

**AQUINAS COLLEGE**  
EDACOCHIN

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**Founder Patron**  
**Rt. Rev. Dr. Joseph Kureethara, DD, DCL.**  
**Bishop of Cochin (1975-1999)**

**Patron**  
**Rt. Rev. Dr. Joseph Kariyil B.A., S.T.D.**  
**Bishop of Cochin**

**MANAGER**  
**Rev. Fr. Johnson Chirammel**

**PRINCIPAL**  
**Prof. Bridgit Jeeji C. J.**

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**A.M.D.G.**

# **AQUINAS COLLEGE**

**EDACOCHIN**

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**ACADEMIC CALENDAR  
2018-2019**

**“DUTY FIRST”**

## **CONTENTS**

1. Personal Record	5
2. St. Thomas Aquinas	6
3. Prayer	8
4. MGU Contact Number	9
5. Motto, Mission & Vision	11
6. Faculty	13
7. Office Bearers	22
8. Course Details	27
9. Kerala Ragging Prohibition Act 1998	39
10. Rules of General Discipline	41
11. Fees	49
12. Scholarships and Fee concessions	55
13. Endowment	57
14. Proforma for leave Application by Students	58
15. Form of Application for T&C Certificate	58
16. Calendar	59
17. Record of Leave Absence	71
18. Time Table	72

## PERSONAL RECORD

*Name* : .....

*Class and Section* : .....

*Register Number* : .....

*Father's Name* : .....

*Mother's Name* : .....

*Residential Address* : .....

.....

.....

*Phone Number* : .....

*Guardian's Name with  
Address* : .....

.....

.....

*Phone* : .....

*Blood Group* : .....

*Signature of Parent* : .....



**St. Thomas Aquinas (1225-1274)**  
**Italian Dominican Theologian**  
**and**  
**Foremost Medieval Scholasticist**

St. Thomas Aquinas was the son of Count Landuff of Aquina, who was closely related to the Emperor of the Holy Roman Empire and the King of France and Theodora. At the age of five, his parents sent him to the Benedictine monastery and studied under Albertus Magnus a noted scholar, went to Cologne and returned to Paris to prepare for degree of Master of Theology 1252-56, and began teaching first in Paris then at Naples, Rome, Orvieto, Angani, and Viterbo. He was Theological advisor and lecturer to the Papal Curia, 1259-68. It was during this period that Thomas began his greatest opus, the **Summa Theologica** (a summary of theology), a work that deals with the whole of Catholic theology

and the **Summa Contra Gentiles** (a summary against the Gentiles), written for the use of the missionaries. These two books form the classical systematization of Roman Catholic theology. His prolific writings include commentaries, scriptures on Aristotle and other philosophers. He died at the early age of 49 on his way to attend the Council of Lyons at Fossanuova on 7th of March 1274. He was canonized a Saint in the year 1323 and declared a Doctor of the Church by Pope Pius V in 1567, and is known as Doctor Angelicus.

St. Thomas Aquinas is a known scholar, theologian of unparalleled insight and above all a teacher always in search of truth. He believed that knowledge always helped man to actualize the potentialities of the human mind. Although he drew a sharp distinction between faith and reason, he emphasized that the fundamental Christian doctrines, though impossible to establish by reason, are not contrary to reason and reach us by revelation. Nevertheless, he believed that such truth as the existence of God as well as God's eternity, creative power and providence could be discovered by natural reason.

St. Thomas Aquinas, as the patron of our College has been the driving force behind the minds of the students and teachers in their search for truth.

## **PRAYER**

Oh God! Thank you for the gift of life. You are the source of all wisdom. Give us the grace to learn our lessons diligently, grasping power and memory to retain what we have studied. Help us to improve our knowledge and to use it for the betterment of all around us. Fill us with the strength and determination to perform each task given to us, so as to serve your purpose and plan for us in life, and realize the values of work. Bless us with the confidence and courage to face the challenges in life. Transform us into cheerful, hardworking, healthy and obedient students, attentive towards our teachers and mentors. Enable us to get rid of our selfishness, self-centeredness and pride. Give us the strength to accept our mistakes and failures and to think and act nobly and to serve you humbly. Enlighten, strengthen guide and protect us always.

Amen



**MAHATMA GANDHI UNIVERSITY**

**Priyadarshini Hills, Athirampuzha P.O.**

**Kottayam - 686 562**

	<b>Phone Number</b>
Vice Chancellor	0481-2731001
Pro-Vice Chancellor	0481- 2731005
Registrar	0481-2731007
Controller of Examinations	0481-2731000
Fax	0481-2731011
Director of College Development Council	0481-2731013
University Information and Guidance Bureau	0481-2731025
Public Relations Officer	0481- 2731020
Director of Physical Education	0481- 2560511
Director of Students Services	0481-2731024
NSS Programme Co-ordinator	0481- 2731029
Director of Collegiate Education, Tvm.	0471- 2303107
Dy. Director of Collegiate Education, Ekm.	0484- 2362268

### **Succession List of Principals**

---

- |   |  |               |
|---|--|---------------|
| 1 | Dr. P.M. Joseph, M.A. (Hindi), M.A. (Mal.),<br>M.A. (Skt.), M.A. (Eng.), Ph.D., F.I.B.A., D. Litt. | - 1981 - 1994 |
| 2 | Prof. Aruja Antony, M.A.   | - 1994 - 2000 |
| 3 | Mr. Jerson K.J., M.Sc.   | - 2000 - 2003 |
| 4 | Mrs. D'Cruz Novella, M.A., B.Ed.   | - 2003 - 2008 |
| 5 | Mr. V.J. Varghese M.Com.   | - 2008 - 2013 |
| 6 | Mr. Johnson Gomez M.Com  | - 2013 - 2015 |
| 7 | Mrs. Sylvia K John, M.Sc., B.Ed.   | - 2015 - 2016 |
| 8 | Mrs. Dayisi M.F., M.Sc.  | - 2016 - 2018 |
| 9 | Mrs. Bridgit Jeeji C. J., M.Sc., M.Phil, B.Ed.   | - 2018 -      |

## **AQUINAS COLLEGE**

### **Edacochin**

The establishment of Aquinas College in 1981 was a milestone in the rapid educational progress of the Diocese of Cochin under the guidance and patronage of His Excellency, Rt. Rev. Dr. Joseph Kureethara, the late Bishop of Cochin. The College was sanctioned at Edacochin and the foundation stone for the College building was laid on the 1<sup>st</sup> of October 1981 by Shri. Baby John, the then Honourable Minister for Education. It started functioning temporarily at Fort Cochin and was shifted to Edacochin on the 17<sup>th</sup> of June 1982. The College was upgraded in 1991.

The College is situated near the National Highway at the northern boundary of Edacochin, thus having the privileges of the Corporation of Cochin and the calmness of a village.

The College is affiliated to the Mahatma Gandhi University and at present offers Degree courses in Physics, Maths, Economics, Commerce, English, Electronics, Taxation (Self Financing) and M.Sc. courses in Physics, and Biotechnology, M.Com & M.Com Finance M.A. English (Self Financing). We have plans for further expansion with more degree and P.G. classes at the earliest.

The College is named after St. Thomas Aquinas, the great Italian Scholastic Philosopher and Theologian. His life is a source of inspiration and enlightenment for the youth at all times.

