



# ST. XAVIER'S COLLEGE FOR WOMEN

ALUVA

Nationally Re-accredited (IV<sup>th</sup> Cycle), A Grade, CGPA - 3.33  
Affiliated to Mahatma Gandhi University, Kottayam



## Hand book and Calendar

TWO THOUSAND EIGHTEEN & NINETEEN



redefine your limits



## Hand book and Calendar

TWO THOUSAND EIGHTEEN & NINETEEN

St. Xavier's College for Women, Aluva - 683 101

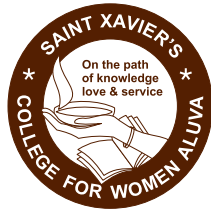
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Affiliated to Mahatma Gandhi University, Kottayam, Kerala  
ISO 9001: 2005

(Estd. 1964)



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## STUDENTS HAND BOOK & CALENDAR 2018 - 2019

Name.....

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

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# 1

## ABOUT THE COLLEGE

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

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

As a temple of learning, St. Xavier's has 54 years of glorious history. It upholds the noble ideals of education to carry on the mission and vision of our Mother Foundress. Rev. Mother Eliswa and our Heavenly Patron

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

### **OBJECTIVES**

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

### **VISION**

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

### **MISSION**

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

### **OUR PRINCIPALS**

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

**Rev. Sr. Reethamma CTC**

2012 -2018

**Rev. Dr. Sr. Geege Joanamma Xavier**

**2018 onwards**

### **COLLEGE COUNCIL 2018 - 2019**

1. Rev. Dr. Sr. Geege Joanamma Xavier, M.A, NET, B.Ed., M.Phil., Ph.D. (Principal)
2. Rev.Dr.Sr.Stella K A, M.Sc., M Phil, Ph.D. (Vice Principal)
3. Dr. C.O. Lilly M.A., B.Ed., Ph.D.
4. Dr.Sheena Xavier, M.Sc., M Phil, Ph.D.
5. Dr. Milon Franz M.A., M.Phil. Ph.D.
6. Dr. Cicily Pearly Alex M.P. Ed., NET, Ph.D
7. Ms. Beena Varghese M.Sc., M.Phil. B.Ed
8. Captain. Dr. Bridget Joseph K. M.A., Ph. D., B.Ed., PGD in Translation
9. Dr. Seema K. MSc, Ph.D.
10. Dr. Aparna Lakshmanan M.Sc., NET, Ph.D.
11. Dr. Ansa Alphonsa Antony M.Sc., Ph.D., NET
12. Ms. Minimol K. M.A., NET-JRF
13. Ms.Vandana Aravindan M.A, NET
14. Dr. Aneymol V.S. M.Sc., Ph.D.
15. Ms.Ninu Rose, M com, NET- JRF
16. Dr. Nisha M.Sc., B.Ed., NET
17. Dr.Sybila Pius Fernandez,M.COM,MPHIL,MBA,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 new 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 New 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 Introduction of Add. On programme - Commerce Dept.
- 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.
- 2008 Introduction of Add on Programme- Dept. of Physics.
- 2008 Introduction of Carrier Oriented Programme - Computer Application & Tally.
- 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 Introduced add on programme
1. Fashion Technology - Dept. of Malayalam
  2. Food Processing - Dept. of Chemistry
  3. Global Trade and Management - Dept. of Commerce
- 2013 Approval for the Centre for Drinking Water Analysis.
- 2013 Research Centre - Commerce.
- 2013 Xaverian Research Journal 'Discourse'.
- 2013 Commerce Journal XJORC.
- 2013 Introduced M.A. Malayalam.
- 2013 Health Clinic
- 2013 ASAP Programme.
- 2013 Anti - Ragging Cell.
- 2014 Golden Jubilee Celebration.
- 2014 Documentary Fifty Fifty.
- 2014 Introduced Diploma in Computer Application.  
(Under Continuing Education)
- 2014 DST FIST Support-Dept. of Physics
- 2014 Affiliation from Kerala Folklore Academy.
- 2014 Introduced M.Com Management (SF).
- 2014 MOU with ICT Kerala.
- 2014 International Collaboration –Red Deer College
- 2015 MOU with Cochin Business School.
- 2015 Installation of Solar Panel.
- 2015 ASAP DOT, classes
- 2015 Introduced WWS and SSP.
- 2015 B.Com Taxation (SF)
- 2016 New College Bus
- 2016 APJ Seminar Hall (Supported by PTA)
- 2016 M.Phil. Business Studies (Self-financing)
- 2016 ASAP five star Accreditation.

- 2016 Physics Research Lab.
- 2016 Prof. Rabecca 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

## ACHIEVEMENTS

### GENERAL AWARDS

Year	Awards
2012	Consumer Protection Award for the Best College
2015	ASAP Five Star Excellence Award-Dept. of Higher Education, Government of Kerala
2016	ASAP Five Star Excellence Award -Dept. of Higher Education, Government of Kerala
2017	Consumer Protection Award for the Best College
2017	Star College-DBT
2017	Life Time Achievement Award by Nehru Group of Institutions, Coimbatore.

### NCC

Rank	Name
CDT	Merin Rose ( <i>All India Trekking Expedition at Nilgiri, Ooty</i> )
CPL	Salu Paul ( <i>All India Trekking Expedition at Nilgiri, Ooty</i> )
CDT	Ashmi P James ( <i>TSC Preparatory Camp at U C College Aluva</i> )
CPL	Heenu TJ ( <i>Preparation Camp at Thiruvillamala</i> )
CDT	Arya Mathew ( <i>Preparation Camp at Thiruvillamala</i> )
CDT	Niranjana K.S. ( <i>Preparation Camp at Thiruvillamala</i> )
CDT	Heenu T.J. ( <i>RD-IGU at Police Academy, Trissur</i> )
CPL	Santria Jose ( <i>National Integration Camp Rourkela, Odisha</i> )
CDT	Anagha P Parthan ( <i>National Integration camp, Rourkela, Odisha</i> )

### NATIONAL SERVICE SCHEME

#### State Level Award

NSS Unit got state level award for promoting voluntary blood donation from IMA for the year 2017-18.

