	<i>Seats</i>
Mathematics	60	English	24
Physics	40	Malayalam	40
Chemistry	40	Hindi	24
Botany	32	Economics	60
Zoology	32	History	40

B.Com.		Self-financing Courses	
<i>Programme</i>	<i>Seats</i>	<i>Programme</i>	<i>Seats</i>
B.Com Model I	50	Computer	60
B.Com Model II	24	B.Com. Model I	40
		BBA	40

CERTIFICATE AND SHORT-TERM COURSES

- Certificate Course in Computer Training for all UG students
- Foundation Courses for Banking and Financial Services
(Offered by Hedge School of Applied Economics)
Department of Economics
- Tally with SAP (Offered by G-Tech)
Department of Commerce
- Certificate Course on Polymer and Rubber Training
Department of Chemistry
- Certificate Course on Food Science and Quality Control
Department of Chemistry
- ACCA - For B.Com Students
Department of Commerce
- CMA US - For B.Com Students
Department of Commerce
- *Professional Diploma in Shipping Logistics (Offered by CCE, Govt. of Kerala)*
- Certificate Course in Math, AI and Coding
Department of Mathematics
- Certificate Course in Python Programing
Department of Mathematics
- Certificate Course on Ornamental Fish Culture and Aquarium Management
Department of Zoology
- Certificate Course on Oyster and Milky Mushroom Cultivation and Spawn Production
Department of Botany
- Add on Course on MOOC on Organic Farming
Offered by MG University and implemented by St. Thomas College, Kozhencherry
- Add on Course on Python (Offered by G-Tech)
Department of Physics
- Certificate Course in Nanoscience
Department of Physics
- Certificate Course on Youth Employability Skill Training (Offered by NSDC)

The College has signed Memoranda of Understanding (MoU) with the following:

- 1. G-Tech, Kozhencherry – for Tally Course
- 2. G-Tech, Kozhencherry – for Python Course
- 3. Tropical Institute of Ecological Studies, Kottayam
- 4. AIRIS 4D, Thelliyoor, Pathanamthitta District
- 5. ISDC - for CMA USA
- 6. ISDC - for ACCA
- 7. Jubilee Centre for Medical Research, Thrissur
- 8. Artificial Intelligence Research and Intelligence System.
- 9. Health and Wellness Club and Pushpagiri Health Club
- 10. Rajagiri School of Engineering & Technology (Autonomous), Kakkanad
- 11. Kerala Sashtra Sahithya Parishad, Pathanamthitta.
- 12. Breakthrough Science Society, Kerala Chapter.
- 13. Arnos Pathiri Academy, Velur, Thrissur.
- 14. Additional Skill Acquisition Programme (ASAP) - for 'Enrolled Agent' Course.
- 15. Gramodyog Vidyalaya, Mallappally.
- 16. Young Tech Computer Training Institute, Kottayam.

ASSOCIATIONS, CLUBS & FORUMS

The Associations, Clubs and different forums are constituted to supplement the academic life of the students. The aims of the Associations are mainly to widen the vision of students and their interests in life, to develop their power of thinking, speaking and debating, to enrich their social experience, and to mould their character and outlook on life.

RULES OF THE ASSOCIATIONS AND CLUBS

1. The Principal shall be the patron of all associations and clubs. The Presidents and Vice Presidents of departmental associations shall be nominated / elected from the department.
2. The Staff Council shall nominate the Staff Advisors to the College Union, Arts Club, NSS, College Magazine and other bodies of the College.
3. The Principal's decision shall be final if any clash of interest arises in connection with the activities of the various associations, clubs and college magazine.

ADMISSION COMMITTEE

Nodal Officer : Ms. Susan George

AISHE

Co-ordinator : Dr. Job Mathai

ALUMNI ASSOCIATION

The alumni are the ambassadors of the college, reflecting the rich traditions, culture and values acquired from the institution. The college maintains a link with the alumni across the globe through Alumni Chapters. The overseas chapters of the alumni are centred at USA, Abu Dhabi, Dubai- Sharjah, Kuwait, Baharain, Doha and Saudi Arabia. Departmental Alumni Associations are also functioning at the regional level. The College Alumni Association is the apex body providing a forum for all members to come together.

President : Prof. Dr. George K. Alex (Principal)
Secretary : Dr. Libus Jacob Abraham
Treasurer : Mr. K.R. Ashok Kumar

ANTI-DRUG CELL

Convenor : Lt. Shaju K. John (NCC Officer)
NSS Programme Officers, Extension Officers,
Hostel Committee Convenors

ANTI-RAGGING CELL

Convenor : Dr. Saramma Varghese
Committee Members : C.I & S.I of Police, Heads/ Directors of all
Depts, NCC & NSS officers, President & Secretary of Women's
Cell, Convenors of Ethics and Discipline Committee and Student
Co-ordination Committee

ANTI-SEXUAL HARASSMENT CELL

Convenor : Dr. Ninu Thomas

**ASAP / SKILL DEVELOPMENT & INDUSTRIAL
COLLABORATION COMMITTEE**

Directors : Dr. Ann Susa Thomas, Dr. Jyothis T.

BEST ARTS

The Best Arts aims to nurture and nourish the creative and artistic
talents latent in our students.

- Music: Vocal : Eastern & Western
- Instrumental : Guitar, Keyboard, Rhythm, Thabala.
- Theatre : Skit, Mime, Drama, Monoact
- Fine Arts : Cartooning, Painting, Clay Modelling
- Dance : Classical, Fusion, Folk

Faculty Advisor : Ms. Priya Mathews, Ms. Emilda George

BIODIVERSITY AND BHOOMITHRA SENA CLUBS

Biodiversity and Bhoomithra Sena clubs are functioning in the College in line with the objectives and instruction of the Kerala State Biodiversity Board and Directorate of Environment & Climate Change (DoECC) respectively. Main objectives of the clubs are to provide environmental education, to make students practice and advocate sustainable lifestyles etc.

Co-ordinator : Dr. Anju V. Jalaj

BLENDED LEARNING & TECHNOLOGICAL INNOVATION COMMITTEE

Coordinator : Mr. Ligin P. Mathew

Members: Mr. Ajith Thomas, Dr. Sudheesh K.V.

BRAINS TRUST

The Brains Trust aims at motivating and developing the skills of the students to realise their potentials and hidden strengths.

Co-ordinator : Ms. Adheena Elza Johns

CANTEEN

Staff Advisor : Dr. Rejy K. Thariyan

CAREER GUIDANCE & PLACEMENT ASSISTANCE CELL

Objectives: To provide a reliable and comprehensive career information source for students.

Self-confidence, communication skills and goal-setting in students are honed, equipping them to realise their career potential.

Convenor : Mr. Thomas Mathew

Co-ordinator : Mr. Joel Oommen Muzhangody

CENTRE FOR LITERARY STUDIES

The Centre is functioning under the Multidisciplinary Research Centre. The Centre proposes to promote multidisciplinary activities like

collaboration in publication works, translations and also conducts talks by eminent scholars in the literary field.

Co-ordinator : Ms. Annie George

CENTRE FOR WOMEN’S STUDIES

The Centre aims at promoting, strengthening and networking the activities related to women through extension and research, and intends to work for the sustainable development of women.

Co-ordinator : Dr. Teena Rachel Thomas

Joint-Co-ordinator : Dr. Lekha P.K.

CIVIL SERVICE TRAINING ACADEMY

This programme helps the aspirants to frame a plan at the preliminary level of examination.

Objective:

- 1) Helps the students to realize their potential
- 2) To expand and enrich the knowledge base of the students

Co-ordinator : Dr. Mathews John

COLLEGE UNION

Union Advisor : Dr. Libus Jacob Abraham

Arts Club Advisor : Dr. Shinimol A.K.

Magazine Advisor : Dr. Jijoy P. Mathew

CO-OPERATIVE SOCIETY

The Society is a registered banking institution which commenced in 1992 under the Kerala State Co-operative Societies Act, 1969. The objective of the Society is to promote thrift among the members and to provide credit facilities at a reasonable rate of interest. The Society offers diversified deposit schemes at attractive rate of interest including Chitty business. Different credit schemes are also offered to its

members at a lower rate of interest, with easy terms and conditions. Emergency credit facility is available to members.

President : Dr. Tom Thomas

Secretary : Lt. Shaju K. John

CO-OPERATIVE STORE

The St. Thomas College Co-operative Store functions for the benefit of the college community. All students are expected to contribute to the shares of the store. Fee for one share is Rs.10; Registration fee and Association fee are Rs.5/- each. Text books, note books, stationery articles and provisions are available at moderate price. Purchase bonus is given to the members. Shareholders are given a dividend at the end of the year.

Director Board

President : Prof. Dr. George K. Alex

Secretary : Mr. Ligin P. Mathew

Committee Member : Mr. Abraham Mathew, Ms. Adheena Elza Johns, Mr. Mathew Sam, Ms. Neethu Mariam Ajith, Dr. Reena Pappachan George

COMMITTEE FOR COLLEGE CHOIR

Leader : Dr. Ria Mammen

COMMITTEE FOR EK BHARAT SRESHTA BHARAT

Convenor : Dr. Shinimol A.K.

COMMITTEE FOR MOOC ON ORGANIC FARMING

Co-ordinator : Ms. Suji Anna Varghese

COMMITTEE FOR MOOC / COURSERA / SWAYAM

Massive Open Online Course (MOOC) is an open access online course aimed at knowledge sharing. It is a form of e-learning platform which provides access to heterogeneous courses of leading universities across the globe.