The College, established and administered by the Latin Catholic Diocese of Cochin, is meant primarily for the Latin Catholic minority community, but is open to all, irrespective of religion, caste or community.

### **THE COLLEGE MOTTO**

The motto of the College, 'Duty First' is selected with the view of instilling in our students the sense of duty. It is very essential for the students to be duty conscious in the right sense. It is the sense of duty that is going to serve as the inspiring urge behind all their endeavours.

## **Mission**

The College has been established to provide opportunities for higher education to economically and socially backward communities, especially to the Latin Catholic minority community and also to strive for educational excellence and the development of the whole person. To make its mission fruitful, Aquinas College is willing to incorporate all innovations and research in the field of higher education, especially the advantages of information technology. It is also committed to uphold the secular values, envisaged in the Constitution of India.

## **Vision**

We share the vision of the Founder Patron for developing the college into a centre of excellence, to provide opportunities for study and research to the highest level to the society with special attention to its marginalized sections.

## **Aims and Objectives :**

The aims and objectives of the College are directed towards the formation, growth and development of the whole person, enriched with higher values of life. Thus, through their integrated personality, the students may make a substantial contribution to the progress of our society and our great nation, at large. In particular, the College stands for the higher education of marginalized sections of the Latin Catholic Backward Community.

## **F A C U L T Y**

### **PRINCIPAL**

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3. **Ms. Laya K. J. M.A., B.Ed, NET, SET, C-TET**  
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4. **Ms. Mary Sareeta K R, M.A. , B.Ed**  
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11. Gifi George, M.A., MLiSc NET *Librarian Iv Gr*  
*gifi\_jss@rediffmail.com* 9446104273

**List of Retired Teaching Staff**

- |                            |           |              |
|----------------------------|-----------|--------------|
| 1. Dr P.M. Joseph          | 1981-1994 | 9809404773   |
| Principal                  |           | 0484-2220021 |
| 2. Prof. Aruja Antony      | 1994-2000 |              |
| Principal                  |           |              |
| 3. Mrs. D'Cruz Novella     | 1981-2008 | 9895581168   |
| Principal (2003-2008)      |           |              |
| 4. Mr. V.J. Varghese       | 1981-2013 | 9446527025   |
| Principal (2008-2013)      |           | 0484-2707054 |
| 5. Mr. Jerson K. J.        | 1983-2015 | 9747677601   |
| Principal (2000-2003)      |           | 0484-6417875 |
| 6. Mr. Johnson Gomez       | 1982-2015 | 9447052707   |
| Principal (2013-2015)      |           | 0484-2381554 |
| 7. Mr. K.J. Paul           | 1981-2000 | 9846187180   |
|                            |           | 0484-2232871 |
| 8. Mrs. M.S. Sulochana     | 1982-2002 | 0484-2231691 |
|                            |           | 9446451691   |
| 9. Mrs. Margaret Rodrigues | 1982-2004 | 0484-2327061 |
|                            |           | 9446447061   |
| 10. Mrs. Jolly K.R.        | 1982-2005 | 9567798817   |
| 11. Dr V.S. Antony         | 1987-2005 | 9847712686   |

12. Mr. C.J. Xavier	1981-2007	9446305343
13. Mr. P.A. Alexander	1982-2007	0484-2750784 9526242475
14. Mr. K.X Varghese	1982-2008	0484-2421048 9446491047
15. Dr. Raveendranath K.	Died in harness on 11-03-2009	
16. Mr. Clement Abraham K.	1983 -2009	0484-2217904 9349872017
17. Mr. Joshy P.D.	1981-2010	9446327840 9539407322
18. Mrs. Lallu George	1982-2010	0484-2231669 9495775125
19. Mr. K.R. Jose	1981-2011	0484-2436280 9447370707
20. Mrs. Rosa M.G.	1982-2011	9446585130
21. Mr. Philip Neri K.I.	1983-2011	9633183408
22. Mr. T.J George	1982- 2012	0484-2215030 9447115139
23. Mrs. Mary Hyacinth Fernandez	1981- 2013	0484-2436280
24. Mrs. Vanaja C.R.	1984-2013	0484-2328274
25. Mrs. Mary Carmel C.L.	1983-2014	9946214776
26. Dr. John Vineetha Mareeta	1984-2015	0484-2512204 9495425730
27. Mrs.Sylvia K. John	1983-2016	9496744638
28. Mr. Joeson J. Fernandez	1985-2017	9447714848
29. Mrs. Dayisi M. F.	1983-2018	9746020244

### **List of Retired Non-Teaching Staff**

30. Mrs. Mary K.T	1983-2002	9995470567 9142850941
31. Mr. Augustine V.	1981-2003	0478-2871010 9562778702
32. Mr. Joseph V.C.	1981-2005	0484-2560151
33. Mrs. Mary John.	1983-2007	9562666912
34. Mrs. Brigit B.R.	1983-2007	0484-2241097 9605896987
35. Mr. Eappachan V.J.	UDC - Died in harness on 14.12.2006	
36. Mr. Paul K.L.	1983-2008	9387262412
37. Mr. Joy C.R.	1983-2009	0484-2235668 9895265209
38. Mrs. Karmaly K.K.	1983-2011	9447991181
39. Mrs. Regina Jacob K.	1983-2011	0484-2240828 9400940828
40. Mr. Lawrence K.M.	1983-2011	0484-2328569 9995548545
41. Mr. Joseph T.R.	1987-2011	0484-3252421 9746815485
42. Mrs. Philomina M.J.	1983-2011	0484-2327256 7293192657
43. Mrs. Victoria M.	1997-2011	9847089643
44. Mr. Joseph John C.	1981-2012	0484-2231631
45. Mr. Xavier P.V.	1988-2013	9847646612
46. Paul Raphi V.	1983-2013	9946657771
47. Mrs. Barbara Antony.	1997-2014	9249765187
48. Mr. Thomas K.J	1981-2014	9847810051



Ms. Teena Joseph  
Mr. Akhil Sebastian  
Mr. Vijo M. Joy  
Ms. Devina Mohan  
Mr. Raju George Michael  
(Nominated Member)  
Ms. Sumi John K. J.  
(Nominated Member)  
Mr. Sebastian P. F.  
Ms. Gifi George

#### **NAAC**

Coordinator : Mr. Joseph Justin Rebello  
Joint Coordinators : Dr. Tharanath R.  
Mr. Don Bosco

#### **Planning Board for UGC / Non - UGC Funds**

Manager : Rev. Fr. Johnson Chirammel  
Convener : Ms. Bridgit Jeeji C. J. (Principal)  
Coordinator : Ms. Zeta Paul  
Joint Coordinator : Dr. Tharanath R.  
Members : Mr. Raju George Michael (IQAC  
Coordinator)  
Mr. Joseph Justin Rebello  
Ms. Gifi George (Librarian)  
Mr. Don Bosco (Administrative  
Representative)

#### **Admission UG & PG**

Convenor : Mr. Joseph Justin Rebello  
Members : Mr. Shaji Jose

Mr. Raju George Michael  
 Ms. Teena Joseph  
 Dr. Tharanath R.  
 Mr. Vijo M. Joy  
 Ms. Matilda T. P.

