

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)



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STUDENTS HAND BOOK & CALENDAR

2022 - 2023

Name.....

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



MOTTO

On the path of knowledge,
love & service.



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 women and resourceful
global citizens, committed to national
and cultural values.



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ISO 9001: 2005

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LOCAL MANAGER

▲ **Rev. Sr. Charles CTC** ■■

DIRECTOR

▲ **Rev. Dr. Sr. Geege Joanamma Xavier CTC** ■■

PRINCIPAL

Prof. Dr. Milon Franz

M.A., M.Phil, B.Ed, NET, Ph.D ,

▲ P.G. Diploma in Journalism & Communication ■■

VICE PRINCIPAL

Rev. Dr. Sr. Stella K.A.

▲ M.Sc., M.Phil, Ph.D. ■■

BURSAR

▲ **Rev. Sr. Nancy CTC** ■■

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ABOUT THE COLLEGE

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Committed to the cause of social uplift through education, St. Xavier's College for Women, Aluva stands unique among the minority educational institutions of Kerala. Functioning under the management of the congregation of Teresian Carmelites (CTC), the institution offers instruction at undergraduate and postgraduate levels as well as guidance in research in various fields. True to its dictum, "on the path of knowledge, love and service", the institution works with dedication to form a class of empowered women, upholding national integration and religious harmony, with special emphasis on the enhancement of the marginalized.

St. Xavier's College for Women was established on 6th July 1964 with four Pre-degree batches of 238 students and 22 Faculty. Affiliated to M.G. University, Kottayam, the institution attained its status as Degree College in 1968. Currently it offers 14 Undergraduate, 6 Post graduate and number of Add on courses along with 3 Research programs. It's a matter of pride to acclaim that our institution is one among a few which have undergone 4 cycles of NAAC Accreditation in 2017. As recognition of its endeavours and achievements in curricular, co-curricular and extra-curricular realms, NAAC accredited the college in the fourth cycle with CGPA of 3.33 on a seven point scale in 2017.

The history of St. Xavier's College for Women is the story of struggles, sacrifices, determination and enthusiasm. The glorious history uphold the far-sighted vision of our Founders: Rev. Mother Mary Magdaline CTC,

Rt. Rev.Msgr. Augustine Maveli, and Rev. Mother Isabel CTC. The harmonious effort of management, teachers, non- teaching staff, students and its stakeholders accomplish the noble ideals of CTC's Foundress Mother Eliswa and Heavenly Patron St. Francis Xavier.

St.Xavier's College for Women, Aluva aims at the formation and upliftment 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 years.

OBJECTIVES

1. To provide a learner-centered academic environment targeting excellence through innovative teaching methods and research whether the classes are online or offline.
2. To provide and maintain quality infrastructure for promoting effective academic interactions.
3. To collaborate with the best academic online and offline 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.

QUALITY POLICY

St.Xavier's College for Women is committed to empower women through science, commerce and arts for the spiritual, social and cultural development of the society through the following initiatives

- ✦ Strengthening moral, ethical and environment consciousness among staff and students

- ✦ Learner centric environment for the holistic development of students
- ✦ Upgrading the competence of faculty to global Standards and make them espouse all the innovative and modern technologies in teaching – learning process
- ✦ Updating time to time improvement in the Quality Management System
- ✦ Promoting entrepreneurial skill through class room sessions and training programmes
- ✦ Inculcating secular cultural consciousness and unity in diversity through multicultural events

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 - 2022
Prof. Dr. Milon Franz	2022 onwards

COLLEGE COUNCIL 2022 - 2023

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11. Dr. Annie Feby, M.Sc., Ph.D., NET
12. Dr. Anila N, M.Sc., Ph.D.
13. Dr. Raji Mohan, M Com, MBA, NET, 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- change to Finance & Taxation in 2019)
- 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 St. Xavier's College Trust formed
- 2019 RUSA 2.0 Sanctioned (2 Crore)
- 2019 New reception for academic block
- 2019 Renovation of Vice-principal, Bursar and Manager's cabin
- 2019 UN Academic impact membership
- 2019 Three B.Voc Courses Sanctioned from UGC
- 2020 ISO Certified
- 2020 India Today Ranking
- 2020 7 certified Courses, 3 Diploma courses and 3 M.Voc Courses sanctioned from UGC
- 2021 IIC Five Star Ranking
- Land Purchased opposite to St. Xavier's College for Women Aluva
- Foundation stone laid for new 8-storeyed Academic block - RUSA 2.0 Scheme
- Introduced New gen Course –Integrated MSc Programme in Basic Sciences-Chemistry
- Renovation of Auditorium-Rusa 2.0 Scheme
- Renovation of Non teaching Staff room- Rusa 2.0 Scheme
- Introduced BVoc Accounting and taxation
- Introduced BVoc Culinary Arts and Hospitality Management
- Introduced BVoc Software Quality assurance and Quality Control
- New Computer Lab in St.Joseph's Block
- 2022 Incubation Centre
- 2022 Open theatre
- 2022 Reception Renovation
- 2022 Lift in Jesus Block
- 2022 Renovated IQAC Room

2

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THE FACULTY

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| 3. Sr. Jiji Joseph (Sr. Mercina), Junior Superintendent | 9539317302 |
| 4. Sr. Nisha Antony (Sr. Dinishya), UD Clerk | 7356645880 |
| 5. Sr. Jessy Maria, LDC | 9497294140 |
| 6. Sr. Vincy P.I, (Sr. Vinny) LDC | 9495347923 |
| 7. Sr. Jisha Joseph, LDC | 9072931025 |
| 8. Sr. Remy Vaz K.A., LD Store Keeper | 9447217249 |
| 9. Ms. Bindhu Varghese, LDC | 9447563383 |
| 10. Ms. Bellarmin Sonia, Library Assistant | 7012950236 |
| 11. Mr. Jomon Thomas, Mechanic | 9809660887 |
| 12. Ms. Mary Regal, Lab Assistant | 9995108647 |
| 13. Alcy P.A. , Office Attender | 9847311634 |
| 14. Jinimol P.S., Office Attender | 9495603251 |

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 (Co-operation) Self Financing**

- Common Course - English
- Common Course Language - Malayalam / Hindi
- Core Course - Co-operation

(IV) Vocational Programmes

1. **B.Voc Degree in Accounting and Taxation**

- Common Course - English
- Core Course - Taxation and Finance

2. **B.Voc Degree in Software Quality Assurance and Quality Control**

- Common Course - English
- Core Course - Software Quality Assurance and Quality Control

3. **B.Voc Degree in Culinary arts and Hospitality Management**

- Common Course - English
- Core Course - Culinary arts and Hospitality Management

Integrated Programmes (5 years)

1. Integrated MSc in Basic Science - Chemistry

- Common Course - English (I & IV Sem)
- Common Course Language - Malayalam / Hindi (II Sem)
- Core Course - Chemistry
- Complementary Course I - Mathematics
- Complementary Course II - Physics

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)
4. Dr. Raji Mohan
5. Dr. Tinsy Rose Tom

P G Department of English and Research Centre

1. Dr. Milon Franz
2. Dr. Lima Antony
3. Dr. Liss Marie Das
4. Dr. Saumi Mary M.

P G Department of Physics and Research Centre

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

P G Department of Malayalam

Rev.Dr.Sr.Geege Joanamma Xavier

(Centre: Maharajas College, Ernakulam)

Department of Mathematics

Dr. Ansa Alphonsa Antony (Centre: Maharajas College, Ernakulam)
(Asst. Prof. in Statistics)

Department of Botany

Dr. Nisha P. (Centre: Maharajas College, Ernakulam)

4. ADD-ON Courses and Value added Courses

1. Department of English

- ✦ Certificate course in An Introduction to Phonetics
- ✦ Certificate course in Content writing
- ✦ Certificate course in Soft Skills and Personality Development

2. Department of Economics

- ✦ Certificate course in human rights
- ✦ Certificate course in Yoga therapy-An alternative medicine

3. Department of Malayalam

- ✦ Certificate course in Malayalam Computing

4. Department of Commerce

- ✦ Certificate course in Computerized accounting
- ✦ Certificate course in Securities operations and risk management

5. Department of Communicative English

- ✦ Redefine your soft skills-Certificate course in soft skills
- ✦ Improve your English-Certificate course in spoken English

6. Department of Physics

- ✦ Certificate course in Robotics and Embedded System
- ✦ Certificate course in Learn to Program: The Fundamentals

7. Department of Chemistry

- ✦ Certificate course in Gastronomy
- ✦ Certificate course in Art of Cooking Food Soft wares in Chemistry

8. Department of Zoology

- ✦ Certificate course in Essentials of Growing Micro greens
- ✦ Certificate course in Introduction to Environmental Microbiology

9. Department of Mathematics

- ✦ Certificate course in Type setting in LATEX
- ✦ Certificate course in Mathematics for Competitive Examinations

10. Department of Botany

- ✦ Certificate course in Nursery Management
- ✦ Certificate course in Oyster Mushroom Cultivation Technique

11. Department of Physical Education

- ✦ Certificate course in Yoga and Wellness.

GOVERNMENT CERTIFICATE COURSE

Diploma in Computer Application (DCA)

SKILL DEVELOPMENT CERTIFICATE AND DIPLOMA PROGRAMMES UNDER UGC -NSQF

Certificate Courses (6 Months)

1. Cosmetology & Beauty Culture
2. Graphic Designing
3. Rural Management
4. Ornamental Horticulture and Organic Farming
5. Soft Skills and Professional Enhancement
6. Microbiological Laboratory Skill Development
7. Robotics and Embedded Systems

Diploma Courses (1 Year)

1. Dubbing & Audio Production
2. Counseling Skills and Family Therapies
3. Fashion Technology

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 2022 - 2023

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.

IQAC Composition

Chairperson - Principal
Coordinator - Dr. Sujatha N.V.

Members

Dr. Sr. Stella K A (Vice Principal)
Dr. Saumi Mary M.
Dr. Linda Louis
Ms. Binu Correya
Dr. Baby Divya
Dr. Anu Anto

Dr. Tinsy Rose Tom
 Dr. Ninu Rose
 Ms. Renjitha Reghunath
 Ms. Nikitha Xavier
 Dr. Lima Antony
 Dr. Newly Joseph
 Ms. Minimole K
 Dr. Anila N
 Dr. Aneymol V. S.
 Ms. Sonia John Markose
 Dr. Sheeba V. Rajan
 Ms. Jomsy Thomas
 Rev. Sr. Diogenous (Librarian)
 Rev. Sr. Mercina (Superintendent)
 Ms. Athalia Benny (Student Representative)
 Rev. Sr. Charles (Management Representative)
 Rev. Sr. Dr. Shalini (Management Representative)
 Ms. Mary Joseph, (Professor (Rtd), Carmel College, Mala)
 Sri. Chinnan Pynadath (Local Representative)
 Smt. Daisy Benny (Alumna Representative)

NAAC Coordinator : Dr. Saumi Mary M

Joint Coordinator : Dr. Linda Louis

ADDITIONAL CHIEF SUPERINTENDENT

The responsibility of the Additional Superintendent is to assist the Chief Superintendent (The Principal) in the conduct of end-semester University Examinations.

