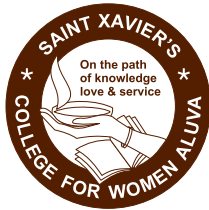


ST. XAVIER'S COLLEGE FOR WOMEN

ALUVA - 683 101

Nationally Re-Accredited (IVth cycle), A Grade, CGPA 3.33
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
ISO 9001: 2005

(Estd. 1964)



Website: www.stxaviersaluva.ac.in

E-mail: college@stxaviersaluva.ac.in

Ph. No. 0484-2623240, Fax No. 0484 - 2628840

Res. 0484-2631201

STUDENTS HAND BOOK & CALENDAR 2019 - 2020

Name.....

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

CONTENTS

I. ABOUT THE COLLEGE	5-18
Brief History	5
Objectives	6
Vision	6
Mission	6
Our Principals	6
College Council	7
Mile Stones	7
Achievements	12
II FACULTY, DEPARTMENT & PROGRAMMES OFFERED	19-35
Faculty	19
Administrative Staff	26
Retired Faculty	27
Retired Administrative Staff	30
UG Programme	32
PG Programme	33
Research	33
Add on Courses	34
III ACADEMIC UPDATES	36-43
Office bearers	36
IV STUDENT SUPPORT SERVICES	44-48
Discipline	44
IQAC	45
Students Grievance & Redressal Cell	45
Anti ragging Cell	45

Career Guidance & Placement Cell	47
Counselling Cell	47
WWS	47
SSP	48
Tutorial	48
Remedial	48
Mentoring	48
Catechism & Value Education	48
V FEES & SCHOLARSHIPS	49-58
Fees Schedule	49
Payment Details	51
Fee Concession	52
Scholarships	52
Endowments	53
VI ACADEMIC CRITERIA	59-69
VII STUDENTS RESOURCES AND CAMPUS FACILITIES...70-74	
Library	70
Language Lab	72
Computer Centre	72
Health Club	73
Canteen	73
Health Clinic	73
Audio Visual Facilities	73
Audio Visual Studio	73
Hostel	73
College Co-operative Society	74
Conveyance	74
Other Campus Facilities	74

VIII STUDENT OPPORTUNITIES	75-79
Students' Council	75
NCC	75
NSS	75
Women's Cell	76
Jesus Youth	76
AICUF	76
Spiritual Formation	76
Research Promotion Council	76
ASAP	77
Sports & Games	77
Differently Abled Cell	77
Associations	77
Clubs	78
College Magazine	78
Welcome & Farewell	79
Excursions & Study Tours	79
Days of Celebration	79
IX PTA & ALUMNI	80-81
PTA	80
STAFF ASSOCIATION	80
RELAX	80
RENTAX	81
OSAX	81
X ACADEMIC CALENDAR	82-98

1

ABOUT THE COLLEGE

St. Xavier's College for Women is ideally situated on the enchanting banks of the river Periyar. The College functions under the management of the Congregation of Teresian Carmelites (CTC), and is affiliated to Mahatma Gandhi University, Kottayam, and Kerala.

St. Xavier's is a long cherished and hard realised dream of Rev. Mother Mary Magdaline CTC, the Foundress of the college, Rt. Rev. Msgr. Augustine Maveli, the Co-Founder and Rev. Mother Isabel C.T.C., the First Manager of the College. It started functioning on 6th July 1964 with four batches of pre-degree classes with a total strength of 238 students and 22 members of the Teaching Staff. It attained the status of a Degree College in 1968. It now offers Degree courses in Mathematics, Physics, Chemistry, Botany, Zoology, Zoology - Vocational, Economics, Malayalam, English Literature, Communicative English, B. Com Taxation, B.Com Computer Application and B.Com Tourism. Post Graduate courses in Commerce, Physics, English, Microbiology, Malayalam and M.Phil. in Business Studies started in 1984, 1998, 2001, 2002, 2013, 2014 and 2016 respectively. The Research Centre in Commerce was started in 2013, the English Research Centre and Physics research Centre started functioning in 2018.

As a temple of learning, St. Xavier's has 55 years of glorious history. It upholds the noble ideals of education to carry on the mission and vision of our Mother Foundress. Rev. Mother Eliswa and our Heavenly Patron

St. Francis Xavier. St. Xavier's college for women aims at the formation of young women enabling them to live a richer life, fulfilling their individual and social responsibilities. Every young woman with a receptive mind, finds her life in the campus a rewarding and stimulating experience. Our young scholars, singers, dancers, artists and sports stars have upheld the name and fame of the College by their meritorious achievements all through the years.

OBJECTIVES

1. To provide a learner-centered academic environment targeting excellence through innovative teaching methods and research.
2. To provide and maintain quality infrastructure for promoting effective academic interactions.
3. To collaborate with the best academic centers in the country for effective updating in teaching and research in different knowledge domains.
4. To ensure the holistic development of students effectively nurturing their potential in curricular and co-curricular activities.
5. To create social ecological sensitivity for making them responsible citizens of a developing nation.

VISION

St. Xavier's College for Women envisions the empowerment of women through academic excellence and spiritual enlightenment for their educational, social and cultural enhancement.

MISSION

The institution provides an ideal academic environment for lifetime learning, nurturing the students as responsible woman and resourceful global citizens, committed to national and cultural values.

OUR PRINCIPALS

Rev. Dr. Sr. Redempta CTC	1964 - 1985
Rev. Sr. Bencita CTC	1985 - 1991
Rev. Sr. Infanta CTC	1991 - 1995
Rev. Sr. Speciosa CTC	1995 - 2004
Rev. Sr. Charles CTC	2004 - 2006
Rev. Sr. Percy CTC	2006 - 2012

Rev. Sr. Reethamma CTC

2012 -2018

Rev. Dr. Sr. Geege Joanamma Xavier

2018 onwards

COLLEGE COUNCIL 2019 - 20

1. Rev. Dr. Sr. Geege Joanamma Xavier, M.A, NET, B.Ed., M.Phil., PhD. (Principal)
2. Rev.Dr.Sr.Stella K A, M.Sc., M Phil, Ph.D. (Vice Principal)
3. Dr.Sheena Xavier, M.Sc., M Phil, Ph.D.
4. Dr. Cicily Pearly Alex M.P. Ed., NET, Ph.D
5. Capt. Dr. Bridget Joseph K., M.A., Ph.D., B.Ed.,
6. Dr. Lima Antony, M.A., B.Ed., NET-JRF, Ph.D.,
7. Dr. Ansa Alphonsa Antony M.Sc., NET-JRF, Ph.D.,
8. Ms. Minimole K. M.A., NET-JRF
9. Ms.Vandana Aravindan M.A, NET
10. Dr. K. Manjusha, M.Sc., Ph.D., NET,
11. Ms. Nikitha Xavier, M.A., M.Phil, B.Ed, NET-JRF
12. Ms.Ninu Rose, M com, NET- JRF
13. Dr. Resmi Varghese, M.Sc., M.Phil, NET, Ph.D,
14. Dr. Nisha P., M.Sc., B.Ed., NET
15. Dr. Newly Joseph, M.Sc., NET, B.Ed., Ph.D.
16. Dr. Anu Anto, M.Sc., NET-JRF, Ph.D.

MILESTONES

- 1964 Established as Junior College.
- 1968 Inauguration of the main block.
Upgraded as First Grade College offering Degree courses in Mathematics, Botany, Zoology, Economics and Malayalam.
- 1969 Inclusion under 2F of UGC.

- 1971 NCC Wing opened.
- 1973 Inauguration of St. Ann's Hostel.
- 1976 NSS Unit Started.
- 1980 Introduced B.Sc. Physics.
- 1982 Introduced B.Com Taxation.
- 1984 Introduced M.Com.
- 1986 Introduced Parent Teacher Association (PTA).
- 1988 Introduced Old Students Association (OSAX).
- 1989 Silver Jubilee Celebration.
- 1990 St. Anna Library inaugurated.
- 1993 Msgr. Augustine Maveli Memorial Volley Ball Tournament instituted.
- 1993 Rev. Dr. Sr. Redempta Memorial Basket Ball tournament instituted.
- 1993 B.A. English Literature started.
- 1994 Inauguration of Mount Carmel Block.
- 1995 Introduced B.Sc. Chemistry and B.A. Communicative English.
- 1996 Inauguration of the Auditorium.
- 1997 Computer Centre inaugurated.
- 1998 Introduced M.Sc. Physics.
- 1998 Construction of Non-Resident Student Centre.
- 1999 Introduced B.Sc. Zoology Vocational.
- 1999 Accredited with 4 Star level by NAAC.
- 1999 Demolition of old Pre-Degree block & its reconstruction.
- 2001 Introduced M.A. English.
- 2001 Inauguration of Canteen.
- 2002 Introduced M.Sc. Microbiology.
- 2002 Introduction of ReLAX - Retired Lecturers Association of St. Xavier's College
- 2003 Tourism Club.

- 2003 Blessing of the St. Joseph Block and the inauguration of the Seminar Hall.
- 2004 Ruby Jubilee Celebration
- 2006 Inauguration of Health Club.
- 2006 Inauguration of E.D. Club.
- 2006 Inauguration of Counselling Cell.
- 2006 Introduced St. Xavier's Everonn Virtual Class.
- 2006 Introduced IQAC.
- 2006 Introduction of ReNTAX - Retired Non-Teaching Staff Association of St. Xavier's.
- 2006 Re-Accredited by NAAC with B++.
- 2006 Introduction of Research Cell.
- 2007 Introduction of UGC Certificate Course Human Rights & Duties Education.
- 2009 New Emblem and Uniform introduced.
- 2009 Mentoring institutionalized.
- 2009 Houses & Clubs introduced.
- 2009 Introduction of Red Ribbon Club
- 2010 Xaverian Kids Centre.
- 2012 Renovation of Administrative Office.
- 2012 Re-Accredited with 'A' Grade by NAAC.
- 2013 Introduced B.Com with Computer Application (SF).
- 2013 Introduced B.Com Travel & Tourism (SF).
- 2013 Rev. Mother Mary Magdeline Memorial Lecture Series by Dept. of Economics & Political Science
- 2013 Approval for the Centre for Drinking Water Analysis.
- 2013 Research Centre - Commerce.
- 2013 Xaverian Research Journal 'Discourse'.
- 2013 Commerce Journal XJORC.

- 2013 Introduced M.A. Malayalam.
- 2013 Health Clinic
- 2013 ASAP Programme.
- 2013 Anti - Ragging Cell.
- 2014 Golden Jubilee Celebration.
- 2014 Documentary Fifty Fifty.
- 2014 Introduced Diploma in Computer Application.
(Under Continuing Education)
- 2014 DST FIST Support-Dept. of Physics
- 2014 Affiliation from Kerala Folklore Academy.
- 2014 Introduced M.Com Management (SF).
- 2014 MOU with ICT Kerala.
- 2014 International Collaboration – Red Deer College
- 2015 MOU with Cochin Business School.
- 2015 Installation of Solar Panel.
- 2015 ASAP DOT, classes
- 2015 Introduced WWS and SSP.
- 2015 B.Com Taxation (SF)
- 2016 New College Bus
- 2016 APJ Seminar Hall (Supported by PTA)
- 2016 M.Phil. Business Studies (Self-financing - discontinued on 2019)
- 2016 ASAP five star Accreditation.
- 2016 Physics Research Lab.
- 2016 Prof. Rebecca Grace Thomas Lecture Series by P.G. Dept.
of English
- 2016 Department of Commerce-Computer Lab
- 2016 Library Extension & Renovation
- 2016 Mother Isabel Paper Presentation & Rebecca Mathan Debate
Competition
- 2016 Campus under CCTV Surveillance

- 2016 WIFI enabled Campus
- 2016 New Omni Vehicle for NSS (supported by PTA)
- 2016 Xaverian National Award for Young Women Scientist – instituted by Department of Chemistry
- 2017 MOU with UNIBIOSIS
- 2017 NPTEL-Local Chapter (MOOC)
- 2017 College Foyer
- 2017 Up gradation Department of Chemistry and Chemistry Lab, Computer lab, Language Lab, Mother Theresa Seminar hall, Department of Malayalam, Botany.
- 2017 Recording Studio (Dept. of Communicative Eng.)
- 2017 Skyway sponsored by ReLAX
- 2017 Recreation Hall
- 2017 Virtual Lab & Nodal Centre
- 2017 State Resource Centre Kerala (MHRDC)
- 2017 Junior scientist –Navadarsan
- 2017 NAAC IVth cycle –A Grade -3.33
- 2017 Rev. Sr. Bencita Endowment Lecture Series (Department of Mathematics)
- 2018 English Research Centre
- 2018 Physics Research Centre
- 2019 RUSA 2.0 Sanctioned (2 Crore)
- 2019 ISO Certification initiated
- 2019 St. Xavier's College Trust formed
- 2019 New reception for academic block
- 2019 Renovation of Vice-principal, Bursar and Manager's cabin

ACHIEVEMENTS

NCC

'The Best Battalion Award' at State level in the year 2018-2019

CPL Kavya Prakash (attended the Republic Day parade at Delhi)

U/O Chaithanya Joyson, CPL Anmol Wilson, L/CPL Bency Benedict,
CPL Kavya Prakash
(All Kerala intergroup camp at U.C. College, Aluva)

CPL Kavya Prakash, CPL Anmol Wilson, U/O Chaithanya Joyson
(pre Republic Day camp at Thiruvananthapuram)

SUO Heenu T.J (National Integration Camp at Nasik, Maharashtra)

CDT Ancy Anil (Army Attachment Camp at Dogra Regiment, Bangalore)

U/O Chaithanya Joyson (National Integration Camp at Kasargod, Kerala)

CDT Sulu Sabu (pre Thal Sainik Camp at Sree Sankara College, Kalady)

NATIONAL SERVICE SCHEME

STATE AWARD

Ms.Navya Yesudas
Kerala State award fro Best NSS Volunter secretary, 2018

M G UNIVERSITY AWARD

Ms.Asmy Antony won the Best NSS programme officer award from
M G university for the year 2018
Best NSS unit Award from M G university for the year 2018

Ms.Navya Yesudas won the NSS certificate of Merit Award from the
MG university, 2018

Ms.Keerthi D P won NSS certificate of appreciation fro NSS volunter
from M G University, 2018

SPORTS

Name of Student

Achievements

Kavitha Kumaran

Represented M G University in the South –
West Zone Basketball Championship held at
Chennai, Madras 26th - 30th November 2018.