#### MG University Award

Best programme officers in Ernakulan district for the completion of Jaivam 2017 - Ms.Asmy Antony K.A and Ms. K. Lekha

### OTHER AWARDS

Ms. Asmy Antony K A - *Best Performance Award 2018 by Janaseva Sisubhavan, Kerala Action force, Palliative care Society, Kerala Social Service forum, and IMA Madhya Kerala for the year 2017-18*

*NSS unit won award for the best unit for conducting 'college level organic farming' from the Jaiva Karshaka Samithi, Kottayam.*

*NSS unit got certificate of appreciation from District Suchitwa Mission for promoting the green protocol at Malayattoor pilgrim center.*

### TOURISM CLUB

Year	Name & Award
2017-2018	Aiena Varghese, <i>Best Student Coordinator of Tourism Club, Govt. of Kerala for 2015-16</i>

### SPORTS

Name of Student	Achievements
Aswathy Raveendran Jisha K S	<i>Represented M G University in the South - West Zone Volleyball Championship held at Kannur from 24<sup>th</sup> -25<sup>th</sup> of October 2017</i>
Aswathy Raveendran Jisha K S	<i>Winners in the <b>All India Inter university</b> Volleyball Championship held at Kannur from 27<sup>th</sup> -30<sup>th</sup> of October 2017.</i>
Aswathy Raveendran Jisha K S	<i>Won gold medal for the Youth National Volleyball championship held at Madhya Pradesh from 31<sup>st</sup> December 2017 to 7<sup>th</sup> of January 2018</i>
Aswathy Raveendran	<i>Member of the Kerala team for the Senior Nationals Volleyball championship which will held at Kozhikode from 23<sup>rd</sup> to 28<sup>th</sup> February 2018.</i>
Anju Mathew Harsha Joy	<i>Represented M G University in the South – West Zone Basketball Championship held at Anna University, Madras 26<sup>th</sup>-30<sup>th</sup> December 2017 and secured 3<sup>rd</sup> place.</i>

Anju Mathew Harsha Joy	Represented M G University in the All India Inter University Basketball Championship held at Anna University, Madras 31 <sup>st</sup> December 2017 3 <sup>rd</sup> January 2018, and secured 3 <sup>rd</sup> place.
Sugithra, Soniya	Secured 3 <sup>rd</sup> place in the Albertian All Kerala Inter Collegiate Open Chess Tournament organized by St Albert's College Ernakulam on 3 <sup>rd</sup> February 2018

### TEACHER ACHIEVEMENTS

Year	Name of Teacher & Awards
2017	Dr. Newly Joseph, Alhosn <i>University, Abu Dhabi Best paper Presenter Award.</i>
2017	Dr.Swapna Kombath, <i>Devika Warrier Endowment</i>
2017	Dr. Resmi Varghese & Asmy Antony K A, <i>Certificate of Appreciation as India Pilot Active Citizens Facilitator of Active Citizens Programme of British Council &amp; RGNIYD, Sriperumbudur</i>
2017	Mrs. Revathy S, Second prize-state level Essay competition by National Safety Council
2017	Dr. Cicily Pearly Alex, Technical officer-22 <sup>ND</sup> International Asian Athletic Championship at Bhubaneswar Odisha
2017	Dr. Resmi Varghese, <i>Selected as Home Team Leader for the Active Citizen Programme: Masters Training Workshop by British Council at RGNIYD</i>
2017	Ms. Resmi R, Mr. Vijay Kollemparambeth - <i>Ph.D. awarded under Guidance of Dr.Sybila Pius Fernandez</i>
2017	Rev. Sr. Reethamma V.A - <i>Best Supporting Principal - M G University (2016-17)</i>
2017	Dr. Resmi Varghese, <i>Best Programme Officer - Kerala State &amp; M. G University (2016-17)</i>
2017	NSS Unit & Programme Officers Dr. Resmi Varghese & Ms. Asmy Antony were <i>selected for Active Citizen Programme of British Council. Two Social Action Projects were selected as 1<sup>st</sup> and 5<sup>th</sup> at National Level by British Council.</i>

2018	Dr. Cicily Pearly Alex, <i>Technical Delegate, grading exam conducted by Athletics Federation of India. (AFI) held at DLTA complex, New Delhi from 22<sup>nd</sup> to 24<sup>th</sup> of February 2018.</i>
2018	Dr. Aneymol V.S, Dr. APJ Abdul Kalam Awards for Teaching Excellence - 2017 instituted by Marina Research Lab, Chennai
<b>RESEARCH PROJECTS</b>	
<b>Major Projects</b>	
Name of Principal Investigator	: <b>Dr. Aparna Lakshmanan S</b>
Title	: <i>Problems related to applications of graph theory to networks</i>
Sponsoring Agency	: KSCSTE
Department	: MATHEMATICS
Amount	: 10,34,000
Name of Principal Investigator	: <b>Dr. Baby Divya</b>
Title	: <i>Study on the effect of leaf litter on freshwater protozoan populations : a microcosm approach</i>
Sponsoring Agency	: DBT
Department	: Zoology
Amount	: 8,00,000
Name of Principal Investigator	: <b>Dr. K. Manjusha</b>
Title	: <i>Diversity and Biotic Potential of Yeasts from the Mangroves of central Kerala</i>
Sponsoring Agency	: KSCSTE
Department	: Microbiology(R)
Amount	: 12,51,800
Name of Principal Investigator	: <b>Dr. Nisha P</b>
Title	: <i>Molecular and taxonomic studies on the genus selaginella (family Selaginellaceae) in India</i>
Sponsoring Agency	: DST, GOVT OF INDIA
Department	: Botany
Amount	: 31,77,000



<b>STUDENT PROJECTS</b>			
<b>Department</b>	<b>Numbers</b>	<b>Sponsoring Agency</b>	<b>Teacher Supervisor</b>
Zoology	1	SPYTIS II OF KSCSTE	Dr. Anu Anto
Microbiology (R)	1	SPYTIS II OF KSCSTE	Dr. Aneymol V. S.
Chemistry	4	SPYTIS II OF KSCSTE	Ms. Beena Varghese Dr. Sr. Stella K.A. Ms. Asmy Antony Ms. Sheneya Festus
Physics	3	SPYTIS II OF KSCSTE	Dr. Sheena Xavier Dr. Vimala George Ms. Jonis V.C
Botany	2	SPYTIS II OF KSCSTE	Dr.Nisha P Dr.Anila N
<b>BOOKS PUBLISHED</b>			
Dr. Milon Franz		The Legends of Khasak: A Postcolonial Reading	
Dr. Milon Franz		Kazhchavattom	
Dr. Milon Franz		Nakshathrangal Undavunnathu	
Dr. Sr. Geege		Ammathresia Keralathile Nattarivukalil	
Joanamma Xavier			
Jasmine Gonsalvez		The last Emeralds	
Ms. Minimole. K & Sr. Sindhu.P.J		'Exclusion of Minorities and Indigenous People in India'	
Dr. Lilly C O		Kochikayal Thuruthukalile Iathin Catholicar Charithram samskaram	
Mrs. Revathy s		Economic Zoology Handbook part 1	
Dr. Resmi Varghese		Envision: A Holistic View on Empowering Women	
Asmy Antony K A		Blood & Organ Donation: Scientific and Motivational Aspects	
Sindhu Thomas		Ithu Ninakkayi	
Dr. Gayathree P.		Pennezhuthinte Pachathuruthukal	