Additional Chief
 Superintendent : Dr. Ansa Alphonsa Antony

PTA

The Parent Teacher Association (P.T.A.) is a formal organization composed of parents and teachers that is intended to facilitate parental participation in an institution. Parent Teacher Association of the College is an active body giving constant support in all the ventures of the college in academic, non-academic as well as infrastructural development. The

Principal is the president. The Vice president is elected from among the parents. The secretary is elected from among the teachers. Under PTA's patronage and whole hearted cooperation all developments within the academic and non- academic area take place. The PTA Executive Council meets at regular intervals and the annual general body meets and 'open – houses' (held by each department) offer venues of sharing and interaction. Positive and negative feedbacks are openly discussed for timely improvement and correction.

PTA Secretary : Ms. Minimole K.

CAREER GUIDANCE, & PLACEMENT CELL / INTERNSHALA

Career Guidance and placement cell provides the students with the latest information on 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 placement drives are also conducted for the students. The College has been registered with Internshala, where students get ample opportunities to do part-time internships.

Coordinators : Dr. Resmi Varghese
Dr. Lima Antony
Ms. Bindhu P.K

STAFF ASSOCIATION

Staff Secretaries represent the teaching staff community and work for the welfare of the teaching staff community.

Staff Secretaries : Dr. Vandana Aravindan
Dr. Annie Feby

COLLEGE STUDENT COUNCIL

An association headed by students under college supervision is called the Students' Council. By planning and carrying out college events and community service initiatives, the student council aims to provide students with a platform to practise leadership. The student council serves as the voice of the students in addition to organising activities that boost team spirit and community welfare. They communicate student opinions, passions, and issues to the collegiate community. Our institution follows the presidential mode of election wherein class representatives are directly elected and they in turn elect the office bearers for the college student's

council and also elect their representatives for university student's union. These elected representatives from college shall form the student's union, which shall elect the office bearers of the university student union.

College Student

Council Advisors : Ms.Sruthy Francis M.
Dr.Tinsy Rose Tom
Dr. Surya P
Ms.Jomsy Thomas

COLLEGE MAGAZINE

The college magazine is an annual publication of the college. Written and edited by both teachers and students, it is a record of the creative aspirations of the students as well as the events happening on campus. The magazine is also a platform for our alumni to cement their relationship with the campus community. Copies of the magazine are presented to major stakeholders of the college.

Chief Editor : Ms. Sreeja
English : Ms. Divyamanjari
Hindi : Capt. Dr. Bridget Joseph K.
Malayalam : Dr.Helen M

RUSA

The Rashtriya Uchchatar Shiksha Abhiyan is the central government's contribution to further the promise held by the rich expanse of India's state universities. The country's future lies in empowering these campuses with all it takes to enhance learning and research and promote innovation. Our institution is a beneficiary of RUSA and was sanctioned two crores (RUSA-2.00) in 2018 for renovation, construction and equipment.

RUSA Coordinator : Dr. Sr. Stella K.A.
Ms.Sruthy Francis M.

GENERAL COORDINATORS INTERNAL ASSESSMENT

The Internal Assessment mechanism is systematically organized and carried out by giving timely alerts and scheduling examinations as per M.G. University Examination Calendar.. The process is carried out diligently to avoid errors. The internal marks are verified and sent to university as per schedule.

PG : Ms.JonisVC
Ms. Ruby M. Pillai
UG & Open Course : Dr. Newly & Dr.Liss Marie Das

NCC

St. Xavier's College for Women NCC Unit has a strength of 108 cadets. Our College has the Army Wing of NCC. Our Unit is functioning under the guidance of 7(k) Girls Bn, NCC Thrissur. The Cadets are given basic military training in small arms and parades. While being part of NCC, cadets undergo different training programs such as Drill, Shooting, Gliding/ Flying, boat pulling, sailing, mountaineering, scuba diving and camp training covering basic military training in the Army. Cadets can also participate in youth exchange programs to increase international understanding.

CTO : Ms.Camilla Diana B.H.

NSS

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the students to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands-on experience to young students in delivering community service. There are 2 NSS units under our college with a maximum strength of 100 volunteers. The period is 2 years for NSS volunteers.

NSS Programme
officers : Dr. Ninu Rose
Dr. Bindu Christopher

RED RIBBON CLUB

Red Ribbon Club is a movement started by the Government of India to spread awareness over HIV / AIDS. It envisages to instill a charitable mind among all the students to extend their able help towards developing healthy lifestyles, donating blood to all the needy by promotion of Regular voluntary blood donation.

Coordinators : Dr. Ninu Rose & Dr. Bindu Christopher

FORESTRY CLUB

To provide students a forum to connect with nature and evolve as responsible stewards of nature.

Coordinators : Dr. Ninu Rose & Dr. Bindu Christopher

WOMEN CELL

Women Cell aims at making women aware of their rights and duties. It also provides a platform for women to share their experiences/views about gender inequalities, their status in society and suggest ways to empower themselves. The objective of the Women Cell is to intellectually enrich and uplift women students.

Coordinators : Dr.K.Lekha
Ms.Shereena John

ADD ON COURSES

Through this scheme the college aims at imparting crucial job skills to the students through various certificate programmes, thus enabling them to acquire an additional certificate along with their Degree certificates. Students can pursue these certificate programmes along with their regular Degree programmes. All Undergraduate students are required to select any one of the course category.

General convener : Ms. Asmy Antony
Dr. Sheeba V. Rajan

Department of English

- Certificate course in soft skills
- Certificate course in Phonetics
- Certificate course in Content writing
- Certificate course in Foundation course in IELTS

Department of Malayalam

- Certificate course in Nadakam sidhathavum Prayogavum
- Certificate course in Aksharasloka Kalari

Department of Economics

- Certificate course in Research methodology in Social Sciences
- Certificate course in Strategic innovation, Creativity and economic Transformation
- Certificate course in Human Rights

Department of Commerce (Aided)

- Certificate course in Security Operation and Risk Management
- Certificate course in Computerized accounting

Department of Commerce (Self-Financing)

- Certificate course in Tally with GST
- Certificate course in General cooperation, Foreign cooperation and co-operative laws
- Certificate course in C.A Mentorship Programme
- Certificate course in Banking Practices
- Certificate course in Income Tax Return Filing

Department of Botany

- Certificate course in Mushroom cultivation
- Certificate course in Nursery Management

Department of Chemistry

- Certificate course in Disaster management and First aid
- Certificate course in Computational Softwares in Chemistry

Department of Mathematics

- Certificate course in Logical Reasoning and Data Interpretation
- Certificate course in An Introduction to LaTeX

Department of Physics

- Certificate course in Embedded systems and Artificial intelligence
- Certificate course in Introduction to Medical Physics
- Certificate course in Objective oriented programming and software lab

Department of Zoology

- Certificate course in Ayurveda in Women's Health

PRO

Public relations Officer (PRO) helps in bringing the news and information of the college to the people. For that, the PRO of the college brings the news to the people through the media and channels.

PRO of our institute : Dr. Archana Mohan

MOOC/MOODLE/ Swayam / NPTEL/E-Learning Centre

The E-Learning Centre manages the Learning Management System of the college (LMS), MOODLE and guides the teachers and students on using the platform effectively for teaching-learning. It also provides

information regarding the enrolment in MOOC courses in NPTEL, SWAYAM, Coursera and other learning platforms.

Coordinators : Dr. Baby Divya
Dr.Tinsy Rose Tom
Dr. Anila N

ASAP

Additional Skill Acquisition Programme is an initiative of Govt. of Kerala to impart skill education to the students. There are various skill courses under the K- Skill initiative of ASAP, which would be carried out under the auspices of ASAP on campus.

Coordinators : Dr. Liss Marie Das
Ms. Bindhu Varghese

REGISTERED CLUBS

TOURISM CLUB

The Tourism Club of our college is formed with an objective of creating awareness among the students about Tourism activities and to incorporate the student's strength and potential in the development of tourism in our State.

The tourism club was founded in our college in 2002 with the help of the District Tourism Promotion Council to raise tourism awareness among the youth and promote Kerala tourism. The college's Tourism Club is well-functioning, and the club holds seminars and discussions on the importance of tourism in Kerala.

Coordinators : Ms.Sonia John Markose
Ms.Jasmine Gonsalvaz

BHOOMITHRASENA CLUB & ENVIRONMENT CONSERVATION CLUB

To strengthen the environmental commitment of students at college level in the State, Directorate of Environment & Climate Change (DoECC) Thiruvananthapuram has launched the 'Bhoo Mithra Sena' club in the year 2010. Club organizes Seminars, field visits to local environmentally import sites, Organize awareness camps to propagate waste minimization, personal hygiene habits and sustainable lifestyles, observance of environmentally significant days, Actions based activities like tree plantation, cleanliness drives within and outside the campus. The newly

formed Environment Conservation Club also work together with Bhoomithrasena.

Coordinators : Dr. Aneymol V.S.
Ms. Chinju Joseph K. (Internal Auditing)

BIO DIVERSITY CLUB

The biodiversity club of St Xavier's College for women is registered under the Biodiversity department, Kerala. The students and teachers of the department of Botany are the members of this club. The club records the plant diversity of different sacred groves in Ernakulam district).

Coordinator : Dr. Nisha P

LOTUS NATURE CLUB

Lotus Nature Club is registered under Encon Club of BPCL, Kochi Refinery, Kerala. The main objective of this club is to create an awareness about the consequences of human activity on the environment and the need for conservation of nature. The club organizes nature camps, workshops, seminars and competitions for students.

Coordinator : Dr. Jaya Kuruvilla

ENTREPRENEURSHIP DEVELOPMENT CLUB & INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTER

Entrepreneurship Development Club is functioning in our college to inculcate Entrepreneurial Culture amongst students and to equip them with the skills, techniques and confidence to act as torch-bearers of entrepreneurship. The Club conducts programmes to inculcate entrepreneurship qualities and to sensitise industrial scenario of the state.

INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE

IEDC is a flagship initiative of Kerala Startup Mission to promote innovation and entrepreneurship among the student and academic fraternity in the educational institutions in the State of Kerala and considered as an umbrella programme that would play an instrumental role in fostering innovation culture among students. IEDC aims to create awareness, exposure and technology skills among the students and to enable and promote an environment to create technopreneurial ventures by developing innovative products of social relevance.

: Ms. Bilu Job
Dr.Smrithi S Babu

ENERGY AND ENVIRONMENT CONSERVATION CLUB & INTERNAL ENERGY AUDITING

EECC is formed to create awareness about the necessity of conserving energy and the methods of conservation by the efficient use of energy sources and equipments. Club promotes the use of non-conventional energy sources and conducts awareness programmes for students and public.

Coordinators : Dr.Vimala George
Ms.Jonis V.C

FOLKLORE CLUB

The Folklore club works with the aim of introducing folk arts and lore to the students.As part of this,folklore seminars,exhibitions and visual representations of folk arts are conducted.The Folklore club plans and implements such programs to impart knowledge to the students about various fields of folklore.

Coordinators : Dr. Smrithi S Babu
Ms. Nikitha Xavier

ELECTORAL LITERACY CLUB & COLLEGE ELECTION

Electoral Literacy Club is a platform to engage students through interesting activities and hands-on experience to sensitise them on their electoral rights and familiarise them with the electoral process of registration and voting.

Coordinators : Ms. Minimole K
Dr. Sr. Sharin
Dr.Vandana

NON-REGISTERED CLUBS

There are 15 non-registered clubs in St.Xavier's College for Women, Aluva. Each club plans and implements programs that help students develop their aptitudes and impart knowledge in different fields.

Club Coordinators : Dr.Smrithi S Babu
Ms.Lidia Durom

DEBATE CLUB

The purpose of the Debate is to improve on the critical thinking of the participants.Debating aims to reflect the mindly health of those involved

in the process and hence the arguments should be intellectually refined and far from the base, demeaning and antagonistic qualities that are not reflective of a healthy mind. The Debate Club provides the same.

Coordinators : Ms. Divyamanjari
Ms. Steffy Pius

LITERARY CLUB

The literary club is a haven for writers, readers, and thinkers. It is a place where students are free to think, read, and write about topics of their choice. It is more than just a reading and writing club; it is a club for students who are passionate about literature and want to share their experiences, readings, and thoughts with others who share their passion and talent. It is an excellent platform for both new and experienced writers. The events and efforts for constant exchange of thoughts, ideas, literary knowledge, and works benefit all club members.

Coordinators : Ms. Jasmine
Ms. Anjali A

MUSIC CLUB

To enhance the musical skill of the members, gave them opportunity to participate in various competitions, thereby opening up chances

Coordinators : Dr. Suma K U
Ms. Bisny

DANCE CLUB

The dance club provides a platform for developing the dance skill of students and gives exposure to students by enabling them to participate in various dance competitions.

Coordinators : Ms. Ninu Rose
Dr. Revathy. S

DRAMA CLUB/ THEATER CLUB

To develop aesthetic awareness, appreciation & knowledge, attitudes & skills necessary for the expression of art through the form of drama

Coordinator : Ms. Renjitha Reghunath
Ms. Reva Ramesh

JUSTICE & LEGAL AWARENESS CLUB/ HUMAN RIGHT FORUM

Justice & Legal Awareness club intends to provide legal awareness to students and give legal assistance to them by associating with bodies like KELSA. Human Rights Forum helps students to understand and respond to human rights issues and thereby arouse social consciousness.

Coordinators : Ms. Minimole K.,
Dr. Vandana Aravindan
Dr.Sr.Sharin

PHOTOGRAPHY & PAINTING CLUB:

The Painting and Photography club provides an excellent platform for students to discover their passion for photography and also learn the basic techniques of photography. This club provides encouragement in picking up the snapshots of their interest in creative ways. The main objective of this club is to provide an apt environment for interested photography students to share their creativity, knowledge and passion for photography. The club motivates its students to share their world view through their photographs and express themselves through paintings.

Coordinator : Ms.Renjith Reghunath
Ms.Steffy Pius

QUIZ CLUB

Quiz Club offers a unique and exciting way to motivate, inspire, encourage and reward students in their quest for knowledge. The main objective of quiz club is to popularize quizzing activities among students and to encourage them to take part in all competitive examinations.

Coordinators : Ms.Maria Joy
Ms.Remya Ann Zacharia

MEDIA CLUB

Media refers to all the means by which communication is possible in society. Media Club is also a very important part of modern education. Media Club provides a platform for students to enhance their extra curricular activities by enhancing their skills, innovative ideas and new technologies to express their thoughts through various media. The main objective of the Media Club is to evaluate global news and how it affects society.

Coordinators : Dr. Helan. M & English guest

COOKERY CLUB :

The Cookery club encourages the students to showcase their talents in cooking and give them the opportunity to try new cuisines and interact with experts in this area. Through the activities of the cookery club the participants can develop their teamwork skills, imaginative thinking, and time management skills.

Coordinators : Ms. Sheneya Festus
Dr. Raichel Mary Lopez

HEALTH CLUB

The Health club otherwise known as Fitness center is a place that houses exercise equipment for the purpose of physical exercise. Workouts not only contribute to physical fitness but also a healthy, calm and strong mind. It also helps to manage weight, reduce the risk of disease, strengthen bones and muscles and improves your ability to do every day activities.

Coordinators : Dr. Cicily Pearly Alex

PEACE CLUB

The purpose of peace club is to increase the kindness and respect among the students. Through peace club students learn peace making and positive leadership skills. The members of peace club meet once in a month and organise various programmes to promote peace in the campus and community as a whole. It also aims to recognize the role and strengthen the capacity of students to promote a peaceful environment in colleges and other contexts.

Coordinators : Ms. Chinju Joseph K
Ms. Sini T.S

FILM CLUB

Film club was formed with a major vision to inculcate a sense of watching movies rich in artistic value and high takeaways. The aim of the club is to train the students that how to choose the movie and become active viewers of good movies. The club conducts interactive session with prominent persons from film industry and create an awareness about technical & non technical aspects related to film industry.

Coordinators : Ms. Soumya Eapen
Ms. Anjali A

FINE ARTS CLUB

The club aims to bring out the artistic talents among the students. It motivates the students to improve their extra curricular activities in arts.

Coordinators : Ms. Miranda
Ms. Divyamanjari

SOCH-VICHAR CLUB

Soch-Vichar Club aims at making the students' Hindi language improve. It also provides a platform to exhibit their talent in reading, writing and speaking in Hindi Language.

CATECHISM

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'.

Coordinators : Dr. Linda Louis & Physics Guest 1

JESUS YOUTH

Jesus Youth focuses on a life centered on Jesus Christ. The main objective is to live and share the Good News of Jesus Christ through prayer, fellowships, sacraments, the Word of God, charity, and cultural programmes.

Coordinators : Dr.Vimala George
Rose Mary Dominic K

VALUE EDUCATION

Topics inculcating moral values and self-esteem like Human Life – God's Gift, self Esteem, Moral values in Life, Goals in Life, Self Sustenance for Women etc. are discussed in moral sciences classes. The students were made aware of importance of the essential moral values which strengthen their personality and self esteem.

Coordinators : Dr. Suma K.U
Ms.Shyamala M.P.

AICUF

All India Catholic University Students Federations (A.I.C.U.F) is an organization meant to impart the values of compassion and service to the student community in college. The AICUF's vision is to sensitize students towards those at the margins and involve ourselves in the struggle for their basic rights by equipping ourselves physically, intellectually and spiritually.'

Coordinators : Dr. Cicily Pearly Alex & Sr. Raineson
is "to sensitize students towards those at the margins and involve ourselves in the struggle for their basic rights by equipping ourselves physically, intellectually and spir

SPIRITUAL FORMATION

Spiritual formation aims at the spiritual growth of every individual. Every month we arrange Holy Mass for the Catholic students and faculty. We coordinate retreat and orientation programme for all the students in a convenient days. Month of October is celebrated as Rosary month

Coordinators : Sr. Maglin Alven & Sr. Raine

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.

Coordinators : Ms. Binu Correya & Dr. Vimala

External Counsellor : Dr. Sr. Teresa Ruby (M.Sc Psychology,
Ph.D in Counselling Psychology)
Prasanthi Counselling Centre, Edappally

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.

Coordinators : Ms. Binu Correya
Dr. Vimala

XAVIER BOARD

Xavier Board is the “Higher Education” arm of the CBCI Commission for Education and Culture, with which it maintains cordial relations. Xavier Board is also the South Asia regional arm of the International Federation of Catholic Universities (IFCU) and has actively participated in many international programmes. It is officially recognized by the Catholic Bishop’s Conference of India(CBCI) and functions in collaboration with the CBCI Commission for Education and Culture. It stands for Gospel values, Excellence and Leadership through higher education in India.

Coordinators : Sr. Vandana
Dr. Sr. Stella K.A

AIACHE

The All India Association for Christian Higher Education (AIACHE) is an Ecumenical professional Association for 500+ Christian Higher Education colleges in India, founded in 1967. AIACHE aims at the promotion of quality in Higher Education, preservation of human and social values and production of character formation, value inculcation and co-operative skill training for a better altruistic society.

Coordinators : Sr.Vandana
Sr. S Mary Magline Alven

WEBSITE

Our college website is a dynamic platform for presenting information about the college, students, and faculty. All of the sections are well-balanced and organised, making it easy for users to find what they need. The address of our website is <https://stxaviersaluva.ac.in/>.

Coordinators : Ms. Sonia John Markose
Ms. Camilla Diana B H

OSAX

Old students Association of St. Xavier’s College for Women, Aluva was established in 1988 and all through years we have been holding alumni meet on second Saturday of the month of February. The Objectives of the OSAX are To establish a link between the alumni, staff and students of the College.To enable the alumni to participate in activities to contribute to the general development of the College. To Institute prizes and scholarships, and render financial aid to deserving students of the College

Coordinators : Ms. Nikitha Xavier
Dr. Archana Mohan

ANTI RAGGING CELL

Anti ragging cell was created to make students aware about legal action that will be taken against ragging in institutions . The students were asked to report any such activities to the anti ragging committee of the college. An anti ragging declaration letter was signed by all first year students when they join college to ensure that campus is ragging free.Currently two teachers are coordinators of this cell

Coordinators : Dr.Surya P
Ms.Shyamala M P

ANTI NARCOTICS/DRUG CELL

It has been instituted in the 2018-2019 under the directions of the Kerala state Government. The anti-drugs cell of the college has been constituted to ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels.Currently two teachers are coordinators of this cell.