Co-ordinator : Dr. Sheeba Anu Jacob, Ms. Suji Anna Varghese

COMMITTEE FOR NIRF

Nodal Officer : Dr. Job Mathai

COMMITTEE FOR TRANSGENDER PERSON’S WELFARE

Convenor : Dr. Mathews John

COUNSELLING CELL

Aims and objectives:

- 1. personality development of students and to foster in them moral values
- 2. building up a caring, supportive relationship with students
- 3. improvement of interpersonal relationship among students
- 4. helping and guiding the students to take right decisions in their day-to-day life
- 5. helping them in building up self-esteem, confidence, self- respect and recognising their strengths and weaknesses.

The service of a professional counsellor is available in the college.

Co-ordinator: Ms. Anu Susan Mathews

ELECTION LITERACY CLUB AND STUDENT COORDINATION COUNCIL (ELC)

Election Literacy Clubs are being set up in the college to promote electoral literacy among students. The club is generally known as the Coordination Committee.

Objectives:

- 1. To generate democratic values among students
- 2. To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs
- 3. To help the target audience understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner
- 4. To harness the potential of ELC members for carrying the electoral literacy in communities
- 5. To facilitate voter registration for its eligible members who are not yet register

6. Enabled students to conduct elections to Students Council

Convenor : Dr. Lathakumary P.C.

Committee Members : Heads/ Directors of all Depts. / Staff Advisors to the College Union, NCC & NSS officers.

Student Coordinators: Mr. Shijo Mathew, Ms. Malavika Manoj

EMPOWERMENT CELL FOR DIFFERENTLY ABLED

Convenor : Dr. Sheeba Anu Jacob

EQUAL OPPORTUNITY CELL

Convenor : Dr. Prathibha Vasudevan

ETHICS AND DISCIPLINE COMMITTEE

Convenor : Mr. Febu George Mathai Kurichiyath

EXTENSION ACTIVITIES CELL

Convenors : Ms. Chinnu Mariam Chacko, Ms. Susanna Philip

EXAMINATION AND EVALUATION CELL

Convenors : Dr. Libus Jacob Abraham, Dr. Philip Varghese Porattoor

Members : Mr. Sam Thomas, Mr. Shinu Koshy, Dr. Sneha George Pachayil

GENDER JUSTICE FORUM

Convenor : Dr. Vineetha S.

HANDBOOK

Convenors : Ms. Siby John , Ms. Tania Thomas

HEALTH AND WELLNESS CLUB

Convenor : Mr. Arun John

HOSTEL COMMITTEE

Warden : Dr. Saramma Varghese

INFLIBNET

Faculty-in-Charge : Ms. Jeethu Rachel Mathew

INTERNAL COMPLAINT COMMITTEE (ICC)

Presiding Officer : Ms. Ligi George
Committee Members : Ms. Annie George, Dr. Lathakumary P.C.,
Mr. Lijo George, Ms. Nayana Raj, Adv. Rachel P. Thomas
Student Representatives : Ms. Alisha Sali, Ms. Remil Cherian,
Ms. Ruhamah Mary Ison

INTERNAL MARKS : VERIFICATION & DOCUMENTATION (PG) COMMITTEE

Co-ordinators : Ms. Preethi Elsi Thomas, Ms. Priya Mathews

INTERNAL MARKS : VERIFICATION & DOCUMENTATION (UG) COMMITTEE

Co-ordinators : Ms. Jeethu Rachel Mathew, Ms. Neethu Mariam Ajith

IT & NETWORK INFRASTRUCTURE DEVELOPMENT COMMITTEE

Convenors : Mr. Abin John, Dr. Dickson D. Babu

LIBRARY ADVISORY COMMITTEE

Chairman : Prof. Dr. George K. Alex (Principal)
Convenor : Dr. Divya L.R. (Librarian)

MATHRU BHASHA BHARANA BHASHA CELL

Convenor : Dr. Jaison Jose

MEDIA AND FILM CLUB

Faculty Advisor : Dr. Sudheesh K V

MGU-UGP ACADEMIC COMMITTEE- INSTITUTIONAL LEVEL

Chairperson : Prof. Dr. George K. Alex
Nodal Officer : Dr. Leena Abraham
Members :

- ❖ All Heads of the Departments
- ❖ Teachers Nominated by College Council :
- 1. Dr. Tom Thomas
- 2. Dr. Rejy K. Thariyan

3. Mr. Ligin P. Mathew
4. Mr. Shinu Koshy
- ❖ External Experts from Industry, Commerce, Education, Science, etc.:
1. Adv. Praveen Thomas Abraham
2. Mr. Reji K. Joseph
3. Mr. Alexander K. Samuel
4. Dr. Ninan Sajeeth Philip
- ❖ Three Nominees of the Affiliating University :
1. Prof. Dr. Jyothimol P.
2. Prof. Dr. Mini Joseph
3. Dr. Vinu T.P.

MINORITY CELL

Convenor : Dr. Cimi A. Daniel

MORNING WORSHIP COMMITTEE

Coordinators: Dr Mathews John, Dr Reena Pappachan George

MULTIDISCIPLINARY RESEARCH CENTRE

The Multidisciplinary Research Centre of the college is registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. The activities of the centre include:

1. promoting multidisciplinary focus in academic and research activities of the institution
2. providing assistance to implement schemes or programmes for the co-ordination of research activities
3. conducting research, surveys and studies on academic and non-academic subjects
4. creating a learning network forum and fellowship among the academic community
5. conducting courses, seminars, workshops, and training programmes for the members
6. organising programmes on environmental energy and natural resources conservation

The Multidisciplinary Research Centre stands apart from the various Research Centres of the College which have their own Advisory Boards and Course structures.

Convenor : Dr. Tom Thomas

Joint Co-ordinator : Dr. Susan Abraham

NATIONAL CADET CORPS (NCC)

The NCC is aimed to nurture committed youth with national ethos and virtues. The benefits that students get through the NCC are:

- opportunity to develop all the personal qualities in the term ‘Personality Development’
- opportunity to travel all over India and foreign countries like Canada, England, Singapore, Sri Lanka, Bangladesh etc.
- opportunity to participate in adventurous activities and all-India camps
- can avail of reservation quota in Medical, Engineering and other professional courses
- easy to acquire jobs in the Armed Forces, Para Military Force and excellent posts in the Police departments
- bonus marks for Degree admission: 15 marks for being a Cadet +5 for B certificate. For PG admission: 10 marks for being a cadet + 5 for C certificate. At the college level B & C certificate examinations are conducted
- The M.G.University grants 10% grace marks to Cadets in the University Examination.

Coy. Commander & Officer: Lt. Shaju K. John

NEWSLETTER

Chief Editor : Dr. Vineetha S.

Convenor : Dr. Martiz Kurian

NATIONAL SERVICE SCHEME (NSS)

The NSS is part of the Youth Welfare Programme of the Ministry of Human Resouces Development, Govt.of India. The main objective of this programme is to train the student in community service. Around 300 volunteers are selected to the unit.

A student volunteer who completes 240 hours of social work during the course of two years, is eligible for University NSS certificate. Holders of such certificates are eligible to get weightage/relaxation of 3% marks at the time of admission to any course of study.

Programme Officers: Dr. Anju V. Jalaj
Mr. Justin Thomas Philip

OBC CELL

Convenor : Dr. Prathiba Vasudevan

PLANNING BOARD

Convenor : Mr. Ajith Thomas

PARENT-TEACHER ASSOCIATION

The PTA plays a vital role in maintaining a cordial atmosphere on the campus. The association facilitates mobilization of funds for developmental activities. It also executes different student supportive schemes such as providing noon-meals to the needy and gives 52 proficiency prizes to meritorious students. Parents of all the students are members of the PTA and are expected to co-operate in the development programmes of the college.

President : Prof. Dr. George K. Alex (Principal)
Vice President : Mr. Roy Mathew (Parent Representative)
Secretary : Dr. Teena Rachel Thomas
Jt. Secretary : Mr. Sabu P. Mathew (Parent Representative)
Treasurer : Dr. Mathews John
Auditors : Dr. Jyothis T., Mr. Satheesan K.B.

PURCHASE COMMITTEE

Convenor : Mr. Sam Thomas

REMEDIAL COACHING

Co-ordinators : Ms. Preethi Elsi Thomas, Dr. Teena Rachel Thomas

Committee Members : Department Representatives

RESEARCH ADVISORY COMMITTEE

Co-ordinator : Dr. Leena K. Cherian

Liaison Officer : Dr. Jijoy P. Mathew

RESEARCH PROJECT MONITORING & APPROVAL COMMITTEE

Convenor: Dr. Tom Thomas

Members: Mr. Ajith Thomas, Dr. Jyothis T., Dr. Martiz Kurian, Dr. Leena Abraham, Dr. Praveen S.S., Ms. Nisha Suzanne Jacob, Ms. Binsu Elsa Eapen

REYONO (JOURNAL OF INTERDISCIPLINARY STUDIES)

Reyono is an interdisciplinary journal published by the college. It seeks to promote, co-ordinate and disseminate intellectual deliberations among the academia. Published biannually, in January and July, the journal features original research papers of interdisciplinary nature pertaining to science, humanities and social sciences. It serves as a forum committed to the pursuit of academic excellence.

Chief Editor : Dr. Jinsu Varghese

RTI

Information Officer : Dr. Tom Thomas

RTI CLUB

Nodal Officer : Dr. Tom Thomas

RURAL ENTREPRENEURSHIP DEVELOPMENT CELL (REDC)

REDC aims to acquaint students with entrepreneurial skills, and its vast opportunities, especially in the field of business.