STUDENT ACHIEVEMENTS		
Year	Name of Student	Awards
2017	Akshara A B <i>(II M com Finance)</i>	Best Actress Award from M G University for three Consecutive years (2014-2017)
2017	Ms.Rosmy Geo <i>(III DC Economics)</i>	Best Library user award in college
2017	Greeshma C <i>(II DC Economics)</i>	Third prize for Essay Writing Competition on 'Prohibition of corruption, Realities and Expectations (II DC Economics) organized by Vigilance and Anti-corruption Beuro on 13 <sup>th</sup> March 2018.
2017	Malavika R <i>(III DC Economics)</i>	Secured First prize for the Quiz competition organized by Centre for Heritage studies on 25 <sup>th</sup> January 2018
2017	Ms. Arundhathy <i>(III DC Chemistry)</i>	Best Volunteer - J. - Kerala State & M. G University (2016-17)
2018	Akshara A.B <i>(I Mcom Finance)</i>	Best Actress, MG University Youth Festival ASHATHAM 2018
2018	Akshara A.B <i>(I Mcom Finance)</i>	2 <sup>nd</sup> in Kathaprasagam, MG University Youth Festival ASHATHAM 2018
2018	Devika Venugopal <i>(II B A English Lit.)</i>	2 <sup>nd</sup> in Kavya Keli, MG University Youth Festival ASHATHAM 2018
2018	Devika Venugopal <i>(II B A English Lit.)</i>	A grade in Aksharaslogam, MG University Youth Festival ASHATHAM 2018
2018	Akshara A.B <i>(I Mcom Finance)</i>	3 <sup>rd</sup> in Monoact, MG University Youth Festival ASHATHAM 2018
2018	Sreelakshmi K. <i>(I M.Sc. physics)</i>	2 <sup>nd</sup> in light music eastern (solo), MG University Youth Festival ASHATHAM 2018
2018	Megha Benny <i>(I B.Sc. chemistry)</i>	A grade in, Folk Dance, MG University Youth Festival ASHATHAM 2018
2018	Megha Benny <i>(I B.Sc. chem)</i>	A grade in Bharatanatyam, MG University Youth Festival ASHATHAM 2018
2018	Mrudula S. Nair <i>(I B A English Lit.)</i>	A grade in Bharatanatyam, MG University Youth Festival ASHATHAM 2018

2018	Mrudula S. Nair (I B A English Lit.)	A grade in Bharatanatyam, MG University Youth Festival ASHATHAM 2018
2018	Nandana B (III B A English Lit.)	A grade in Poetry Recitation English, M G University Youth Festival ASHATHAM 2018
2018	Roshni Nair	Awarded Fellowship to work for two months, IASc-INSA-NASI Summer Research Fellowship

### RANK HOLDERS

#### UNDERGRADUATE PROGRAMME

Year	Name	Position	Discipline
2017	Misna Jalal	X Rank	B Sc Chemistry
2017	Vandhana T M	I Rank	B.Sc. Zoology, Model II
2017	Natasha Biji Joseph	IX Rank	B A Com. English
2018	Ms. Merin Rose	V Rank	B.Sc. Physics

#### POST GRADUATE PROGRAMME

2017	Rugmani Hariharan	VI Rank	M.Com Finance
2017	Febina	VII Rank	M.Com Finance
2017	Neethu PM	VI Rank	M A Malayalam
2017	N Nefla	VII Rank	M Sc Microbiology (SF)

#### MPHIL IN BUSINESS STUDIES

2016	Geethanjali Anil k	I Rank	M.Phil.
2016	Resma George	III Rank	M.Phil.

# 2

## FACULTY, DEPARTMENT & PROGRAMME OFFERED

PRINCIPAL

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

VICE PRINCIPAL

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

### THE FACULTY

#### PG DEPARTMENT OF ENGLISH AND RESEARCH CENTRE

english@stxaviersaluva.com

1. Dr. Milon Franz, M.A., M.Phil, B.Ed, NET, Ph.D (Asso.) 2628989,  
P.G. Diploma in Journalism & Communication 9400628989  
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2. Ms.Lincy Joseph, M.A., M.Phil, B.Ed., NET- JRF (Asso.) 2332500,  
9495059960, lincyjoseph@stxaviersaluva.com
3. Dr. Lima Antony, M.A., B.Ed., NET-JRF, Ph.D., 9446552360  
limaantony@stxaviersaluva.com
4. Dr. Mini V.S., M.A, M.Phil, B.Ed., NET-JRF, Ph.D 2623500  
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- |  |  |
|--|--|
| 6. Dr. Saumi Mary M., M.A, B.Ed, NET, Ph D                     | 9446128347<br>saumimarym@stxaviersaluva.com        |
| 7. Dr. Liss Marie Das, M.A, M.Phil, NET, Ph.D., PGCTE, PGDHRDE | 9946812524, lissmariadas@stxaviersaluva.com        |
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## 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	Evolution of literary Movement	Political Science
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, Commerce etc.

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

- Common Course - English  
Common Course Language - Malayalam / Hindi  
Core Course - Taxation, Commerce etc.

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

- Common Course - English  
Common Course Language - Malayalam / Hindi  
Core Course - Computer Application, Commerce etc.

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

- Common Course - English  
Common Course Language - Malayalam / Hindi  
Core Course - Tourism, Commerce etc.

**PG PROGRAMME**

**1. Two Year Post Graduate Programme**

1. M.A.English in Language & Literature
2. M.Sc.Physics
3. M.Com Financial Management Stream
4. M.A. Malayalam
5. M.Sc. Microbiology (Self Financing)
6. M.Com Management (Self Financing)

**2. One year Programme**

M.Phil in Business Studies

One year programme with two semesters - A pass in MBA, MCom, M.A. Economics or MHRM with not less than 55% mark are eligible for admission.