Coordinators : Dr. Raji Mohan
Ms. Anu Priya

EQUAL OPPORTUNITY CELL

Equal Opportunity Cell aims to aid and advise the students belonging to marginalized sections including the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Communities (OBCs), minority communities, etc. pursuing various programs of studies in the college.Creates an atmosphere of Equal Opportunity through awareness generation programmes. Provides auxiliary support towards skill development and enhancing the employability of students.

Coordinators : Ms. Lidia Durom
Ms. Saranya N.V.

AISHE

To portray the status of higher education in the country, the Ministry of Education has endeavoured to conduct an annual web-based All India Survey on Higher Education (AISHE) since 2010-11. The survey covers all the Institutions in the country engaged in imparting higher education. Data is being collected on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure (<https://aishe.gov.in/aishe/home>) .

Nodal Officer : Dr. Sr. Stella K.A

SCHOLARSHIP / FELLOWSHIPS

To provide financial assistance to meritorious students, so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability. Students belonging to reserved categories/weaker sections /minorities etc. are eligible to get benefit of reservation on the basis of merit, subject to Central Reservation Policy.

National Scholarships Portal (NSP) (www.scholarships.gov.in) will provide the timelines for opening & closing of the portal.

Department of Science & Technology (DST) has taken several pioneering initiatives for attracting meritorious students to study basic and natural sciences at the college and university level and to pursue research careers in both basic and applied science areas including engineering, medicine, agriculture and veterinary sciences through various components under INSPIRE. Under INSPIRE-Scholarship for Higher Education (INSPIRE-SHE) component, scholarships are offered to pursue undergraduate (UG) studies and continue up to postgraduate (PG) studies.

The Government of Kerala has introduced various scholarships awarded to meritorious students of outstanding performance in the education sector as well as to the students of socially and economically backward categories. The Higher Education Department of Government of Kerala is entrusted with the responsibility of selection and disbursement of various scholarships to Higher Secondary, under Graduate and Post Graduate Streams

For details login to <https://stxaviersaluva.ac.in/academics/scholarships-endowments/>

Nodal Officers : Ms. Binu Correya
Sr. Jessy

SEXUAL HARASSMENT PREVENTION CELL

The cell is constituted to sensitize female students and employees about their rights in the campus and ensure legal protection in the case of acts of sexual harrassment in the campus.

Coordinators : Dr.Vandana Aravindan
Dr. Ansa Alphonsa Antony

CIVIL SERVICE COACHING

(Civil service examination coaching in St Xavier's College for Women, Aluva is meant to orient aspiring students of UPSC-CSE . The training is provided to the needy students at a reasonable rate. The classes are mainly based on paper one of the PRELIMS EXAM).

Coordinators : Dr. Nisha P
Dr. Lima Antony

SR. ANNA CENTRAL LIBRARY

The college library is the main source of information for the academic community. The library situated in the Mount Carmel Block of the college, has the advantage of covering two floor space of the building. Well furnished fully digitalized college library is under the INLIBNET project. INFLIBNET provides user id and pass word to users of the library. It facilitates to gather information from e-journals, books and other information which supports research activities.

Librarian : Sr.Diogenous
Library Faculty in charges : Dr.Ninu Rose
Nikhitha Xavier

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.

Coordinators : Ms. Bindu Varghese
Dr. Anu Anto

XAVERIAN NEWSLETTER

With two publications per year, the Xaverian Newsletter *Imprints* highlights all the activities of the institution, achievements of students and faculty members.

Editor : Ms.Renjitha Reghunath

NIRF

National Institutional Ranking Framework (NIRF) is a ranking framework of educational institutions by MoE based on its performance and merit. The parameters broadly cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”. This year the college is in the ranking band of 101-150

Nodal Officers : Dr. Nisha P
Dr. Resmi Varghese
Dr. Ninu Rose

UBA

Unnat Bharat Abhiyan(UBA) is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India.Mission. College has adopted five panchayats Kadungallur, Karumallur, Chendamangalam, Malayatur ,Kalady under this program.

Coordinators : Dr. Helan.M,
Dr. Archana Mohan

ARIIA

Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to “Innovation and Entrepreneurship Development” amongst students and faculties. The college recognised in the band “Performer” under the category General (Non Technical).

Coordinators : Dr. Revathy S
Ms. Jonis V.C.

INSTITUTION'S INNOVATION COUNCIL

Institution's Innovation Council(IIC) of St. Xavier's College for Women aims to streamline and strengthen the innovation and start-up ecosystem in the campus so that the students can develop the skill set which enables critical thinking, design thinking, innovative thought process and encourages an entrepreneurial mindset. The mission is to inspire and nurture innovation and entrepreneurship skills among the young minds so that they could emerge as resourceful, committed citizens.

President	: Dr. Sr.Stella K A
Conveners	: Dr. Revathy S Ms. Jonis V.C.
Innovation Activity & Idea Club Coordinator	: Dr. Nisha P. Ms. Shyamala M.P.
Start-up Activity Coordinator	: Ms. Asmy Antony Dr. Newly Joseph
Internship Activity Coordinator	: Dr. Resmi Varghes
IPR Activity, IPR Technology & Transfer Coordinator	: Dr. Anu Anto
Social Media Coordinator	: Ms.Sonia John Markose
Incubation Club & Centre Co-ordinator	: Dr.Smrithi Dr. Ansa Alphonsa Antony
Design Thinking & Innovations : Entrepreneurship Development Programme	Dr.Sr.Sharin & Ms.Sini T.S : Ms.Bilu Job
Pre incubations & Incubation Management	: Dr. Bindhu Christopher
NISP (National Innovation and Study Policy)	: Dr. Vandana Aravindan
External Members	: Mr Shrikumar K Menon Ms Anagha E

MENTOR - MENTEE SCHEME ▼

The objective of Mentor-Mentee scheme for IIC institutions is to engage high performing IIC institutions especially those that have secured star ratings of 4 and above during the previous IIC calendar year to act as mentor to the IIC institutions that are in need of guidance and support. This twinning program will help IIC institutions to facilitate knowledge exchange and resource mobilization between institutions by offering inter-institutional collaborations. Scheme is designed to twinning one mentor IIC institute with up to 5 mentee IIC institutes.

Coordinator : Dr. Sheeba V. Rajan

HEALTH CLINIC

Health clinic is functioning as a part of the Microbiology Department which ensures the health check up of students, teachers and non-teaching staff every Friday. General physician of Govt. Hospital Aluva, Dr.Sr Susmitha is serving as the consultant of the college Health clinic is responsible for conducting proper health check up of students, teachers and non-teaching staff of the institution. The clinic also provides vital check ups, blood pressure monitoring, providing medicines etc. Two Coordinators are in charge of Health Clinic

Faculty in charges : Ms.Shyamala M. P.
Ms.Julie Nadayil
External Consultant : Dr.Sushmitha

DIFFERENTLY ABLED CELL

St. Xavier's College for Women aims at an inclusive educational environment. By forging an inclusive education framework for all, the college seeks and endeavors to create a barrier free and differently abled (divyangjan) friendly environment in our campus. Lifts, ramps, tactile paths, accessible toilets and other specific facilities are provided in the campus wherever required. Disabled assistive software (screen reading) and other equipments are available in the Knowledge Resource Centre. Scribes and additional time are provided at the time of examination as per norms. Wheelchairs are also available on campus. Motivational talks and sessions on the schemes and opportunities for the students and their parents are also arranged. The committee is headed by Principal and Vice principal.

Coordinator : Dr. Aneymol V S

NET COACHING

All the PG departments are conducting NET coaching sessions to help the students to attain high scores in UGC NET or CSIR exams.

Coordinators:

English : Dr.Mini V.S.
Physics : Dr.Joissy Mathew
Commerce : Dr.Tinsy Rose Tom
Malayalam : Dr. Maria Paul
Commerce (SF) : Sr.Vandana
Chemistry : Dr. Newly Joseph

DISCIPLINE COMMITTEE

It shall be the duty of the Discipline Committee to ensure compliance with the provisions of UGC/AICTE Regulations on curbing the Menace and Indiscipline behavior in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.

Coordinators : Dr.Cicily Pearly Alex
Dr.Maria Paul
Ms.Camilla Diana

ETHICS COMMITTEE

The Ethics Committee is responsible for advising the College on the development, implementation and review of institutional procedures and guidelines relating to ethical issues arising from teaching, research and other related institutional activities.

Members : Dr. Bridget Joseph
Dr. Shereena
Ms.Julie Nadayil

MONITORING CELL (General Monitor)

Monitoring cell monitors the academic activities of the institution and is entrusted with the duties of providing guidelines about teaching, learning and assessment. The cell also reviews Code of conduct of teaching, non-teaching staff and students.

Coordinators : Dr. Anu Anto
Dr. Saumy Mary
Dr.Sujatha

SC/ST CELL

SC/ST cell of the college ensures equal opportunities and support to all SC/ST students. The cell helps the students to manage their academic issues effectively and remedial classes are given to the needy students. The cell provides guidance regarding various scholarships of state government and UGC.

Coordinators : Dr. Jaya Kuruvilla

MINORITY CELL

Minority cell of the college was established with the purpose of empowering the minority communities in the college.The College has been very much keen to provide services to the educational and cultural

needs of the Minority community along with other caste, creed and Nationality.

Coordinators : Ms Jasmine Gonsalvez
Dr. Baby Divya

OBC CELL

To look into the affairs of Other Backward Class (Backward and Most Backward) students and staff of the institution is constituted and functioning in the campus in accordance with the XI plan guidelines of the University Grants Commission

Coordinators : Ms Jasmine Gonsalvez
Dr. Baby Divya

NTS ASSOCIATION

Non teaching staff offer services that help students in greatly improving their experience at college in general.

NTS Secretaries : Sr.Jessy Thomas
Ms.Alcy P.A

RELAX

The retiring lecturers of St. Xavier's College for Women, Aluva who had regarded the institution as a 'home away from home' decided that nothing could stop them from being a part of this large family. Thus was born an organization of all those who retired after working together for three or more decades.

RELAX Coordinator : Ms.Sumangala Devi

RENTAX

It is the association of retired non teaching staff of the college

RENTAX Coordinator : Mr.Thomas P

EBSB

Ek Bharat Shrestha Bharat Cell aims to enhance interaction and promote mutual understanding between people of Kerala and Himachal Pradesh. The Cell promotes a sustained and structured cultural connection in the areas of language learning, culture, traditions and music, tourism and cuisine, sports and sharing of best practices through different activities.

Coordinators : Dr.Liss Marie Das
Dr.Lekha

MEDIA CENTRE & SOCIAL MEDIA

The person in charge of your social media is known as the social media champion. Our college is present on all of the major social networks. The links to our four social media platforms are provided below.