**PTA Executive**

Secretary :	Ms. Sumi John K. J.
Members :	Dr. Bindu George
	Mr. Joseph Justin Rebello
	Mr. Raju George Michael
	Ms. Teena Joseph
	Ms. Tania John
	Mr. Akhil Sebastian
Staff/College Union Advisor :	Ms. Berry Holaday M.G.
Staff Secretary	} Ms. Tania John
Internal Complaint Committee Convener	
Public Information Officer	
CBCSS Internal Assessment	
Co-ordinator :	Ms. Teena Joseph
NSS Programme Officers:	Ms. Mary Hermine
	Mr. Akhil Sebastian
NCC Officer :	Dr. Geetha P.
Career Guidance :	Dr. Ambili K. V.
	Ms. Alicen Roshiny Jacob
Returning Officers :	Ms. Sumi John K. J.
Staff Editor :	Dr. Tharanath R.
<b>Other Associations</b>	
Sports Club & Academy :	Mr. Shaji Jose



Fine Arts :	Dr. Tharanath R. Ms. Roshny Elizabeth Dr. Swapna Kurian
AISHE & NIRF Coordinator :	Ms. Manju Joseph Ms. Fiffy Joseph
Research Assessment Committee :	Ms. Bridgit Jeeji C. J. (Principal) Dr. Bindu George Mr. Joseph John Dr. Ambili K. V. Dr. Swapna Kurian Dr. Benny Varghese (Principal, Avila College of Education - External Expert, Nominated Member)
Anti- Ragging & Anti-Narcotics :	Mr. Sivaraj K. S.
Discipline Committee :	Mr. Shaji Jose & all H.O.Ds.
Grievance Redressal Cell :	Ms. Mary Hermine
Committee for Harrassment against Women :	Ms. Berry Holaday M. G.
Literary Forum :	Ms. Saumya Joseph
Women Cell :	Ms. Mary Jemima Sebastian
Alumni Association :	Ms. Athira Prakash
Network Resource Centre & ICT in charge :	Ms. Manju Joseph
Spark Coordinator :	Mr. Joseph Justin Rebello
Gain PF :	Ms. Athira Prakash
Add-on Course (Co-ordinators) :	Mr. Raju George Michael Ms. Roshny Elizabeth Mr. Akhil Sebastian

Library Committee :	Ms. Gifi George Dr. Ambili K. V. Ms. Mary Jemima Sebastian Ms. Saumya Joseph
Scholarship/E-Grantz	
Nodal Officer :	Mr. Sivaraj K.S.
Remedial Coaching :	Ms. Zeta Paul
Entry in Service :	Ms. Manju Joseph
WWS :	Dr. Swapna Kurian
SSP :	Ms. Manju Joseph
Quiz Club :	Ms. Mary Jemima Sebastian Dr. Swapna Kurian
Anti - Mobile Squad :	Mr. Joseph Justin Rebello Ms. Zeta Paul Mr. Shaji Jose Ms. Manju Joseph Mr. Raju George Michael Mr. Vijo M. Joy Ms. Devina Mohan
Nature & Tourism Club :	Ms. Tania John Mr. Vijo M. Joy Ms. Caroline Simon
Red Ribbon & Blood Donation club:	Ms. Saumya Joseph
English Club :	Ms. Alicen Roshiny Jacob
Astronomy Club :	Dr. Tharanath R.
Entrepreneurship Development Club :	Mr. Akhil Sebastian
Swayam Mentor :	Ms. Berry Holaday M. G.
Electoral Literacy Club :	Ms. Sumi John K. J. Dr. Swapna Kurian

<b>COURSES OFFERED</b>
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**A. THREE YEAR DEGREE COURSE (6 SEMESTERS)**  
**CHOICE BASED CREDIT AND SEMESTER SYSTEM (CBCSS)**

- Common Course : Compulsory English  
(Sem. 1 to 4) Any one Additional Language (Hindi or Malayalam)
- Core Course (Main) : Subject of Specialisation  
(Sem 1 to 6)
- Complementary Course (Sub) : Enriches the study of core course  
(Sem 1 to 4)
- Open Course : Course outside the field of specialisation.  
(Sem 5 only)

Core Course	Complementary Course	Open Course	Choice Course
1. Physics	1. Mathematics	Energy and Environmental Studies	Information Technology
	2. Electronics		
2. Mathematics	1. Statistics	Applicable Mathematics	Operations Research
	2. Com. Science		
3. Economics	1. Historical Roots of Modern World	Environmental Economics	Money and Financial Marketing
	2. Mathematics		
4. Commerce	1. Advertising and Sales Promotion	Fundamentals of Accounting	Marketing Management
	2. International Marketing		
5. English	1. Education in India	English for Careers	Regional Literatures in Translation
	2. Educational Psychology		
	3. Evolution of Literary Movements		

Open Courses : Physical Health & Life Skill Education

**B. TWO YEAR (4 Semester) P.G. PROGRAMME**

- M.Sc. Physics      • M.Com.

### **C.SELF FINANCING COURSE**

- B.Sc. Electronics with Computer Hardware
- B.Com Finance and Taxation
- M.Com Finance
- M.Sc. Bio-Technology

### **D. ADD ON COURSES OFFERED**

1. Tally Accounting
2. Computer Applications
3. Communicative English

### **EVALUATION**

The evaluation of each course shall contain two parts:

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

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of **20** marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks.

**(ISA+ESA)** as given below

### **Date of Commencement of Classes**

I semester classes will commence as per the instructions from the university. Other odd semesters (III & V) begin on 1<sup>st</sup> working day of June and even semesters (II, IV & VI) begin on 1<sup>st</sup> working day of December of each year.

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

#### **Revised Syllabus 2017 Admission onwards**

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

**9.2** The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All Papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, *(ISA + ESA)* as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

### **CREDIT POINT AND CREDIT POINT AVERAGE**

**Credit Point (CP)** of a course is calculated using the formula

**$CP = C \times GP$ , where  $C = \text{Credit}$ ;  $GP = \text{Grade point}$**

**Credit Point Average (CPA)** of a Semester/Programme is calculated using the formula

**$CPA = TCP/TC$ , where  $TCP = \text{Total Credit Point}$ ;  $TC = \text{Total Credit Grades for the different semesters and over all programme are given based on the corresponding CPA as shown below:}$**

<b><i>C P A</i></b>	<b><i>GRADE</i></b>	<b><i>GRADE POINT</i></b>
<b><i>Above 9</i></b>	<b><i>A+ -Outstanding</i></b>	<b><i>10</i></b>
<b><i>Above 8, but below or equal to 9</i></b>	<b><i>A - Excellent</i></b>	<b><i>9</i></b>
<b><i>Above 7, but below or equal to 8</i></b>	<b><i>B - Very Good</i></b>	<b><i>8</i></b>
<b><i>Above 6, but below or equal to 7</i></b>	<b><i>C - Good</i></b>	<b><i>7</i></b>
<b><i>Above 5, but below or equal to 6</i></b>	<b><i>D - Satisfactory</i></b>	<b><i>6</i></b>
<b><i>Above 4, but below or equal to 5</i></b>	<b><i>E - Adequate</i></b>	<b><i>5</i></b>
<b><i>4 or below</i></b>	<b><i>F - Failure</i></b>	<b><i>4</i></b>

### **Revised Syllabus 2017 Admission onwards**

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

**$SGPA = TCP/TC$ , where  $TCP$  is the Total Credit Point of that semester,**

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

**$CGPA = TCP/TC$ , where  $TCP$  is the Total Credit Point of that programme.**

**Grade Point Average (GPA)** of different category of courses viz. Common Course I, Common Course II, Complementary Course I,

Complementary Course II, Vocational course, Core Course is calculated using the formula:-

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

TC is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

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

Note: **A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course.** For passing a programme, separate minimum of Grade E is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidate who secures **E** grade and above will be eligible for higher studies

## **MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION**

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

Components of the internal evaluation and their marks are as below.