## RESEARCH

### 3. Research Programmes

1. Ph.D. in Commerce
2. Ph.D. in English
3. Ph.D in Physics
4. MPhil in Business Studies (Self Financing)

#### Research Guides

P G Department of Commerce and Research Centre

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

P G Department of English and Research Centre

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

P G Department of Physics and Research Centre

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

P G Department of Malayalam

1. Rev.Dr.Sr.Geege Joanamma Xavier

Department of Mathematics

1. Dr.Aparna Lakshmanan S

### 4. ADD-ON Certificate / Diploma

#### UGC Certified Advanced Diploma Courses

1. Global Trade and Management (Dept. Commerce)
2. Food Processing (Dept. Chemistry)

## **GOVERNMENT CERTIFICATE COURSE**

Diploma in computer Application (DCA)

### **PROCEDURE FOR APPLICATION**

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

# 3

## ACADEMIC UPDATES

### OFFICE BEARERS FOR 2018 - 2019

1. IQAC (Internal Quality Assurance Cell)

Principal	:	Dr. Sr. Geege Joanamma Xavier
Vice Principal	:	Dr. Sr. Stella K A
IQAC Co-ordinator	:	Dr. Sheena Xavier
Criteria I	:	Ms. Beena Varghese Dr. Raji Mohan
Criteria II	:	Dr. Baby Divya Dr. Sujatha N V
Criteria III	:	Dr. Anu Anto Dr. K Manjusha
Criteria IV	:	Ms. Lincy Joseph Ms. Ruby M Pillai
Criteria V	:	Dr. Resmi Varghese Dr. Lima Antony
Criteria VI	:	Sr. Sindhu P J Ms. Sonia Markose
Criteria VII	:	Dr. Saumi Mary Ms. Anjali R
Digital Initives	:	Dr. Anila N

Librarian	:	Rev.Sr. Diogenous
Representative of Administrative Staff	:	Rev. Sr. Mercina
Student Representative	:	Ms. Sharon Justine
Management Representative	:	Rev. Sr. Percy
Alumni Representative	:	Ms. Anbi Baby
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3. Research Promotion Council Co-ordinators	:	Dr. Anu Anto Dr. K Manjusha
4. Career Guidance & Placement Officer	:	Dr. Resmi Varghese Ms. Renjitha Reghunath Ms. Bindhu Varghese
5. Staff Secretaries	:	Ms. Binu Correya Dr. Lima Antony
6. College Students' Council Advisors	:	Ms. Lincy Joseph Dr. Aparna Lakshmanan S Miss. Ninu rose Ms. Swapna C Kombath
7. College Magazine - Chief Editor	:	Ms. Camilla Diana B. H
Malayalam	:	Dr. Gayathree K P
Hindi	:	Ms. K Lekha
English	:	Ms. Renjitha Reghunath
8. General Co-ordinator Internal Assessment PG	:	Ms. Shyamala M P
UG	:	Dr. Ansa Alphonsa Antony Dr. Annie Febi
9. NCC	:	Capt. Dr. Bridget Joseph K.
10. N.S.S.	:	Ms. K. Lekha Ms. Jasmine Gonsalvez
11. Women Cell Co-ordinator	:	Dr. Saumi Mary M Ms. Sheneya Festus

12. Add-on  
 Food Processing (Cookery) : Ms. Beena Varghese  
 Global Trade & Management : Ms. Bilu Job
13. RUSA : Ms. Sruthy Francis M
14. ICT Co ordinator : Dr. Nisha P.
15. Public Relations Officer : Dr. Liss Marie Das
16. Planning Forum : Sr. Sindhu P.J.
17. Tourism Club (Regd) : Ms. Sonia John Markose  
 Ms. Sruthy Francis M
18. Bhoomithrasena Club : Dr. Aneymol V.S.  
 (Regd) Dr. K Manjusha
19. Bio Diversity Club (Regd) : Dr. Nisha P.
20. E.D. Club (Regd) : Ms. Shereena John
21. Energy & Enviornment  
 Conservation Club (Regd) : Dr. Vimala George
22. Lotus Nature Club (Regd) : Dr. Anila N.
23. Folklore Club (Regd) : Ms. Nikitha Xavier
24. Nisarga Zoology Club (Regd) : Dr.Seema K
25. Non-Registered Club  
 Activities Co-ordinator : Dr. Aparna Lakshmanan
- a. Dance Club : Dr. Saumi Mary M,  
 Ms. Ninu Rose
- b. Music Club : Ms. Mini VS  
 Ms. Suma K U
- c. Debate Club : Ms. Diana,  
 Ms. Swapna C Kombath
- d. Speaker's Club : Dr. Gayathree K P  
 Ms. Remya Vijayan
- e. Reader's and Writer's Club : Dr. Gayathree K P,  
 Ms. Remya Vijayan
- f. Drama Club : Ms. Sruthy Francis  
 Ms. Jasmine Gonsalvaz
- g. Instrument Music Club : Dr. Newly Joseph  
 Ms. Sheneya Festus
- h. Photography & Painter's Club : Ms.Ranjitha Raghunath  
 Dr. Resmi Varghese  
 Ms. Revathy S

i.	Chess Club	:	Dr. Aparna Lakshmanan S, Dr. Cicily Pearly Alex
j.	Soch Vichar Club	:	Capt. Dr. Bridget Joseph Ms. Lekha K
k.	Quiz Club	:	Ms. Vandana Aravind Ms.Minimol K
l.	Cookery Club	:	Ms. Beena Varghese Dr. Newly Joseph
m.	Health Club	:	Dr. Cicily Pearly Alex
n.	Club for differently abled	:	Ms. Shereena John, Ms.Tomcy
o.	Peace Club	:	Dr. Saumi Mary M Ms. Jasmine Gonsalvaz
p.	Film Club	:	Ms. Sruthy Francis Ms. Swapna C Kombath
26.	Health Club	:	Dr. Cicily Pearly Alex
27.	Health Clinic	:	Ms. Maya Mathew
28.	Catechism, Jesus Youth AICUF	:	Ms. Joicy Mathew Ms. Anju Elamatha
29.	Value Education	:	Dr. Mini V S Ms. Geethanjali
30.	Spiritual Formation	:	Sr. Jeny Dr. Newly Joseph
31.	Counselling Cell	:	Dr. Newly Joseph Dr. Sr. Stella K A
32.	Xavier Board & AIACHE	:	Sr. Sindhu Ms. Bilu Job
33.	Xaverian News Letter NET Coaching - English Physics Commerce Malayalam Commerce SF	:	Dr. Milon Franz Ms. Camilla Diana B H Dr. Vimala George Ms. Ninu Rose Ms. Swapna C. Kombath Ms. Radhika
34.	Website updating	:	Dr. Anila B.
35.	Uniform	:	Dr. Suma K.V. Ms. Karthika P. Devan