Co-ordinator : Mr. Suresh Mathew George

RUSA

Co-ordinator : Mr. Laby Cherian Punnoose

SC/ ST CELL

Co-ordinator : Dr. Divya L.R.

SCHOLARSHIPS & ENDOWMENTS

State/Central Government and other Scholarships to UG, PG and Minority Students under various schemes and programmes are made available.

Faculty-in-Charge : Dr. Jijoy P. Mathew

SOCIAL MEDIA / P. R. / WEBSITE COMMITTEE

Convenor : Dr. Sudheesh K.V.

SPORTS COMMITTEE

Convenor : Prof. Dr. Sindhu R.S.

Co-ordinator : Mr. Abraham Mathew

STAFF ASSOCIATION

Secretary : Prof. Dr. Sindhu R.S.

STRATEGIC PLANNING COMMITTEE

Convenor : Mr. Shinu Koshy

STUDENT GRIEVANCE REDRESSAL COMMITTEE

Convenor : Prof. Dr. Sindhu R.S.

Members: Mr. Febu George Mathai Kurichiyath, Dr. Lathakumary P.C., Dr. Shinimol A.K., Mr. Suresh Mathew George, Ms. Alisha Sali (Student Special Invitee)

THRIVE

Faculty Advisor : Mr. Sam Thomas

TIMETABLE COMMITTEE

Co-ordinator : Dr. Jyothis T.

TOURISM CLUB

Faculty Advisor : Mr. Job Liyo

UGC - CSIR LAISON CELL

Co-ordinator : Dr. Jijoy P. Mathew

UNAI & UN-ASPIRE

The United Nations Academic Impact (UNAI) is a global initiative that aligns institutions of higher education with the United Nations in furthering the realization of the organisation through activities and research in a shared culture of intellectual social responsibility. The student branch of the UN Academic impact is known ASPIRE -

‘Actions by Students to Promote Innovation and Reform through Education’. St. Thomas College, Kozhencherry is the second college in Kerala to get membership in UNAI.

Co-ordinator : Dr. Lini K. Mathew

UNNATH BHARATH ABHIYAN (UBA)

Convenor : Ms. Preethi Elsi Thomas

WOMEN’S CELL

The Women’s Cell of the College, in association with the All-India Association for Christian Higher Education (AIACHE), has been functioning since 1989. All the girl students and lady teachers of the college are its members. The objectives of the Women’s Cell are as follows.

- 1. Create gender awareness
- 2. Provide legal awareness of women’s rights
- 3. Initiate self-help programmes
- 4. Facilitate skill development programme for girls
- 5. Provide counselling
- 6. Conduct training programmes in driving, farming, vegetable cultivation etc.

- President : Dr. Sneha George Pachayil
- Vice President : Ms. Feby P. Abraham (Student)
- Secretary : Dr. Prathibha Vasudevan
- Treasurer : Dr. Reena Pappachan George
- Student Secretary : Ms. Athulya T.T. (Student)
- Student Joint Secretary : Ms. Asin A. (Student)

YOUNG INNOVATORS PROGRAMME (YIP)

YIP is envisioned to be a massive, open, inclusive, collaborative, institution-based programme aimed at identifying and nurturing young innovators.

Co-ordinator : Ms. Bettymol Elizabeth Thampy



RULES FOR ADMISSION

- A. Application for admission to the B.A. / B.Sc./B.Com and M.A. M.Sc./M.Com programmes under the General Merit (50%) and Reservation Merit (20%) in aided scheme through Centralized Allotment Process (CAP) should be submitted to the University as per notification by the University.
 - B. Application for admission to the B.A/B.Sc./B.Com. and M.A M.Sc./M.Com. programmes under Community Merit (10%) & Management Quota (20% for aided scheme and 50% for self financing) should be submitted to the Principal as per the schedule announced by the University.
1. Each application for admission should contain copies of mark list of the qualifying examination and Certificate of Character and Conduct from the head of the institution last attended. Originals must be produced at the time of interview.
 2. Students should register with the University CAP portal and apply directly for management and community quota.
 3. Application for admission to a particular class will be REJECTED if admission is sought (i) after having been detained in the same class in another college (ii) after having undergone the same course in any other subject or higher course in any other institution.
 4. The Higher Secondary School Certificate Examination conducted by the Board of Secondary Education, Bhopal, Madhya Pradesh is not recognized by the Mahatma Gandhi University (See University website for further details).
 5. Admission will be made according to the Direct Payment Scheme Agreement made by the Management with the Government of Kerala. The Principal's decision will be final.

- 6. Any student who secures admission on the basis of erroneous or false information will forfeit his/her seat and will be dismissed from the college.
- 7. Applicants belonging to the Mar Thoma Syrian Church who desire to be considered for admission in the community quota should attach certificate of membership from the Parish Priest.
- 8. Application forms which are not fully and correctly filled in and to which the required certificates are not attached will be rejected.
- 9. The Register Number on the application should always be quoted in any query or correspondence with regard to the application.
- 10. Selected candidates will have to appear for an interview before the Principal as decided by him with the following documents and accompanied by the parent/ guardian.
 - i) SSLC Book or Equivalent Certificate
 - ii) Transfer Certificate
 - iii) Conduct Certificate
 - iv) Community Certificate from the concerned Parish priest in the case of candidates belonging to Mar Thoma Community seeking selection in the Community / Management Quota.
 - v) Community Certificate and Income Certificate from competent authorities in the case of backward community students eligible for concession from the Scheduled Caste Development Department.
 - vi) Other relevant certificates as per application.

vii) Three passport size photographs

Final selection will be made only after the interview.

11. Candidates for admission to B.A./B.Sc./B.Com. should have attained the age of 16 years on 15th July of the year of admission. Exemption from the operation of the age rule will not be granted.
12. The applicants for Degree Courses are allowed to exercise upto three choices.
13. The particulars of fees are as follows :
 - Matriculation Fees Rs. 250/-
 - Fee for Eligibility Certificate from the University Rs.300/-

When the student leaves the college, the Caution Deposit will be refunded only on production of the original receipt after deducting the cost of damages and other dues, as reported by the Departmental Heads, Librarian, NCC, NSS officers etc.

14. The first instalment of fees must be paid on the date of admission together with the Special Fees and other fees, only after which the applicant's name will be enrolled.
15. If a student leaves the college after enrolment, fee for the whole term should be paid as per schedule of fees published.

GENERAL INFORMATION

- 1. The SSLC Book and other mark lists will have to be surrendered to the college at the time of admission to degree and postgraduate programmes. Students are advised to have in their possession sufficient number of copies of certified extracts of the marks in the qualifying examination and the pages containing the date of birth, before admission. Their qualifying certificates will be returned to them only after the completion of the programme.
- 2. B.Com. Degree programme : For B.Com. degree programme the University has stipulated that candidates who have not taken Commerce or allied subjects for the qualifying examination should get at least 45% of the aggregate mark in the Higher Secondary Examination to become eligible to seek admission to the programme. A concession of 5% will be given to those who belong to the Scheduled Castes/Scheduled Tribes and other backward communities.
- 3. No change in subjects & second language will be permitted after admission.
- 4. An applicant seeking admission from an institution outside Kerala State should produce a Migration Certificate and Pass Certificate. They should produce Eligibility Certificate also from the Mahatma Gandhi University. However, those students who pass the Higher Secondary (+2) Course of the Government of Kerala need not produce the Migration Certificate.

CODE OF CONDUCT FOR ALL STAKEHOLDERS

The Institution functions effectively by the joint, enthusiastic and zealous collaboration of all the stakeholders namely the Management, the Teaching and Non-teaching Staff, the Students and the Parents who form the basic building blocks of the Institutional core. The Management which consists of the Manager and the Managing Board meet regularly and interact with the Principal and the teachers and formulate policies for institutional excellence. The Principal takes care of the administrative affairs of the College in consultation with

the Management and communicates the responses to the directives from the other stakeholders to the Managing board and ensures that the various transactions take place in the best interest of the institution. The Principal has a Staff Council and a Planning Board to support him in official matters. The teaching and the non-teaching staff are guided by the norms laid down by the Management which ensures a fair and equitable discharge of duty entrusted to each individual. The Parents have their guidelines to follow and specific roles to play. The students have to stick to their Codes of Conduct and Discipline.

1. Under the auspices of the MTSA, religious and moral instruction classes are conducted in the college. Christian students are expected to attend the scripture classes and other moral instruction classes.
2. Students are expected to dress modestly in keeping with the decency and decorum expected of them. Male and females students may wear formal attire while at campus. Students shall under no circumstances present themselves in indecent / inappropriate attire while at college campus.
3. Students are strictly forbidden from using mobile phones in the classroom. The mobile phone should be on switch-off mode at all time during class hours.
4. An identity card will be issued to each student after admission. Identity Card must be with the student whenever he/she is on the college campus, and should be produced for inspection when demanded by any member of the staff.
5. Parents are requested to meet the class teacher in charge, HoD and the Principal occasionally.
6. In the light of the verdict of the Hon'ble High Court, the Mar Thoma Sabha Council has decided to prohibit campus politics in colleges under the Mar Thoma Sabha Management. As per Resolution No. 15 of the College Governing Council held on 11.06.2003, campus politics is prohibited in this College.
7. Ragging is strictly prohibited and will be treated as a criminal offence.