### **For all courses without practical**

**a) Marks of external Examination -80**

**b) Marks of internal evaluation -20**

All the three components of the internal assessment are mandatory. For common course English in I Semester, internal oral examination shall be conducted instead of test paper.

<b>Components of Internal Evaluation</b>	<b>MARKS</b>
Attendance	<b>5</b>
Assignment/Seminar/Viva	<b>5</b>
Test paper(s) (1 or 2)(1x10=10; 2x5=10)	<b>10</b>
<b>Total</b>	<b>20</b>

### **For all courses with practical**

**a) Marks of theory –External Examination : 60**

**b) Marks of theory –Internal Evaluation : 10**



<b>Components of Theory – Internal Evaluation</b>	<b>Marks</b>
Attendance	<b>3</b>
Assignment/Seminar/Viva	<b>2</b>
Test paper(s) <b>(1 or 2)(1x5=5; 2x2.5=5)</b>	<b>5</b>
<b>Total</b>	<b>10</b>

- a) Marks of Practical –External Examination: 40  
(only in even semesters)
- b) Marks of Practical- Internal Evaluation: 20  
(odd and even semesters combined annually)

<b>Components of Practical-Internal evaluation</b>	<b>Marks</b>
Attendance	4
Record*	10
Lab involvement	6
<b>Total</b>	<b>20</b>

#### **Revised Syllabus 2017 Admission onwards**

11.2 For all course with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

- a) **Marks of external Examination : 60**  
b) **Marks of internal evaluation : 15**

<b>Components of Internal Evaluation</b>	<b>Marks</b>
Attendance	<b>5</b>
Assignment/Seminar/Viva	<b>2</b>
Test papers (2 × 4)	<b>8</b>
<b>Total</b>	<b>15</b>

c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal evaluation of Practical	Marks
Attendance	2 Test
Test paper (1 × 4)	4
Record*	4
Total	10

\*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

**Project Evaluation: (Max. marks 100)**

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
<b>Total</b>	<b>100</b>

**Attendance Evaluation**

**1) For all courses without practical**

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

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

**1) For all courses with practical**

For all courses with practical		For all courses without practical	
% of Attendance	Marks	% of Attendance	Marks
90 and above	3	90 and above	4
80—89	2	85-89	3
75—79	1	80-84	2
		75-79	1

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

**ASSIGNMENTS**

Assignments are to be done from 1<sup>st</sup> to 4<sup>th</sup> Semesters. At least one assignment should be done in each semester.

**SEMINAR/VIVA**

A student shall present a seminar in the 5<sup>th</sup> semester and appear for Viva-voce in the 6<sup>th</sup> semester

**INTERNAL ASSESSMENT TEST PAPERS**

At least one internal test-paper is to be attended in each semester for each course.

**EXTERNAL EXAMINATION**

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

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

All students are to do a **project**. This project can be done individually or as a group of 3 students. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.

There will be no supplementary exams. For reappearance/improvement, the students can appear along with the next batch.

A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

All programmes and courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.

### **PATTERN OF QUESTIONS**

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations,

critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/She shall also submit a detailed scheme of evaluation along with the question paper.

A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.

**Pattern of questions for external examination for  
theory paper without practical.**

	Total no. of questions	Number of questions to be answered	Marks of Each question	Total marks
	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
<b>TOTAL</b>	<b>35</b>	<b>26</b>	<b>x</b>	<b>80</b>

**Pattern of questions for external examination for  
theory papers with practical**

	Total no. of questions	Number of questions to be answered	Marks of Each question	Total marks
	8	8	1	8
	10	6	2	12
	6	4	4	16
	4	2	12	24
<b>TOTAL</b>	<b>28</b>	<b>20</b>	<b>x</b>	<b>60</b>

**Revised Syllabus 2017 Admission onwards**

Pattern of question Papers

a) Without practical

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

b) With practical

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

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

### **MARK CUM GRADE CARD**

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

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Under-Graduate Programme
- (d) Name of the Semester
- (e) Name and Register Number of the student
- (f) Date of publication of result

- (g) Code, Title, Credits and Max. Marks (Int., Ext. & Total) of each course opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester
- (i) Institutional average of the Internal Exam and University Average of the External Exam in each course.
- (j) The total credits, total marks (Max. & Awarded) and total credit points in the semester
- (k) Semester Credit Point Average (SCPA) and corresponding Grade.
- (l) Cumulative Credit Point Average (CCPA) corresponding to Common courses, Core and Complementary (separately and together) and whole programme, as the case may be.
- (m) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final grade/marks scored by the candidate from 1<sup>st</sup> to 5<sup>th</sup> or 7<sup>th</sup> semester, as the case may be, and the overall grade/marks for the total programme.

### **KERALA RAGGING PROHIBITION ACT 1998**

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമായോ മാനസികമായോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാകാൻ സാധ്യത ഉള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ അപമാനമോ ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തി ചെയ്താൽ എന്നർത്ഥമാകുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിന്മേൽ, രണ്ടു വർഷം വരെ ആകുന്ന കാലയളവിലേക്ക് തടവ് ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതിനും അയാൾ പതിനായിരം രൂപ വരെയൊക്കാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: നാലാം വകുപ്പിൽ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്ന് പിരിച്ചുവിടേണ്ടതിനും, അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക് മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതും ആകുന്നു.
6. വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭാഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോടു റാഗിംഗിനെ കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതാതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽനടപടിക്കായ് അയച്ചുകൊടുക്കേണ്ടതുമാണ്.



7. ഒന്നാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി ആറാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെ കുറിച്ചുള്ള ഒരു പരാതി മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ നാലാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

### **RULES OF GENERAL DISCIPLINE**

1. Students and the staff of the college shall co-operate with the college authorities to ensure a peaceful atmosphere congenial to the academic activities and overall development of the students and for the maintenance of discipline in the campus.
2. Classes will be conducted from 9.00 a.m. to 3.00 p.m. Students should on no account arrive late to the classroom. At the stroke of the second bell, students should stand up in silence for the Morning Prayer.
3. No student shall leave a class without the permission of the lecturer concerned. Students should obtain the permission of the Principal to leave the College campus during working hours.
4. Students should be simple, neat and tidy in dress. Particular care should be taken to dress modestly. Tucking of dhoties is strictly forbidden. Those who are wearing dhoties should use white dhoties only.
5. Students should behave and conduct themselves both inside and outside the College in a becoming and gentlemanly manner. They

should be courteous to one another and to the members of the staff. No trace of vulgarity should appear in their conversation and behavior. They should be dignified in the class room and outside.