36. Ethics Committee : Rev.Sr.Clodit (Manager)  
 : Dr.Sr.Geege Joanamma Xavier  
 (Principal)  
 : Dr.Sr.Stella (Vice Principal)  
 : Dr. Anu Anto  
 : Dr. K Manjusha
37. OSAX - Secretary : Dr. Lilly C.O.  
 : Dr. Seema K
38. Monitoring Cell : Rev.Sr.Clodit (Manager)  
 : Dr.Sr.Geege Joanamma Xavier  
 (Principal)  
 : Dr.Sr.Stella (Vice Principal)  
 : Capt. Dr. Bridget Joseph K.  
 : Dr. Cicily Pearly Alex  
 : Dr. Vimala George  
 : Dr. Liss Marie Das  
 : Dr. Sheeba V Rajan  
 : Dr. Reshmi Varghese  
 Ms. Sheneya Festus  
 Ms. Lidiya Durom  
 Ms. Mary Tomsy
39. Anti Ragging Cell : Rev.Sr.Clodit (Manager)  
 : Dr.Sr.Geege Joanamma Xavier  
 (Principal)  
 : Dr.Sr.Stella (Vice Principal)  
 : Capt. Dr. Bridget Joseph K.  
 : Dr. Cicily Pearly Alex  
 : Dr. Anie Feby  
 : Dr. Liss Marie Das  
 : Ms Joissy Mathew  
 : Dr. Linda Louis  
 : Ms. Ninu Rose  
 : Dr. Suma K.U  
 : Mis. Jomsy
40. Nodal Officer - AISHE : Dr. Sheena Xavier Scholarship  
 : Ms. Minimol K.

41. NTS Secretary : Ms. Bellarina Sonia  
: Ms. Bindhu Varghese
42. RELAX - Co-ordinator : Smt. C. Sumanagala Devi  
: Smt. Ambujakshy. P
43. RENTAX : Ms. Annam K C
44. College Election Forum : Ms. Minimol K
45. ISO certification committee : Dr. Aparna Lakshmanan S.  
: Dr. Sr. Stella  
: Dr. Sheeba V Rajan  
Smt. Lidia Durom
46. Anti narcotics Cell : Rev.Sr.Clodit (Manager)  
: Dr.Sr.Geege Joanamma Xavier  
(Principal)  
Dr.Sr.Stella (Vice Principal)  
Ms. Vandana Aravindan  
Dr. Raji Mohan
47. Sexual Prevention Cell : Rev.Sr.Clodit (Manager)  
: Dr.Sr.Geege Joanamma Xavier  
(Principal)  
: Dr.Sr.Stella (Vice Principal)  
Dr. Aparna Lakshmanan S.  
Dr. Vimala George  
Dr. Saumi Mary M
48. Junior Scientist : Dr. Aneymol V. S.
49. Civil Service : Ms. Revathy S.  
Dr. Vimala George
50. Library-Faculty in charge : Ms. Sruthy Francis  
Ms. Lincy Joseph  
Ms. Ruby M Pillai
51. NPTEL SPOC : Dr. Aparna Lakshmanan S.
52. SSP : Dr. Saumi Mary M.
53. WWS : Ms. Vandana Aravindan
54. Grievance and Redressal Cell : Rev.Sr.Clodit (Manager)  
: Dr.Sr.Geege Joanamma Xavier  
(Principal)

- : Dr.Sr.Stella (Vice Principal)
- : Ms. Lincy Joseph
- : Dr.Lima Antony
- : Ms. Ruby M. Pillai
- 55. Planning Committee : Rev.Sr.Clodit(Manager)
- : Dr.Sr.Geege Joanamma Xavier (Principal)
- : Dr.Sr.Stella (Vice Principal)
- : Sr.Mary Vacco (Bursar)
- : Dr.Sheena Xavier (IQAC Coordinator)
- : Sr.Dineshya (Accountant)
- : Ms.Ninu Rose (Faculty Representative)
- 56. Fund Mobilisation Committee: Rev.Sr.Clodit (Manager)
- : Dr.Sr.Geege Joanamma Xavier (Principal)
- : Dr.Sr.Stella (Vice Principal)
- : Sr.Mary Vacco (Bursar)
- : Sr.Dineshya (Accountant)
- : Sr.Sharin (Faculty Representative)
- 57. Purchase Committee : Dr.Sr.Geege Joanamma Xavier (Principal)
- : Dr.Sr.Stella (Vice Principal)
- : Dr.Sheena Xavier (IQAC Coordinator)
- : Dr.Anney mol
- : Dr.Baby Divya
- : Jiji Joseph
- : Nisha Antony

# 4

## STUDENT SUPPORT SERVICES

### RULES OF GENERAL DISCIPLINE

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

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**STUDENT GRIEVANCE AND REDRESSAL CELL**

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

**KERALA RAGGING PROHIBITION ACT 1998**

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

കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തിചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

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

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

**CAREER GUIDANCE AND PLACEMENT CELL**

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

**COUNSELLING CELL**

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

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

**WALK WITH A SCHOLAR (WWS)**

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

## **STUDENT SUPPORT PROGRAMME (SSP)**

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

### **TUTORIAL**

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

### **REMEDIAL**

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

### **MENTORING**

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

### **CATECHISM & VALUE EDUCATION**

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



# 5

## FEES & SCHOLARSHIPS

### FEES & SCHOLARSHIPS

#### SCHEDULE OF FEES

B.A / B.Sc./ B.Com / M.Com / M.A / M.Sc, M.Phil. - Per Annum

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

S A I P	23	10	10	10	10
University Union Fee	50	50	50	50	50
S W F Fee	30	20	20	20	20
Tuition fee	1000	1000	1000	1800	1800
Affiliation	450	450	450	650	650
S A F	5	5	5	5	5
Women Study Fee	5	5	5	5	5
Matriculation Fee	200	100	100	100	100