- 8. All students should strictly follow the rules and regulations of the college. Ignorance of rules is no excuse.
- 9. Every student must attend classes regularly and punctually.
- 10. Any student who is (a) persistently insubordinate, (b) repeatedly or wilfully mischievous (c) guilty of fraud or malpractice in connection with examination, (d) who uses abusive and offensive language to any member of the staff or fellow student (e) who defaces the walls of the classrooms and college building and (f) who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, will be punished. The punishment includes removal from the rolls of the college which will be either temporary or permanent according to the seriousness of the offence. Those students known to have misbehaved will not be issued any conduct certificate.
- 11. Students who do not have classes during a period should not loiter on the college verandah or in the premises. They may remain in the reading room of the library.
- 12. Notices of any kind shall not be circulated among the students or posted anywhere within the college premises without the written permission of the Principal.
- 13. Meetings of any kind shall not be held within the college premises without the prior written permission of the Principal.
- 14. Students are forbidden to write anything on any of the boards in the classrooms or address the class in the absence of a teacher in the classroom.
- 15. Prior permission of the Principal should be obtained for:
 - a. organising special meetings, entertainments or social functions in the college or in the hostel.
 - b. using loudspeakers, megaphone etc. in the college or its premises.
 - c. inviting persons from outside for any function in the college or in the hostel.
 - d. collecting subscriptions of any kind from the students and staff of the college.

16. When a student has any issue concerning discipline, he/she may seek guidance from the Principal or any of the Heads of Departments.

ATTENDANCE AND LEAVE OF ABSENCE

1. Attendance will be marked at the beginning of each period.
2. A student who leaves the classroom without permission after roll-call shall lose the attendance for the whole day. It will be viewed as a serious offence and disciplinary action will be taken against him/her.
3. Application for leave should be submitted in the prescribed form immediately after the leave to the teacher in charge of the class, specifying the period for which leave is applied. Students who reside in the hostel should submit the applications countersigned by the warden. Leave application from day scholars should be countersigned by their guardians. Leave letters submitted later will not be accepted.
4. Those who are absent on medical grounds should submit the medical certificate along with the application for leave.
5. It is the duty of every student to see that the required attendance is earned.

No student who has earned less than 75% of attendance for the semester will be eligible for appearing in the university examination.

6. Disciplinary action will be taken against those who repeatedly absent themselves without leave or who are habitually late.
7. Students who apply for leave are to make sure whether they have been granted leave or not.
8. During the days on which tests are held, leave of absence will be granted only on medical grounds. Application should be supported by a medical certificate from a Government Medical Officer not below the rank of Assistant Surgeon.

ISSUE OF CERTIFICATES

A student, past or present, applying for a certificate of transfer, character, age or for mark lists, identification etc. shall furnish the following details for easy identification.

- 1. Full name as in the S.S.L.C. Book
- 2. Class last studied in
- 3. Class number
- 4. Admission number
- 5. Programme of study
- 6. Period of study
- 7. Subject taken

If the certificates are to be sent by post, a stamped, self- addressed envelope should accompany the application.

No certificate will be issued to those against whom there are any dues to the college. A fee of Rs. 5/- will be collected from those who apply for attestation of T.C., Conduct Certificate and other Certificates. Duplicate T.C. will not be issued unless there is a certificate from an officer not below the rank of a First Class Magistrate to the effect that T.C. has been lost irrecoverably.

The conduct certificate is a document which the student has to earn. It will not be re-issued as a matter of course.

INSTRUCTIONS FOR PAYMENT OF FEES

- 1. Tuition fees will be collected annually. The yearly fees including the special fees prescribed will be collected on the date of admission / within 7 working days after the re-opening of the college.
- 2. If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay a fine of Rs. 5 along with the fees on or before the 10th day after the due date.
- 3. If the fees with the fine of Rs. 5 is not paid on or before the 10th day after the due date, an additional fine of Rs.10 will have to be paid. If the fees and fine are not paid within the due date, the name of the student will be published on the college notice board and one more chance will be given to remit the fees with fine. If the student still fails to remit the fees, the name of the student will be removed from the rolls of the

college. If he/ she is to be re-admitted he/she has to apply for the special permission of the Principal and also has to remit the arrears of fees with fine and re-admission fee.

- 4. If the fees and fine are not paid within the stipulated period, the name of the student will be entered in the special register of defaulters. The attendance of the student will also be marked. If the student settles the arrears of fees with fine before the last opportunity given for such a settlement he/she shall be granted attendance as per actual presence or absence recorded. If the student does not pay the dues till the last date prescribed, he/she will not be allowed to appear for the examination.

FEE CONCESSION

- 1. Students belonging to Scheduled Caste, Scheduled Tribe, and Other Eligible Communities are eligible for fee concession from the Scheduled Caste Development Department as per government rules.
- 2. Students belonging to backward communities other than Scheduled Castes, Scheduled Tribes and converts from the O.B.C. will get concession only if the parental income is below Rs. 100000/- for degree and Rs.100000/- for postgraduate programmes. Such students should produce an income certificate from the Tahsildar or the Village Officer, at the time of interview.
- 3. Students who are eligible for concession from the Scheduled Caste Development Department should produce, at the time of interview, a community certificate from the Tahsildar.
- 4. Students who are eligible for concession from the Scheduled Caste Development Department should obtain from the college office, the prescribed application form immediately after admission and submit the same to the office, duly completed, within 15 days from the date of admission.
- 5. Students belonging to the forward communities are also eligible for the concession (K.P.C.R), provided the annual income of their parents is within the prescribed limit i.e., for degree Rs. 100000/- and postgraduate Rs.100000/-.
- 6. The income certificate obtained from the Village Officer should be produced in original at the time of interview.

- 7. Candidates claiming full fee concession should submit their application in the prescribed form. Candidates who do not adhere to the above instructions will have to pay the entire fees at the time of admission.
- 8. Only bona fide students of Kerala State are eligible for concession.
- 9. Only students having minimum attendance are eligible for fee concession, stipend and lumpsum grant.

CAUTION DEPOSIT

The Caution Deposit shall be disbursed to the claimant in person and his/her acquittance obtained in the caution deposit register. If however, the student desires the same to be sent by money order, after deducting the money order Commission and other charges, a Receipt in the form given in Annexure should be attached along with the application for refund of Caution Deposit.

LIBRARY RULES

- 1. Library working hours are from 8.30 a.m. to 4.30 p.m. on all working days.
- 2. Books may be borrowed for two weeks. A fine of Rs.1/- per day will be levied after the due date.
- 3. If the book is lost in any way, three fold price of the book will be realised from the borrower.
- 4. Identity card is to be produced for entrance to the reading room and for the issue of books.
- 5. The borrower of a book has to point out to the librarian or the circulation staff, at the time of the borrowing, any defect the book may already have. Otherwise it will be deemed that the book was intact when issued. The borrower will be responsible for any damage caused to a book while in his/her custody. If the book is damaged in any way the full price of the book will be realised.
- 6. All library dues should be cleared before the last working day of the academic year.
- 7. Strict silence should be observed inside the library and reading room.
- 8. Personal belongings like text books, umbrella, bags etc. are not allowed into the library. Users can carry laptops, notebooks, etc. for their study purpose

9. Overnight issue of the reference books is available with the special permission of the Librarian.
10. Members are responsible for books issued against their names.
11. Library reserves the right to recall any issued document even before the due date.
12. The Principal of the college reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

Library Book Issuance Policy for Research Scholars

- 1 A research scholar wishing to borrow books from the library is required to provide a caution deposit of Rs. 3000.
- 2 The caution deposit will be refunded when the scholar returns all borrowed books and obtains 'No Due Certificate' within the stipulated time.
- 3 Each research scholar is permitted to borrow a maximum of three books at a time.
- 4 Before the caution deposit is refunded, a 'No Due Certificate' must be obtained, indicating the scholar has returned all borrowed books and has no outstanding fines or fees.
- 5 The loan period is 14 days, with an option to renew twice.
- 6 A research scholar desiring library membership are required to fill out the Library Membership Form. This form must be duly signed by both the reaearch co-ordinator and principal before submission to the librarian.

RESIDENCE OF STUDENTS

1. The college provides residential facilities for a few women students.
2. Women students who do not stay with their parents or guardians shall reside in the college hostel, and men students, in lodges approved by the Principal.
3. Presently there are two seperate hostels for ladies : one for PG students and the other for UG students.
4. Parents can stay at the hostel for a day, if required, with prior sanction from the Principal.
5. Students who do not stay with their parents or guardians should submit to the Principal, full information regarding their residence.

WOMEN’S HOSTEL RULES

The rules and regulations for residents of the hostel are generally conservative and are deliberately planned so. Once a student decides to accept a place in the hostel, she should strictly adhere to the rules of the hostel.

The Principal has the right to refuse admission to the hostel to any student, who, in his opinion, is not considered suitable for admission either on medical grounds or for reasons of conduct, etc. The Principal also reserves the right to refuse permission to students to continue in residence.

Every resident student who joins the hostel should respect all the hostel rules and regulations pertaining to attending classes, dining room, outings (weekends), reporting when sick, the use of phones, etc. Resident students indulging in non-conventional and non-traditional life styles will be asked to find alternative accommodation immediately.

Note: - Students and their parents or local guardians are required to make themselves fully conversant with the rules of the college given herein, as they are bound by them, and their signature on the Application Form for Admission to the Hostel indicates that they agree to conform to the rules and regulations of the hostel.