6. Every student should carry his/her identity card and produce it on demand by the authorities or persons authorized to do so.
7. When a student meets a member of the teaching staff for the first time during the day he /she should greet him/her in an appropriate manner.
8. Every student shall handle with care the College property and shall cooperate in preserving the cleanliness and tidiness of the building and furniture. Those who mark or disfigure or otherwise spoil any portion of the building, premises or furniture, shall be punished for misconduct.
9. Students are specially warned not to write or scribe anything on the black board. Breach of this rule shall be seriously dealt with.
10. Any student who is persistently insolent, or insubordinate or who willfully and repeatedly commits mischief or is guilty of fraud or malpractice or who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls. The removal shall be either temporary or permanent subject to the gravity of the misconduct.
11. Misbehavior from any member of the College Community towards girl students, use or threat of violence against the members of the staff, physical violence or mental abuse on fellow students, drunkenness and smoking inside the college will be considered very serious case of misconduct warranting disciplinary action including dismissal.
12. No one shall distribute or circulate any notice, pamphlet, leaflet, etc. within the campus or exhibit any type of banners, flags, posters, notices, etc. within the campus without prior sanction of the Principal.

13. Students are forbidden to make complaints in a body or address any authority in a collective manner. Students are strictly warned against forwarding complaints of any kind without the knowledge and consent of the Principal.
14. Megaphones, loud speakers, etc. should not be used without prior permission from the Principal.
15. Nobody shall collect money from others either by request or by coercion or buy and sell any article in the College campus except with specific permission of the Principal.
16. Serious actions will be taken against students, who bring outsiders to the College without the prior permission of the Principal.
17. No meeting or function of any kind shall be held without the sanction of the Principal. Meetings and other functions in the College shall not be allowed to be exploited either directly or indirectly for the propaganda of political parties. It will be at the discretion of the Principal not to allow any function, which, in her opinion, is undesirable.
18. Students are forbidden to take active part in political agitations directed against the authority of the Government. Participation in strikes of any kind is strictly forbidden.
- 19. The Judgment of the Hon'ble High Court of Kerala, dated 26-05 -2003 in W.A.No. 535/2003 is implemented in this College and the students are directed to comply with the orders of the Hon'ble High Court of Kerala regarding the political and other related activities inside the College Campus.***
- 20. Ragging is a very serious criminal offence under Kerala Ragging Prohibition Act 1998 and is punishable with 2 years imprisonment along with a penalty of Rs.10, 000/-. Students committing the offence will be expelled from the institution and they shall not be given admission to any other educational***

*institution for a period of 3 years from the date of expulsion.  
(Kerala Ragging Prohibition Act 1998).*

- 21. Use of mobile phones by students inside the campus is strictly prohibited as per Government Order R.T.No. 346/05 H.E. dated 01-03-2005.*
- 22. As per Government Order No. 26483/G1/15/H.Edn. dated 12-10-2015*
  - a. All students have to wear identity tag inside the College Campus.*
  - b. Student's vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.*
- 23. Smoking or selling cigarettes and other tobacco products and drugs in an area within a radius of 100 yards of the educational Institution is prohibited vide GO No. 8222/05/H Edn. dt. 12.05.2005.*
- 24. Performing cinematic dances and fashion shows within Educational Institutions is also prohibited by the Government vide G.o.No.346/05 H.E. dt 01-03-2005.*
25. The Principal may further at her discretion forbid students to engage prominently in any public movement.
26. Students should have their letters addressed to their home. Those addressed to the College will not be delivered to them.
27. The Principal or other constituted College authority may frame and issue from time to time disciplinary rules of permanent or temporary nature, regulating the conduct of students within the College campus, in so far as such rules seem necessary
  - a. to secure the observance of the above rules and
  - b. to maintain the reputation of the College.

28. The attention of the students is drawn to the rule that they should respect their teachers not only inside the class room but also outside. Well disciplined behavior is expected at any function in the College.
29. The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by the existing rules will be left to the discretion of the Principal and his decision will be final.

### **Excursions**

- 1 Excursion parties should be accompanied by the members of the staff and the expenses of these members of the staff should be borne by the party of the students. When women students go on excursion either alone or in company with men students, there should be a lady lecturer to accompany them. The Principal's permission should be obtained before making plans for excursion. The completed application forms should reach the Principal at least three days before the journey.
- 2 Excursions will be allowed only once in a course of study and preferably in the final year. Excursions may be arranged in such a way as to minimise the loss of working days (maximum 3 working days).

### **Attendance and Absence**

- 1 The working day is divided ordinarily into five periods each of one hour's duration.  
  
Minimum of 75% attendance is compulsory for all courses.
- 2 Attendance will be taken at the beginning of each period.
- 3 **As per the University Order, U.O. No.384/EA II/2/333/2017/ Exam dated 17-05-2017, the attendance of the students should be uploaded on day to day bases in the University Portal.**
- 4 Leave of absence for one or more periods must be obtained from the Principal in writing and in advance. No leave will be granted unless the Principal is satisfied with the reason stated.
- 5 No student shall absent himself/herself from a class without leave.

Absence without leave for a part of session shall be considered as absence for half day.

Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal, in which case they will have to pay the re-admission fee of Rs.10 and all College fees due before they are re-admitted.

- 6 Students shall not take leave of absence unless it is absolutely necessary. Those who take leave should produce a leave letter, duly signed by the parent or guardian, when they return after leave. Irregularity in attendance may result in the loss of term days. The loss will end in the loss of a year. Record of leave should be maintained in the College calendar.
- 7 The annual certificate of attendance and progress required by the University for admission to the University examinations will in no case be granted unless
  - a) the student has secured not less than three fourth of the number of the total working days in the academic year,
  - b) the Principal considers that the student's progress and conduct have been satisfactory.

***N.B.: Students are informed that they should get 75% of attendance per semester if they fall short, the deficiency will be condoned only if the Syndicate is satisfied that the absence was for reasons beyond the control of the students. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one academic year in any course of study.***

### **Class Examinations**

- 1 There will be two internal examinations in each semester, in addition to class tests, if any, in each subject.
- 2 Attendance in these examinations is compulsory. If, for any reason,

a student is unable to sit for the examination, he/she will have to obtain permission from the Principal.

- 3 The annual promotion and the issue of progress certificate for the University examinations will be based on these examinations, regular attendance at classes, games and general good behaviour and conduct.

### **Students' Union**

The Students' Union will be constituted in accordance with the rules and regulations of the University and it will function under the general guidance of the Principal.

### **Tutorial System**

As we are focussing attention on a quality conscious educational pattern, it is highly imperative that a programme for the same be implemented in our institution, and hence the "Tutorial System" is introduced. It aims at the smooth interaction between parents, teachers and students.

As per the tutorial system, the Heads of Departments will allot students to the teaching staff of their departments for tutorial work.

i) Each student is expected to consult his/her tutor on all matters pertaining to academic life and studies.

ii) The tutors are expected to have intimate knowledge of their wards, the circumstances and ways of their life from frequent personal interaction.

iii) The tutors are expected to have frequent contact with their wards, during and outside College hours and to report any remiss in their progress and contact immediately the Principal, so that the Principal may bring the fact to the notice of their guardians or parents in time or take any other suitable action.