Laboratory Fees Rs. 250/- for Core Subjects and Rs 150/- for each

Complementary Subjects; for M.Sc.Physics Rs. 2400/-

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

Caution Deposit (refundable)    360    360    360    600    600

### **The Semester**

I Semester :     June - November

II Semester :    December - May

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

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

### **Caution Deposit:**

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

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

### FEES PAYMENT DATES

Date	Day	Purpose	Amount
05.06.18	Tue	II DC Third Sem. Tuition fee without fine	500.00
06.06.18	Wed	III DC Fifth Sem. Tuition fee without fine	500.00
06.06.18	Wed	II PG Third Sem. Tuition fee without fine	900.00
16.06.18	Mon	II DC Third Sem. Tuition fee with fine ₹ 5/-	505.00
19.06.18	Tue	III DC First Sem. Tuition fee with fine ₹ 5/-	505.00
19.06.18	Tue	II PG Third Sem. Tuition fee with fine ₹ 5/-	905.00
28.06.18	Thur	II DC, III DC & II PG Tuition fee with fine ₹10/-	DC 510/- PG 910/-
04.01.19	Fri	I DC Second Sem. Tuition fee without fine	500.00
07.01.19	Mon	II DC Fourth Sem. Tuition fee without fine	500.00
08.01.19	Tue	III DC Sixth Sem. Tuition fee without fine	500.00
08.01.19	Tue	I PG Second Sem. Tuition fee without fine	900.00
08.01.19	Tue	II PG Fourth Sem. Tuition fee without fine	900.00
14.01.19	Mon	I DC Second Sem. Tuition fee with fine ₹ 5/-	505.00
15.01.19	Tue	II DC Fourth Sem. Tuition fee with fine ₹ 5/-	505.00
16.01.19	Wed	III DC Sixth Sem. Tuition fee with fine ₹ 5/-	505.00
16.01.19	Wed	I PG Second Sem. Tuition fee with fine ₹ 5/-	905.00
16.01.19	Wed	II PG Fourth Sem. Tuition fee with fine ₹ 5/-	905.00
29.01.19	Wed	IDC, II DC, III DC, I PG & II PG Tuition fee with fine ₹ 10/-	DC 510/- PG 910/-

## SCHOLARSHIPS AND FEE CONCESSIONS

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

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

### ENDOWMENT PRIZES

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

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

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

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



54. Ms. Patricia Jannet Netto Endowment : Financial Assistance for Union Activities
55. Prof. Rebeca Mathan Endowment : For the best outgoing student in Economics
56. Ms. Gracy Rajan : For the best 1st BA. Literature Student
57. Ms. Kochutheresia N.P. : Activities of NTS
58. Ms. Sabeena Joseph : Activities of NTS
59. Dr. Lilly C.O. : For the deserving PG (Arts) students
60. Dr. Sheena Xavier : For the deserving PG (Science) Students
61. Prof Tessa George Endowment : For outgoing topper of B.A. English Literature
62. Prof. P. Ambujakshy : Highest Mark in M.A. Sanskrit
63. Dr. C. Santhakumari : Highest Mark in M.A. Malayalam
64. Ms. Tessa Joseph (NTS) : Most deserving Student in III<sup>rd</sup> 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

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| 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 discrving Student in B.Sc Zoology (conv)                                    |

# 6

## ACADEMIC CRITERIA

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

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

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

The following shall be the guidelines for awarding Grace Marks:

1. The maximum Grace marks awarded to a student in a particular year for all the activities put together should not exceed 25%.
2. Grace Marks shall be given for all the papers/parts/subjects of a course in a year, irrespective of whether the course is annual or semester. For semester course the percentage shall be same as applicable to the annual scheme.
3. In the case of both the semester courses and the annual courses, the academic year shall be taken as from 1st June to 31<sup>st</sup> 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 31<sup>st</sup> May 2005)

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

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

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

**1. Cancellation of Examination & Registration**

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

**2. Duplicate copy of certificate**

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

**3. Eligibility Certificate**

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

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



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

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

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

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

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

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

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

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

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

9. **Migration certificate**

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

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

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

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

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

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

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

15. Improvement facilities for various examinations

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

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

16. Confidential Marklist :

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

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

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

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

Format for transcript / letter of recommendation

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

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

## **ATTENDANCE AND LEAVE OF ABSENCE**

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

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

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

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

## APPLICATION FOR LEAVE

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

Signature of Student

Date:

Signature of the Guardian

Signature of the Warden (for hostel students)

Signature of teacher in charge

# 7

## STUDENT RESOURCES & CAMPUS FACILITIES

### LIBRARY

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

1. Reference
2. Periodicals
3. Books for circulation

#### I. **Reference Library**

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

#### II **General Library**

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

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

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

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

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

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

### **LANGUAGE LAB**

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

### **COMPUTER CENTRE**

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



## **HEALTH CLUB**

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

## **CANTEEN**

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

## **HEALTH CLINIC**

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

## **AUDIO VISUAL FACILITIES**

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

## **AUDIO VISUAL STUDIO**

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

## **HOSTEL**

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

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

### **COLLEGE CO-OPERATIVE SOCIETY**

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

### **CONVEYANCE**

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

### **OTHER CAMPUS FACILITIES**

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

# 8

## STUDENT OPPORTUNITIES

### STUDENTS' COUNCIL

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

### NCC

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

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

### NSS

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

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

### **WOMEN'S CELL**

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

### **JESUS YOUTH**

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

### **AICUF**

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

### **SPIRITUAL FORMATION**

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

### **RESEARCH PROMOTION COUNCIL**

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

## **ASAP**

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

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

## **NPTEL**

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

## **SPORTS & GAMES**

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

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

## **DIFFERENTLY ABLED CELL**

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

## **ASSOCIATIONS**

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

## **CLUBS**

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

### **REGISTERED CLUBS**

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

### **NON REGISTERED CLUBS**

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

### **COLLEGE MAGAZINE**

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

## **WELCOME AND FAREWELL**

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

## **EXCURSIONS AND STUDY TOURS**

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

## **DAYS OF CELEBRATIONS**

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

# 9

## PTA & ALUMINI

### **PARENT TEACHER ASSOCIATION**

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

### **THE STAFF ASSOCIATION**

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

### **RELAX (Retired Lecturers Association of Xavier's College)**

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



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

### **RENTAX**

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

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

### **OSAX**

#### **(Old Students Association of Xavier's College)**

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

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

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

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

# 10

## ACADEMIC CALENDAR

JUNE 2018			
Date & Day	Department	Particulars	
1 Fri			
2 Sat	Physical Edu.	Selection trials for Basketball, Volleyball, Netball and Kabadi	
3 Sun			H
4 Mon	Microbiology SF	3 <sup>rd</sup> & 5 <sup>th</sup> semester begins College reopens Monthly journal club activities starts	
5 Tue	Botany Microbiology & Microbiology SF Zoology  Com. Eng Commerce Commerce SF	Class on mushroom cultivation World Environment Day In association with Bhoomithrasena World Environment day-KSCSTE spon. English Environment day-inter departmental Competition: writing and reciting green poems Environment day celebrations Greening the blueawarness programme on organic farming, rainwater harvesting fresh water cleaning by Archana women centre	
6 Wed	Chemistry Physical Edu	Industrial visit Add on course - Yoga	