1. Application for admission to the hostel shall be made in the prescribed form supplied by the Management Section in the college office, on payment of Rs.100/-
2. Selection of applicants for admission shall be made by the Principal, assisted by the Warden.
3. Each student on joining the hostel has to pay an admission fee of Rs.100/-, Caution deposit of Rs. 2500/-, and hostel maintenance fund of Rs. 12,000. Caution deposit will be repaid when the student leaves the hostel.
4. Allotment of rooms will be made by the Warden.
5. Hostel fees and any dues shall be collected through the Management Office at the college. Resident students are required to pay Boarding, and Establishment fees in advance and not later than the specified date. The student has to pay the hostel fees on or before 10th of every month. In case of late payment of hostel fees the student has to pay a penalty of Rs.100.

"If you want to see the true measure of a man, watch how he treats his inferiors, not his equals".- J. K. Rowling

6. The Warden, appointed by the Principal, shall be in charge of the Hostel and its management.
7. Mess arrangements shall be under the control of the college.
8. For continuous absence of 10 days or more with prior permission within a calendar month, a student will have to pay only for the remaining days.
9. Students are expected to dress modestly and wear appropriate clothes to classes, prayer hall, dining hall and to the canteen on campus.
10. Students are expected to attend classes regularly. Any irregularity will be dealt with severely.
11. All residents of the hostel are expected to be in their rooms between 6.00 p.m. and 6 a.m.. No one should be absent from the hostel without permission.
12. Evening prayer will be conducted at 6.30 p.m..
13. All residents are expected to be in their respective rooms during study hours, i.e, 6.00 to 8.30 a.m. and 8.00 to 10.30 p.m.. Students may use common study hall for late night study.
14. Evening roll-call is compulsory, and absence without permission will be dealt with seriously. Roll-call will be taken every day between 7.00 and 7.30 p.m..
15. Silence hours should be maintained strictly between 11.00 p.m. and 6.00 a.m.. Violations more than three times would call for expulsion from the hostel.
16. Students can be allowed for weekend outings only for 3 hours on Saturdays only, between 10.00 a.m. and 1.00 p.m. with prior permission from the Warden.
17. Students should write in the register name, time, and purpose of outing, before they go out, and on return.
18. Residents are expected to return to the hostel on the day of reopening after long weekends, end of Semester examinations, Onam and Christmas holidays. Parents are requested to respect the policies framed for residents and avoid seeking permission to avail leave for their daughters.
19. Leaving the campus without permission from the Warden will lead to disciplinary action. Students resorting to such practices will be forced to vacate the hostel.

- 20. If sick, the Hostel Warden has to be informed immediately and updated on the condition. First aid is available but the Warden will decide whether to call family/guardian responsible in case of emergency or admittance in a hospital. The resident will have to bear all related expenses, including outstation calls, transport and medical care, etc.
- 21. Leave of absence should be obtained from the Warden before proceeding home for short holidays.
- 22. Student will not be allowed to go home unless the Warden receives a written request from the parent or guardian. Warden’s decision will be final. If it involves absence from class, she should also secure permission from the Principal and adhere to the ‘leave rules’ of the college.
- 23. Phone calls to students will not be allowed during college hours. Students may make phone calls only during the time allotted to them for the purpose.
- 24. In the hostel mobile phones and laptops can be used only during the allotted time.
- 25. No fund shall be collected, or meeting organised, without the prior consent of the Warden.
- 26. No person is allowed to enter the hostel without obtaining the permission of the Warden.
- 27. Students are discouraged from bringing into the hostel expensive jewellery, large amounts of cash and electrical gadgets. The resident is responsible for ensuring the safety of personal items. The hostel authorities will do their best to maintain security but will not be responsible for any personal loss on the premises.
- 28. All residents should keep their rooms neat and tidy, take care of furniture, and other hostel properties.
- 29. Guests and visitors will not be entertained in the hostel.
- 30. Students once admitted into residence will not be permitted to leave the hostel during the year unless for some valid reason.
- 31. During the course of the year if any student is found to violate any of the rules, she will be expelled from the hostel, and no appeal directly by her or any others will be entertained. The students are advised to strictly adhere to the above rules and regulations in the interest of their academic performance and career.

UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

EXCERPTS

In exercise of the powers conferred by Clause (g) of Sub-Section (l) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:

Title Commencement and Applicability

These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.

- They shall come into force with immediate effect.
- They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions whether located within the campus or outside, and to all means of transportation of students whether public or private.

Objective

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided in these Regulations and the appropriate law in force.

Definition of Ragging

“Ragging” means the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance,

hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

UGC has notified 3rd Ammendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

"3. (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

Punishable Ingredients of Ragging

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property, criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim(s)
- Physical or psychological humiliation
- All other offences following from the definition of "Ragging"

Measures for Prohibition of Ragging at the Institution Level

- The institution shall strictly observe the provisions of the act of the Central Government and the State Governments, if

any, or if enacted, considering ragging as a cognizable offence under the law on par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibit ragging in all its forms in all institutions.

- Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.-
- The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

Punishments: At the Institution Level

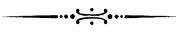
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any or any combination of the following:
 - Suspension from attending classes and academic privileges
 - Withholding/Withdrawing scholarship/fellowship and other benefits
 - Debarring from appearing in any test/examination or other evaluation process
 - Withholding results
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel
 - Cancellation of admission
 - Rustication from the institution from 1 to 4 semesters
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specific period
 - Fine ranging between Rs. 25,000/- and Rs. 1 lakh
 - Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Kerala Ragging Prohibition (ACT - 1998)

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷ കർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

- 2 (B) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാദ്ധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ -
 - 1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
 - 2. ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർബ്ബാധിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
 - 3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
 - 4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിന്മേൽ രണ്ടു വർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയാകാവുന്ന പിഴശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
 - 5. വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചു വിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക് മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകുവാൻ പാടില്ലാത്തതുമാകുന്നു.

- 6. വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്തൽ : (1) മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ , ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച്, ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴു ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടൻതന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽനടപടിയായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.
- (2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
- 7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ, അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളപ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.



Mahatma Gandhi University
Students’ Code of Conduct (Rules 2005)
EXCERPTS

1. Prohibition of Political Activity on the campus:

- (a) No student of a college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- (d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- (e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

2. Procedure for imposition of punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- (b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule I above and the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent

student, he shall immediately pass an order suspending the student/ students from the college.

- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/ enquiry, he shall report the matter to the College Staff Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/ delinquency were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit, including the imposition of the following punishments:
 - i. Imposition of fine
 - ii. Issuance of compulsory transfer certificate
 - iii. Dismissal from the college.

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

3. Prohibition of damage to property

The student shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipments and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment, the recovery proceedings shall be taken against the person responsible.

In the High Court of Kerala at Ernakulam
Present: The Honourable Mr. Justice K.M. Joseph &
The Honourable Mr. Justice K. Harilal
Tuesday the 14th Day of August 2012/23 RD Sravana 1934
WP(C). No. 1355 of 2012 (T)

Petitioner(s)

1. **St.Thomas College, Aged 56 years,**
Represented by its Manager, Kozhencherry - 689 641
2. **Principal**
St.Thomas College, Kozhencherry - 689 641
By Advs. Sri. Babu Varghese (SR)
Sri. Johnson T. John
Sri. Kurian J. Marattil

Respondent(s)

1. The Sub Inspector of Police
Aranmula 689 645
2. The Circle Inspector of Police
Kozhencherry Pin. 689 641
3. The District Superintendent of Police
Pathanamthitta 689 645
4. Emil Joseph
SFI Unit President, c/o Joseph K.I., Kalluparambil,
Melukara Post, Kozhencherry - 689 641
5. Ajith P.V., C/o Viswambaran K.G.
Padinjare Pookaithayil, Kaipuzha North,
Pathanamthitta 689 503
6. Aswin R.
C/o Radhakrishnan P.B., ABVP Unit President,
Kanjiramanil Kunnathil, Elakolloor P.O.
Konni 689 703
7. Prasanth V.Nair,
ABVP Unit Secretary, Vellurethu House, Kattoor P.O.,
Kozhencherry Pin. 689 650
8. Jijo Koshy Varghese,
KSU Unit President, C/o Varghese Daniel, Kuramoottil,
Chirayirambu, Maramon 689 549
9. Blessen Philip
KSU Unit President, C/o M.S. Philip Mannil,
Muthupezhumkal, Konni 689 698
R1 to R3 by Government Pleader Sri. C.R. Syam Kumar.

THIS WRIT PETITION (CIVIL) HAVING BEEN FINALLY
HEARD ON 14-08-2012 ALONG WITH WPC 18836/2012, THE
COURT ON THE SAME DAY DELIVERED
THE FOLLOWING.

K. M. JOSEPH & K. HARILAL, J. J
W.P.(C). NOS. 18355/12 T & 18836/12 D

Dated this the 14th August, 2012

JUDGEMENT

The Writ Petitions are filed by the Manager and Principal of two aided colleges. The prayer sought is for police protection for running the colleges. Apparently, the basis for approaching this Court is the incident which took place on 16.7.2012 in which one student died.

The party respondents are student organizations and students. We heard the learned counsel appearing. Learned Government Pleader would submit that police protection is being afforded and it is being reviewed also from time to time and it is submitted that as and when required, police assistance will be given for the smooth conduct of the colleges. We dispose of the Writ Petition by recording the said submission. We make it clear that necessarily, protection must be given so that the students are able to study in a peaceful atmosphere and the teachers and other members of the staff are able to discharge their duties in a proper manner.