Harsha Joy Kavitha Kumaran Arya Mathew Fathima Sumeera P Ammu Unni	Represented Ernakulam District in the Senior State Basketball championship held at Athirampuzha, Kottayam from 3rd to 9th December 2018, and secured 3rd place.
Jisha K S	Represented M G University in the South – West Zone Volleyball Championship held at Andrapradesh from 24 th -25 th of October 2018 and were the Winners. Secured 2 nd place in the All India Inter University Volleyball Championship held at Rajasthan.
Jisha K S	Represented Kerala for the Khelo India Volleyball championship held at Pune from 14 th to 20 th January 2019 and secured second place.
Swathykrishna T	Member of the Kerala team for the Junior National Volleyball championship held at Punjab
Sona S Kumar Swathi Krishna T Adithya K Aleena Thomas	Participated in the Junior State Volleyball Championship held at Kollam from 12 th to 14 th of December 2018 and were the winners.
Sona S Kumar	Participated in the Senior state Volleyball Championship held at Kozhikode represented Thrissur district from 21 st to 25 th of December 2018.
Varnna M S Jisha K S Arya S Nair Devika K C Varsha M	Represented Ernakulam District in the Youth State Volleyball Championship held at Kasargode from 21 st to 26 th of December 2018.
Arya Mathew of III DC	Represented M G university for the Netball women team and participate in the All India Inter university championship from 25 th -28 th of February 2019 at Madras.

TEACHER ACHIEVEMENTS	
Year	Name of Teacher & Awards
2018	Dr. Cicily Pearly Alex was the Technical Delegate (TD) for the National Junior Meet held at Coimbatore from 19 th -22 nd of April 2018.
2018	Dr. Cicily Pearly Alex, participated as Technical official for the conduct of National Inter District Junior Athletic Meet (NIDJAM 2018) held at Thirupathi, Andrapradesh from 1 st to 3 rd of December 2018.
2018	Dr. Cicily Pearly Alex, selected as the Member of the Board of Studies in Physical Education, St Albert's College, (Autonomus) Ernakulam.
2018	Dr. Cicily Pearly Alex , selected as the Vice- President of Ernakulam District Athletic Association.
2018	Sr.Sindhu.P.J (Sr.Sharin CTC) selected as FLAIR member, Dept. of Collegiate Education, Govt. of Kerala and attended in a Ten Days Faculty Development Programme entitled 'Induction Training programmes in Social Sciences for College Teachers from Kerala organized by Institute for Social and Economic Change (ISEC) Nagarbhavi, Bangalore.
2017	Ms. Asmy Antony won the Best NSS Programme Officer
2018	Dr.Aparna Lakshmanan, Best Alumni Award from St.Joseph College, Irijalakudda
2018-19	Dr. Sr. Stella K.A., awarded with academy of Science Teacher's fellowship for a project in BARC, Mumbai
RESEARCH PROJECTS	
Major Projects	
Name of Principal Investigator	: Dr. Baby Divya
Title	: <i>Study on the effect of leaf litter on freshwater protozoan populations : a microcosm approach</i>
Sponsoring Agency	: DBT
Department	: Zoology
Year	: 2018 - 2019
Amount	: 8,00,000

Name of Principal Investigator	: Dr. K. Manjusha
Title	: <i>Diversity and Biotic Potential of Yeasts from the Mangroves of central Kerala</i>
Sponsoring Agency	: KSCSTE
Department	: Microbiology (R)
Year	: 2018 - 2020
Amount	: 12,51,800
Name of Principal Investigator	: Dr. Nisha P
Title	: <i>Molecular and taxonomic studies on the genus selaginella (family Selaginellaceae) in India</i>
Sponsoring Agency	: DST, GOVT OF INDIA
Department	: Botany
Year	: 2018 - 2021
Amount	: 31,77,000
Name of principal Investigator	: Dr Baby Divya <i>(Principal Investigator)</i> Dr Annie Feby <i>(Co-investigator)</i>
Title	: Bacterial diversity associated with mangrove diversity in sediments of Cochin backwaters”
Sponsoring Agency	: Kerala State Council for Science, Technology & Environment (KSCSTE- Govt. of Kerala), Thiruvananthapuram, Kerala
Department	: Zoology
Year	: 2019 - 2022
Amount	: 13,00,000/-
STUDENT PROJECTS	
Department	: CHEMISTRY
Numbers	: 4
Sponsoring Agency	: SPYTIS II KSCSTE
Teacher Supervisors	: Dr. Newly Joseph Ms. Asmy Antony Ms. Sheneya Festus

BOOKS PUBLISHED

Sr. Sindhu.P.J (Sr. Sharin CTC)Contemporary Issues in Economy and Society'

Ms Sindhu Thomas Ithu Ninakkayi

Ms Sindhu Thomas Violet

STUDENT ACHIEVEMENTS

Year	Name of Student	Awards
2018	Swathy J (I B.Sc. Zoology Model I)	Won first level of Golden Girl Competiton organized by Malabar Gold and Diamonds and Times of India
2018	Megha Benny (II DC Chemistry)	Won first level of Golden Girl Competiton organized by Malabar Gold and Diamonds and Times of India
2018	Saranyadevi (III B.A English)	Won first level of Golden Girl Competiton organized by Malabar Gold and Diamonds and Times of India
2018	Sreelekshmi (I M.Sc. Physics)	Won first level of Golden Girl Competiton organized by Malabar Gold and Diamonds and Times of India
2018	Akshara A.B. (II M.Com)	Won first level of Golden Girl Competiton organized by Malabar Gold and Diamonds and Times of India.
2018	Ms. Andrea Rose (Comm. English)	Special jury award by S.D. Charitable Trust - Short film "Thiri"
2018	Aneesa Ali, Amrutha Thilakan Sona Johnson (III BSc Zoology) Neetha P S, Aswathy Anil Anjaly Sunilraj (III BSc Zoology Model II)	Completed an Internship Program at National Institute of Oceanography for three days under DBT Star Scheme
	Niranjana K S (III BSc Zoology Model -I)	Won 1 st Prize in pencil drawing competition (Potrait) conducted Mathematics department (KSCSTE sponsored) of St. Xavier's College, Aluva

	Aamina Ismail <i>(II B Sc Zoology Model I)</i>	First Prize for Just a minute spelling competition in Zoofest organised by Zoological society of Kerala at St Peter's College, Kolenchery
	Swathi J <i>(I BSc Zoology Model I)</i>	Won best speaker prize for Debate Competition organized by St. Teresa's College, Ernakulam in connection with National Science Day 2019 sponsored by KSCSTE
	Meenu K M and Reshma Valsan <i>(III BSc Zoology Model II)</i>	Third place in intercollegiate Power point presentation competition held at S H College, Thevara as part of Gensys 2K19, inter collegiate fest.

M G UNIVERSITY YOUTH FESTIVAL- ALATHALAM 2019

2019	Anjana J Nair	1 st prize - Malayalam Essay writing
2019	Devika Venugopal	2 nd prize - Kavyakeli
2019	Akshara A B	2 nd prize - Hindi Recitation
2019	Akshara A B	A GRADE- Monoact, Kathaprasangam, Western Solo
2019	Devika Venugopal	Malayalam Recitation, Light Music, Classical Music
2019	Megha Benny	Folk Dance
2019	Mridula S Nair	Bharatanatyam, Other forms of classical dance
2019	Anjana Vinoj	Malayalam Elocution
2019	Haleema	English Recitation
2019	Akshara A B	Special jury award for Natakolsavam 2018
2019	College Team	3 rd prize for drama
2019	College Team	2 nd prize for Oppana and Group Music (Indian)
2019	College Team	3 rd prize for Thiruvathirakali

RANK HOLDERS			
UNDERGRADUATE PROGRAMMES			
Year	Name	Position	Discipline
2018	Sreelakshmi K.B	1 st Rank	B.Sc Zoology Model II
2018	Akhitha Sebastian	2 nd Rank	B.Sc Zoology Model II
2018	Ms. Shalu Paul	2 nd Rank	B.Com Computer Application
POSTGRADUATE PROGRAMMES			
2018	Sajna Paul	7 th rank	MA Malayalam
2018	Neenu Cleetus	8 th Rank	MA Malayalam
2018	Ms.Shipla N S	10 th Rank	M.Sc Physics
2018	Ms.Thara Paul	1 st Rank	M.Sc.Microbiology
2018	Ms.Anjitha Gopinath	8 th Rank	M.Sc.Microbiology

2

FACULTY, DEPARTMENT & PROGRAMME OFFERED

PRINCIPAL

Rev. Dr. Sr. Geege Joanamma Xavier, (Rev. Sr. Shalini)
M.A., NET, B.Ed, M.Phil, Ph.D

VICE PRINCIPAL

Rev. Dr. Sr. Stella K.A.,
M.Sc., M.phil, Ph.D.

THE FACULTY

PG DEPARTMENT OF ENGLISH AND RESEARCH CENTRE

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3. Shamil Francis 7034136857
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2. Dr. Raji Joseph 9847418029

3. Dr. Mercy Varghese 9446687945
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13. Greeshma M PAI 8089185898
14. Chinju Joseph K 9656837392
15. Deepika Krishna 9562507126

ADMINISTRATIVE STAFF

1.	Rev. Sr. Diogenous, <i>UGC Librarian</i>	8281504927
2.	Ms. Molly Isabel Joseph, <i>Lab Assist.</i>	9526890503
3.	Mr.P.R. Radhakrishnan, <i>Lab Assist.</i>	9349478950
4.	Ms. V.C. Jessy, <i>Lab Assist.</i>	9567662926
5.	Sr. Nisha Antony (Sr. Dinishya), <i>Computer Assistant</i>	7356645880
6.	Sr. Jiji Joseph (Sr. Mercina), <i>UD Store keeper</i>	9539317302
7.	Sr. Jessy Maria, <i>LDC</i>	9497294140
8.	Sr. Jisha Joseph, <i>LDC</i>	9072931025
9.	Sr. Vinny, <i>LDC</i>	29495347923
10.	Sr. Remy Vaz, <i>LDC</i>	9447217249
11.	Ms. Bindhu Varghese, <i>LDC</i>	9447563383
12.	Ms. Bellarmin Sonia, <i>Library Assistant</i>	7012950236
13.	Mr. Jomon Thomas, <i>Mechanic</i>	9809660887
14.	Ms. Mary Regal, <i>Lab Assistant</i>	9995108647
15.	Jinimol P.S., <i>Office Attender</i>	9495603251
16.	Alcy P.A. , <i>Office Attender</i>	9847311634

RETIRED FACULTY

PRINCIPALS

Sr. Infanta CTC	0484-2391060
Sr. Speciosa CTC	080-25614081
Sr. Charles CTC	0484-2425140
Sr. Percy CTC	0484-2631201
Sr.Reethamma V.A. CTC	8547428840

DEPARTMENT OF ENGLISH

Smt. Saroja Appukuttan	0484-2777001
Smt. Annie Varghese	8547379186
Smt. Gowrikutty P.	0484-2624666
Smt. Cicily Grey	9995186675
Smt. T. C Jayalakshmi	9446577674
Smt. K. M. Mary	9995299217
Dr. Molly Joseph M	9847437561
Dr. Sr. Gracious	9497315290
Dr. Mary Fatima Cross	9847226281

DEPARTMENT OF MALAYALAM

Smt. Saraswathy M.N	0484-2369458
Smt. T. K. Umadevi	0484-2348792
Dr . C. Santha Kumari	9495362735
Dr. K. Rathi	0484-2376063
Ms. Una	9847228106
Smt. M. P. Vijayalakshmi	9495954540
Dr.Lilly C O	9895074925

DEPARTMENT OF SANSKRIT

Smt. Ambujakshy. P	9447577652
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DEPARTMENT OF HINDI

Dr. Sheelamma N. P	0484 2624950
Smt. Gomathi Ammal L	9495928383
Smt. P. K. Mary	0484 2513084
Dr. Shila Papoo	8129560005

DEPARTMENT OF MATHEMATICS

Smt. C. Sumanagala Devi	9447785214
Smt. Rita Mary Thomas	0484-2621301
Smt. K. Omana	8547227730
Smt. C.R. Savithri	9400532812
Sr. M.J Mary	9496790678
Dr. Sr. Benedict Mary A.	8547435240

DEPARTMENT OF STATISTICS

Smt. Leela P	9388039576
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DEPARTMENT OF PHYSICS

Smt. N. Madavikutty	9447379837
Smt. T.M. Philomina Sosa	8714275037
Smt. V.C. Annamma	9495093490
Smt. Lizamma Manuel	9895223433
Smt. E.A. Emily	9446217832
Smt. Sara T.P	9447818442
Dr. Nirmala Paul	9447446057
Smt. Susamma P P	2148624080
Ms. P.K. Lathadevi	9496245126

DEPARTMENT OF CHEMISTRY

Smt. Mayadevi	9020474709
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Smt. L.K.Kalliyani Ammal	0484-2628699
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Smt. Treesa S.D.	9895393088
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Sr. Della	9544417695
Smt. Annamma John	9400503919
Smt. Margret Alexis	9446128205
Smt. Teresa	9847639991
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Smt. Santha Sebastian J.	9341716964
Sr. Speciosa	080 25614081
Dr. Sr. K.A. Karmaly	0484 2631201
Smt. C.J Euphrasia	9287592082
Smt. Vimala Cross	9847272113
Smt. Merita Paul	9847049894

DEPARTMENT OF ECONOMICS

Smt. Esther Mary Francis	9746018607
Smt. K.B. Thankam	9446384885
Sr. Electa	9895942995

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Smt. A.J. Victoria	0484-2671860
Smt. Mary Celine Joseph	9947299821
Smt. Mariya Assumpta Joseph	9947406287
Smt. M.T. Mary	8089430147
Smt. K.C. Annam	9633196561
Smt. N.P. Kochuthresia	9746600604
Sr.Elizabeth E.M.	9747504470
Mr. A.J. Johnny	9746601772
Gracy. C.C	8907261683
Smt. Sabeena Joseph	9947784201
Smt. Tessy Joseph	9287356924
Sr. Sabeena N.T.	9072971025
Mr. Paulose Joseph	9747738528
Smt. Bridget K.T.	9446197554
Smt. Betty	9249763066
Smt. Shirly	0484-6510640, 9895100809
Mr. P.Ò. Thomas	8547307297
Ms. K.G. Philo	9946115489
Mr.P Henry	9847715012
Ms. C.R. Liza	9446450812

PROGRAMME OFFERED

UG PROGRAMME

1. Three Year Degree Programme

(i) B.A. (Economics, English, Malayalam, English Literature and Communication Studies (Double Main))

Common Course - English

Common Course Language - Hindi / Malayalam

Core Courses

	Core	Complementary I	Complementary II
1.	Economics	Mathematics	Political Science
2.	English	Political Science	Evolution of literary Movement
3.	Malayalam	Sanskrit	
4.	Comm. English (Self-Financing)	Evolution of literary movement	Sociology