FB link: <https://www.facebook.com/sxcaluva>

Twitter Link: <https://twitter.com/sxcaluva>

YouTube link:

<https://www.youtube.com/c/StXaviersCollegeForWomenAluva>

Insta Link: https://www.instagram.com/st_xaviersaluva/

Co-ordinator &

Social Media Champion : Ms.Sonia John Markose
Ms. Camilla Diana B.H.

UNIVERSITY ACTIVITY MONITORING CELL

The University Activity Monitoring Portal of UGC serves as a one point stop for events/activities undertaken by HEIs from time to time . This portal facilitates universities to upload details of various events /activities undertaken by them. Universities are requested to login to this portal with the same user id and password as provided to them by UGC for the UGC University portal (<https://www.ugc.ac.in/uniportal/>). Also Universities may regularly update their contact details on this portal.

Coordinator : Dr.K.Lekha

ACADEMIC MANAGEMENT & APPLICATION (AMA)

The application provides the interphase for attendance marking, internal form preparation for the teachers. View options for marks and attendance is available for the students in their login. Students can also pay fees through this application. The access link is provided in the website.

Coordinator : Dr. Anila N.

EXTENSION PROGRAMME COORDINATOR

The programme coordinators help in the synchronization of programs conducted by various clubs, cells and departments.

Coordinators : Dr. Joissy Mathew
Ms. Reva Ramesh

UNAI COORDINATOR

The United Nations Academic Impact (UNAI) initiative connects higher education institutions with the United Nations in order to support and contribute to the attainment of United Nations goals and mandates such as human rights promotion and protection, access to education, sustainability, and conflict resolution.

Coordinator : Ms.Sonia John Markose

UGC

The University Grants Commission (UGC) came into existence on 28th December, 1953 and became a statutory Organization of the Government of India by an Act of Parliament in 1956, for the coordination, determination and maintenance of standards of teaching, examination and research in university education.

UGC nodal officer : Capt. Dr. Bridget Joseph K.

BVoc COURSES

Our College offers three skill based Bachelor in Vocation courses in line with the New Education Policy of India. The college offers these courses in view of growing demand for skill based courses and employability. These courses are no doubt some of the best subjects to pursue a career in.

B.Voc Nodal Officer : Dr. Raji Mohan

DIPLOMA & CERTIFICATE COURSES

Cordinator : Ms.Sonia John Markose
Ms. Jasmine Gonsalvez

DEQ FOR TEACHERS

The deq for teachers is an application that act as a Central repository for data collection required for the accreditation and ranking process of the institute. Data collection made regularly can be used for various reports and assessment

Coordinators : Ms. BinuCorreya & Anila N.

UNIVERSITY MOOC Co-ordinator

MOOC course on Organic Farming is offered to all students undergoing UG programmes in the affiliated colleges of M. G. University from 2020

admission onwards. This is an added credit course spread across first and second semester of the UG programme

Cordinator : Dr. Jaya Kuruvilla
Ms. Baby Divya

GENDER JUSTICE FORUM

Gender Justice Forum is constituted to make the students aware of gender equality and the vices such as dowry and abuse of women both physically and mentally. The forum envisages the creation of a healthy atmosphere where no gender discrimination is tolerated and fostered in any form or manner.

Cordinators : Dr. Ansa Alphonsa Antony
Dr. Mini VS

STUDENTS UNIFORM

The students are provided stitched uniforms from College on payment of required fees to maintain uniformity in stitching and finishing.

Cordinators : Dr.Suma V.U
Dr.Raji Mohan

DISCOURSE JOURNAL

Discourse is a peer-refereed biannual interdisciplinary journal published by St. Xavier's College for Women, Aluva. It was started in the year 2013, with the aim of disseminating information in the field of science and humanities to the members of the academic community.

Coordinators : Dr.Anu Anto
Dr.Liss Marie Das
Dr.Raji Mohan

ADMISSION COMMITTEE

This committee establishes and implements the criteria for admission or enrolment of the students to the college for all the courses according to the University and College Council regulations.

Members : Principal, Vice Principal,
Sr.Sharin & Dr. Suma K.U (Arts),
Sr.Vandana & Sr.Magline (Commerce)
Ms.Binu Correya & Dr.Cicily Pearly Alex (Science)
Ms.Sonia & Ms.Bijisha (Non teaching staff)
Ms. Amrutha

RESEARCH & DEVELOPMENT CELL (Research committee)

Promotes quality research among faculty and students. Organises sessions on research methodology, proposal writing, publication ethics, IPR etc. Also conducts sessions to present project works of students.

Members : Principal, Vice Principal,
Dr. Vimala George
Dr. Seema, Dr. Vandana Aravindan,
Dr. Tinsy Rose Tom, Sr Dinishya

INTERNAL COMPLAINT COMMITTEE

The Internal Complaints Committee is vested with all the powers necessary to undertake the functions of prohibition, prevention, and redressal of sexual harassment of women in the campus or workplace.

Members : Dr. Cicily Pearly Alex (Presiding Officer),
Ms. Nikhita Xavier, Dr. Seema K,
Jiji Josep, Mr. Jomon
Kumari Athaliya Benny

ISO QUALITY CIRCLE COMMITTEE

International organization for standardization (ISO). Our college is **ISO 9001:2015** certified, ISO Quality Circle committee aims to monitor all the ISO certification activities in the college.

Members : Ms. Lidia Durom (convenor),
Dr. Sr. Sharin, Dr. Sheeba V Rajan,
Dr. Seema K. & Ms. Sreeja V

CAMPUS CLEANLINESS COMMITTEE

To ensure that **campus** is well maintained, a cleanliness committee has been formed to inspect various parts of the college from time to time and take necessary measures for ensuring hygiene and cleanliness.

Members : Dr. Aneymol V.S (convenor),
Ms. Shyamala M.P., Ms. Bini Francis &
Dr. Revathy

COLLEGE ANNUAL REPORT COMMITTEE

The Annual report of the college is a comprehensive document which is consolidated at the end of every academic year covering curricular,

co-curricular and extra-curricular activities of the college. It is read by the principal during the college day and is printed in the college magazine of every year.

Members : Dr. Lima Antony
Ms. Sreeja V

STUDENT SERVICE CENTER

Student affairs, student support, or student services is the division of services and support for student success at institutions of higher education to enhance student growth and development.

Members : Dr. Cicily Pearly Alex (Director)
Ms. Binu Correya
Dr. Linda Louis

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STUDENT SUPPORT SERVICES

CODE OF CONDUCT

THE PRINCIPAL

The Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Kerala as in the Kerala Service Rules. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation.

As the academic head of the institution, the Principal should strive:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.

4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
6. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
7. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
8. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
9. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism.
10. To endeavour for the progress of the region surrounding the College so that academic practices may result in community development.

GOVERNING BODY

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

1. The governing body shall act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
2. The body shall monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
3. Governing bodies shall ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.

4. The governing body shall ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. The governing body shall actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

TEACHNG STAFF

The teachers of this College are subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/her own ideals.

A definitive code for this Institution encompasses the following:

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. They shall not prevent any student from expressing his/her viewpoint although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
3. The teacher should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
4. The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of her social responsibility.

6. The teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted her/him with their children.

Professional Development and Practices

1. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. She/he must also acquaint herself with recent methodologies and other applications.
2. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. She/he should involve herself in seminars, Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
3. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
4. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. She should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

Professional Integrity

Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications. Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

Professional Collaboration

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
4. Teachers should refrain from responding to unnecessary political motivations as they may ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
5. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
7. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
8. Teachers are not allowed to take long leave as it will affect the whole progress of the institution.
9. It is expected to avoid involving in personal matters during the working hours

NON-TEACHING STAFF

Being the employees of the Government of Kerala, all the support staff of St.Xavier's College for Women, Aluva, should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

2. Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

1. The support staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should be responsible for the proper use and maintenance of college equipment and furniture.
3. No support staff should be under the influence of drugs or alcohol during office hours.
4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

10. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the student.

11. The support staffs are not allowed to take long leave as it will affect the whole progress of the institution.
12. It is expected to avoid involving in personal matters during the working hours

GENERAL RULES & REGULATION

(As per Mahatma Gandhi University's Students Code of Conduct Rules - 2005)

Mahatma Gandhi University Students Code of Conduct Rules - 2005 introduced vide UO. No. 162/2004/2/Elen dated 16 February 2005 has laid down rules for maintaining discipline in all colleges affiliated to the university, which will be binding on all students of the college. ***The university order prohibits political activity inside the campus.*** Political activity is defined as “ any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the election commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever”. Prohibition on political activity inside the campus means the following:-

- a) No student of a college shall get herself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b) Taking part in any political activity by organizing students or gathering inside the college campus for the purpose of doing any activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross in disciplinary action against students who indulge in the aforesaid activities.
- c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
- d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

- e) No student shall shout slogans inside the class room, office or any other place inside the campus and obstruct or cause disturbance to everyday functioning of the institution.

RULES & REGULATION

(St. Xavier's College for Women, Aluva)

GENERAL RULES

1. The Management of St. Xavier's College for Women, Aluva reserves all right to grant admission to students and its decisions shall be final and binding.
2. Students are strictly not permitted to carry Mobile Phones, Tab, Cameras, iPods, MP3 Players, or any other gadget to the College. Students can bring their mobile phones in emergency cases with prior permission of HOD and the same has to be surrendered in the department before commencement of class.
3. Students have to wear the Identity Cards issued by the College throughout their stay in the campus. Entry to the campus will be allowed only on production of Identity Cards to the security personnel at the College gate(s).
4. Any loss of Identity Card has to be reported immediately to the College office and application for new Identity Card needs to be submitted with the required fees.
5. Students of one class are not allowed to enter into any other class without prior permission from the faculty.
6. Students shall make every endeavour to keep the College buildings, facilities and campus clean. Students are requested to use the dust bin and should not throw anything in the classroom or corridor or keep waste or personal things inside the desk.
7. The students are not allowed to sit in the railings or on the steps of staircases, lean on to the walls or to enter prohibited areas.
8. Students are forbidden from writing, scribbling, and painting on the walls, desks or any other facility of the College.
9. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
10. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.