Sd/-
K.M. JOSEPH
JUDGE

Sd/-
K. HARILAL
JUDGE

No.P & G - 27576/80

Office of the Director of
Collegiate Education
Trivandrum, 17-02-1983

CIRCULAR

Reg.G.O.Rt.No.42/83/H.Edn.

Dated: 05-01-1983

In the G.O. cited, Government have requested to give necessary instruction to the Principals of all Government and Private Colleges for realization of the loss caused to furniture, tools and apparatus of colleges during strike due to violent action of the students.

As per the G.O., Principals of all Government and Private Colleges are requested to give wide publicity to the orders among the students and impress on them that loss in such cases will be made good by imposing collective fine on all the students of the college.

Sd/-
Lizzie Jacob I.A.S.
(Director of Collegiate Education)

To
The Principals of all Government and Private Colleges.

No.G2-22995/2010/Coll. Edn.

Office of the Director of
Collegiate Education
Trivandrum, 24-07-2010

CIRCULAR

Sub: Collegiate Education-Prevention of Ragging and Eve teasing-reg.
Ref: Judgement of the Hon'ble High Court dated : 02/06/2010 in
O.P. No: 16667 of 1996-S

The Hon'ble High Court in judgement dated 02.06.2010 in O.P.No 16667 of 1996-S directed the Director of Collegiate Education to issue appropriate directions in the form of circulars, to prevent ragging which are already banned in educational institutions on the basis of judgement of the Supreme Court in Civil Appeal No 887 of 2009. As per the orders of Supreme Court, Anti-ragging Committee and Anti-ragging squad are functioning in all educational institutions. Even then, instances of ragging and eve teasing are reported by way of public litigation. In the present case Savithri, who was a first year Pre-Degree student of Nehru College of Arts and Science, Kanhangad during 1996-97 was continuously absent from the college, and was removed from the rolls on 31-12-1996. The reason for her absence was that she was a victim of eve teasing when she joined the college and that incident led her ultimately to chronic schizophrenia. She is also stated to have attempted to commit suicide. This case should be an eye-opener for the society, particularly those who are empowered, authorised, and duty bound to act strictly in enforcing prevention of ragging because ragging in college premises is essentially a crime.

Hence the circular issued as per the orders of the Hon'ble High Court, to ensure that such incidents do not occur hereafter. Heads of institutions are directed to take strict and stringent action against eve teasing and cases of ragging in college premises and hostels. Criminal cases should be registered with the Police authorities wherever necessary . A copy of the judgement of the Hon'ble High Court is enclosed herewith for strict compliance.

Sd/-

K.Gopalakrishnabhat I.A.S.
(Director of Collegiate Education)

PAYMENT OF FEES**w.e.f. 01.06.2024****Tuition Fees Rs. 1160/- for all UG Programmes****Tuition Fees Rs. 2085/- for all PG Programmes**

Sl.No	Subject	Degree 1st Year	Degree 2nd Year	Degree 3rd Year	P G 1st Year	P G IInd Year
		Special Fees (Rs)	Special fees (Rs)	Special fees (Rs)	Special fees (Rs)	Special fees (Rs)
1	Mathematics	2263	1123	943	2383	943
2	Physics	2553	1413	1238	3778	2338
3	Chemistry	2553	1413	1238	3778	2338
4	Botany	2723	1583	1238	3778	2338
5	Zoology	2723	1583	1238	3778	2338
6	English	2083	943	943	2383	943
7	Malayalam	2083	943	943	2383	943
8	Hindi	2083	943	943		
9	History	2083	943	943		
10	Economics	2083	943	943	2383	943
11	B.Com (Computer)	2083	943	943		
12	B.Com (F & T)	2083	943	943		
13	M.Com				2383	943
14	Statistics				3778	2338

2024-25	DC 1	DC2	DC3	PG1	PG2
Admission Fee	90			180	
Library	115	115	115	115	115
Medical Inspection	20			20	
Calendar	45	45	45	45	45
Lab Fee	Maths:180, Phy:470, Chry:470, Bot: 640, Zol:640	Phy:180, Chry:470, Bot: 470, Zol:640, Maths:640	Phy:295, Chry:295, Bot: 295, Zol:295	Phy:1395, Chry:1395 Bot: 1395, Zol:1395 Stat:1395	Phy:1395, Chry:1395 Bot: 1395, Zol:1395 Stat:1395
Magazine	65	65	65	65	65
Audio Visual	40	40	40	40	40
Association	65	65	65	65	65
Stationery	65	65	65	65	65
Women Studies	20	20	20	20	20
SAF	20	20	20	20	20
Insurance	23	23	23	23	23
Games	120	120	120	120	120
Sports Affiliation	255	255	255	255	255
University Union	65	65	65	65	65
University Welfare	45	45	45	45	45
University Affiliation	735			945	
Caution Deposit	360	0	0	600	0

"The secret of success in life is for a man to be ready for his opportunity when it comes". - Benjamin Disraeli

SCHOLARSHIPS, ENDOWMENTS & PRIZES

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
1	National Merit Scholarship	Central Govt.	Students with highest marks in the qualifying examination
2	Teachers' Children Scholarship	Central Govt.	Children (of teachers) with first class
3	Govt. of India Hindi Scholarship	Central Govt.	Based on marks in Hindi for the qualifying examination
4	National Loan Scholarship	Central Govt.	Based on marks and income of parents
5	Indira Gandhi P.G. Scholarship	UGC	Single girl child
6	Scholarship for Proficiency in Sports	State Govt.	Based on performance in sports/ games
7	State Scholarship	State Govt.	Based on highest marks
8	Merit Scholarship for B.A. / B.Sc.	M.G. University	Based on merit.
9	Maharaja Scholarship	M. G University	Based on merit.
10	St. Thomas Church, Kozhencherry, Endowment	St. Thomas Church Kozhencherry	Based on Extra Curricular, Department Association Activities
11	Alumni Forum Abu Dhabi Scholarship	Abu Dhabi Old Students Association	Toppers in All Classes
12	Students Aid Fund - College & University		
13	PTA Prize	PTA Prize St. Thomas College Kozhencherry	The first two students in each class according to the merit

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
14	Chechamma Memorial Endowment Scholarship of Rs.20,000/-	Sri. M.O.Mathai trustee of the Chechamma Memorial Trust	Deserving students from Angadical near Puthencavu, Chengannur. If there are no candidates from
15	Mundappallil Kunjummen Memorial Scholarship & M.O.John Memorial Scholarship Scholarships worth Rs.500 each per year.	Sri. M.O.Mathai trustee of the Chechamma Memorial Trust	Angadical, the scholarship may be given according to the discretion of the college authorities.
16	Unknown Pampa Boatman Scholarship- Scholarship worth Rs.500/- each per annum & Yuhanon Mar Thoma Memorial Scholarship		Dependents of boatmen on the Pampa River (those who ply Kettuvallam). In the absence of such candidates, the scholarships may be given at the discretion of the college authorities
17	Y's Men's Club Endowment to be paid out of the interest on Rs.1250/-		Two scholarships each, for one boy and one girl student with good character and ability in sports, and who are financially poor.
18	Ayroom Achen Memorial Scholarship. Interest on a sum of Rs.1,00000/-	Kozhencherry Mar Thoma Parish	Four scholarships amounting to Rs.6250 each - for students belonging to Kozhencherry Mar Thoma Parish. Awarded in accordance with the terms of the Kalpana dated 12-02-1962 issued by His Grace the Metropolitan.

"Too many people are thinking of security instead of opportunity. They seem more afraid of life than death". - James F. Byrnes

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
19	Vellarathu Veliathumannil V.T.Koshy and Kunjamma Koshy Endowment. Initial fund of Rs. 2.5 lakh.	Family members	1/3 interest will be paid as scholarship to degree students on the basis of merit- cum- need. 2/3 interest will be added to the Corpus Fund for 50 years
20	Lady Willington Scholarship	M.G. University	Based on merit for students of Botany.
21	Prof. K.V. George Memorial Prize	Family members	Best outgoing student of B. Sc Botany
22	Mulappon Thomas Memorial Scholarship	Family members	A meritorious student of B. Sc Botany
23	Prof. N.P. Philip Endowment	Prof. N.P. Philip	Meritorious student of M.Sc. Botany
24	Ko lethu Prof. C. John Thomas Endowment	Prof. C. John Thomas	A needy student of M.Sc Botany
25	Thekkethil Prof. Sunny Thomas Endowment	Prof. Sunny Thomas	A needy student of B.Sc Botany
26	Dr. Sosamma Varghese Endowment	Dr. Sosamma Varghese	Merit cum needy student of the Department of Botany
27	Dr. K. Mary Varghese Endowment	Dr. K. Mary Varghese	Merit cum needy student of the Department of Botany
28	Prof. Achamma Kurien Endowment	Prof. Achamma Kurien	Merit cum needy student of the Department of Botany
29	Dr. Annie J.Mathew Endowment Interest of Rs. 50000	Dr. Annie J. Mathew	Needy student of M.Sc. Botany
30	Adv. G.M. Idicula Endowment	Adv. G.M. Idicula	Topper in Law (B.Com-- Computer Application)

"Success means having the courage, the determination, and the will to become the person you believe you were meant to be". - George Sheehan