(ii) B.Sc. Degree (Mathematics, Physics, Chemistry, Botany, Zoology, Zoology (v))

Common Course - English

Common Course language - Hindi / Malayalam

Core Courses

	Core	Complementary I	Complementary II
1.	Mathematics	Physics	Statistics
2.	Physics	Mathematics	Chemistry / Statistics
3.	Chemistry	Mathematics	Physics
4.	Botany	Chemistry	Zoology
5.	Zoology	Chemistry	Botany
6.	Zoology (Vocational)	Medical Microbiology	Biochemistry

(III). B.Com Degree (Aided / SF)

1. B.Com (Taxation)

Common Course - English

Common Course Language - Malayalam / Hindi

Core Course - Taxation

2. **B.Com (Taxation) Self Financing**

- Common Course - English
Common Course Language - Malayalam / Hindi
Core Course - Taxation

3. **B.Com (Computer Application) Self Financing**

- Common Course - English
Common Course Language - Malayalam / Hindi
Core Course - Computer Application

4. **B. Com (Travel & Tourism) Self Financing**

- Common Course - English
Common Course Language - Malayalam / Hindi
Core Course - Tourism

PG PROGRAMME

1. **Two Year Post Graduate Programme**

1. M.A.English in Language & Literature
2. M.Sc.Physics
3. M.Com Finance & Taxation
4. M.A. Malayalam
5. M.A. Finance & Taxation (SF)
6. M.Sc Microbiology (SF)

RESEARCH

2. **Research Programmes**

1. Ph.D. in Commerce
2. Ph.D. in English
3. Ph.D in Physics

Research Guides

P G Department of Commerce and Research Centre

1. Dr. Sybila Pus Fernandez (Retired)
2. Dr. Vimala P (Retired)
3. Dr. Raji Joseph (Retired)

P G Department of English and Research Centre

1. Dr.Milon Franz
2. Dr.Lima Antony
3. Dr. Liss Marie Das

P G Department of Physics and Research Centre

1. Dr.Vimala George
2. Dr.Sujatha N.V.

P G Department of Malayalam

1. Rev.Dr.Sr.Geege Joanamma Xavier

Department of Mathematics

1. Dr.Aparna Lakshmanan S

Department of Botany

1. Dr.Nisha N

4. ADD-ON Certificate / Diploma

1. Certificate course in pageant training and personality grooming,
Add-on Course in Foreign Languages
- *PG Department of English and Research Centre*
2. Certificate course in public administration
- *Department of Economics*
3. Certificate course in Fashion technology
Certificate course in Malayalam DTP
- *PG Department of Malayalam* -

4. Certificate course in Tally
- *PG Department of Commerce and Research Centre*
5. Certificate course of programming in C++
Certificate course in Robotics and Automation
- *PG Department of Physics and Research Centre*
6. Certificate course in Jewellery making and designing
- *Department of Chemistry*
7. Certificate course in Mathematical Aptitude
- *Department of Mathematics*
8. Certificate course in House hold Waste Management
- *Department of Zoology*
9. Certificate course in Mushroom cultivation
- *Department of Botany Addon course*

GOVERNMENT CERTIFICATE COURSE

Diploma in computer Application (DCA)

PROCEDURE FOR APPLICATION

Application for Community and Management admission should be submitted online in the prescribed format within the date intimated by the Mahatma Gandhi University. The application forms will be available in college website (www.stxaviersaluva.ac.in) soon after the publication of the results of the qualifying examination of respective courses.

3

ACADEMIC UPDATES

OFFICE BEARERS FOR 2019 - 2020

1. IQAC (Internal Quality Assurance Cell)

1. Sr. Dr. Geege Joanamma Xavier - Principal
2. Sr. Dr. Stella K A - Vice Principal
3. Dr. Sheena Xavier – IQAC Co-ordinator
4. Ms. Beena Varghese
5. Ms. Binu Correya - Joint Coordinator
6. Dr. Aparna Lakshmanan - Joint Coordinator
7. Dr. Baby Divya
8. Dr. Sujatha N V
9. Dr. Anu Anto
10. Dr. K. Manjusha
11. Ms. Ninu Rose
12. Ms. Renjitha Reghunath
13. Ms. Nikitha Xavier
14. Dr. Lima Antony
15. Dr. Newly Joseph
16. Dr. Saumi Mary M.
17. Ms. Minimole K.

18. Dr. Anila N
 19. Rev.Sr. Diogenese
 20. Rev. Sr. Mercina
 21. Rev. Sr. Percy (Management Representative)
 22. Mr. Harry Cleetus (External Member)
 23. Mr. Chinnan Pyanadath (External Member)
 24. Ms. Daisy Benny (External Member)
 25. Ms. Rose Jimson (Student Representative)
-
2. PTA Secretary : Ms. Leena Deenja
 3. Staff Secretaries : Dr. Newly Joseph
Ms. Camila Diana B H
 4. College Students' Council : Dr. Ansa Alphonsa Antony
Ms. Joissy Mathew
Advisors : Dr. Raji Mohan
Dr. Suma K U
 5. College Magazine -
Chief Editor : Dr. Sheeba V Rajan
Malayalam : Ms. Archana Mohan
Hindi : Ms. K Lekha
 6. General Co-ordinator Internal Assessment
PG : Dr. Tinsy Rose Tom
Ms. Shyamala M P
UG : Dr. Annie Feby
Ms. V Sreeja
 7. NCC : Capt. Dr. Bridget Joseph K.
 8. N.S.S. : Ms. Jasmine Gonsalvez
Ms. Jaya Kuruvilla
 9. Grievance and Redressal Cell : Rev. Sr. Clodit (Manager)
Dr. Sr. Geege Joanamma Xavier
(Principal)

- : Dr.Sr.Stella (Vice Principal)
Ms. Leena Deenja
Ms. Bindhu Varghese
10. Research Promotion Council Co-ordinators
: Dr. Anu Anto
: Dr. K Manjusha
11. Career Guidance & Placement Officer : Dr. Resmi Varghese
Dr.Nisha P
12. Women Cell Co-ordinator : Ms. Sheneya Festus
Dr.K Iekha
Ms.Soumya Eapen
13. Add-on
Co-ordinator : Ms. Asmy Antony K A
Commerce : Ms. Bilu Job
Science : Dr. Sujatha N V
Arts : Sr. Sindhu P J
14. RUSA : Ms. Sruthy Francis M
15. Public Relations Officer : Ms. Nikitha Xavier
16. Ethics Committee : Rev.Sr.Clodit (Manager)
: Dr.Sr.Geege Joanamma Xavier (Principal)
: Dr.Sr.Stella (Vice Principal)
: Dr. Anu Anto
: Dr. K Manjusha
17. Tourism Club (Regd) : Ms. Sonia John Markose
Ms. Bindhu Varghese
18. Bhoomithrasena Club (Regd): Dr. Aneymol V.S.
19. Bio Diversity Club (Regd) : Dr. Nisha P.
20. E.D. Club (Regd) : Ms. Shereena John, Ms. Bilu Job
21. Energy & Environment Conservation Club (Regd) : Dr. Vimala George

22. Lotus Nature Club (Regd) : Ms. Jaya Kurian
23. Folklore Club (Regd) : Ms. Maria Paul
24. Nisarga Zoology Club (Regd) : Dr. Seema K
25. Non-Registered Club
Activities Co-ordinator : Dr. Saumi Mary M.
- a. Dance Club : Ms. Ninu Rose
Ms. Revathy S
- b. Music Club : Ms. Mini VS
Ms. Asmy Antony k A
- c. Debate Club : Dr. Linda Louis
Dr. Lima Antony
- d. Literary Club : Ms. V. Sreeja
Ms. Nikitha Xavier
- e. Drama Club : Dr. Aparna Lakshmanan K. S.
Ms. Sruthy Francis
- f. Electoral Literacy Club & : Ms. Minimole K.
Human right forum Ms. Shereena John
- g. Photography : Ms. Renjitha Raghunath
& Painter's Club Ms. Bilu Job
- h. Chess Club : Dr. Cicily Pearly Alex
Dr. K Manjusha
- i. Soch Vichar Club : Capt. Dr. Bridget Joseph
Ms. Lekha K
- j. Quiz Club : Dr. Sujatha N V
Dr. Baby Divya
- k. Cookery Club : Ms. Beena Varghese
- l. Health Club : Dr. Cicily Pearly Alex
- m. Media Club : Ms. Maria Paul
- n. Club for differently abled : Dr. Aneymol V S
- o. Peace Club : Dr. Vimala George
Ms. Joissy Mathew

p. Film Club	:	Dr. Liss Marie Das Dr. Swapna C. Kombath
q. Fine Arts Club	:	Ms. Sheneya Festus Dr. Newly Joseph
r. Road safety Club	:	Dr. Annie Feby
26. Health Clinic	:	Ms. Maya Mathew
27. Catechism, Jesus Youth AICUF	:	Dr. Linda Louis
28. Value Education	:	Ms. Rakhi A. Roky, Revathy
29. Spiritual Formation	:	Sr. Alphonsa Smitha CTC (Sr.Vandana)
30. Counselling Cell	:	Dr. Vimala George Ms. Ruby M Pillai
31. Xavier Board & AIACHE	:	Sr. Sindhu CTC (Sr. Sharin) Sr. Alphonsa Smitha CTC (Sr. Vandana)
32. Xaverian News Letter	:	Ms. Binu Coreya
33. NET Coaching - English	:	Dr. Lima Antony
Physics	:	Ms. Sheena Xavier
Commerce	:	Ms. Ninu Rose
Malayalam	:	Ms. Nikitha Xavier
Commerce SF	:	Dr. P. Vimala
34. Website updating	:	Dr. Anila B. Ms.Renjitha Regunath
35. Uniform	:	Dr. Suma K.U. Ms. Resma
36. OSAX - Secretary	:	Dr. Seema K Ms. Nikitha Xavier
37. Monitoring Cell	:	Rev.Sr.Clodit (Manager) Dr.Sr.Geege Joanamma Xavier (Principal) Dr.Sr.Stella (Vice Principal) Capt. Dr. Bridget Joseph K.

38. Anti Ragging Cell : Rev.Sr.Clodit(Manager)
 : Dr.Sr.Geege Joanamma Xavier
 (Principal)
 : Dr.Sr.Stella (Vice Principal)
 : Dr. Milon Franz
 : Ms.Jomsy Thomas
 : Ms. Sheneya Festus
 Dr. Baby Divya
 Ms. Bilu Job
39. Planning Committee : Rev.Sr.Clodit (Manager)
 : Dr.Sr.Geege Joanamma Xavier
 (Principal)
 : Dr.Sr.Stella (Vice Principal)
 : Sr.Mary Vacco(Bursar)
 : Dr.Sheena Xavier
 (IQAC Coordinator)
 : Sr.Dineshya (Accountant)
 : Ms.Ninu Rose
 (Faculty Representative)
40. Fund Mobilisation Committee : Rev.Sr.Clodit (Manager)
 : Dr.Sr.Geege Joanamma Xavier
 (Principal)
 : Dr.Sr.Stella (Vice Principal)
 : Sr.Mary Vacco(Bursar)
 : Sr.Dineshya (Accountant)
 : Sr.Sharin (Faculty Representative)
41. Nodal Officer - AISHE : Dr. Sr. Stella K A
 Scholarship : Ms. Binu Correya
42. NTS Secretary : Ms. Jinimol P.S.
 Sr. Vincy P.A. (Sr. Vinny)
43. RELAX - Co-ordinator : Smt. C. Sumanagala Devi

44. RENTAX : Mr. Thomas P.
45. College Election Forum : Ms. Minimol K
46. ISO certification committee : Dr. Aparna Lakshmanan S.
Dr. Sr. Stella
Dr. Sheeba V Rajan
Smt. Lidia Durom
45. Anti narcotics Cell : Dr. Cicily Pearly Alex
Gender equality Cell : DR. K Lekha
46. Sexual Harrassment Prevention Cell : Ms.Vandana Aravindan
Dr.Raji mohan
Ms.Lidia Durom
47. Anti narcotics Cell : Rev.Sr.Clodit(Manager)
: Dr.Sr.Geege Joanamma Xavier (Principal)
: Dr.Sr.Stella (Vice Principal)
: Dr. Cicily Pearly Alex
48. Gender equality Cell : Rev.Sr.Clodit (Manager)
: Dr.Sr.Geege Joanamma Xavier (Principal)
: Dr.Sr.Stella (Vice Principal)
DR. K Lekha
49. Sexual Harrassment Prevention Cell : Rev.Sr.Clodit (Manager)
: Dr.Sr.Geege Joanamma Xavier (Principal)
: Dr.Sr.Stella (Vice Principal)
47. Junior Scientist co-ordinator : Dr. Aneymol V. S.
48. Civil Service : Dr. Nisha P.
Ms. Simi
49. Library-Faculty in charge : Dr. Milon Franz
Ms. Jomsy Thomas

- | | | | |
|-----|--|---|--|
| 50. | NPTTEL SPOC
ICT, MOOC, Moodle,
Swayam | : | Dr. Aparna Lakshmanan
Dr. Nisha P. |
| 51. | SSP | : | Dr. Linda Louis |
| 52. | WWS | : | Ms. Vandana Aravindan |
| 53. | Grievance
and Redressal Cell | : | Ms. Leena Deenja
Ms. Bindhu Varghese |
| 54. | Medi Sep | : | Dr. Raji Mohan |
| 55. | NIRF | : | Dr. Sheena Xavier |
| 56. | UBA | : | Dr. Tinsy rose Tom |
| 57. | ARIIA Ranking | : | Dr. K. Manjusha |
| 58. | ASAP | : | Ms. Bindhu |
| 59. | Additional Chief Superintendent | : | Ms. Lincy Joseph |
| 60. | Internal Assessment
Software Co-ordinator | : | Dr. Anila N. |
| 61. | Research Co-ordinators | : | Dr. Milon Franz
Dr. Liss Marie Das, M.A
Dr. Sujatha N.V.
Dr. Anu Anto
Dr. Tinsy Rose Tom |

4

STUDENT SUPPORT SERVICES

RULES OF GENERAL DISCIPLINE

1. Students of St. Xavier's College shall try their best to cultivate and uphold noble ideals and high values of life. They shall take active interest in all the academic, moral, cultural and social activities of the college.
2. The day begins with morning assembly. The entire college Participate in the assembly with due respect and devotion.
3. Every student shall try to keep up her dignity and moral in her dealings with the staff and the outsiders.
4. Discipline and decorum is expected from the students during programmes convened in the college.
5. Students shall handle the properties of the Institution with care.
6. No meeting or function of shall be held in the campus without the permission of the Principal.
7. The students should enter the classrooms at the second bell and keep perfect silence till the lecturer enters.
8. The students are advised to look the college notice board, every day.
9. The students should keep the building and premises clean. Dust-bins are to be properly utilized.
10. Letters officially addressed to the Principal should enclose reply postage.
11. All Hostel dues will be treated as dues of the College.