11. Students should not participate in political or communal activities.
12. Students and parents shall co-operate with every activity of the College during and outside the College hours.
13. No activities or functions shall be taken up by the students in the College without obtaining prior permission from the College authorities.
14. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
15. Students are advised to read notices put on the notice board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
16. Ragging is banned in the campus. If any student indulges in ragging, criminal action will be initiated against that student.
17. Students are permitted to the College office during the Intervals / Lunch Break / after 3:00 PM for official work and payment of fees.
18. Students are not allowed to wander in the college campus during the class hours. Strict action will be taken if found so.
19. No student is to represent the College for any event outside the College Campus without being sent or directed by the College.
20. All students attending events outside the College are expected to carry oneself in a befitting manner with discipline and decorum.
21. Students shall strictly wear uniform and college ID for university examinations

Academic Hours

1. The regular class hours are from 9:00 AM to 3:00 PM.
2. The first bell of the day is rung at 8.50 AM and there will be a prayer at 8:55 AM, followed by the first hour of class at 9:00 AM.
3. There will be a warning bell before the commencement of each session, while the students are to go to their respective classes and take their seats and be ready for the classes.
4. The students are expected to remain strictly in silence within the classroom in between the class hours, while waiting for the faculty or in cases of the faculty being busy with other duties or absent from duties. The students are not allowed to leave the classroom during the class hours.

5. Only the short break and the lunch break may be used for visiting washrooms and for drinking water.
6. Emergency needs and situations are to be brought to the notice of the faculty immediately.
7. Late comers will be marked absent for the entire hour and no grievance will be entertained in this regard.
8. Students are not allowed to enter staff room or other class rooms unnecessarily or without the prior permission of faculty. Student will be solely responsible for the issues arising afterwards.

Dress Code and Etiquette

1. Students are expected to attend the College neatly dressed adhering to approved etiquette.
2. The students must wear College uniform on all days of College except on Wednesdays.
3. Students wearing colour dress on other days except Wednesday will be fined.
4. The students should not alter the College uniform at any circumstances.
5. If any student alters the College uniform, the student will be penalised and shall be instructed to buy new one(s).

Attendance and Leave

1. University and College rules require REGULAR ATTENDANCE for both theory and practical hours. Attendance is noted for each period at the commencement of the class.
2. A student who is not in the class when attendance is taken shall be marked absent. If a student absents oneself even for one hour, she shall lose attendance for that entire session.
3. For attending pre-planned events and programmes, prior permission for leave needs to be taken. In case of emergency situations of illness, etc., the parent / guardian / warden of the hostel has to inform of the absence to the faculty in-charge over telephone by 9:00 AM.
4. Students will not be allowed to leave the college premises between the college hours. In case of emergency, parent/ guardian has to report the college personally and take the child along with them. Student will not be allowed to leave alone at any cause.

5. Only the Leave application format available in the College handbook shall be used for applying for leave. The leave application signed by the student and one's parent / guardian / warden of the hostel should be submitted in advance or on the first day of his / her return to the College after the leave to the faculty in-charge. The student has to explain the reason for absence to the faculty in-charge and then take the leave application for approval of the Head of the Department and submit the same to the faculty in-charge. No student is allowed to attend class without getting the leave approved. In case of absence on medical reasons, the student should produce a medical certificate from a registered medical practitioner.
6. Periodic intimation will be given to the parent / guardian of the student regarding the information about attendance and suitable action. The attendance of every student will be summed up at the end of each semester.
7. No student is allowed to take leave during Tests or Assignments or exempted from them.

Library Rules

1. Strict silence should be observed in the library.
2. Only the members of the staff and students of the college are entitled to the use of the library. (UG/PG students from other colleges, research scholars and the general public can also access the resources of the library on producing their ID's and a letter of introduction from the heads of their institution. Prior permission of the principal of this college is also mandatory)
3. Students are allowed to only take paper/writing materials into the library. Books, umbrellas etc. should be left at the entrance.
4. No person shall write upon, tear out or make any mark on any book or article belonging to the library.
5. Each student will be provided with two borrowers' cards (PG Students - 4 cards) which are not transferable. One book can be borrowed at a time against each card. On return of the borrowed book, the card can be retrieved from the library.
6. Students are expected to take care of the cards issued to them. A student to whom the cards are issued will be responsible for all the books borrowed against that card. All the issued cards must be submitted to the library on gaining No Dues Chit/Clearance certificate from the library.

7. Students shall return their cards at the end of the particular course/ or when the librarian asked to do so.
8. If a book is damaged or lost by a member, she shall pay the cost for replacing the book (three times). If one volume of a set of books is damaged or lost by a member she must replace it with a copy of the same edition. If it is not available she shall replace the whole set. If a lost book is recovered after having replaced it or paid the value there of, the member shall not be permitted to return it to the library and get back the new copy or its price.
9. The librarian can recall from a borrower any book at any time.

Disciplinary Action

The power to take disciplinary action against a student is inherent with the Principal. The Principal is empowered to inflict the following punishments in the interest of students of the institution:

- Fine
- Loss of attendance
- Loss of term certificate
- Suspension
- Expulsion

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, everyday.
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 ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തിചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത 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 കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപവരെയാകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസസ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ളവിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷകാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസസ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതുസംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച 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 ആധി കാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയുടെ അനേക്ഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയിക്കുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നതാണ്: വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്നരീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന് മേൽ 4-ാം വകുപ്പിൽ വ്യവനം ചെയ്തിട്ടുള്ള പ്രകാരം 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 placement drives 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. Teresa 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.	B.A / B.Com	M.A / M.Com /	M.Sc
Tuition Fee	1050	1050	1890	1890
Admission Fee	80	80	160	160
Library Fee	105	105	105	105
Association Fee	55	55	55	55
Stationary Fee	55	55	55	55
Magazine Fee	55	55	55	55
calender Fee	35	35	35	35
Audio Visual Fee	30	30	30	30
Athletic Fee	105	105	105	105
Medical Inspection Fee	10	10	10	10
SAF Fee	10	10	10	10
Womens Study Fee	10	10	10	10

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.

FEES PAYMENT DATES

Date	Day	Purpose	Amount
02.06.21	Wed	II DC - III rd & IV th Sem. Tution fee without fine	1050.00
03.06.21	Thu	III DC - V th & VI th Sem. Tuition fee without fine	1050.00
04.06.21	Fri	II PG III rd & IV th Sem. Tuition fee without fine	1890.00
14.06.21	Mon	II DC - III rd & IV th Sem. Tution fee with fine ₹ 5/-	1055.00
15.06.21	Tue	III DC - V th & VI th Sem. Tuition fee with fine ₹ 5/-	1055.00
16.06.21	Wed	II PG III rd & IV th Sem. Tuition fee with fine ₹ 5/-	1895.00
28.06.21	Mon	II DC, III DC & II PG Tuition fee with fine ₹10/-	DC 1060/- PG 1900/-

Fees once paid will not be refunded.

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

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| 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

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| 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 |

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| 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. |

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| 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 |

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| 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 Ist 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 Tessy 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. Tessy 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
85. Department of English and Research Centre	: Endowment for University Rank Holders of UG and PG English Literature.
86. Dr. Aparna Lakshmanan	: Activities of Students Council - In memory for late grand father Kannezhethu Raghavan Nair. Most deserving Student Final year B.Sc Mathematics (dedicated to Ph.D Supervisor Prof. Ambat Vijayakumar).
87. Late Ms. Pearl Augustine (Alumna)	: Best Active Union Member.

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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%
<p>The following shall be the guidelines for awarding Grace Marks:</p> <ol style="list-style-type: none"> 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 voce.

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. challan 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 8.30 a.m. to 1.30 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 stock 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, Eryc 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

ACADEMIC CALENDAR

JUNE 2022		Working Days : 22
Dates&Day	Department / Club	Particulars / Activity
01 Wed	B.A/B.Sc/B.Com	Semester 5 commences
02 Thu		
03 Fri	Placement Cell	TCS YEP-Placement Training
04 Sat		
05 Sun	NSS	World Environment Day Observation
06 Mon	IQAC/NSS/Dept.	World Environment Day Observation
	Chemistry	Webinar on Green Chemistry- Faculty Exchange program
	Nature Club	World Environment Day Observation – Essay competition
	Commerce (R)	Environment Day - Poster Design competition
07 Tue		Management & IQAC A session on Professional Ethics for Non-Teaching Staff
08 Wed		Management & IQAC A session on Professional Ethics for Teaching Faculty
09 Thu	Physics	Gender Sensitisation Program
10 Fri	IQAC NAAC	Awareness Class for IQAC Student Wing, IQAC Meeting
11 Sat	SATURDAY	

12 Sun		
13 Mon	Chemistry	Ignite- Free tuitions for school students
	Mathematics	Add-on course- Introduction to Latex to III DC Students
14 Tue	English	Tushan ' talk-Green initiative
15 Wed	Microbiology	Webinar on Nanotechnology
	IQAC & UBA	Cell Extension – Phase I
16 Thu	Commerce (SF)	Orientation Class based on Legal Awareness
	Women Cell	Stress management session
17 Fri	IQAC&All Depts	Eco-friendly Classroom Competition
	IQAC	OBE Attainment Analysis Training to Faculty
	Mathematics	Association Inauguration
18 Sat		
19 Sun		
20 Mon	Commerce (SF)	Kerala Reading Day –Pusthakaparayanam Competition
	Malayalam	Reading Week
	Mathematics	Add-on Course- Soft Skills (II DC)
21 Tue	Chemistry/ Comm. English/ Physical Edu	International Yoga Day Celebration
	Commerce (SF)	International Yoga Day - Awareness on “Yoga – a path for being well” and a Practical Session
	English	Skill Enhancement week
	Commerce (R)	World integration day – Essay competition
22 Wed	Physics	Talk on Human Rights
23 Thu	IQAC	Capacity Building / Skill Enhancement Programs
	Mathematics	Seminar on Human Rights
24 Fri	Botany	Nature Club Talk on Mangroves
	Mathematics	Seminar on Human Rights
	Economics	International Seminar
25 Sat		
26 Sun		

27 Mon	Women Cell & IQAC	Commence Certificate course in Life skills (30 hrs - Yoga, physical fitness, health and hygiene,) in association with Women Cell
	Anti-Narcotics Cell	Anti-Narcotics - Awareness webinar
28 Tue	Management & IQAC	A session on Code of Conduct for Teaching and NTS
	Malayalam	Ezhuthocha' - Paper Presentation
	Zoology	Biofloc Session
29 Wed	Physics	Awareness Programme on Energy conservation
	Energy & Environment	Conservation Club (EECC) Awareness Class to Public
30 Thu	Chemistry	Awareness Programme on communicable diseases
	Comm. English	Workshop on Research Methodology
	Physical Edu.	Interdepartmental Caroms competition for students.
JULY 2022		
01 Fri	B.A/B.Sc/B.Com	Semester 3 commences
	Malayalam	Kesavadev Anusmaranam
02 Sat		
03 Sun		
04 Mon	Chemistry	Madam Curie Day
	Lotus Nature	Field trip for II DC Botany (Algal collection)
05 Tue	Malayalam	Basheer Anusmaranam
06 Wed	English	International Webinar on Environmental concerns
	Comm. English	Water colour painting competition
07 Thu	Zoology	Finche – Career guidance class
	Chemistry	Go Green workshop
	NSS	Thanalooram
	Commerce (SF)	Best Practice “ One book - One Pen ”
08 Fri	Physics	Community Service Program - Energy Conservation
	Economics	Association Inauguration
	Mathematics	Sr. Bencita Endowment Lecture
09 Sat	SATURDAY	