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
31	Philip Mathew Neduvelil Endowment	Family	Two top scorers (1 boy & 1 girl) of B.Com final year
32	Sri. Jaison George Memorial Prize	Dept. of Economics	Topper in Statistics from M.A. Economics
33.	Prof. P.G. Varghese Endowment	Prof. P.G. Varghese	Topper in M.A. Economics
34.	Lalithambika Amma Memorial Award	Dr. Santhosh B.	Topper in M.A. Economics
35	Prof.Thomas Varkey Memorial Endowment	Dept. of Economics	Topper in M.A. Economics
36	Prof. Leela Abraham Endowment	Prof. Leela Abraham	The best outgoing student of M.A. English
37	Sri.V.G.Abraham St.Thomas Press Endowment	Prof. Leela Abraham	The best outgoing student of B.A. English
38	Prof. T. Nessie Joseph Endowment	Prof. T. Nessie Joseph	The best outgoing students of B.A. & M.A. English
39	Prof. Elizabeth M. Ninan Endowment	Prof. Elizabeth M. Ninan	A student of B.A. Hindi based on merit cum need
40	P.C. Mathew & Eapen Prakash Mathew Parackamannil Memorial Endowment Interest of Rs.50000	Dr. Sheena Eapen	1. The topper in B.A. Hindi. 2. A student of B.A. Hindi based on merit cum need
41	Prof. P.A. John Memorial Scholarship	Family members	Topper in B.A. Malayalam
42	Rev. Dr. Mathew Daniel Endowment	Rev. Dr. Mathew Daniel	Topper of Common Course – Malayalam

"Follow effective actions with quiet reflection. From the quiet reflection will come even more effective action". - Peter Drucker

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
43	Prof. T.G. Subramanian Potti Prize	Prof. T.G. Subramanian Potti	Eligible student in B.Sc. Mathematics
44	Prof. Alexander K. Samuel Endowment	Prof. Alexander K. Samuel	The best outgoing students of B.Sc. & M.Sc. Mathematics
45	Prof. K.G. George Memorial Prize	Family members	Eligible student in the Department of Physics
46	ENNESTY Endowment	Prof. N. Samuel Thomas	Topper in B.Sc. Physics
47	Prof. Saramma Jacob & Rev.K. T.Thomas Memorial Prize	Family	Topper in M.Sc. Physics
48	Sri. M.V. Mathew Poikayil Prize	Family	Eligible student of the Department of Physics
49	Sri.Cherian Philipose Memorial Prize	Family	Eligible student of the Department of Physics
50	Prof. A.J. Cherian Memorial Prize	Family	Eligible student in B.Sc. Zoology
51	Prof. Susamma Mathew Endowment	Prof. Susamma Mathew	Eligible student in M.Sc. Zoology
52	Prof. Leelamma Alex Endowment	Prof. Leelamma Alex	Topper in M.Sc Zoology
53	Prof. K. George Abraham Endowment	Prof. K. George Abraham	Topper in first year M.Sc Zoology
54	P.V. Abraham Memorial Endowment. Interest of Rs. 50,000	Dr Nelson P. Abraham	A needy student of the Department of Zoology (Managed by the Dept. Zoology)
55	Sri. C.I. Eapen Memorial Prize		Based on Extra Curricular Department Association Activities

"If you are not willing to risk the usual, you will have to settle for the ordinary".- Jim Rohn

Sl. No.	Scholarships, Endowments & Prizes	Instituted by	Awarded to
56.	Smt. Annamma Charles John Endowment for Botany Students Interest of Rs. 1,00,000/-	Rev. Dr. Charles John	Less privileged and marginalized students of Botany Department
57.	Dr.P.A.John Memorial Endowment	College Receiving Interest from Sabha Office	5 Meritorious students of Malayalam Department
58.	Santhom Excellence Award	Sharjah Alumni Forum	Toppers of University Examinations
59.	Cheruthottathil Mulappon M.T.Philip Endowment Rs.25000/-	M.T.Philip Cheruthottathil Mulappon	Best Outgoing Student of Botany
60.	Prof. Mohan Joseph Memorial Endowment Rs. 400000/- (40% of Interest will add up to the capital every year)	Mr. Joe Mohan & his Family Members	1) For Highest Mark/Grade / GPA in all 4 Semesters (cumulative) for the Degree Common Course in English 2) A meritorious student in need, who has lost any of his / her parents
61.	Principal's Endowment	Dr. Roy George K.	For the Best Department
62.	Sri. Jaison George Memorial Prize	Sri. Jaison George's Family Members	Topper in MSc Statistics with Data Science
63.	Prof. Alexander K. Samuel Endowment	Prof. Alexander K. Samuel	Best outgoing student of MSc Statistics
64.	Adappanamkandathil John Mathew and Annamma John Memorial Endowment (an amount of ₹ 1,25,000)	Dr Elizabeth John	One student each of 2nd & 3rd BA English on the basis of merit-cum-need 4000/-each
65.	Prof.Rachel Abraham and Rev.Dr.M.A.Philip Merit Scholarship (₹ 1,00,000/-)	Prof. Rachel Abraham	BA Malayalam Topper and MA Malayalam Topper (total interest to be divided equally)

"How much you can learn when you fail determines how far you will go into achieving your goals". - Roy T. Bennett

ACADEMIC CALENDAR 2024-25**JUNE 2024**

Date	Day	
1	Sat	
2	Sun	
3	Mon	Opening Day Orientation program; Commencement of UG Sem 3, 5 & PG Sem 3
4	Tue	
5	Wed	World Environment Day Celebration of Environment Day at Adopted School Campus Clean Up & Inter-Departmental Competitions
6	Thu	
7	Fri	“Catalyst Youth Volunteers” Outreach Program
8	Sat	World Ocean Day; Quiz Competition for School Students
9	Sun	
10	Mon	
11	Tue	
12	Wed	World Day against Child Labour
13	Thu	
14	Fri	World Blood Donor Day
15	Sat	
16	Sun	
17	Mon	Id-ul-Fitr (Bakrid)
18	Tue	
19	Wed	Observance of Reading Day- Book Review Competition -Anemia Screening & Awareness Campaign
20	Thu	
21	Fri	Observance of International Day of Yoga Yoga Day at Campus Awareness about Mental Wellbeing & Yoga Practice
22	Sat	
23	Sun	
24	Mon	Orientation for Swayam Course
25	Tue	
26	Wed	Anti-Drug Day Outreach Program- NSS
27	Thu	
28	Fri	
29	Sat	
30	Sun	

Total number of working days : 19

JULY 2024

Date	Day	
1	Mon	Commemoration Day; Commencement of UG Semester 1; Orientation program for MGU FYUGP Honors; NSS 1 st Year Students Enrolment begins; Commencement of Induction Program
2	Tue	Induction Program
3	Wed	Induction Program
4	Thu	Induction Program
5	Fri	Conduct of ELAT; Laboratory Safety & Skill Training
6	Sat	
7	Sun	
8	Mon	Commencement of 10 Days Department Bridge Course; Half Yearly Progress Presentation for Research Scholars
9	Tue	SWAYAM Orientation Program
10	Wed	Department Association Inauguration and Honoring the Rank Holders
11	Thu	Department Association Inauguration World Population Day
12	Fri	Department Association Inauguration Paper bag & Cloth Bag Making Class for Students
13	Sat	Retrace Alumni Meet , Ficus Alumni Meeting
14	Sun	
15	Mon	International Youth Skills Day
16	Tue	Muharram
17	Wed	World Day for International Justice
18	Thu	
19	Fri	Conduct of Department ELAT; Fresher's Program
20	Sat	
21	Sun	
22	Mon	Inauguration & Presentation of Tentative Program Schedule of Clubs
23	Tue	
24	Wed	
25	Thu	
26	Fri	NSS 1st Year Students Enrolment ends
27	Sat	
28	Sun	
29	Mon	Two-day Orientation Program for 1 st Year Volunteers- NSS Inter-Collegiate Quiz Competition in observance of International Tiger Day
30	Tue	Two-day Orientation Program for 1 st Year Volunteers- NSS
31	Wed	

Total number of working days : 22

"I cannot give you the formula for success, but I can give you the formula for failure which is, Try to please everybody". - Herbert B. Swope

AUGUST 2024

Date	Day	
1	Thu	Commencement of Certificate Courses
2	Fri	
3	Sat	Karkkadaka Vaavu
4	Sun	
5	Mon	1 st Internal Exam for Semester 3 & 5
6	Tue	1 st Internal Exam for Semester 3 & 5
7	Wed	1 st Internal Exam for Semester 3 & 5
8	Thu	Remembrance of Quit India Movement Day
9	Fri	
10	Sat	
11	Sun	
12	Mon	International Youth Day Youth Empowerment Program-NSS
13	Tue	
14	Wed	
15	Thu	Independence Day
16	Fri	
17	Sat	
18	Sun	
19	Mon	World Humanitarian Day
20	Tue	Sree Narayana Guru Jayanthi
21	Wed	World Senior Citizen Day Observation-NSS Workshop on Online Share Trading
22	Thu	Talk on “Life Skill Training”
23	Fri	
24	Sat	
25	Sun	
26	Mon	Sree Krishna Jayanthi
27	Tue	1 st Internal Exam for Semester 1
28	Wed	Ayyankali Jayanthi
29	Thu	1 st Internal Exam for Semester 1
30	Fri	1 st Internal Exam for Semester 1 Muthoot Excellence Award Editorial Reading Competition
31	Sat	

Total number of working days : 18

"If you want to be successful, find out what the price is and then pay it". -Scott Adam