12. Day scholars will not be allowed to meet visitors in the College, during working hours.
13. The students should be in uniform when they attend examinations.
14. As per the Government order, Possession / use of mobile phones by students is strictly banned in the campus .
15. "Ragging is a crime " The Hon'ble supreme court of India has directed that if any incident of ragging comes to the notice of the authority , the student concerned shall be given liability to explain and if her explanation is not found satisfactory, the authority would expel her from institution.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) works as the think -tank of the College. It chalks out the yearly plans and programmes as guidelines to channelize the activities of the college. The IQAC aims at bench marking quality and taking measures to enhance and sustain quality, involving all stake holders. It functions according to the guidelines of National Assessment and Accreditation Council. It is a facilitative and participative voluntary system of the College. The IQAC plays a pivotal role in ushering quality by working out intervention strategies to remove deficiencies and enhance quality.

STUDENT GRIEVANCE AND REDRESSAL CELL

The function of the cell is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box.

KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാ

കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തിചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധികേഷ പിടിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരു ബെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ, ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ : ഏതെങ്കിലും വിദ്യാഭ്യാസസ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനു മേൽ, രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷകാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസസ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭാഗം വരാതെ ഒരു വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതുസംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയുടെ അനുമതിയിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയിക്കുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നതാണ്: വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവനം ചെയ്തിട്ടുള്ളപ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

CAREER GUIDANCE AND PLACEMENT CELL

Career Guidance and placement cell provides the students with the latest information in career opportunities. Study and reference materials are also provided to the students to enable them to keep abreast of the changes in the field of higher education. Seminars, classes, workshops, mock-interviews and model tests are also conducted for the students.

COUNSELLING CELL

Counselling Cell was inaugurated in the year 2006. We have a well-furnished counselling room and counselling is offered to the needy students on every Thursday. Every year seminars are organized on women empowerment. The service of experts from outside were arranged to build up self-esteem and emotional balance.

External Counsellor - Dr. Sr. Tresa Ruby, M.Sc Psychology,
Ph.D in Counselling Psychology,
Prasanthi Counselling Centre, Edappally

WALK WITH A SCHOLAR (WWS)

Walk with a scholar is a programme envisages to raise the Higher Education sector to world class standard. This is a scheme developed to nourish the talents of under graduate students. This year our college formed a group 90 young talents of all streams under this banner. This programme has external as well as internal mentoring, helping the students to fulfill their dreams.

STUDENT SUPPORT PROGRAMME (SSP)

Scholar Support Programme (SSP) is one of the New Initiatives of Higher Education which has been implemented in aided colleges during the academic year 2014-15. It aims at imparting personalized additional support to needy students through tutorials, study materials, additional lectures, question banks and interactive sessions. Applications are invited from the students and students with least marks in the qualifying examination are selected. Classes are disseminated by the faculty of the college. The programme has a college level coordinator and is monitored by the college council. 50 students of the college are selected each year for 5 identified subjects with 5 internal faculty members as resource persons.

TUTORIAL

Each student is assigned to a tutor, when she is expected to consult on all matters pertaining to studies. The tutor will have frequent contacts with his wards during and outside college hours and will report any remissness in progress and conduct of his wards immediately it is noticed. So that the Principal may bring it to the notice of their guardians or parent in time and take suitable actions.

REMEDIAL

All the departments are keen in giving remedial coaching for the weak students.

MENTORING

The teachers handle the Mentoring sessions in a very efficient and sincere manner giving the students an opportunity to be closely in touch with the teachers for sharing their needs and for redressing their grievances.

CATECHISM & VALUE EDUCATION

Special lectures, discussions, seminars and retreat sessions are arranged every year for the staff and students with a view to improve their moral and spiritual caliber. Apart from this, one hour per week is devoted for moral classes and catechism and a prayer meeting is conducted once a week under the auspices of 'Jesus Youth'.

5

FEES & SCHOLARSHIPS

FEES & SCHOLARSHIPS					
SCHEDULE OF FEES					
B.A / B.Sc./ B.Com / M.Com / M.A / M.Sc, M.Phil. - Per Annum					
Particulars	B.Sc. Mat./ Phy./ Che./ Zoo./ Bot.	B.A	B.Com	M.Com/ M.A	M.Sc
Admission Fee	75	75	75	150	150
Library Fee	100	100	100	100	100
Laboratory Fee	-	-	-	-	2400
Athletic Fee	100	100	100	100	100
Stationary Fee	50	50	50	50	50
Sports Affiliation Fee	300	300	300	300	300
Calendar Fee	30	30	30	30	30
Medical Inspection Fee	5	5	5	5	5
Magazine Fee	50	50	50	50	50
Audio Visual Fee	25	25	25	25	25
Association Fee	50	50	50	50	50

S A I P	23	23	23	23	23
University Union Fee	50	50	50	50	50
S W F Fee	30	30	30	30	30
Tuition fee	1000	1000	1000	1800	1800
Affiliation	550	550	550	750	750
S A F	5	5	5	5	5
Women Study Fee	5	5	5	5	5
Matriculation Fee	250	250	250	250	250

Laboratory Fees Rs. 250/- for Core Subjects and Rs 150/- for each Complementary Subjects; for M.Sc.Physics Rs. 2400/-

Fees will be received by the office on collection days from 9 AM to 3.00 PM.

Caution Deposit (refundable) 360 360 360 600 600

The Semester

I Semester : June - November

II Semester : December - May

Collection of Fees : (Vide G.O. Ms.No. 65 / 74 / HEDN - Dated 12.6.74)

1. Tuition fees will be collected in two equal instalments. The first instalment includes the special fees prescribed to be collected from the students of I Degree class, I P.G. class on the date of admission to the College and from the students of senior classes, II Degree Course, III Degree Course and II P.G. Course in a period in 2 instalments.
2. Fees once paid will not be refunded.
3. A student joining at any part of a Semester will have to pay all the fees for the Semester.
4. A Student leaving at any part of a Semester is liable to pay all the fees of the Semester.

Caution Deposit:

1. Every student on admission is liable to pay caution deposit at the rates shown in the schedule of fee with the first instalment of tuition fees and other special fees payable on the date of admission.
2. Student belonging to SC / ST / OEC / are exempted from the payment of caution deposit.

3. At the end of a particular course the caution deposit will be refunded to her after adjusting the dues if any on receipt of the application from the student in the prescribed form. The receipt issued from the college should be attached along with the application form.
4. All claims for refund of caution deposit shall be preferred before the re opening date of the next academic year following the academic year in which the course is completed.
5. Caution deposit remaining unclaimed after six months of the due date will stand forfeited and credited to the developmental funds of the College.

FEES PAYMENT DATES

Date	Day	Purpose	Amount
06.06.19	Thu	II DC Third Sem. Tuition fee without fine	500.00
07.06.19	Fri	III DC Fifth Sem. Tuition fee without fine	500.00
07.06.19	Fri	II PG Third Sem. Tuition fee without fine	900.00
17.06.19	Mon	II DC Third Sem. Tuition fee with fine ₹ 5/-	505.00
18.06.19	Tue	III DC First Sem. Tuition fee with fine ₹ 5/-	505.00
18.06.19	Tue	II PG Third Sem. Tuition fee with fine ₹ 5/-	905.00
27.06.19	Thu	II DC, III DC & II PG Tuition fee with fine ₹10/-	DC 510/- PG 910/-
03.01.20	Fri	I DC Second Sem. Tuition fee without fine	500.00
06.01.20	Mon	II DC Fourth Sem. Tuition fee without fine	500.00
07.01.20	Tue	III DC Sixth Sem. Tuition fee without fine	500.00
07.01.20	Tue	I PG Second Sem. Tuition fee without fine	900.00
07.01.20	Tue	II PG Fourth Sem. Tuition fee without fine	900.00
17.01.20	Fri	I DC Second Sem. Tuition fee with fine ₹ 5/-	505.00
20.01.20	Mon	II DC Fourth Sem. Tuition fee with fine ₹ 5/-	505.00
21.01.20	Tue	III DC Sixth Sem. Tuition fee with fine ₹ 5/-	505.00
21.01.20	Tue	I PG Second Sem. Tuition fee with fine ₹ 5/-	905.00
21.01.20	Tue	II PG Fourth Sem. Tuition fee with fine ₹ 5/-	905.00
30.01.20	Fri	IDC, II DC, III DC, I PG & II PG Tuition fee with fine ₹ 10/-	DC 510/- PG 910/-

SCHOLARSHIPS AND FEE CONCESSIONS

Name of Scholarship	Eligibility
1. Post Metric Scholarship (Christian, Muslim students)	: Minimum 50% marks Income Limit- ₹ 2 lakh, ₹ 3000/- yearly
2. Central Sector Scholarships (Christian, Muslim students)	: Minimum 80% marks Income Limit - ₹ 4½ lakh, ₹ 10000/- yearly
3. Suvarna Jubilee Merit Scholarship (only BPL Family)	: Minimum 50% marks ₹ 10000/- yearly
4. CH Muhammad Koya Scholarship (Christian, Muslim students)	: Minimum 50% marks Income Limit - ₹ 2.½ lakh ₹ 4000/- yearly
5. State Merit Scholarship	: Minimum 50% marks Income Limit - ₹ 1 lakh, ₹ 1250/- yearly
6. Hindi Scholarship - on Merit	: Minimum 60% marks No Income Limit - ₹ 5000/- yearly
7. Blind / Physically Handicapped	: Minimum 50% marks Income below - 25000 ₹ 4800/- yearly
8. Higher Education Scholarship	: On Merit basis I Year - ₹ 10000/- II Year - ₹ 12000/- III Year - ₹ 18000/-
9. Single Girl Child Scholarship (PG students)	: ₹ 20000/- yearly
10. Inspite Scholarship (only for Science group students)	: On Merit basis ₹ 60000/- (20000 for project work)
11. Snehapoorvam Scholarship (for Orphaned Children)	: Income Limit - ₹ 24000/- ₹ 1000 per month
12. Cultural Scholarship	:
13. Fisheries Scholarship for	: The children of fisherman
14. Full fees concession to OBC Students	: Annual Income limit ₹ 1,00,000/- per year for Degree

- | | |
|--|--|
| 15. Full fees concession to socially and educationally backward class (KPCR) | : Annual Income per year
Degree - ₹ 1,00,000/-
P.G. - ₹ 1,00,000/- |
| 16. College Co-operative Society Scholarship | : For deserving students
(Degree & PG) |

ENDOWMENT PRIZES

1. Rev. Mother Eliswa Endowment
Prize instituted by Rev. Sr. Charles : For the best all rounder of the year in the college
2. Rev. Mother Tresa Endowment
Prize instituted by Rev. Sr. Charles : For the Latin Catholic all-rounder of the year in the college
3. Rev. Sr. Anna Endowment Prize
instituted by Rev.Sr. Charles : Best all rounder in sports
4. Rev. Sr. Speciosa Endowment : For conducting inter collegiate seminars in Departments
5. Prof. Gourikutty Endowment : For the Students Council
6. Prof. Saroja Appukuttan Endowment: For the best outgoing students in English literature
7. Rev. Sr. Gracious Endowment : For the best outgoing B.A. Com. English student
8. Rev. Sr. Delani Endowment : For the highest marks in English literature in the university examination
9. Late Prof. Mrs. T.B. Thomas Endowment : For the highest marks in Part I English Degree Examination
10. Late Prof. P.T. Simon Endowment: For the highest marks in Malayalam (Main)
11. Prof Saraswathy Endowment : For the highest marks in the susidiaries of B.A. Malayalam
12. Mrs. C.P. Vijaya Memorial : For the highest marks in Malayalam
13. Smt. Meenkamma Endowment : For the highest marks in B.A. Malayalam

14. Rev. Msgr. Augustine Maveli : For the highest marks in Hindi among B.A., B.Sc and B.Com students
15. Mrs. Meenakshi Ramakrishnan : For the highest marks in Hindi B.A./B.Sc./B.Com. University Examinations
16. Rev. Sr. Bencita Endowment : For the best out going students in B.Sc Mathematics
17. Prof. Rita Mary Thomas and Prof Omana : For the highest marks in final B.Sc. Mathematics University examination
18. Prof. Sumangala Devi Endowment : 60% for the highest marks in the university examination
: 40% for the second highest marks in the university examination
19. Prof. Savithri Endowment : For the highest marks in Subsidiary Physics for III DC Mathematics
20. Rev. Sr. Infanta Endowment : For the best out going M.Sc and B.Sc. Students
21. Prof. Madavikutty Endowment : For the highest marks in first year M. Sc Physics university examination
22. Prof. V.C. Annamma Endowment : For the highest marks in final year M.Sc, and B.Sc. Physics university examination.
23. Prof. Sara T.P. Endowment : For the highest marks in Subsidiary Physics in B.Sc.
24. Prof. Lizamma Manual Endowment: For the students securing highest marks in B.Sc. and M.Sc. Physics
25. Prof Emily Titus in memory of her late parents Endowment : For the students securing highest marks in B.Sc and M.Sc. Physics Practical Exam.