### **Certificates**

01 Three days' notice is required for the issue of Certificates. 02 Certificates will be issued only after the payment of all dues.

- 02 Conduct Certificate is a document which the student has to earn. It will not be issued as a routine procedure.
- 03 Transfer Certificate : No transfer certificate will be issued to those who owe dues to the College. No fee will be levied from those who apply for T.C. within one year after leaving the College. A fee of Rs.50/- will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the College. An additional fee of Rs. 100/- will be levied from those who apply for duplicate copies of the T.C.. A model of the application for T.C. is given in the College calendar.

**Every student should take his / her T.C. at the end of his / her course and produce it when he / she is admitted for the next course.**

- 04 Application by post for certificates should be addressed to the Principal, Aquinas College, Edacochin. No certificate will be sent by post unless a sufficiently stamped, self-addressed envelope accompanies the application. Certificates will be sent by Regd. post on proper request and acknowledgement for the same.
- 05 The students should personally collect the original certificates from the office. Issue of certificates under authorisations should have the sanction of the Principal.

### **Fee Regulations**

- 1 Tuition fee may be paid in two semester instalments.
- 2 Fees must be paid on the dates fixed in the calendar for the purpose. 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.  
  
If the 10th day happens to be a public holiday, the next working day will be counted as the 10th day.
- 3 If the fee with the fine of Rs. 5/- is not paid on or before the last date fixed for the fine of Rs. 5/-, an additional fine of Rs.10/- will have to be paid.



- 4 If the fees and fine of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the College. If the student is to be re-admitted, he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.
- 5 Every student is liable to pay the prescribed fees for the whole semester during any part of his/her name is on the rolls of the College.
- 6 Each instalment of fees shall be paid on the date notified in the calendar.
- 7 A receipt signed by the dealing hand will be granted for every payment made, which the student shall preserve and produce whenever required by the Principal.
- 8 Mistakes, if any, in the receipts issued for payments made should be pointed out then and there at the counter and should get corrected on the spot. Complaints made later will not be entertained.

### **Fees**

01 Tuition Fees : Degree	:	₹ 1000.00 per annum
PG course	:	₹ 1800.00 per annum
02 Special Fees : For Degree & P.G.	:	
Admission Fee - PG	:	₹ 150.00
DC	:	₹ 75.00
Library Fee - PG	:	₹ 100.00
DC	:	₹ 100.00
Medical Inspection Fee	:	₹ 5.00
Stationery Fee	:	₹ 50.00
Magazine Fee	:	₹ 50.00

Calendar Fee	:	₹	30.00
Association Fee	:	₹	50.00
Audio Visual Fee	:	₹	25.00
University Union Fee	:	₹	50.00
Matriculation Fee (University)	:	₹	150.00
Recognition Fee : (University)	:	₹	100.00
Uty. Sports Affiliation Fee	:	₹	300.00
Students welfare fund	:	₹	30.00
Students' Aid Fund	:	₹	5.00
Students' Safety Insurance	:	₹	23.00
Women Call	:	₹	5.00
Union Fund	:	₹	20.00
Laboratory Fee :			
B.Sc. Main	:	₹	400.00 per subject
P.G. M.Sc.	:	₹	1200.00 per subject
University Affiliation Fee - DC	:	₹	400.00
PG	:	₹	450.00

**03 Caution Deposit :**

B.Sc. / B.A. / B.Com.	:	₹	360.00
M.Sc.	:	₹	600.00

At the end of the particular course of study, the caution deposit will be returned to the students after adjusting the dues, if any, on account of loss of library books, breakages of laboratory equipments and any other loss caused to the property of the College. Every student should get his/her caution deposit refunded after the completion of the course. Caution deposit remaining unclaimed after two months from the due date of completion of the course (last date of University exam.) will be forfeited.

## **Laboratory Rules**

Students are reminded that practical work is the foundation on which the study of sciences stands and every student is required to give the

most earnest and careful attention to it. The laboratory work is arranged to accompany as closely as possible, the principles of theory discussed in the lecture classes.

The certificate for the practical course required by the University regulations will not be granted unless the student's progress has been satisfactory. This will be judged not only by the practical work done in the laboratory, but also by the neat, systematic, regular writing of the accounts in the home record book.

Students breaking articles or apparatus will be required to replace it. If the articles are broken on account of carelessness, they will have to pay a fine in addition. If any article is stolen, the student will be suspended from the laboratory. Students must observe strict silence in the laboratory. They are responsible for the apparatus which are placed for their use on the work bench. When they finish their work they must leave the apparatus in the same position in which they were placed originally. Cost of breakages should be paid within seven days.

## **Library Rules**

### **AQUINAS COLLEGE LIBRARY**

The College Library is the key resource of information for the Academic community. The college Library consists of the central Library and the Departmental Libraries.

The Central Library is divided into two sections

1. The Reading Area
2. The Stacking Area

Newspapers, Periodicals and Reference Books are to be used in the Reading Area. Reference Books and books for lending are kept in the stacking Area.

There are two Departmental Libraries

1. Electronics Department Library
2. Biotechnology Department Library

The concerned Head of the Department shall be in charge of the Departmental Libraries.

#### General Rules and Regulations

- All the students and members of the staff are members of the College Library and are entitled to use the library for consultation and also for borrowing books.
- The Central library will function on all working days of the College from 9 am to 4 pm except Sundays and holidays.
- Entrance to the Central Library is permitted only to the students who have their identity cards with them.
- An atmosphere of perfect silence and studious seriousness should prevail in the library throughout the working hours.
- The students and members of the staff are requested to record their entry and exit time in the Entry Register kept at the library counter.
- The students are not allowed to take any personal belongings to the Library other than a pen and paper.
- The students are requested to take special care to keep the library and surroundings neat and clean. Eatables are to be avoided in the Library.

#### Rules for transaction of Library resources

- All under Graduate students can be issued 2 books of different titles at a time.
- All Post Graduate students can be issued 5 books of different titles at a time.
- The issued books are to be returned on the 15<sup>th</sup> day from the date of which will fetch a penalty of Rs 1 per day. Absence from the College will not be accepted as an excuse for not returning the books in time. Failure to pay fine in time will result in the forfeiture of the right to borrow books till all the fines are paid.

- The borrowed books can be reissued for a further period of two weeks if no one else has reserved those books.
- A particular title once borrowed cannot be renewed for a second consecutive loan period unless another volume of the same title with a different accession number is available in the Library.
- Sub- lending and transferring books to other person's name are not allowed.
- Students are requested to examine the books carefully before borrowing and report damages if any to the library staff.
- Loss of books or any damage detected at the time of returning will have to be compensated either through replacement of the damaged or lost book or if the book is not readily available in the market, by depositing the cost of the book as fixed by the librarian.
- The students should bring their readers ticket to the library for borrowing books. If the reader's ticket is lost, the matter should be immediately reported to the Librarian in writing. Duplicate reader's ticket shall be issued after 2 weeks on payment of Rs 10.
- "No Due Certificate" will be given to the students only after returning the books and the Reader's Tickets.
- Journals, Magazines, Students dissertation and Reference books are not to be issued for students for outside reference except to take Photostat copies.
- All transactions by the students and members of the staff should be recorded in the concerned registers.
- Books borrowed other than textbooks should be returned within a period of one month by the members of teaching and non teaching staff.
- The members of the staff and non teaching staff should return all the books borrowed, on a date in the month of March fixed by the Principal.