	English Microbiology	Inauguration of add on course in German Add on Course - Microbiology of water and water quality analysis	
7 Thu	Commerce English	Inauguration of Add on Courses Vyzhavattom: Literary Discussion Forum	
8 Fri	Com. English Economics Chemistry	Radio Xav Episode 1 Social Outreach : Library in St. Antony's Girls home, Aluva Placement Training Programme Session 1 RPC Inauguration	
9 Sat	Com. English	Industrial visit to Mathrubhumi Newspaper and Club FM6	
10 Sun			H
11 Mon	Com. English	PG S2 2 <sup>nd</sup> Internal starts SWAT Team class on Radio Editing	
12 Tue	Commerce SF Mathematics	One book one pen one child programme General Mathematics Quiz for II B.Sc Mathematics & Statistics	
13 Wed	Mathematics Microbiology	Monthly seminar series by experts begins Water Quality Analysis around Aluva	
14 Thur	Zoology Physical Edu. Com. English Microbiology	Certificate Course on Nutrition Preliminary Medical Examination Radio XAV Episode 2 Lecture on Automation in Diagnostic Microbiology under DBT Star College Scheme	
15 Fri			
16 Sat			H
17 Sun			H
18 Mon			
19 Tue	Malayalam	Vayanavaram Starts-inter Departmental Literaty Competitions	
20 Wed	Physical Edu. Mathematics Microbiology SF	Coaching Camp for Basketball & Volleyball Workshop on Moodle Awareness programme on Waterborne diseases at Madhavapuram Colony	
21 Thur	Physics Zoology Chemistry	Release of Physics Manual Lab Manual Workshop on Research Report Writing Supportive Courses - Core &Complementary	

22 Fri	Chemistry Commerce Com. English Economics	Research Promotion Council Paper Presentation Anti narcotics awareness programme Workshop on Pagination Value added course on “entry into Government Services”	
23 Sat			H
24 Sun			H
25 Mon	Malayalam Physics	Vayanavaram ends Talk on Life and work of Stephen Hawking	
26 Tue	Commerce Com. English Zoology	Workshop on Research Methodology Reporter Live Inauguration Statistical Analysis Tools for Biological Data Series	
27 Wed	English	Inauguration of Research Centre and National Seminar	
28 Thur	English Physics	National seminar Social Outreach - Computer/ Internet Awareness Program for Parents and Local Women Community	
29 Fri	Physics  Statistics Economics	<b>Ug 2<sup>nd</sup> Semester Exam Starts</b> Training Program for Teachers & Students on LMS Statistics Day Observance Training for Students in Collaboration with Skillmap Training & Services Ltd.	
30 Sat	Economics	HR Training for students in collaboration with Skillmap	
<b>JULY 2018</b>			
1 Sun			H
2 Mon	Chemistry English Malayalam	Supportive Courses - Core & Complementary Inauguration Of Add On Course In Life Skills Certificate Course - Costume Designing & Fashion, Survey on Reading Habits in Collaboration with Taluk Library	
3 Tue	Chemistry English Malayalam Mathematics	Chemistry Training Programme 1 Talk on Effective Body Image Asap Course On Journalism Starts Lecture Series In Memory Of Rev.Sr.Bencita	

4	Wed	Physics	Two Day Regional Level Seminar on Nanotechnology	
5	Thur	Chemistry Com. English Zoology  Physical Edu.	Placement Training Programme Session 1 One day Seminar on Media Statistical Analysis Tools For Biological Data Series - II Medical Consultancy for Players	
6	Fri	Botany Chemistry  Com. English Malayalam Economics	Paristhithikam Certificate Programme - Instrumental Methods of Analysis Radio XAV Episode III Asap Course on Journalism Ends Academic Extension: Consumer and Financial Awareness Campaign Through Street Play	
7	Sat			H
8	Sun			H
9	Mon	Physics	Association Inauguration and Invited Talk	
10	Tue	Physics	Social Outreach-Counselling To Parents	
11	Wed	Physics Physics	<b>PG 2<sup>nd</sup> Semester University Exam Starts</b> Question Bank for all courses using Moodle	
12	Thur	Botany Chemistry English Com. English Economics Commerce SF	Association Inauguration Chemistry Lecture Series 1 Association Inauguration Association Inauguration Association Inauguration-Honouring Toppers National FDP & Release of Journal	
13	Fri	Economics Commerce SF	Entrepreneurs Exhibition cum Sale National FDP & Release of Journal RPC Presentation	
14	Sat			H
15	Sun			H
16	Mon	Commerce SF	Youth Skills Day	
17	Tue	Zoology	Training in Molecular Biology Techniques	
18	Wed	English Mathematics  Physical Edu.	Talk on Hygiene and Health General Mathematics Quiz For III B.Sc Mathematics Students Motivational Talk	

19	Thur	Hindi Com. English	Add Oncourse In Translation PR Campaign Launch	
20	Fri	Com. English	Rebecca Grace Memorial Lecture, Radio XAV Episode IV	
21	Sat			H
22	Sun			H
23	Mon	Microbiology & Microbiology SF	Institutional Visit	
24	Tue	Chemistry Com. English Mathematics Physical Edu.	Magical Experiments In Chemistry Live Demonstration Media Visit Inaguration of mathematics and Statistics Association Interdepartmental Chess Competition for Students	
25	Wed	Commerce	<b>PG 1<sup>st</sup> &amp; 3<sup>rd</sup> Semester Class Begins</b> Net Coaching	
26	Thur	Chemistry Commerce Mathematics	Project Review 1 Comax and ED Club Inauguration Test On Basic Mathematics	
27	Fri	Botany Com. English	Workshop on Biotechnology Radi XAV Episode V	
28	Sat			H
29	Sun			H
30	Mon	Commerce Mathematics	Introduction of English Proficiency Club Freshers Day	
31	Tue	Com. English Mathematics Hindi	Reporter Live II Bridge Course On Mathematics Starts Premchand Jatanthi	
<b>AUGUST 2018</b>				
1	Wed	Physics	Launch of Online Course	
2	Thur	Commerce	Industrial Visit	
3	Fri	Com. English	Radio XAV Episode VI	
4	Sat	Chemistry Mathematics Zoology Chemistry	Chemistry Training Programme 1 Bridge Course on Mathematics Ends  Association Inauguration	