26. Prof. Aleya Joseph Endowment : For the student securing highest marks in Chemistry
27. Prof. Mayadevi Endowment : For the highest marks in the B.Sc Chemistry University Exam.
28. Rev. Mother Eliswa Endowment Prize instituted by Rev. Sr. Clodit : For the highest marks B.Sc Chemistry in the University Exam.
29. Prof. Aleyse and Rev. Sr. Della Endowment : For the best outgoing student in Botany
30. Rev. Sr. Charles Endowment : For the highest marks in the II B.Sc Botany
31. Prof. Vimala Cross and Prof Marita Paul Endowment : For conducting inter-collegiate seminars in the department of Zoology
32. Prof. Santha Sebastin Endowment: For the highest marks in B.Sc. Zoology University Exam.
33. Dr. Euphrasia Endowment : For highest marks in Zoology (V)
34. Rev. Dr. Sr. Rexia Endowment : For the highest marks in Model Examination in I DC Zoology
35. Prof. K.B. Thankam Endowment : For the student securing the the highest marks in paper I Micro Economics
36. Rev. Sr. Electa Endowment : For Latin Catholic who has scored the highest marks in III DC Model Exam.
37. Late Rev. Sr. Redempta Endowment : For the best outgoing Commerce student
38. Prof. Somasekharan Unni : For the top scorers in the final M.Com. and final B.Com. University Exam.
39. Prof. K.S. Sobha Endowment : For the student who excels in sports and academics
40. Rev. Sr. Benecita and Rev. Sr. Infanta Endowment : For the brightest and most deserving Latin Catholic Students

41. Rev. Sr. Afra and Rev. Sr. Besilda : For the brightest and most deserving Latin Catholic Students
42. Dr. Sheelamma N.P. : For the brightest and most deserving Latin Catholic Students
43. Rev. Sr. Anjelica and Sr. Simon Endowment : For the bright and most deserving Latin Catholic Student of the first year P.G.Courses.
44. Prof. Anila, Prof. Ambujakshi, and Prof. K.C. Treasa : For the best performer in Youth Festival
45. OSAX award : For the most deserving first year Degree students in Arts and Science.
46. Prof. Vimala Cross and Dr. Fathima Cross : To the best N.C.C. Cadet of the year in memory of their father Late Capt. P.John Cross
47. Rev. Sr. Damian Endowment : For the Best Jesus youth Volunteer.
48. Sr. Cyra and Sr. Nancy : For the activities of Non-Teaching Staff
49. Rev. Sr. Percy Endowment Prizes : 1. For the best NCC Cadet
2. For the best NSS Volunteer
3. For the best student in sports
50. Rev. Sr. Elizabeth Mark : To the best Student in Final Year Catechism & Moral Science
51. Mr. Johny A.J. : To the most deserving Latin Catholic Student in III year Botany
52. Ms. Mary Joan Memory of her late parents : Best outgoing Final B.Com & M. Com Student
53. Sr. Michaeliana Endowment : For best student in Subsidiary Maths

54. Ms. Patricia Jannet Netto Endowment : Financial Assistance for Union Activities
55. Prof. Rebeca Mathan Endowment : For the best outgoing student in Economics
56. Ms. Gracy Rajan : For the best 1st BA. Literature Student
57. Ms. Kochutheresia N.P. : Activities of NTS
58. Ms. Sabeena Joseph : Activities of NTS
59. Dr. Lilly C.O. : For the deserving PG (Arts) students
60. Dr. Sheena Xavier : For the deserving PG (Science) Students
61. Prof Tessa George Endowment : For outgoing topper of B.A. English Literature
62. Prof. P. Ambujakshy : Highest Mark in M.A. Sanskrit
63. Dr. C. Santhakumari : Highest Mark in M.A. Malayalam
64. Ms. Tessa Joseph (NTS) : Most deserving Student in IIIrd year Chemistry
65. Prof. Patricia Janet Netto : For attending Seminars for Commerce Students
66. Dr. Raji Joseph : B.Com university Topper
67. Dr. Raji Joseph : Best NSS Student Volunteer
68. Prof Rani K.A. : M.Com university Topper - in memory of late Mother General Rev. Sr. Georgia
69. Prof Rani K.A. : Best Library user award in college among students - in memory of late K Daniel, Ex-librarian, Maharajas College, Ernakulam
70. Rev. Sr. Reethamma V : Activities of Women Cell
71. Rev. Sr. Reethamma V : Activities of Research Promotion Council
72. Prof. P K Mary : Best NSS Student

73. Prof. Mary Mildred : Anglo Indian Topper in B.com and M.com
74. Sr. Sabeena : NTS Activities
75. Ms. Brigid : Topper (Latin Catholic) B.Sc. Zoology (Conv) student- M G University Examination
76. Prof. Patricia Janet Netto : For conducting Seminar for Commerce Regular Students
77. Prof. Mary Juliet : For Best PG Dissertation
78. Staff Association Scholarship : Freeship for 2 Deserving students
79. Scholarship by Commerce Alumni: Best student in B.com Regular
80. Mahindra Finance Scholarship : Academically excellent and financially backward Degree Students (amount 10000)
81. Mr. Thomas T. : NTS Activities
82. Ms. Betty Joseph : Most deserving Student in B.Sc Zoology (conv)
83. Ms. Sherly Joseph : Most deserving Student in B.Sc Botany
84. Ms. Lathadevi P.K. : Most deserving Student in I M.Sc Merit cum Means

6

ACADEMIC CRITERIA

Sl. No		% Grace Marks
1.	State level events in all Sports/Games/Relay events (Inter-districts competition-Individual/team/ games event. Certificates from the State/ District Association Concerned)	
	I place	5%
	II place	4%
	III place	3%
2.	Inter Collegiate events (individual/team events)	
	I place	7%
	II place	5%
	III place	3%
3.	Representing the State and Winning in Approved National Competition (Inter-State)	
	I place	12%
	II place	10%
	III place	7%
	Representation	5%
4.	Inter University South Zone / South - West Zone	
	I place	10%
	II place	9%
	III place	8%

	Representing as University Member:	
	Participation	7%
	Non- Participation	6%
5.	All India Inter-University Competition (Indian Universities / Combined University team)	
	I place	17%
	II place	14%
	III place	12%
	Representation/participation in Indian/Combined University team	10%
6.	Representing India in approved World competitions (Asiad/Afro-Asian/Common Wealth/World University Games/Pre-Olympics/ Olympics/ University - Junior, Youth, Senior tournaments)	25%
7.	Blind students securing I/ II/ III places in Sports/ Cultural/ Youth Festival Activities conducted by Kerala Federation of the Blind at College/ University/ Inter-University level	5%
8.	Inter Collegiate Youth Festival (Individual & Group events)	
	Ist place / A' Grade / Best Actor / Actress	5%
	II place	4%
	III place	3%
	(Limited to 5%)	
9.	South Zone Inter-University Youth Festival conducted by AIU (individual & Team events)	
	I place	6%
	II place	5%
	III place	4%
	(Limited to 6%)	
10.	National level Youth Festival (Individual & team)	
	I place	10%
	II place	7%
	III place	5%
	(Limited to 10%)	

	Accompanists of artists in Youth Festivals (Zonal and National level only) be given grace marks as that of artists, provided all the artists and accompanists are bonafide students from colleges / departments of this University.	
11.	Deaf and Dumb candidates (Medical Certificates form Medical Board is required. They are exempted from writing second language if they desire to do so)	25%
12.	NSS volunteers a) NSS certificate holders b) Attending National Camp with attendance certificate c) Republic Day Camp (Limited to 7%)	2% 3% 5%
13.	NCC cadets a) Attending Republic Day Camp/ Parade b) Basic Leadership Camp (TSC)/ Nau Sainik Camp/ Vayu Sainik Camp/ Independence Day Camp (Sports and Games at Delhi) c) Certificate holders 'C' Certificate 'B' Certificate (Limited to 10%)	5% 4% 3% 2%

The following shall be the guidelines for awarding Grace Marks:

1. The maximum Grace marks awarded to a student in a particular year for all the activities put together should not exceed 25%.
2. Grace Marks shall be given for all the papers/parts/subjects of a course in a year, irrespective of whether the course is annual or semester. For semester course the percentage shall be same as applicable to the annual scheme.
3. In the case of both the semester courses and the annual courses, the academic year shall be taken as from 1st June to 31st May.
4. Grace Marks will be awarded initially to the candidate on the basis of his/ her performance in the respective academic year.
5. The students shall claim the grace marks within one year after the end of the academic year. (e.g. The claim for 2003 - 04 shall be made before 31st May 2005)

6. Grace Marks shall be awarded for one additional chance including improvement / betterment and also to the supplementary examinations paper(s) of the candidate in the next immediate chance only including readmitted / N+1 candidates, i.e; Grace Marks shall be awarded to eligible candidates at the supplementary examination of part I / II and also to Part III subject as the case may be. In awarding Grace Marks to the supplementary candidates it shall be given only to the papers of the performing year and at the rates applicable there to in the performing year.
7. Grace marks shall be given for the written examination. But if the marks of a candidate are below the required minimum for a pass in internal/ viva/ practical, the grace mark can also be redistributed to these items to get a pass.
8. Paper wise distribution shall be followed and Grace Marks need not be awarded to a student if he/ she secures less than 5% of the maximum marks for that theory paper (External).
9. Grace marks awarded can be redistributed enabling the candidate to get a pass in the examination in a part (s)/ paper (s) among the whole range of examinations.
10. Grace Marks shall be awarded for both undergraduate and postgraduate courses.
11. Grace Marks shall be awarded in the year in which the certificate is issued (NSS)
12. Grace Marks shall not be awarded to professional courses like BAMS, BHMS, MBBS, BDS, B.Pharm., B.Sc. Nursing etc.
13. Moderation shall be effected after the Grace Marks have been added to the original marks of a student.
14. Grace Marks awarded shall not be considered for ranking and the total marks after awarding Grace Marks shall be 1(one) mark below the marks of the third rank.
15. The Director, Physical Education should collect the list of Sports/ Games events approved by the National Federations and approved by Kerala Sports Council and recommendations should be regulated accordingly.
16. Deaf and Dumb candidates with disability of a medical certificate obtained from a Medical Board are only eligible to receive the Grace Mark.

17. Application with all relevant documents and attested copies of Certificates for Grace marks shall be submitted to the University through the Principal/ the DPE/ the DSS/ NSS/ NCC Co-ordinator. Proper entry shall be made in the originals of the certificates of proficiency by the office of the verifying authority.

**GENERAL INFORMATION OF THE RULES ISSUED BY
MAHATMA GANDHI UNIVERSITY**

1. Cancellation of Examination & Registration

- a. All Terminal Examinations (of which results are announced) except I M.A./M.Sc and professional courses can be cancelled.
- b. When the examinations are cancelled papers of the same subject appeared in the previous year will also get cancelled.
Eg. If the Part III Main of B.A. at the final year is cancelled, papers of first and second years will also be cancelled.
- c. Cancellation is allowed only at the first appearance.
- d. Four more chances are allowed for the cancelled papers.
- e. Degree Examination can be cancelled in order to take up the same courses with different optional.
- f. Apply to the Controller of Examination with Principal's recommendation, attested photocopy of the hall ticket and S.B.T. challan for prescribed fees within 14 days from the last Examination including practical / Viva voice.

2. Duplicate copy of certificate

Duplicate Degree Certificate, Migration Certificate, Mark lists, Pass Certificate can be had from the University by producing a declaration on a stamp paper of Rs. 50/- to the effect that the Certificate has been irrecoverably lost, attested by a Notary Public along with the State Bank of Travancore challan for prescribed fees.

3. Eligibility Certificate

Applicants from outside the State have to get eligibility certificate from the University to join any course. The application prescribed by the University with duly attested photocopies of the original marklist and State Bank of Travancore challan for prescribed fee has to be remitted to the Registrar of the University.

4. Medium of University Examinations Students can answer for Degree Examination either in English or in Malayalam. But in the same paper a mix of English and Malayalam is not allowed.
5. University Examination - Extension of time for Physically Handicapped Physically handicapped candidates can avail themselves of time extension for various University Examinations. Apply to the controller of Examinations in a plain paper along with medical certificates and a photo showing disability duly attested by the medical officer well in time before the commencement of Examinations.
6. Practical Examination & submission of record There is no separate minimum for practical examinations. But absence in practical examinations will be treated as failure in the examinations. Record has to be produced while appearing for supplementary examination too. If the record is lost a new one has to be prepared.
7. Grace Marks Winners in sports events and youth festivals are given grace marks as follows :
 - a. Grace Marks will be given for the first appearance in examinations. Improvements and appearance after cancellation and absence will not be considered.
 - b. Grace marks will be given irrespective of a pass or fail in the Examination and will be given after effecting the moderation.
 - c. Grace marks will not be reckoned for fixing ranks.
 - d. Marks will be allotted to each paper and 50% of these can be redistributed to other subjects in order to effect a pass.
 - e. Students of professional courses are not eligible for grace marks.
 - f. Only the winning participants will get grace marks, not the accompanists.
 - g. The maximum limit of grace marks is 25%
 - i. Sports- India representation (25%), All India Inter University I, II, III (17, 14, 12) representing combined University (10), approved National I, II, III places (10,8,7) Inter University representation (7), University / State representation (5).
 - ii. Youth Festival - University individual I Place or A Grade (5%), University Group I Place (3%) both to a maximum of 5%. South Zone I, II Places individual and Group events (5,4 additional) National

iii. Deaf and Dump students - will be given grace marks 25% of the total Marks of each and every paper of the Degree attempted by them subject to a maximum of 25% of the aggregate marks.

iv. NSS volunteers - a) NSS certificate holders 2% b) Attending National Camp with attendance certificates 3% c) Republic Day Camp 5% (Limited to 7%)

v. NCC Cadets - a) Attending Republic Day Camp/ Parade 5% b) Basic Leadership Camp (TSC) Nau Sainik Camp/ Vayu Sainik Camp / Independence Day Camp (Sports and Games at Delhi) 4% c) Certificate holders: 'C' Certificate 3%, 'B' Certificate 2% (Limited to 10%).

8. **Recognition of examinations** conducted by the University/ Boards outside Kerala When students of other Universities (outside the State) join this University, they have to apply for the recognition of their qualifying Examination in the prescribed form.

The application for recognition should be accompanied by chalan receipt for prescribed fee, pass certificate, statement of marks, migration certificate and eligibility certificate issued by this University.

Migration certificate from the Institutions outside Kerala are to be forwarded along with the application for recognition.

Column No. 2c and d in the prescribed form should be clearly filled supported by necessary documents.

A certificate from the Principal of the College (where the students studies for the Examination sought to be recognised) should be enclosed if the pass certificate does not contain the information about the subjects taken for the Examination.

Applications for the recognition should reach the University office within one month from the date of admission without fail.

9. **Migration certificate**

The student of other Universities and boards of Secondary / Higher Secondary Education (Except State boards like VHSC, Plus Two) who join this University should produce Migration Certificate issued by the concerned Universities and boards.

Migration Certificate from Mahatma Gandhi University will be issued if applied in the prescribed form with challan receipt for prescribed fees.

University has exempted the students of Higher Secondary Course (Plus Two) Vocational Higher Secondary Education Course and Technical Higher Secondary Education Course of Government of Kerala from producing Migration Certificate and getting individual recognition order (University Order No. EK. V/96 dated 26th July 1996)

10. Registration as Matriculate of the University The student of other Universities and board who join this University should submit the application in the prescribed form with Migration Certificate, General form, Matriculation fee receipt and challan receipt for prescribed fee before the University through the Principal.

Application for Matriculation should reach the University Office within one month from the date of admission without fail.