- Best library user award is instituted for a student as well as the teacher who fulfill certain criteria fixed by the library committee members.

### **N.C.C. (National Cadet Corps)**

The National Cadet Corps is a voluntary organisation working under the Ministry of Defence, Government of India. The N.C.C. unit in the College is a sub-unit of the Army Wing of N.C.C. enrolling students.

Students of Degree classes can get enrolled in the N.C.C. after the selection procedure. The Director of N.C.C. issues weightage certificates to cadets completing two years N.C.C. training with at least 75% attendance having eligibility for bonus marks for admission to Degree and Post-graduate courses. Lt. Mr. Joseph John of the Dept. of Physics is in charge of the N.C.C.

### **N.S.S. (National Service Scheme)**

There are 2 units of the National Service Scheme functioning in this College. It is intended to arouse the social consciousness of student community by preparing them to be useful to society. Membership of N.S.S. is voluntary and is strictly on selective basis from first DC. Each student is subject to its discipline and code of behaviour. Every student attending the N.S.S. will be required to put in the minimum time of service equivalent to 120 hours each academic year. Those who complete 240 hours of work in 2 years are eligible for a certificate issued by the University. Membership in N.S.S. and a certificate to that effect from the University will be treated as additional qualification, while making recruitments to Public Service.

*Programme Officers : Ms. Mary Hermine (Dept. of Physics)*

*Mr. Akhil Sebastian (Dept. of Commerce)*

### **Employment Information and Guidance Bureau**

An Employment Information and Guidance Bureau is functioning in the College under the supervision of a member of the staff. The Bureau works

in co-ordination with the Employment Bureau of the Mahatma Gandhi University and the State Directorate of Employment. Information on employment opportunities will be available in the Bureau.

### **Quiz Club**

The Club organizes quiz sessions to promote the competitive skill and the general awareness of the students, and to step up the information level of students. The Club conducts Inter Collegiate Quiz Competition in memory of the Late Bishop, Rt. Rev. Dr. Alexander Edezhath.

### **Computer Centre**

The Centre provides computer training to the staff and students. Certificate and Diploma programmes are conducted outside the working hours of the College. Prof. Raju George Michael is in charge of Computer Centre.

### **Aquinas Alumni Association**

An Alumni Association is functioning in the College under the leadership of the Principal, Staff members and the former students of the College. The former students who have not joined the Association may do so at the earliest by contacting the College office.

*Telephone (0484) 2327748, 2328748*

*E.mail : mail@aquinascollege.in*

### **Scholarships and Fee Concessions :**

<i>Name of Scholarships</i>	<i>Eligibility</i>
1 National Loan Scholarship	Minimum 50% marks Income limit Rs. 6,000/- per year
2 National Scholarship	Applicants should not be belonging to the Creamy-layer. Income Limit Rs 6 Lakhs/ Annum.

3	State Merit Scholarship	Family annual income should not exceed 1 Lakh. Minimum limit Rs. 2,000/-
4	Scholarship for physically handicapped	Income should not exceed Rs. 24,000/- per year
5	Scholarship for the children of School teachers	60% marks and annual income limit Rs. 6,000/-
6	University Merit Scholarship	Selection by University on merit basis. The list will be published from the highest marks holders admitted in Colleges.
7	Full fee concession to	Annual income limit O.B.C. Students Rs. 1,00,000/- for D.C. Rs. 1,00,000/- for P.G.
8	Full fee concession	Annual income to socially and educationally Rs. 1,00,000/- for D.C. backward class (as per Rs.1,00,000/- for PG Kumara Pillai Commission Report)
9	Harness fee concession to the students of Kerala Government	Annual income Rs. 12,000/- Government limit
10.	Post Matric Scholarship	An amount equivalent to Admission and Course/Tuition Fee and Maintenance allowance, subjected to a maximum ceiling. Should be the First Year student of <b>U.G/ P.G</b>  b. Should belong to Minority Community (Muslim/ Christian/Buddhists/ Sikh/ Zoroastrians or Parsis).





### ***Proforma for Leave Application by Students***

- 01 Name, roll number and class
- 02 Date for which leave is required
- 03 Reasons for leave
- 04 Signature of the student with date
- 05 Recommendations of the Tutor-in-charge
- 06 Orders of the Principal

### **Form of Application for Transfer & Conduct Certificate**

- 1. Name (in block letters) :
- 2. Class and Group / Subject :
- 3. Admission Number :
- 4. Years of study in the College :
- 5. Whether appeared for University  
Examination, Register number  
and year :
- 6. Whether all dues to the College  
have been discharged :
- 7. Signature of the Applicant :
- 8. Place :
- 9. Date :

## CALENDAR

JUNE 2018			
Date	Day	Particulars	No. of Working days
01	Fri		
02	Sat	*	
03	Sun	*	
04	Mon	College re-opens, Commencement of III & V Sem.	
05	Tue	World Environment day	
06	Wed		
07	Thu		
08	Fri	World Oceans Day	
09	Sat	* Sec. Saturday	
10	Sun	*	
11	Mon		
12	Tue	World Blood Donor Day	
13	Wed		
14	Thu		
15	Fri	* Id-Ul-Fiter	
16	Sat	*	
17	Sun	*	
18	Mon		
19	Tue	Father's Day	
20	Wed		
21	Thu	International Day of Yoga	
22	Fri		
23	Sat	*	
24	Sun	* Manager's Day	
25	Mon		
26	Tue	International Day against Drug Abuse and Illicit Trafficking	
27	Wed		
28	Thu		
29	Fri	End of II Semester P.G. Classes	
30	Sat	Working day	

*Total No. of working days from starting of the academic year : 194*

## CALENDAR

JULY 2018			
Date	Day	Particulars	No. of Working days
01	Sun	*	
02	Mon	Commencement of III Semester PG Classes	
03	Tue		
04	Wed		
05	Thu		
06	Fri		
07	Sat	*	
08	Sun	*	
09	Mon		
10	Tue		
11	Wed	World Population Day	
12	Thu	Commencement of I Semester UG Classes	
13	Fri		
14	Sat	* Sec. Saturday	
15	Sun	*	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat	*	
22	Sun	*	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat	*	
29	Sun	*	
30	Mon		
31	Tue		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

AUGUST 2018			
Date	Day	Particulars	No. of Working days
01	Wed		
02	Thu		
03	Fri		
04	Sat	*	
05	Sun	*	
06	Mon	Quit India Day - Hiroshima Day	
07	Tue	International Friendship Day	
08	Wed	World Senior Citizen's Day	
09	Thu	Nagasaki Peace Day	
10	Fri		
11	Sat	* Sec. Saturday	
12	Sun	*	
13	Mon		
14	Tue		
15	Wed	Independence Day	
16	Thu		
17	Fri		
18	Sat	* College Closes for Onam Vacation	
19	Sun	* Photography Day	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri	* First Onam	
25	Sat	* Thiruvonam	
26	Sun	*Third Onam	
27	Mon	* Fourth Onam	
28	Tue	* Ayankally Jayanthi	
29	Wed	College re-open, National Sports Day	
30	Thu		
31	Fri		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