SEPTEMBER 2024

Date	Day	
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	Teachers' Day, Guruvandhanam
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	Seminar on Research Methodology
11	Wed	
12	Thu	Onam Celebrations
13	Fri	
14	Sat	Observance of Hindi Day
15	Sun	Thiruvonam; Seven Day Special Camp for NSS Volunteers
16	Mon	Third Onam; Milad-i-Sherif Ozone Day- Awareness Program Seven Day Special Camp for NSS Volunteers Essay Writing Competition
17	Tue	Seven Day Special Camp for NSS Volunteers
18	Wed	Seven Day Special Camp for NSS Volunteers
19	Thu	Seven Day Special Camp for NSS Volunteers
20	Fri	Seven Day Special Camp for NSS Volunteers
21	Sat	Sree Narayana Guru Samadhi Day Seven Day Special Camp for NSS Volunteers Visit to an Old Age Home (World Alzheimer's Day)
22	Sun	
23	Mon	PTA Meetings
24	Tue	Observance of NSS Day- NSS
25	Wed	2 nd Internal Exam of Semester 3 & 5
26	Thu	2 nd Internal Exam of Semester 3 & 5
27	Fri	World Tourism Day 2 nd Internal Exam of Semester 3 & 5 Tally Convocation & Seminar on Career Opportunities
28	Sat	Green Consumer Day
29	Sun	World Heart Day
30	Mon	Prof. P.T. Daniel Memorial Lecture

Total number of working days : 15

"Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful". - Herman Cain

OCTOBER 2024		
Date	Day	
1	Tue	Observance of Gandhi Jayanti Blood Donation Camp at Campus- NSS “Catalyst Youth Volunteers” Outreach Program Workshop on MLA Formatting
2	Wed	Gandhi Jayanthi Participative Cleaning Program- NSS; Orchid Planting Day
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	Space Week Celebration
10	Thu	Two-Days Seminar on SPSS
11	Fri	Two-Days Seminar on SPSS
12	Sat	Mahanavami
13	Sun	Vijayadashami; Disaster Management Mock Drill- NSS
14	Mon	
15	Tue	
16	Wed	Celebration of World Food Day; Food Fest & Food Campaign & Exhibition of Traditional Food Items- NSS
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	UN Day
25	Fri	Industrial Visit
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	End of UG Sem III, V
31	Thu	Deepavali

Total number of working days : 21

NOVEMBER 2024

Date	Day	
1	Fri	Observance of Keralappiravi Day <i>Vegetos</i> - Annual Agrifest Commencement of UG Sem 4 & 6, PG Sem 4
2	Sat	
3	Sun	
4	Mon	2 nd Internal Exam of Semester 1
5	Tue	2 nd Internal Exam of Semester 1
6	Wed	2 nd Internal Exam of Semester 1
7	Thu	Observance of National Cancer Awareness Day Cancer Awareness Session for Public- NSS
8	Fri	Career Guidance Class
9	Sat	
10	Sun	
11	Mon	Women & Child Protection Awareness Session at Adopted School- NSS
12	Tue	<i>ALCHEMY-24-25</i> (Science Exhibition for School Students)
13	Wed	
14	Thu	Children's Day
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	Quiz Competition MCV Memorial Program
20	Wed	
21	Thu	Extension Activity
22	Fri	
23	Sat	Cultural Unity Day
24	Sun	
25	Mon	
26	Tue	Inter-Collegiate Quiz Competition in connection with Constitution Day
27	Wed	
28	Thu	National Seminar on Recent Trends in Chemistry; Koshy Chacko Memorial Inter-Collegiate Chess Tournament
29	Fri	
30	Sat	

Total number of working days : 21

*"When it is obvious that the goals cannot be reached,
don't adjust the goals, adjust the action steps". - Confucius*

DECEMBER 2024

Date	Day	
1	Sun	AIDS Day, Lecture in Observance of World Aids Day
2	Mon	Commencement of Study Tours/ Industrial Visits Water body Cleaning Activity Outreach Program Observance of National Pollution Prevention Day
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	Human Rights Day Celebration “Bhasha-utsav” Observance
11	Wed	“Bhasha-utsav” Observance
12	Thu	<i>EPICQUIE</i> - Inter-Collegiate Carnival Maths Fest “ <i>Meet the Entrepreneur</i> ” Initiative
13	Fri	<i>EPICQUIE</i> - Inter-Collegiate Carnival
14	Sat	Energy Conservation Day
15	Sun	
16	Mon	
17	Tue	Hands-On Training Program: Electronic Equipments
18	Wed	
19	Thu	
20	Fri	Christmas Celebrations
21	Sat	
22	Sun	National Mathematics Day
23	Mon	Christmas Vacation Begins
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	College Reopens after Christmas Holidays
31	Tue	

Total number of working days : 16

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will". - Vince Lombardi

JANUARY 2025

Date	Day	
1	Wed	New Year; Commencement of 'Earn While You Learn' Program, NSS Volunteers' Family Meet- NSS <i>Invictus</i> - Inter-House Competitions
2	Thu	Mannam Jayanti
3	Fri	<i>Invictus</i> - Inter-House Competitions
4	Sat	
5	Sun	Bird Watching Workshop for School & College Students/ Bird Survey
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	Road Safety Awareness Class Talk on Research Methodology
11	Sat	
12	Sun	National Youth Day
13	Mon	Association Activities/Competitions at Department level
14	Tue	Makara Sankranti
15	Wed	Indian Army Day
16	Thu	Annual Sports Meet
17	Fri	Annual Sports Meet
18	Sat	
19	Sun	
20	Mon	1 st Internal Exam of Semester 4 & 6
21	Tue	1 st Internal Exam of Semester 4 & 6
22	Wed	1 st Internal Exam of Semester 4 & 6
23	Thu	
24	Fri	
25	Sat	
26	Sun	Republic Day
27	Mon	1 st Internal Exam of Semester 2
28	Tue	1 st Internal Exam of Semester 2
29	Wed	1 st Internal Exam of Semester 2
30	Thu	Gandhi Smarana, Commemoration of Martyr's Day
31	Fri	

Total number of working days : 22

FEBRUARY 2025

Date	Day	
1	Sat	
2	Sun	Lecture in Observance of World Wetland's Day
3	Mon	Shastra 2025 : Science Exhibition
4	Tue	Symposium in Observance of World Cancer Day Shastra 2025 : Invited Talk
5	Wed	
6	Thu	Awareness Campaign on Gender Equity
7	Fri	Orientation Program on Data Analysis (in association with ICT)
8	Sat	Global Alumini Meet
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	International Seminar "Future of Nanomaterials"
14	Fri	
15	Sat	
16	Sun	
17	Mon	Valedictory program and Presentation of Annual Reports of the Clubs
18	Tue	
19	Wed	Prof. Thomas Varkey Memorial Lecture
20	Thu	
21	Fri	2 nd Internal Exam of Semester 4 & 6
22	Sat	
23	Sun	
24	Mon	2 nd Internal Exam of Semester 4 & 6
25	Tue	2 nd Internal Exam of Semester 4 & 6
26	Wed	Shivaratri
27	Thu	
28	Fri	Observance of National Science Day Inter Collegiate Competition for Paper/Poster Presentation; Exhibition

Total number of working days : 19

*"There are no secrets to success. It is the result of preparation,
hard work, and learning from failure". -Colin Powell*

MARCH 2025

Date	Day	
1	Sat	
2	Sun	
3	Mon	Graduation Ceremony Day Lecture in Observance of World Wildlife Day
4	Tue	Association Valedictory
5	Wed	Association Valedictory
6	Thu	Association Valedictory
7	Fri	Association Valedictory
8	Sat	World Women's Day
9	Sun	
10	Mon	2 nd Internal Exam of Semester 2
11	Tue	2 nd Internal Exam of Semester 2
12	Wed	2 nd Internal Exam of Semester 2
13	Thu	College Merit Day
14	Fri	
15	Sat	World Consumer Rights Day
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	Awareness Campaign in Observance of World Sparrow Day
21	Fri	World Forestry Day, Nature Camp
22	Sat	World Water Day, Awareness Campaign
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	End of Sem IV & VI Colleges closes for Mid-Summer Vacation
29	Sat	
30	Sun	
31	Mon	Idul-Fitr

Total number of working days : 20

*"Knowing others is intelligence; knowing yourself is true wisdom.
Mastering others is strength; mastering yourself is true power". - Lao Tzu*

ANNEXURE

I. FORM OF APPLICATION FOR LEAVE

- 1. Name and Reg. Number :
- 2. Class and Group :
- 3. Dates on which leave is required :
- 4. Reason for leave :
- 5. Place and date of application :
- 6. Signature of the applicant :
- 7. Guardian's/Warden's signature :
- 8. Recommendation of the lecturer-in-charge of attendance :
- 9. Recommendation of the Head of the Dept. :
- 10. Remarks and signature of the Principal :

II. FORM OF APPLICATION FOR REFUND OF CAUTION DEPOSIT

- 1. Name (in block letters) :
- 2. Class and Group/Subject :
- 3. Roll No. :
- 4. Years of study in the college :
- 5. Amount of Caution Deposit to be returned :
- 6. No. and date of receipt received in token of having made the deposit :
- 7. Whether T.C. has already been taken if so, state No. and date of T.C. obtained :
- 8. Address (Permanent Home Address)

Date

Signature of Applicant

III. FORM OF RECEIPT

Received from the Principal
the sum of Rs (Rs
.....only) being the amount deposit due to me.

- Name :
- Roll/ Class No. :
- Subject / Group :
- Signature :



UG CBCS Regulations, 2017



MGU FYUGP Regulations, 2024