11. Revaluation and Identification of papers Apply in prescribed form within 2 days from the date of receipt of mark list in the College. Mark change will be effected if the difference is 5% or more. If the difference is 10% or more the paper will be subject to record evaluation will be reckoned. There will be no refund of evaluation fee. Students will be allowed to identify their evaluated papers.
12. Scrutiny of answer sheets Answer papers will be scrutinized if applied within 30 days from the date of receipt of mark list in the College.
13. SC/ST Students exemption for Payment of Examination fees SC/ST students need not pay the Examination fees for two consecutive chances including regular once. The application should forward through the Principal.
14. Detailed Mark list

Paper wise marks (including practical) will be issued. Apply in the prescribed form with S.B.T. chalan for prescribed fee.

15. Improvement facilities for various examinations

The University offers improvement facility for various Examinations. The first year papers of Degree and post Graduate Course under all parts and II year papers of Degree Part III Main can be improved along with their next year regular Examinations.

Those who have passed M.A./ M.Sc./ M.Com Examination can better marks by availing themselves of two more chances irrespective of time limit. All papers of previous Examination at P.G.level can be improved along with their regular finalyear Examination.

16. Confidential Marklist :

Candidates who have taken their final year Examination can apply in prescribed form for confidential mark list before the publication of the results for employment and educational purposes. However this mark list will be sent only to the head of the Institution concerned.

17. Exemption from attending classes of additional language Students of regular Colleges who desire to be exempted from attending classes of additional language have to apply for the same in prescribed form. Special English is not offered as additional language at Degree level. Deaf and dumb students are exempted from studying second language, if they so desire.

18. Holidays for Idul Fitter (Ramzan) Idul Azha (Bakrid) In the G.O. (Rt) No. 517/83/H.Edn. dated 21st March 1983 Government declared three days each for Idul Fitter (Ramzan) and Idul Azha (Bakrid) for the Educational Institutions. Under the directorate of College Education Government clarified that the three days holidays need be on festival day, the day preceding and the day succeeding the day of festival. transcript and letters of recommendation

Transcript and letters of recommendation may be issued from the college, provided an application is given in the following format:

Format for transcript / letter of recommendation

1. Name
2. Course completed
3. Year of study
4. Signature

A notice of three days is necessary for the issue of transcript and letter of recommendation.

ATTENDANCE AND LEAVE OF ABSENCE

Classes will be from 9.00 a.m. to 3.00 p.m. on all working days. The working day is divided into 5 periods of one hour duration. Attendance will be taken by the lecturer at the beginning of each hour. Leave of absence for a period or for a portion of it may be obtained from the Lecturer concerned. Leave for several periods or the whole day must be obtained from the Principal by writing in advance in the prescribed form. No leave will be granted unless the Principal is satisfied with the reasons stated.

Students should not take leave of absence unless it is absolutely necessary. By irregularity of attendance they run the risk of not securing sufficient number of term days to appear for the University Examination.

The annual certificate of attendance and progress required by the University for promotion and for admission of the University Examination will in no case be granted unless: The student who has attended not less than three fourths of the number of the total working days in the academic year. The Principal considers that the student's progress and conduct have been satisfactory. The students are advised not to take leave on days of internal and other regular assessment programmes. Absence on the days of terminal exams, internal evaluation and on the first and last working days and absence without submitting the leave application will be checked.

Progress cards with marks obtained by the students in all the Internal assessment tests will be issued to the students at regular intervals.

APPLICATION FOR LEAVE

1. Name (in block letters):
2. Class and Number:
3. Dates for which leave is required :
4. Reason for leave:
5. Leave already taken

Signature of Student

Date:

Signature of the Guardian

Signature of the Warden (for hostel students)

Signature of teacher in charge

7

STUDENT RESOURCES & CAMPUS FACILITIES

LIBRARY

The well-furnished and full-fledged College library follows the open stack system with multiple cataloguing. The cataloguing is done under 3 heads - Author card, Title Card and Subject Card. The books in the library belong to three general categories.

1. Reference
2. Periodicals
3. Books for circulation

I. **Reference Library**

Books for reference, rare books, encyclopedia, yearbooks etc. are available in the reference section. Reference books are not usually lent out; but in exceptional cases, reference books may be lent for two days to the members of the Teaching staff with written permission from the Librarian.

II **General Library**

1. The Library functions from 8.30 a.m. to 4.30 p.m. on all days except Sundays and public holidays.
2. Open stack system is followed in the library. The books once taken out of the shelves are to be left on the table. Students need not try to replace the books in the shelves.
3. Degree students are permitted to borrow 3 books, P.G. students 5 books and staff members 20 books at a time. Books other than novels may be borrowed and returned on any day of the week and

any number of times. However for the issue of a novel/weekly specific days are fixed for each class.

4. Entry into the stack room is allowed only during recess time. Students can enter the stack room with the RFID punching card system and library maintains the students' attendance with the help of this RFID.
5. Inflibnet: The College library is facilitated with INFLIBNET. It includes e-journals, e-books and other information which support Research Activities. The databases are accessible through the website <http://inlist.inflibnet.ac.in> and the pass word is provided to all the students and faculty members.
6. Wi-Fi: The college library is equipped with Wi-Fi connectivity and it covers an area of 100 meters.
7. Digital Library: The college library holds as digital library which stores research thesis of the faculty members, UG/PG dissertation, College News Letter and previous year question papers etc...
8. Each student is given library cards which have to be deposited in the library at the time of receiving books. These cards are to be returned to the library at instructed time.
9. Students can retain a borrowed book for 7 days from the date of issue and the borrowing facility of the same book may be renewed for maximum twice. However, for the books in great demand, the renewal facility will not be available.
10. Books must be returned or renewed on the due date, the failure of which entails a fine of Rs.1 per day for each book.
11. All books must be returned by the students / staff at the end of the academic year for stack verification.
12. Books must be handled with care and respect.
13. Loss of books shall be compensated with replacement of new editions of the same book or the compensation amount as may be fixed by the librarian/Principal.
14. Failure to pay library fines or failure to return the book within the due date by a student or a staff member entails loss of privilege to borrow any more book from the Library till the books are returned and all dues are cleared.
15. The transfer and sub lending of books to anyone outside the college is strictly prohibited.

16. The papers and periodicals lying on the table shall not be removed from the reading room or from the place allotted to them.
17. Loud reading, talking, use of mobile phones, group discussion, department work etc. are strictly prohibited inside the library.
18. Any loss or damage of books will have to be paid by the responsible person
19. Identity card is compulsory for entering the library. The bags, books and other articles should be kept at the entrance of the library.
20. Only writing materials (paper, pen) and your valuables like purse are to be taken inside the library.
21. Reading Section and Reference Section are not to be used as study room. (If the students are found with books from outside the library, the same shall be confiscated.)
22. The students and staff shall verify the books they borrow are in good condition before the issue of the books. In case any mutilation or defect is found, it should be brought to the notice of the librarian before the books are issued, upon which the librarian will put her distinguishing mark on the relevant pages.

At the time of return of the books, if pages without this distinguishing mark are found to be damaged, directed or scribbled upon, due penalty will have to be paid including replacement of the books in question.

23. Students are welcome to make use of the 'Search Computers' to get information on author, title and classification details.

LANGUAGE LAB

This is a unique setup with the objective to groom the students to be effective in the midst of global challenges of intercultural communication and social differences. Here the methodology includes interactive self-learning through the use of latest Software and CD's .

COMPUTER CENTRE

The Computer Centre started functioning in 1997. The main objective of the center is to provide opportunities to students, to take up Add on programmes in computer languages. The center is accredited by 'NIOS', New Delhi, to conduct short term and long term courses students at convenient timings.

HEALTH CLUB

We have a spacious and well equipped Health Club in the campus. All the modern equipment's like, Treadmills, Eryo cycles and Multistation training are available there.

CANTEEN

A well-furnished and spacious canteen functions in the campus to cater to the needs of the students. Meals and refreshments are available in the canteen at subsidized rates.

HEALTH CLINIC

A health clinic is functioning on our college behind the library. Dr. Sheena Mathew M.B.B.S., DNB (Sr. Sushmitha SD) family physician and medical officer of Hemophilia Treatment center, District hospital, Aluva comes to the health clinic for medical consultation.

AUDIO VISUAL FACILITIES

The college has an audio visual room, two language labs (manual & digital) and a number of seminar halls which are equipped with all modern learning facilities like OHP, LCD, VCD, internet on-line access.

AUDIO VISUAL STUDIO

Our audio visual studio is a facility which fosters creativity and excellence among students. It enables them to avail the benefits of the latest multimedia facilities. It is equipped with video editing and audio recording facilities. This room functions as the headquarters and recording studio of Xav Radio Our Campus Radio station which goes on air every week.

HOSTEL

1. Students shall leave the College Hostel and come back with their parents or guardian.
2. Apart from the College hours, Hostel Students are expected to spend most of their time within the Hostel premises except the time allowed for the purpose according to the rules of the Hostel. Absence from the Hostel must be with the permission of the warden.
3. Every student on joining the College or at the beginning of the year must fill in a residence card.
4. The Hostel will be under the direct control of a resident warden who will look after the welfare and the good conduct of the inmates.

5. It rests with the warden to allot room or a part of a room to a student or resident or to change such allotment at any time during the year.
6. The Hostel rules as well as the regulations which the resident warden may issue from time to time apply to all the hostel residents. The decision of the Warden with regard to the rules of the hostel shall be final.
7. The Principal is the ex-officio General Warden of the Hostel.
8. If the residents wish to leave the Hostel to stay elsewhere, they can do so only after obtaining the written permission of the Principal. But she will be liable to pay the rent for the whole term in which she leaves.

COLLEGE CO-OPERATIVE SOCIETY

Text books of all courses, notebooks and stationary items are available to the students from the Co-operative store at a fair price. Students may become members of the store by remitting an admission fee of Rs. 1.

CONVEYANCE

Two College buses are in service for providing conveyance facility to students coming from Varapuzha, Paravor and the neighbouring places.

OTHER CAMPUS FACILITIES

- | | |
|----------------------|------------------------|
| ➤ Auditorium | ➤ College Foyer |
| ➤ Audio Visual Room | ➤ Audio visual studio |
| ➤ Well Equipped Labs | ➤ Language Lab |
| ➤ Computer Labs | ➤ Seminar Halls |
| ➤ Conference Halls | ➤ Smart Class Room |
| ➤ Volley Ball Court | ➤ Basket Ball Court |
| ➤ Cricket Net | ➤ Kabadi Court |
| ➤ Badminton Court | ➤ Skyway |
| ➤ Omni Van | ➤ Lift Facility |
| ➤ College Bus | ➤ Cycling facility |
| ➤ Waiting Room | ➤ Solar panel |
| ➤ Botanical garden | ➤ Students' Corner |
| ➤ Recreation hall | ➤ Wi-Fi Enabled Campus |
| ➤ Prayer Room | |

8

STUDENT OPPORTUNITIES

STUDENTS' COUNCIL

The College Students' Council is the student's representative body in the governance of the College. The student's council is constituted by the elected representatives from each class. From among these representatives, the members of the College student's council are elected. The activities of the college union are monitored by three staff advisors.

NCC

Our NCC unit is also a very active and covetous one. Its activities include basic training sessions in first-aid, drill parades, signals, home nursing, communications, map reading, weapon training and other advanced training in trekking, mountaineering, rock climbing, para-jumping, cycling etc.

Students are enrolled after a selection procedure and those who acquire the prescribed training are given certificates. 15 marks for Degree and 5 marks for PG are awarded as grace marks.

NSS

Our N.S.S. unit is a very strong and committed one which is acclaimed as one of the best in M.G. University. It enables the students to become aware of their social and moral duties and initiates them into social and community service. The participants are given the chance to develop their patriotic feeling through community living and united action.

Volunteers who undergo the prescribed course of training will be given certificates from the University. 10 marks as grace marks in the university examinations for NSS certificate holders of all classes and bonus marks for admissions to higher courses are also given for Degree course 15 marks and for P.G. course 5 marks.

WOMEN'S CELL

Women Cell functions with a view to promote women empowerment. It caters to the social, academic, legal & domestic needs of the students with the purpose of enabling them to meet the challenges of the day.

JESUS YOUTH

Jesus Youth is an international Catholic youth movement with the Pontifical approval. This movement came into existence in 1978, that time onwards in our college; the Christian Youths are actively participating in all programmes. There is a group of 10 girls in the core committee, who gather at 3.00 – 4.00 pm on every Wednesday, to prepare for the prayer meeting. Jesus youth conducts charity visits, pilgrim visits, exhibitions, skits, spiritual talks etc.

AICUF

AICUF is an organization of university students. The movement was started in 1924, at St. Joseph's College, Thiruchirappalli by Fr. Carty, SJ. Currently it operates in 14 states of India. The organization is affiliated to Pax-Romana, an international association of catholic professionals.

SPIRITUAL FORMATION

Each academic year begins with an inaugural mass and prayer meeting. Mass is also celebrated on every First Friday of the month and also on the feast day of the Patron Saint St. Francis Xavier. Apart from this there is a thanksgiving Holy Mass by the end of every academic year.

RESEARCH PROMOTION COUNCIL

The Research Promotion Council provides information about funding sources and co-ordinates the research activities in the College. Every year an 18 member council with a coordinator, secretary and faculty representatives was constituted with Principal as the chairperson.

ASAP

Additional Skill Acquisition Programme (ASAP), a joint initiative of Higher Education, General Education Department and Government of Kerala conducts various skill development programmes of the college.

A foundation course is given to the first year degree students and 21 days residential training programme is given to the final year students. A DOT training programme is given to final year students.

NPTEL

National Programme for Technology Enhanced Learning (NPTEL) is a project funded by MHRD, Government of India to promote e-learning and e-certification. Certificate courses in different disciplines are offered by various expert faculties of the seven IIT's and IISc, Bangalore. Our college is recognized as NPTEL local chapter and students can enroll for these online courses through <https://onlinecourses.nptel.ac.in/>

SPORTS & GAMES

Our Physical Education Department has always won laurels to the college through their meritorious achievements in various fields. We have got very efficient teams of Volley ball, Basketball, Net ball, Kabaddi Judo and Cricket

We offer the sports stars free accommodation & food in the sports hostel & prizes are awarded to the outstanding winners in various games. The Dept. also conducts annual inter -collegiate tournaments in Volley ball and Basketball.

DIFFERENTLY ABLED CELL

The college has a cell for specially abled students to cater to their needs. This cell strives to provide equal opportunity to them.

ASSOCIATIONS

Each department has got its own association which conducts different academic and nonacademic programmes.

CLUBS

Various clubs also function in the college to provide a chance to test their communication and entrepreneurship skills as well as groom their personality and overall development through community service.