SEPTEMBER 2018			
Date	Day	Particulars	No. of Working days
01	Sat	*	
02	Sun	* Janmashtami	
03	Mon		
04	Tue		
05	Wed	Teachers Day	
06	Thu		
07	Fri		
08	Sat	* Sec. Saturday	
09	Sun	*	
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat	* World Ozone Day	
16	Sun	*	
17	Mon		
18	Tue	Commencement of I semester PG classes	
19	Wed		
20	Thu	* Muharam	
21	Fri	* Sree Narayana Guru Samadhi	
22	Sat	*	
23	Sun	*	
24	Mon		
25	Tue		
26	Wed		
27	Thu	World Tourism Day	
28	Fri		
29	Sat		
30	Sun		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

OCTOBER 2018			
Date	Day	Particulars	No. of Working days
01	Mon		
02	Tue	* Gandhi Jayanthi	
03	Wed	World Habitat Day	
04	Thu		
05	Fri	World Teachers Day	
06	Sat	*	
07	Sun	*	
08	Mon	Indian Air Force Day	
09	Tue	World Post Office Day	
10	Wed		
11	Thu		
12	Fri		
13	Sat	* Sec. Saturday	
14	Sun	*	
15	Mon		
16	Tue	World Food Day	
17	Wed		
18	Thu	* Mahanavami	
19	Fri	* Vijaya Deshami	
20	Sat	*	
21	Sun	*	
22	Mon		
23	Tue		
24	Wed	UN Day	
25	Thu	End of V Semester UG Classes	
26	Fri		
27	Sat	*	
28	Sun	*	
29	Mon	Commencement of VI semester UG classes	
30	Tue		
31	Wed		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

NOVEMBER 2018			
Date	Day	Particulars	No. of Working days
01	Thu	All Saints Day, Kerala Piravi	
02	Fri		
03	Sat	*	
04	Sun	*	
05	Mon	World Tsunami Day	
06	Tue	* Deepavali	
07	Wed		
08	Thu		
09	Fri	End of III Semester UG Classes	
10	Sat	* Sec. Saturday	
11	Sun	*	
12	Mon	Commencement of IV semester UG classes	
13	Tue		
14	Wed	Children's Day, Diabetes Day	
15	Thu		
16	Fri		
17	Sat	* National Epilepsy Day	
18	Sun	*	
19	Mon		
20	Tue	* Nabidinam	
21	Wed		
22	Thu		
23	Fri		
24	Sat	*	
25	Sun	*	
26	Mon	End of III semester PG classes	
27	Tue	Commencement of IV semester PG classes	
28	Wed		
29	Thu		
30	Fri		

\* Holidays. Other Holidays will be announced later.



## CALENDAR

DECEMBER 2018			
Date	Day	Particulars	No. of Working days
01	Sat	* World Aids Day,	
02	Sun	* World Pollution Prevention Day	
03	Mon		
04	Tue		
05	Wed		
06	Thu		
07	Fri	End of I semester UG & PG classes	
08	Sat	* Sec. Saturday	
09	Sun	*	
10	Mon	Human Rights Day, Commencement of II sem. UG & PG classes	
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat	*	
16	Sun	*	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat	* College closes for X'mas Vacation	
23	Sun	*	
24	Mon		
25	Tue	* X'Mas	
26	Wed		
27	Thu		
28	Fri		
29	Sat	*	
30	Sun	*	
31	Mon	College re-opens after X'mas vacation	

\* Holidays. Other Holidays will be announced later.

## CALENDAR

JANUARY 2019			
Date	Day	Particulars	No. of Working days
01	Tue		
02	Wed	Mannam Jayanthi	
03	Thu		
04	Fri		
05	Sat	*	
06	Sun	*	
07	Mon		
08	Tue		
09	Wed	NRI Day	
10	Thu	World Laughter Day	
11	Fri		
12	Sat	* National Youth Day, Sec. Saturday	
13	Sun	*	
14	Mon		
15	Tue	Army Day	
16	Wed		
17	Thu		
18	Fri		
19	Sat	*	
20	Sun	*	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri	National Voters Day	
26	Sat	* Republic Day	
27	Sun	*	
28	Mon	<b>Aquinas Day</b>	
29	Tue		
30	Wed	Martyrs' Day	
31	Thu		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

FEBRUARY 2019			
Date	Day	Particulars	No. of Working days
01	Fri		
02	Sat	*	
03	Sun	* World Cancer Day	
04	Mon		
05	Tue		
06	Wed		
07	Thu		
08	Fri		
09	Sat	* Sec. Saturday	
10	Sun	*	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat	*	
17	Sun	*	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat	*	
24	Sun	*	
25	Mon		
26	Tue		
27	Wed		
28	Thu	National Science Day	

\* Holidays. Other Holidays will be announced later.

## CALENDAR

MARCH 2019			
Date	Day	Particulars	No. of Working days
01	Fri		
02	Sat	*	
03	Sun	*	
04	Mon	* Maha Sivaratri	
05	Tue		
06	Wed		
07	Thu		
08	Fri	International Women's Day; Intl. Literacy Day	
09	Sat	* Sec. Saturday	
10	Sun	*	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri	World Consumer Day	
16	Sat	*	
17	Sun	*	
18	Mon		
19	Tue	Feast of St. Joseph	
20	Wed	Holi	
21	Thu	World Forestry Day	
22	Fri	World Day of Water	
23	Sat	*	
24	Sun	* World TB Day	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat	College closes for mid summer vacation, End of II, IV & V Semester	
31	Sun		

\* Holidays. Other Holidays will be announced later.

## CALENDAR

APRIL 2019			
Date	Day	Particulars	No. of Working days
01	Mon		
02	Tue		
03	Wed		
04	Thu		
05	Fri		
06	Sat	*	
07	Sun	* World Health Day	
08	Mon		
09	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat	* Sec. Saturday	
14	Sun	*	
15	Mon	* Vishu	
16	Tue		
17	Wed	World Heritage Day	
18	Thu	* Maundy Thursday	
19	Fri	* Good Friday	
20	Sat	*	
21	Sun	* Easter	
22	Mon	Earth Day	
23	Tue	World Book & Copyright Day	
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	*	
29	Mon	*	
30	Tue	Budha Poornima	

\* Holidays. Other Holidays will be announced later.

## CALENDAR

MAY 2019			
Date	Day	Particulars	No. of Working days
01	Wed	International Labour Day	
02	Thu		
03	Fri	Press Freedom Day	
04	Sat	*	
05	Sun	*	
06	Mon		
07	Tue		
08	Wed	World Red Cross Day	
09	Thu		
10	Fri		
11	Sat	* Sec. Saturday, National Technology Day	
12	Sun	* Mothers Day	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri	World Telecommunication Day	
18	Sat	*	
19	Sun	*	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri	Commonwealth Day	
25	Sat	*	
26	Sun	*	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri	Anti-Tobacco Day	

\* Holidays. Other Holidays will be announced later.

PRINCIPAL

## Record of Leave Absence

[illegible]

**TIME TABLE 2018 - 2019**

DAY	1	2	3	4	5
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					