10 Sun		
11 Mon	Economics	Population Day Observation
12 Tue	Physical Edu.	Interdepartmental Badminton competition for students
13 Wed	Chemistry	Innovative Project Presentation
14 Thu	Commerce (SF)	Program on "Kanivu" Distribution of bed sheets to the District Hospital
	English	Research Methodology workshop
15 Fri	Physics	Association Inauguration
	Botany	Orientation program for first years
	Commerce(R)	Career Guidance Class for III DC and II PG
16 Sat		
17 Sun		
18 Mon	Microbiology	Journal Club activity
19 Tue	IQAC & RPC	Seminar on Research Methodology
20 Wed	Botany	Workshop on indoor gardening
	English	Association Inauguration
21 Thu	IQAC & RPC	Seminar on Intellectual Property Rights (IPR)
	ED Club	Business Awareness Class
22 Fri	Physics	Industrial Visit
	WOMEN CELL	Talk on Women Empowerment
23 Sat	SATURDAY	
24 Sun	SUNDAY	
25 Mon	Botany	Gregor Mendel Day Observation
26 Tue	IQAC	NAAC Sponsored Seminar
	Zoology	Mangrove Day
27 Wed	IQAC	NAAC Sponsored Seminar
28 Thu	Malayalam	World nature conservation Day - Drama based on Bhoomiyude Avakashikal by Basheer
29 Fri	Physics	Innovation/Entrepreneurial Skill Development Program
	Malayalam	Seminar on Research Methodology
30 Sat	SATURDAY	
31 Sun	SUNDAY	

AUGUST 2022

01-Aug	M.A/M.Sc/M.Com	Semester 3 commences
02-Aug	English	Add on course on content writing and Life skills commences
03-Aug	Microbiology	Orientation program for first years
	Zoology	Zoology Department
04-Aug	Economics	Webinar on Electoral Literacy
05-Aug	Physics	Add on Courses commences
	Malayalam	Seminar on career opportunities
	Botany	Exhibition on Dashapushpam
	Chemistry	Association Inauguration
06-Aug	SATURDAY	
07-Aug	SUNDAY	
08-Aug	Commerce (SF)	Inter Departmental Speech Competition- Ukraine War
09-Aug	Placement Cell	Webinar : Opportunities for Higher Studies (for B.A.)
10-Aug	Economics	Human Rights awareness programme
	Lotus Nature Club	Talk on Conservation of environment
	Commerce (R)	Research Methodology workshop for PG students
11-Aug	Microbiology	Bridge course commences
	Malayalam	Paper presentation Session organized by Students
	English & Comm. English	Xav Virtuoso'- Fest
	Commerce (SF)	Debate On Gender Sensitization- Collaboration with Peace and Debate club
12-Aug	Physics	Seminar by AlumniExperts
	Botany	Field visit on Biodiversity
	Zoology	Zoology Association Activity Inauguration
	Physical Edu.	National Sports day Celebration
13-Aug	SATURDAY	
14-Aug	SUNDAY	
15-Aug	B.A/B.Sc/B.Com	First Internal exams of Semester 3 & 5 commences
	ED Club	Conduct a Business Plan Competition
	Civil Service	Orientation session

16-Aug	Dance Club	Awareness Flash Mob Energy & Environment Conservation Club (EECC) Awareness Class to First year Members
17-Aug	Management & IQAC	A session on Code of Conduct for Students
18-Aug	SC/ST Cell	A talk on Human rights
19-Aug	Physics	Career guidance class
	Dance Club	Onam Dance Competition
	Commerce(R)	COMAX Association Inauguration & dept Manuscript releasing
20-Aug	SATURDAY	
21-Aug	SUNDAY	
22-Aug	Malayalam	Folklore Day celebration in collaboration with Folklore Club
	Ethics Committee	Session on "Inculcating moral values and life ethics"
	Folklore Club	Folklore Day Celebration
23-Aug	Commerce (SF)	Seminar on Research Methodology
24-Aug	English	Gender awareness program
	WOMEN CELL	Time management Session
25-Aug	Commerce(R)	Quiz on Research Methodology
26-Aug	IQAC & UBA Cell	Extension – Phase II
	Placement Cell	Webinar : Opportunities for Higher Studies (for B. Sc.)
	Economics	Legal awareness programme
	Physics	Social Extension - Orphanage visit
	English	Rabeca Grace memorial seminar
	Civil Service	Coaching Class - 60 hrs Sessions - Begins
27-Aug	SATURDAY	
28-Aug	M.A/M.Sc/M.Com	First Internal exams of Semester 3 commences
29-Aug	Anti-Narcotics Cell	Poster competition
30-Aug	Commerce(R)	One day student teacher (flipped teaching)
31-Aug	B.A/B.Sc/B.Com	Semester 1 commences

SEPTEMBER 2022		
01-Sep	Commerce (SF)	International Literacy Day” Talk On Significance of Education”
	Botany	Study trip for algal collection
	NSS	Seven Day Camp
02-Sep	Commerce(R)	Academic extension – Awareness video on GST
03-Sep	SATURDAY	
04-Sep	SUNDAY	
05-Sep	ONAM HOLIDAYS	
06-Sep		
07-Sep		
08-Sep		
09-Sep		
10-Sep	SATURDAY	
11-Sep	SUNDAY	
12-Sep	English	UG Bridge course commences
	Zoology	Talk on Riparian system
13-Sep	Physical	Interdepartmental Table Tennis competition for students
14-Sep	Physics	Orientation program for first years
	Malayalam	Ezhuthocha - film review and discussion
	Mathematics	Bridge Course in Mathematics
15-Sep	English	Webinar in collaboration with Little Flower college Kuppal, Telengana
16-Sep	Chemistry	Ozone Day Observation
	English	Spring Board - Alumni talk series
17-Sep	SATURDAY	
18-Sep	SUNDAY	
19-Sep	Commerce (SF)	Work Shop On - Personality Development
20-Sep	IQAC & Women Cell	Women Empowerment Week 2022-23
		Energy & Environment Conservation Club (EECC) Visit to Mithradam
21-Sep	ED Club	Provide a Skill Based Training

22-Sep	Physics	International Seminar Energy & Environment Conservation Club (EECC) Reducing Electricity Bill Drive Commences
23-Sep	WOMEN CELL	Time management Session
24-Sep	SATURDAY	
25-Sep	SUNDAY	
26-Sep		
27-Sep	Malayalam	Nation Seminar
28-Sep	Commerce (SF)	Tourism Day- Talk on Career options in tourism
29-Sep	Zoology	Talk on Nanotechnology
30-Sep	Physics	Counselling session for parents and students
OCTOBER 2022		
01-Oct	SATURDAY	
02-Oct	SUNDAY	
03-Oct	M.A/M.Sc/M.Com	Semester 1 commences
		NSS in association with All Departments One week Cleaning Drive- Campus & Home
	Zoology	Wild Life Week
04-Oct	Dance Club	Dance Floor
05-Oct	Chemistry	Seminar On IPR
06-Oct	Chemistry	Add on course commences
	Commerce(R)	Skill Development training on advanced GST practitioner level
07-Oct	Commerce (SF)	International Webinar
08-Oct	SATURDAY	
09-Oct	SUNDAY	
10-Oct	Physics	Online workshop on virtual lab
	Physical Edu.	Interdepartmental Throwball competition for students
	Mathematics	Add-on course-Numerical Aptitude and Reasoning (I DC)
11-Oct	Malayalam	Seminar on Women and Law
12-Oct	Zoology Dept.	Induction Programme to First year students

	Placement Cell	Webinar : Opportunities for Higher Studies (for B. Com.)
13-Oct	WOMEN CELL	Self Defense Training taekwondo
14-Oct	Physics	Bridge course
	Commerce (SF)	World Students Day – To acknowledge the birth anniversary of APJ and his works towards the students
15-Oct	SATURDAY	
16-Oct	SUNDAY	
17-Oct	Zoology	Bridge Course to First year students
18-Oct	B.A/B.Sc/B.Com	First Internal exams of Semester 1 commences
19-Oct	Placement Cell	Pre-placement Training for 3rd year UG
20-Oct	Economics	ICSSR sponsored seminar on Gender Equality
21-Oct	Physics	Aptitude test for first year students
22-Oct	SATURDAY	
23-Oct	SUNDAY	
24-Oct	Chemistry	Mole Day Observation
25-Oct	Physical Edu.	Sr. Redempta Memorial & 27 th Msgr Augustine Maveli Memorial All Kerala Inter Collegiate Basketball and Volleyball Tournament
26-Oct	Microbiology	Environmental friendly activity
27-Oct	Commerce (SF)	Management Fest – Management games
28-Oct	Chemistry	Chemimagic Exhibition -IGNITE
29-Oct	SATURDAY	
30-Oct	SUNDAY	
31-Oct	B.A/B.Sc/B.Com	Semester 6 commences
	Malayalam	Bhashavaracharanam
NOVEMBER 2022		
01-Nov	Commerce(R)	Add on Program Securities Operations & Risk Management for I UG
02-Nov	M.A/M.Sc/M.Com	First Internal exams of Semester 1 commences
03-Nov		
04-Nov	Zoology	Talk on Kole Wetlands and field visit

05-Nov	SATURDAY	
06-Nov	SUNDAY	
07-Nov	B.A/B.Sc/B.Com/ M.A/M.Sc/M.Com	Second Internal exams of Semester 3 & 5 commences
08-Nov	Economics	Alumni Talk
09-Nov	English	Orientation for PG students
10-Nov	Physics	National workshop on Research Methodology
11-Nov	Botany	Workshop on Bioinformatics
	Zoology	Visit to Thattekad Bird Sanctuary
12-Nov	SATURDAY	
13-Nov	SUNDAY	
14-Nov	IQAC	Entrepreneur's Week 2022-23
	ED Club	Interaction with a Budding Entrepreneur
	Commerce (R)	Entrepreneurship promotion stall
15-Nov	Commerce (R)	International Webinar- Recent trends in Banking, Finance& Entrepreneurship
	Commerce (SF)	National Seminar on Entrepreneurship
16-Nov	B.A/B.Sc/B.Com	Semester 4 & 6 commences
	Malayalam	Class on personality Development
	Commerce (SF)	International Webinar
	Communicative	Department A talk on Innovation and Entrepreneurship
17-Nov	Physics	Quiz
	Economics	Eco Mega Mela- Entrepreneurship Exhibition
18-Nov	ED Club	Soft-skill Training required for a successful entrepreneur
	Malayalam	Extension activity- Entrepreneurship programme in collaboration with Kerala Sarvodaya Sangh
	Physical Edu.	Sports day for Students, Teaching and Administrative staff.
19-Nov	SATURDAY	
20-Nov	SUNDAY	
21-Nov	Anti-Narcotics Cell	Quiz competition