REGISTERED CLUBS

- Tourism Club
- Bhoomithra Club
- Bio Diversity Club
- E.D. Club
- Energy & Environment Conservation Club
- Lotus Nature Club
- Folklore Club

NON REGISTERED CLUBS

- Dance Club
- Music Club
- Debate Club
- Speaker's Club
- Reader's and Writer's Club
- Drama Club
- Instrument Music Club
- Photography & Painter's Club
- Chess Club
- Soch Vichar Club
- Quiz Club
- Cookery Club
- Health Club
- Club for differently abled
- Peace Club
- Film Club

COLLEGE MAGAZINE

At the end of every academic year, the College Magazine, is published which is a truly literary & creative document of the talents of our students. The Magazine committee is composed of the student editor, sub editors & staff advisors. It also provides a panoramic view of the cultural, academic, sports and literary activities & achievements of the college during that academic year.

WELCOME AND FAREWELL

The fresher's will be given a warm 'welcome' party by the senior students and the outgoing students will be honored with a farewell party by their juniors

EXCURSIONS AND STUDY TOURS

Every department conducts excursions and study tours which help the students to experience the sense of togetherness, to have exposure, to enjoy the thrill of travelling etc. It also enhances their academic interests.

DAYS OF CELEBRATIONS

St. Xavier's Day (Heavenly Patron's Day), CTC Founders' Day, X'-mas, Onam, Kerala Piravi, International Women's Day, NSS Day NCC Day and College Day are celebrated every year in the College. Competitions are conducted on these occasions and prizes are awarded to the winners.

9

PTA & ALUMINI

PARENT TEACHER ASSOCIATION

The Parent-Teacher Association is playing a pivotal role in the efficient functioning of the college . PTA support of all endeavours and establishes a positive and constructive link between all the stake-holders. Consists of the principal as the president .The vice president and secretary is elected from among teachers.PTA The Principal is the President. The Vice President is elected from among the parents. The secretary is elected from among the Teachers. The P.T.A. Executive Council meets at regular intervals and the annual general body meets and 'open houses' offer venues of sharing and interaction. Prizes and gold medals awarded by the P.T.A. in various fields, encourage the students in sports, NCC, NSS and in academic and cultural fields.

THE STAFF ASSOCIATION

The Association of the Teaching Faculty and that of the Non-Teaching Staff take part in all the activities of the college, providing great moral support. Informal get-together, annual picnic, festive celebrations are some of the activities conducted by these associations.

RELAX (Retired Lecturers Association of Xavier's College)

"Retired Lecturers Association of Xavier's College" is the association of retired teachers. The association keeps intimate rapport with the College

and co-operates in all its activities like conducting classes for students Union Inauguration, College Day, Retirements etc.

RENTAX

(Retired Non-Teaching Association of Xavier's College)

Retired Non-Teaching Association of Xavier's College" is the association of the retired non-teaching staff. This association always tries to keep up intimate rapport with college and co-operates in all its activities.

OSAX

(Old Students Association of Xavier's College)

"Old Students Association of Xavier's College" also functions hand in hand with RELAX. They also conduct various classes in the college like yoga, cookery and tailoring. The General Body meeting is conducted on the 2nd Saturday of February, every year.

For the kind attention of outgoing students, please inform us the following matters

1. Your employment details, when you achieve one.
2. Details of your higher studies, as you pursue them.
3. Details regarding your

competitive exams GATE, GRE, TOEFL, GMAT Exams. UGC, CSIR (Net) Exams. Indian Civil Service Exams.

10

ACADEMIC CALENDAR

JUNE 2019		Working Days : 17	
Date & Day	Department	Particulars	
1 Sat			H
2 Sun			H
3 Mon			H
4 Tues			H
5 Wed		EID UL FITHAR	H
6 Thur	BOTANY COM. ENG COMMERCE TOURISM CLUB NSS MALAYALAM ZOOLOGY	UG 3rd Semester (2018-19) & UG 5th Semester (2017 - 18) begins PG 2nd Semester (2018 -19) begins Environment Day Celebration, Planting of Saplings competition, literary events Environment Week Observation in association with the department of English – Talks, Documentary making Environment Day- Inter departmental Competition : Writing and Reciting Green Poems Environment Day Environment Week Observation World Environment Day observation Inter Departmental Eco Poetry writing competition World Environment Day observation	

7	Fri	COM.ENG	Radio Xav episode I	
8	Sat	PHYSICAL EDUCATION	Coaching camp for Basketball and Volleyball to be commenced.	H
9	Sun			H
10	Mon	CHEMISTRY COM.ENG	PG 2nd Semester - Second Internal starts Jubilee year inauguration programme Industrial Visit (I.V) to Mathrubhumi Newspaper and Club FM	
11	Tues			
12	Wed	ECONOMICS NSS MATHEMATICS	Wall of Democracy: Monthly Wall magazine world against child labour day General Mathematics Quiz for II year B.Sc. Mathematics Students	
13	Thu			
14	Fri	COM.ENG NSS ENGLISH	Radio Xav episode II World blood donors day Prof. Rebecca Memorial Lecture	
15	Sat			H
16	Sun			H
17	Mon	TOURISM CLUB ZOOLOGY	PG 2nd Semester - Second internal ends PG 1st Semester (2019-20) begins Rain day - celebrating Rain."Pen a poem "competition for college students. Topic -The Grace of Rain PHYSICAL EDUCATION Interdepartmental Arm wrestling competition for student's International Ocean day celebration in association with plan @ Earth	
18	Tues	PHYSICS CHEMISTRY	Release of Manuscript Magazine Placement training programme - I	
19	Wed	MALAYALAM HINDI	PG 2nd Semester (2018-19) ends Vayanavaaram in collaboration with Aluva Taluk Library Council starts A reading competition will be organized on 19 th June 2019 in connection with <i>Vaayana dinam</i>	
20	Thu	PLACEMENT CELL MATHEMATICS	PG 3rd Semester (2018-19) begins Career Guidance Class for 3 rd year UG students Workshop on Moodle for students	

21 Fri	COM.ENG NSS PHYSICS	Workshop on pagination International Day of Yoga Training Program For Teachers & Students on LMS	
22 Sat			H
23 Sun			H
24 Mon		UG 1st Semester (2019-20) begins	
25 Tues	MALAYALAM CHEMISTRY	Vayanavaaram in collaboration with Aluva Taluk Library Council end Chemistry Software training Programme	
26 Wed	ENGLISH	Intercollegiate Dissertation Competition	
27 Thur			
28 Fri	COM.ENG PHYSICS ECONOMICS	<i>Reporter Live</i> inauguration Field Visit/Industry Visit (UG-2017-2020 Batch) The department intends to give HR Training for students as part of the Value Added course of the department	
29 Sat			H
30 Sun			H
JULY 2019		Working Days : 22	
1 Mon			
2 Tue			
3 Wed	MATHEMATICS PHYSICS	Lecture series in memory of Rev.Sr.Bencita Association inauguration and invited talk	
4 Thur	COM.ENG CHEMISTRY	One Day Seminar on Media 'Go Green Campaign' Programme -I	
5 Fri	COM.ENG	Radio Xav episode III	
6 Sat	PHYSICAL EDUCATION	Talk to motivate the players to bring out their Performance by Mr. Hevin, HRD Manager and Consultant	
7 Sun	NCC NSS	Parade starts for 2 nd & 3 rd year cadets. Enrolment of 1 st year cadets Vahanoltsav week	
8 Mon	NSS	International Literary week	
9 Tues	ECONOMICS	Wall of Democracy: Monthly Wall magazine	
10 Wed	ENGLISH ZOOLOGY	Association Inauguration National workshop on Foldscope	
11 Thu	NSS	World Population Day	

	ZOOLOGY CHEMISTRY	National workshop on Foldscope Chemistry Lecture Series I	
12 Fri	COM.ENG ECONOMICS MALAYALAM ECONOMICS	PR Campaign Launch Honoring toppers of final year degree examination during the inauguration day of the activities of Economics Association for the year 2019-2020 Nadanpattu competition in collaboration with Folklore club Survey on electoral participation of new electorate in General election	
13 Sat			H
14 Sun			H
15 Mon	PHYSICAL EDUCATION	College Union Election Interdepartmental Chess Competitions for Students and Teaching staff	
16 Tues	CHEMISTRY PLACEMENT CELL	Orientation programme for I B.Sc.Students Guidance class on Competitive Exams for 3 rd year UG & 2 nd year PG	
17 Wed	BOTANY	Botany Association Inauguration	
18 Thur	COM.ENG MATHEMATICS	Radio Xav episode IV General Mathematics Quiz for III year B.Sc. Mathematics Students	
19 Fri	ENGLISH BOTANY TOURISM CLUB OSAX	Inter National Seminar State Level Seminar Funded by KSCSTE Tourism club Inauguration Painting competition for school students. Topic-Pooram/Rain. Executive Committee meeting	
20 Sat			
21 Sun			
22 Mon	COMMERCE	UG 5th and 3rd Semester - First Internal starts Workshop on SPSS for PG students	
23 Tues			
24 Wed	MATHEMATICS CHEMISTRY	Inauguration of Mathematics & Statistics Association Project Review - I	
25 Thur	PHYSICS	National Seminar on Recent Trends in Physics	

26 Fri	ZOOLOGY COM.ENG PHYSICS	UG 5th and 3rd Semester - First Internal ends Skill development programme (Vermicomposting) Radio Xav episode V Counselling session to Parents	
27 Sat			H
28 Sun			H
29 Mon	ECONOMICS ECONOMICS	Electoral Literacy Club: SVEEP-Election Awareness Campaign for new electorate Computer /Internet awareness program for parents and Local women community	
30 Tues	ECONOMICS PHYSICS HINDI	Financial Literacy Programmes in the neighbourhood in association with nearby colleges Physics Question Bank for all courses Premchand Jayanthi	
31 Wed	COM.ENG	Reporter Live	
AUGUST 2019			Working Days : 19
1 Thue	ENGLISH ZOOLOGY MATHEMATICS	Literary Fest: Intercollegiate Literary Competitions Bridge Course Test for I B.Sc. Mathematics students based on basic Mathematics	
2 Fri	COM.ENG ECONOMICS CHEMISTRY PLACEMENT CELL PLACEMENT CELL PLACEMENT CELL ENGLISH	Radio Xav episode VI Training to students in online resources Chemistry Software training Programme – II Seminar : Opportunities for Higher Studies (for 3 rd year B. Com.) Seminar : Opportunities for Higher Studies (for 3 rd year B. Sc.) Seminar : Opportunities for Higher Studies (for 3 rd year B. A.) Literary Fest: Inter collegiate Literary Competitions	
3 Sat	PHYSICAL EDUCATION	Interdepartmental Shuttle Competitions for Students and Teaching staff, Spiritual Counseling for Players	
4 Sun			H

5 Mon	CHEMISTRY MATHEMATICS	PG 3rd Semester - First internal starts Certificate programme Bridge course for I B.Sc. Mathematics students based on the test conducted	
6 Tues	NSS	Campaign against nuclear weapons	
7 Wed	MALAYALAM	Sanskrit Day Celebration and Sanskrit Drama performance by the students of Vidyadhiraja Vidhyabhavan School, Aluva	
8 Thur	BOTANY CHEMISTRY PHYSICS	PG 3rd Semester - First internal ends Biodiversity Trip- Nature camp Welcome programme Training on E-content Development	
9 Fri	BOTANY COM.ENG	Biodiversity Trip- Nature camp Radio Xav episode VII	
10 Sat	PHYSICAL EDUCATION	Inter Collegiate Basketball Tournament season begins	H
11 Sun			H
12 Mon	ECONOMICS CHEMISTRY NSS	PG 1st Semester - First internal starts Wall of Democracy: Monthly Wall magazine Seminar in 'Forensic Science' International Youth day	
13 Tue	PHYSICAL EDUCATION	Interdepartmental Carrom Competitions for Students and Teaching staff	
14 Wed	ZOOLOGY	Association Inauguration and Newsletter Release	
15 Thur	NCC COM.ENG NSS	PG 1st Semester - First internal ends Independence day celebration. PR campaign Programmes follow up Independence day celebration.	
16 Fri	MATHEMATICS	Interdepartmental Mathematics Quiz	
17 Sat	OSAX	Snehasparsam Project	H
18 Sun			H
19 Mon	ECONOMICS BOTANY CHEMISTRY	UG 1st Semester - First Internal Starts State/ National level seminar on the broad area "Federalism" in association with Institute of Parliamentary Affairs Career orientation 'Xaverian National Award' - Calling for papers	

20	Tues	COM.ENG PHYSICS MALAYALAM	Reporter Live Soft Skill Development Program for Students Inauguration of Malayalam Literary Association and Release of Manuscript Magazine and Annual Literary Edition <i>Smrithi</i>	
21	Wed			
22	Thur	MALAYALAM TOURISM CLUB COMMERCE	Folklore Day celebration Elocution competition for college students. Topic - "Sustainable tourism - a tool for development". Association Inauguration and Newsletter Release	
23	Fri		Sreekrishnajayanti	H
24	Sat			H
25	Sun			H
26	Mon	CHEMISTRY	Project Review - II	
27	Tues	ZOOLOGY	UG 1st Semester - First Internal ends Training programme on first Aid (inter departmental)	
28	Wed			
29	Thur			
30	Fri	ECONOMICS MALAYALAM	All Kerala Inter-collegiate debate and paper presentation competitions Vyazhavattom: Literary Discussion Forum	
31	Sat			H
SEPTEMBER 2019				Working Days : 16
1	Sun		Athachamayam	H
2	Mon	COM.ENG CHEMISTRY	UG 5th & 3rd Semester - Second Internal Starts Appoppanthadikal Chemistry association inauguration	
3	Tues	COM.ENG PHYSICS	All We Add is Love Workshop on Innovative Learning Techniques	
4	Wed	MATHEMATICS ZOOLOGY	Exhibition and Inter-collegiate competitions related to Mathematics like quiz, problem solving, paper presentation etc. Career guidance class	

5	Thur	NSS	Teachers Day	
6	Fri	COMMERCE	UG 5th & 3rd Semester - Second Internal ends International Conference	
7	Sat	NCC	ONAM HOLIDAYS 10 day camp for 2 nd & 3 rd year cadets.	H
8	Sun			
9	Mon			
10	Tue			
11	Wed			
12	Thur			
13	Fri			
14	Sat			
15	Sun			
16	Mon	NSS NSS MALAYALAM PHYSICS ECONOMICS PHYSICAL EDUCATION	Ozone Protection Day International Peace day National Seminar in collaboration with Higher Education council of Kerala Intercollegiate competitions Wall of Democracy: Monthly Wall magazine Interdepartmental Table Tennis Competitions for Students and Teaching staff.	
17	Tues			
18	Wed	BOTANY	National Seminar by DBT	
19	Thur	ECONOMICS MATHEMATICS	Study visit to Cochin Stock Exchange & SEBI, Industrial visit to Cochin Port Seminar by an Alumni	
20	Fri	COM.ENG ZOOLOGY	Radio Xav episode IX Community Service campaign	
21	Sat		Sreenarayanaguru Samathi	H
22	Sun			H
23	Mon	CHEMISTRY HINDI	Chemistry Lecture Series II In connection with <i>Hindi Divas</i> celebration, <i>Hindi Pakhvada</i> celebration and Magazine release	
24	Tues	ENGLISH NSS PLACEMENT CELL	Meet the Author NSS day Interview, GD & Presentation Skills Development	

	PLACEMENT CELL	Training for 3 rd year UG & 2 nd year PG Interview, GD & Presentation Skills Development training for 3 rd year UG & 2 nd year PG	
25 Wed	MALAYALAM	Kaviyarangu	
26 Thur	ZOOLOGY	CSIR day, visit to NIO, Kochi	
27 Fri	TOURISM CLUB CHEMISTRY	World Tourism day celebration. "Poster design /Wall painting competition for college students. Topic - Kerala tourism day . Ozone day observation	
28 Sat			H
29 Sun			H
30 Mon	ENGLISH	Class on stress management	
OCTOBER 2019			Working Days : 20
1 Tues	NSS	National Blood donation day	
2 Wed	NSS	Gandhi Jayathi	H
3 Thur	BOTANY MATHEMATICS ZOOLOGY	Workshop (DBT) Visit to old age home Wild life week celebrations	
4 Fri	PHYSICAL EDUCATION	Interdepartmental Throw ball Competitions for Students and Teaching staff.	
5 Sat			H
6 Sun			H
7 Mon		Mahanami	H
8 Tues		Vijayadhashami	H
9 Wed		PG 1st Semester - Second Internal starts	
10 Thur	BOTANY	Alumni Talk	
11 Fri	MALAYALAM ENGLISH PHYSICS NSS ECONOMICS	Seminar on Post Colonial Literature and Criticism for PG students by Dr.P. Pavithran Poets Meet and Poetry Recital Visit to Charitable Institution World Eye Sight Day Wall of Democracy: Monthly Wall magazine	
12 Sat			H
13 Sun			H
14 Mon		UG 1st Semester - Second Internal starts PG 3rd Semester - Second Internal starts PG 1st Semester - Second Internal ends	

	NCC	Social Service Activity	
15 Tues	OSAX NSS	Dr. Sr. Redempta Memorial state level Essay competition International day of students /global hand washing day	
16 Wed			
17 Thur		PG 3rd Semester - Second Internal ends	
18 Fri	PHYSICAL EDUCATION	UG 1st Semester - Second Internal ends 26 th Sr. Redempta Memorial & 26 th Msgr Augustine Maveli Memorial All Kerala Inter Collegiate Basketball and Volleyball Tournament to be organized at our College Campus	
19 Sat			H
20 Sun			H
21 Mon	COM.ENG NSS	Talk on social Media International coastal clean up day	
22 Tues			
23 Wed	ENGLISH ENGLISH CHEMISTRY	Orientation on Healthy Habits, Hygiene and Dress Visit to Cancer Ward Mole day celebrations	
24 Thur	TOURISM CLUB NSS	Tour on two wheels. -Cycle Rally - To promote the use of cycle, to create eco friendly tourism. Traffic week	
25 Fri	COMMERCE	Extension work	
26 Sat			H
27 Sun			H
28 Mon	CHEMISTRY	Chemistry Exhibition	
29 Tues	ZOOLOGY	Lab manual publication	
30 Wed			
31 Thur	COM.ENG	UG 3rd Semester (2018-19) & UG 5th Semester (2017 - 18) ends Literary week celebration and exhibition along with Department of English	

NOVEMBER 2019

Working Days : 21

1	Fri	MALAYALAM	UG 4th Semester (2018-19) & UG 6th Semester (2017 - 18) begins Keralapiravi celebrations with performances of art forms and various literary competitions	
2	Sat			H
3	Sun			H
4	Mon	ZOOLOGY NCC	Observation of Dr. Salim Ali's Birthday, visit to Thattakkad sanctuary Ncc day celebration	
5	Tues	CHEMISTRY	Webinar	
6	Wed			
7	Thur	BOTANY MALAYALAM	Urjakiran Keralapiravi celebrations with performances of art forms and various literary competitions	
8	Fri	PHYSICAL EDUCATION OSAX	PG 1st Semester (2019-20) & 3rd Semester (2018-19) ends All India Inter University Tournaments at Various Centers Executive Committee meeting	
9	Sat			H
10	Sun			H
11	Mon	NSS	National Education day PG 2nd (2019-20) & 4th Semester (2018-19) begins UG 1st Semester (2019-20) ends	
12	Tues		UG 2nd Semester (2019-20) begins	
13	Wed	BOTANY	Distribution of Saplings	
14	Thur	MALAYALAM	Seminar on Children's literature	
15	Fri	COM.ENG CHEMISTRY	World Press Day Celebrations Chemistry Lecture Series III	
16	Sat			H
17	Sun			H
18	Mon	TOURISM CLUB TOURISM CLUB ECONOMICS	Nature Camp Nature Camp Wall of Democracy: Monthly Wall magazine	
19	Tues			
20	Wed			
21	Thur	COM.ENG	World TV day. Visit to a TV station	

22	Fri			
23	Sat			H
24	Sun			H
25	Mon	PHYSICS MALAYALAM	National Workshop on Solar Astronomy in association with APT, Kerala and IUCAA, PUNE Award Day-Prof. Mary Juliet Endowment for the Best PG Dissertation 2018-2019	
26	Tues	ECONOMICS ECONOMICS	Constitutional Day Observance As part of Constitutional day observance, the department intends to organize an invited lecture by constitutional Experts Training in molecular biology technique	
27	Wed			
28	Thur			
29	Fri	PHYSICS	School Linkage Program- (A) Exhibition (B) Talk and (C) Lab Training For School Teachers	
30	Sat			H
DECEMBER 2019				Working Days : 17
1	Sun	NSS	World AIDS day	H
2	Mon	NCC	PG 4th Semester - First internal starts Aids day rally & blood donation.	
3	Tues	COM.ENG PLACEMENT CELL ZOOLOGY	PR campaign Main Event Pre-placement Training for 3 rd year UG & 2 nd year PG Academic Week celebration	
4	Wed	BOTANY PLACEMENT CELL CHEMISTRY	Mushroom harvesting Placement Drive –Sutherland Global Jubilee Year celebration Programm 'Xaverian National Award' Programme 2019	
5	Thur	PLACEMENT CELL	PG 4th Semester - First internal ends Placement Drive - Goan Institute	
6	Fri	BOTANY PLACEMENT CELL PHYSICS BOTANY	Haritha Keralam Placement Drive - Aabasoft Technologies Industrial Visit/ Field Visit / Lab Visit (UG and PG) Paaristhithikam	
7	Sat			H
8	Sun			H

9	Mon	MATHEMATICS	PG 2nd Semester - First Internal starts One day workshop on MMC problems	
10	Tues	MALAYALAM	International seminar and Cultural Exchange Programme in collaboration with Bellarmine University, United states of America.	
		COMMERCE	Christmas celebration in old age home	
		NSS	Human Rights Day	
		ECONOMICS	Human Right day observance	
		CHEMISTRY	One day International Seminar	
ECONOMICS	Human Rights Forum activities A Seminar on Human Rights Issues			
		TOURISM CLUB	Tourism week Celebrations - MALHAR-Talk by invited guest/ tourist /foreigner	
11	Wed	PHYSICAL EDUCATION	Sports day for Students, Teaching and Administrative staff.	
		PHYSICS	International Conference	
		TOURISM CLUB	Photography competition	
12	Thur	PHYSICS	PG 2nd Semester - First Internal ends International Conference	
		TOURISM CLUB	Debate competition	
13	Fri	ECONOMICS	Model Students Parliament	
		ZOOLOGY	Nature camp in accociation with Kerala forest department	
		TOURISM CLUB	Quiz competition	
		BOTANY	Urjakiran Rally	
		ZOOLOGY	Nature camp in accociation with Kerala forest department	
COM.ENG	I.V 2, visit to a TV station			
		TOURISM CLUB	ETHNIC day	
14	Sat			H
15	Sun			H
16	Mon			
17	Tue	ECONOMICS	Wall of Democracy: Monthly Wall magazine	
18	Wed			
19	Thu	COM.ENG	Celebrating Christmas with an old age home	
20	Fri			
21	Sat			
22	Sun		CHRISTMAS HOLIDAYS	H

23 Mon	MATHEMATICS	Christmas CHRISTMAS HOLIDAYS	
24 Tues			
25 Wed			
26 Thu			
27 Fri			
28 Sat			
29 Sun			
30 Mon			
31 Tues			
JANUARY 2020		Working Days : 21	
1 Wed			
2 Thur	BOTANY	Nature Club Competitions	
3 Fri	BOTANY	Nature Club Competitions	
	MATHEMATICS	Seminar by Alumni (2)	
	PHYSICS	Skill Development Program For Teachers/Students	
	PLACEMENT CELL	Placement Drive –HDFC Life	
	ZOOLOGY	E – birding	
BOTANY	Nature Club Competitions		
BOTANY	Nature Club Competitions		
4 Sat			H
5 Sun			H
6 Mon	BOTANY	Nature Club Competitions	
	COM.ENG	UG 6th and 4th Semester - 1st Internal starts	
	CHEMISTRY	Intercollegiate Photography Competition Chemistry Software training Programme – III	
7 Tues	ENGLISH	SHE Programme	
	PLACEMENT CELL	Placement Drive –Skyline Online Tutoring	
	MATHEMATICS	Madhava Mathematics Competition	
8 Wed			
9 Thur	PHYSICS	Inter-Departmental Quiz Competition for Students	
	PLACEMENT CELL	Placement Drive –Eben Telecom	
10 Fri	BOTANY	Paaristhithikam Talk	
	ENGLISH	Literary Week Celebration	
	COM.ENG	Workshop on Research Methodology	
11 Sat			H
12 Sun			H

13 Mon	MATHEMATICS NSS COMMERCE	UG 6th and 4th Semester - 1st Internal ends Monthly Seminar by External Experts National Youth Week InterCollegiate Competition	
14 Tues	COM.ENG	Release of Xav Voice 3 rd issue	
15 Wed			
16 Thur	BOTANY CHEMISTRY	Workshop on Meditation and Yoga Workshop on 'Computational Chemistry'	
17 Fri	PHYSICS ZOOLOGY	Talk by Alumni Extension activity visit to dialysis unit	
18 Sat			H
19 Sun			H
20 Mon	OSAX	UG 2nd Semester - Second Internal ends Executive Committee meeting	
21 Tues	ECONOMICS	Wall of Democracy: Monthly Wall magazine	
22 Wed	PHYSICS	Entrepreneurial Skill Development Program	
23 Thur			
24 Fri			
25 Sat			H
26 Sun	NCC, NSS	Republic day celebration	H
27 Mon		UG 2nd Semester - Second Internal ends	
28 Tues	COM.ENG ZOOLOGY	Film workshop at Neo Film School Community Service campaign	
29 Wed			
30 Thur		M.G. University Youth Festival begins	
31 Fri			
FEBRUARY 2020			Working Days : 19
1 Sat	NCC	Certificate exam for 2 nd & 3 rd year cadets	H
2 Sun		M.G. University Youth Festival ends	H
3 Mon	ECONOMICS ZOOLOGY	Wall of Democracy: Monthly Wall magazine World wetland Day Observation	
4 Tues			
5 Wed	CHEMISTRY	Inter collegiate Quiz	
6 Thur	MALAYALAM	Academic Week Celebrations- seminar on Media Culture and literature in Collaboration with Kerala Media Academy, Kakkanadu	

	ECONOMICS	In association with Centre for Budget studies, CUSAT, intends to organize a Budget review discussion, 2020	
7 Fri			
8 Sat	OSAX OSAX	OSAX AGM Class by Alumnae	H
9 Sun			H
10 Mon	ECONOMICS	Mother Mary Magdelene Memorial Lecture	
11 Tues	ZOOLOGY	VISIT TO CMFRI	
12 Wed	COMMERCE	National Conference	
13 Thur	COM.ENG	As part of the national radio day an interdepartmental RJ Hunt competition. Winners will get a chance to show their talent on College Radio	
14 Fri			
15 Sat	ZOOLOGY	Campus bird count	H
16 Sun	ZOOLOGY	Campus bird count	H
17 Mon			
18 Tues	COM.ENG ENGLISH	Release of Xav Voice tabloid 4 th issue Workshop on Short Film Making	
19 Wed			
20 Thur	MALAYALAM	Seminar on Translation and Literature by Sri. Venu V. Desom	
21 Fri	OSAX	OSAX Ultsav 2020	
22 Sat			H
23 Sun			H
24 Mon	ECONOMICS PHYSICS	PG 2nd Semester - Second Internal starts UG 6th, 4th and 2nd Semester - 2nd Internal starts Entrepreneurship exhibition cum sale PG Third semester first internal & UG 6 TH , Valedictory Function	
25 Tues			
26 Wed			
27 Thur		PG 2nd Semester - Second Internal ends	
28 Fri	PHYSICS	National Science Day Celebration	
29 Sat			H

MARCH 2020

Working Days : 22

1	Sun	NSS	Water awareness week	H	
2	Mon	ECONOMICS	UG 6th, 4th and 2nd Semester - 2nd Internal ends PG 4th Semester Second - Internal starts Wall of Democracy: Monthly Wall magazine		
3	Tues				
4	Wed				
5	Thu		PG 4th Semester Second - Internal ends		
6	Fri				
7	Sat			H	
8	Sun	NSS	International Womens Day	H	
9	Mon	COM.ENG	A class on issues related to women by an advocate as part of women's day celebrations		
10	Tue				
11	Wed				
12	Thur				
13	Fri	MALAYALAM	Malayalam Day – The Conclusion of the Malayalam Literary Association activities		
14	Sat			H	
15	Sun	NSS	World handicapped day	H	
16	Mon				
17	Tue				
18	Wed				
19	Thur				
20	Fri	COM.ENG	National PR day Celebrations		
21	Sat			H	
22	Sun			H	
23	Mon				
24	Tue				
25	Wed				
26	Thu				
27	Fri				
28	Sat			H	
29	Sun			H	
30	Mon				
31	Tue	UG 2nd Semester (2019-20) ends UG 4th Semester (2018-19) & 6th Semester (2017-18) ends PG 2nd Semester (2019-20) & PG 4th Semester (2018-19) ends			