22-Nov	Zoology	Field Visit to Riparian System Athirapilly
23-Nov	Folklore Club	Nadanpattu Competition
24-Nov	Ethics Committee	Poster competition on ethics and moral values
25-Nov	Physics	Study tour
	Commerce (SF)	Extension Activity
	Commerce(R)	Capital Market Orientation.
	WOMEN CELL	Anti Dowry Day Observance
		International Day for the Elimination of violence against Women
26-Nov	SATURDAY	
27-Nov	SUNDAY	
28-Nov	IQAC&All Depts	Academic Week 2022-23
29-Nov	Physics	Oracle and Interact program
30-Nov	IQAC	Organize Faculty Development Programme / professional development /administrative training programs for teaching and non-teaching staff
DECEMBER 2022		
01-Dec	M.A/M.Sc/M.Com	Semester 4 commences
02-Dec	Physics	School Linkage program
03-Dec	SATURDAY	
04-Dec	SUNDAY	
05-Dec	Chemistry	National Seminar
	Commerce (SF)	National Seminar on Innovative Skills
06-Dec	B.A/B.Sc/B.Com	Second Internal exams of Semester 1 commences
07-Dec	Placement Cell	Placement Drive - Sutherland Global
	Botany	Human Rights Day Observation
08-Dec	IQAC&UBACell	Extension – Phase III
	Malayam	Ezhuthocha- sugathakumarianusmaranam
09-Dec	Physics	Alumni meet
	Commerce(R)	Extension -Old age home visit and distribution of necessities
	Placement Cell	Placement Drive – Goan Institute

10-Dec	SATURDAY	
11-Dec	SUNDAY	
12-Dec	Botany	Workshop on Molecular Biology
	Zoology	Biofloc Session
	Physical	Interdepartmental Arm Wrestling competition for students
13-Dec	Energy & Environment Conservation (EECC)	Competitions in connection with National Energy Conservation Day
14-Dec	Physics	Old Age home visit
	Microbiology	Social outreach program
	ED Club	To set up a stall of ED club members to showcase their talents.
	Biodiversity	Day observation
15-Dec	English	Social outreach program
		Faculty Exchange Program
	Mathematics	National Mathematics Day - Observation-Maths Fest-Tantra 2K22
16-Dec	Placement Cell	Placement Drive – Chegg India
17-Dec	SATURDAY	
18-Dec	SUNDAY	
19-Dec	Civil Service Exam Coaching	Coaching Class - 60 hrs Sessions - Ends
20-Dec	Economics	Mother Mary Magdelene Memorial Lecture
21-Dec	Commerce (SF)	Christmas Celebration, Games and Gift Exchange
22-Dec		
23-Dec		
24-Dec	SATURDAY	
25-Dec	SUNDAY	
26-Dec	CHRISTMAS HOLIDAYS	
27-Dec		
28-Dec		
29-Dec		

30-Dec		
31-Dec	SATURDAY	
JANUARY 2023		
01-Jan	SUNDAY	
02-Jan	M.A/M.Sc/M.Com	Semester 2 commences
03-Jan	B.A/B.Sc/B.Com/ M.A/M.Sc/M.Com	First Internal exams of Semester 2, 4 & 6 commences
04-Jan	English / Comm. English	English week observation
	IQAC & Placement Cell	MEGA Job Fair / Placement Drive - Aabasoft Technologies
05-Jan	Biodiversity	Workshop on biodiversity
06-Jan	Botany	Talk on Nursery Management
07-Jan	SATURDAY	
08-Jan	SUNDAY	
09-Jan	IQAC & Library Committee	Library Week 2022-23
	Folklore Club	Seminar on Folklore in collaboration with Folklore Academy
	Anti –Narcotics	Article against substance abuse.
10-Jan	Dance Club	Xaverian Dance Title
11-Jan	Zoology	Nature Camp
	Physical	Interdepartmental Chess competition for students
13-Jan	Physics	Quiz
14-Jan	SATURDAY	
15-Jan	SUNDAY	
16-Jan	B.A/B.Sc/B.Com	Semester 2 commences
	Commerce(R)	Life Skill and Personality Development training for III UG & II PG
	Botany	Study Tour
17-Jan	English	Social Outreach-Orphanage visit
	Commerce (SF)	Academic Quiz for final year students of B.Com (Co Operation, Taxation & Computer Application)

18-Jan	Physics	IAPT exam
	Malayalam	Skill Development Programme-Calligraphy Class
19-Jan	Chemistry	Outstanding Women Scientist programme
20-Jan	Botany	Urjakiran
	Chemistry	Seminar on Research Methodology
21-Jan	SATURDAY	
22-Jan	SUNDAY	
23-Jan	Commerce (SF)	Carrier Guidance program for PG & III DC
24-Jan	IQAC & Placement Cell	Career Orientation & Placement Training Week in collaboration with industry experts
	Women Cell	National Girl Child Day observance
25-Jan	Economics	Intercollegiate Education Fest
		Mother Isabel Memorial paper presentation
		Prof. Rebecca Mathen Debate competition
26-Jan	Zoology	Biofloc Session
27-Jan	Economics	Practical Session on Trading
	Commerce (SF)	Aptitude Test and Placement Program – Logistics Group Ernakulum
28-Jan	SATURDAY	
29-Jan	SUNDAY	
30-Jan	Economics	Martyr's Day Observation
	Commerce(R)	Energy & Environment Conservation Club (EECC) Valedictory Function & Prize distribution
31-Jan	IQAC & OSAX	OSAX Fair 2022-23
FEBRUARY 2023		
01-Feb	B.A/B.Sc/B.Com	First Internal exams of Semester 2 commences
02-Feb	Chemistry	World Earth Day Observation
	Zoology	World Wetland Day
03-Feb	Botany	Talk on Bioinformatic tools
04-Feb	SATURDAY	
05-Feb	SUNDAY	
06-Feb	Dance Club	Dance quiz
	Commerce (R)	Budget Analysis and Discussion

07-Feb	Physical Edu.	Various competitions for Teaching and Administrative Staff.
08-Feb	M.A/M.Sc/M.Com	Second Internal exams of Semester 1 commences
09-Feb	Placement Cell	Placement Drive – Eben Telecom
10-Feb	Commerce (SF)	International Webinar
11-Feb	SATURDAY	
12-Feb	SUNDAY	
13-Feb		
14-Feb	B.A/B.Sc/B.Com/ M.A/M.Sc/M.Com	Second Internal exams of Semester 2,4 & 6 commences
15-Feb	English	She talk- on Women Health
16-Feb	Mathematics	Talk by Alumna
17-Feb	Zoology	Campus Bird Count
18-Feb	SATURDAY	
19-Feb	SUNDAY	
20-Feb	Commerce(R)	Best Manager Competition
21-Feb	Malayalam	World Mother Tongue Day
22-Feb	M.A/M.Sc/M.Com	First Internal exams of Semester 2 commences
23-Feb		
24-Feb	Women Cell	Manuscript release
25-Feb	SATURDAY	
26-Feb	SUNDAY	
27-Feb	IQAC	Feedback Collection
28-Feb	Physics / Chemistry	National Science Day Observation
MARCH 2023		
01-Mar		
02-Mar		
03-Mar	Physics	Manuscript magazine Release
04-Mar	SATURDAY	
05-Mar	SUNDAY	
06-Mar		
07-Mar	B.A/B.Sc/B.Com	Second Internal exams of Semester 2 commences

08-Mar	Commerce (SF)	Women's day – Expert Talk
	Commerce(R)	Women's Day- Awareness video on gender equality
	Malayalam	Women Cell Street Play based on Women Issues
09-Mar		
10-Mar		
11-Mar	SATURDAY	
12-Mar	SUNDAY	
13-Mar		
14-Mar		
15-Mar		
16-Mar		
17-Mar		
18-Mar	SATURDAY	
19-Mar	SUNDAY	
20-Mar		
21-Mar		
22-Mar		
23-Mar		
24-Mar	IQAC	in association with All Departments Conduct Student Satisfaction Survey by the respective class in charges under the supervision of IQAC Student Wing
25-Mar	SATURDAY	
26-Mar	SUNDAY	
27-Mar	M.A/M.Sc/M.Com	Second Internal exams of Semester 2 commences
28-Mar	College	Green, Energy and Environment Audit
29-Mar		
30-Mar		
31-Mar	IQAC	PBAS Collection of Teaching & Non-Teaching Staff

APRIL 2023		
01-Apr	SATURDAY	
02-Apr	SUNDAY	
03-Apr		
04-Apr		
05-Apr	IQAC & Management	Budget Planning
06-Apr		
07-Apr		
08-Apr	SATURDAY	
09-Apr	SUNDAY	
10-Apr		
11-Apr		
12-Apr	IQAC & Management	PBAS Analysis of Teaching Staff
13-Apr		
14-Apr		
15-Apr	SATURDAY	
16-Apr	SUNDAY	
17-Apr		
18-Apr		
19-Apr	IQAC & Management	PBAS Analysis of Non-Teaching Staff
20-Apr		
21-Apr		
22-Apr	SATURDAY	
23-Apr	SUNDAY	
24-Apr		
25-Apr		
26-Apr	IQAC & Management	Curriculum Feedback Analysis
27-Apr		
28-Apr		
29-Apr	SATURDAY	
30-Apr	SUNDAY	

MAY 2023		
01-May		
02-May		
03-May	IQAC & Management	General Feedback Analysis
04-May		
05-May		
06-May	SATURDAY	
07-May	SUNDAY	
08-May		
09-May		
10-May	IQAC	Data Compilation for AQAR
11-May		
12-May		
13-May	SATURDAY	
14-May	SUNDAY	
15-May		
16-May		
17-May	IQAC	Data Compilation for AQAR
18-May		
19-May		
20-May	SATURDAY	
21-May	SUNDAY	
22-May		
23-May		
24-May	IQAC	Data Compilation for AQAR
25-May		
26-May		
27-May	SATURDAY	
28-May	SUNDAY	
29-May		
30-May		
31-May		