5	Sun			H
6	Mon	English	<b>UG 3<sup>rd</sup> Semester 1<sup>st</sup> Internal Starts</b> Street Play on Gender Issues	
7	Tue	Physics	Career Guidance Class	
8	Wed	Commerce	<b>UG 3<sup>rd</sup> Semester 1<sup>st</sup> Internal Ends</b> Social outreach Programme	
9	Thur	Botany Commerce Physical Edu	State Level Seminar Stock Exchange Visit Spiritual Counselling for Players	
10	Fri	Chemistry Commerce Com. English Commerce SF  Physical Edu.	Supportive Course - Core & Complementary EDP Exhibition cum Sale Radio XAV Episode VII National Workshop on Consumer Protection E-Era Interdepartmental Shuttle Badminton Competition for Students and Staff RPC- Coffee with Scientist	
11	Sat	Botany	Field Trip	
12	Sun			H
13	Mon	Chemistry English Zoology	Certificate Programme Talk on Women and Law Citizen Science Programme	
14	Tue	English  Economics	<b>UG 3<sup>rd</sup> and 5<sup>th</sup> Semester-1<sup>st</sup> Assignment Submission</b> Workshop on Research Methodology 1 Workshop on Job Training for Single Parent Students of St. Xaviers College for Women, Aluva in Association with KLM/ESSS	
15	Wed	Physical Edu  English Economics Commerce SF Mathematics	Inter Collegiate Basketball Tournament Season begins Inter National Seminar Certificate Course on Right to Information Distribution of Onam Kit Interdepartmental Mathematics Quiz	
16	Thur		<b>UG 2<sup>nd</sup> Semester Valuation</b>	
17	Fri		College closed for Onam holidays	
18	Sat		ONAM HOLIDAYS	
19	Sun			
20	Mon			
21	Tue			
22	Wed			

23	Thur		ONAM HOLIDAYS	
24	Fri			
25	Sat			
26	Sun			
27	Mon		College reopens after Onam holidays	
28	Tue	Chemistry	Cultural Fest	
29	Wed	Chemistry	Project Review	
30	Thur	Economics	All Kerala Intercollegiate Competitions	
31	Fri	Commerce Com. English Chemistry Malayalam Zoology Chemistry Commerce	Introduction of investors Club AAL Initiative PR Campaign Programme Follow up Cultural Fest, Folklore Day Celebration Cultural Fest, Training on Plankton Identification Cultural Fest, Welcome Programme Cultural Fest, Commerce Week Observance.	
<b>SEPTEMBER 2018</b>				
1	Sat			H
2	Sun			H
3	Mon	Commerce	<b>UG 5<sup>th</sup> Semester -Internal Starts</b> <b>UG 1<sup>st</sup> Semester-1<sup>st</sup> Internal Starts</b> Academic Extension -Training Class for School Students	
4	Tue	Mathematics	<b>PG 1<sup>st</sup> Semester 1<sup>st</sup> internal begins</b> Exhibition and Inter Collegiate Mathematics Competitions	
5	Wed	Commerce SF	<b>5<sup>th</sup> Semester -Internal ends</b> <b>UG 1<sup>st</sup> Semester-1<sup>st</sup> Internal ends</b> Teachers Day Celebration	
6	Thur	Physics	Workshop on Digital Learning Techniques	
7	Fri	Hindi Botany Chemistry Com. English Zoology	Hindi Pakhvada Urjakiran Chemistry Software Training Programme Appoppoanthadikal Newsletter Release	
8	Sat			H
9	Sun			H



10 Mon	Chemistry Malayalam Commerce	<b>PG Third Semester 1<sup>st</sup> Internal Starts</b> Notification of 3rd & 5th Semester Examination Placement Training Programme Inauguration of Literary Association Outreach Programme - Library Setting	
11 Tue	Chemistry English Mathematics	Certificate Programme Career Guidance for Differently Aabled Seminar by Alumni	
12 Wed	Commerce	Observance of Entrepreneurship Day- Inter Departmental Business Plan Competition	
13 Thur	Zoology Chemistry	Ozone Day Celebration	
14 Fri	Com. English Economics Commerce Hindi	RPC Presentation Radio XAV Episode VIII Certified Course in Office Management Certified Course in Office Management Hindi Divas Celebration	
15 Sat			H
16 Sun	Microbiology & Microbiology SF	International Ozone Day in Association with BMC	H
17 Mon	English	<b>3<sup>rd</sup> Semester 2<sup>nd</sup> Internal Starts</b> Martial Arts Training for Students	
18 Tue	Zoology	One day Workshop on Aquarium Management and setting	
19 Wed	Economics	<b>3<sup>rd</sup> Semester 2<sup>nd</sup> Internal ends</b> Visit to Cochin Stock Exchange & Visit to Cochin Port	
20 Thur	Com. English	Radio XAV Episode IX	
21 Fri	Chemistry	Association Inauguration	
22 Sat			H
23 Sun			H
24 Mon	Chemistry	Chemistry Lecture Series 2	
25 Tue	English	<b>UG 2<sup>nd</sup> Semester Exam Results</b> Led bulb making training	
26 Wed	Chemistry Physical Edu.	Project Review 25 <sup>th</sup> Sr. Redempta Memorial and	

		25 <sup>th</sup> Msgr. Augustine Maveli Memorial All Kerala Inter Collegiate Basketball and Tournament Volleyball Tournament	
27 Thur	Com. English Commerce SF	Reporter Live III Tourism Day Celebration	
28 Fri	English Com. Eng Microbiology	Grammar Class For Govt. School Students, Radio XAV Episode X Rabies Day Observation	
29 Sat			H
30 Sun			H
<b>OCTOBER 2018</b>			
1 Mon	Physics  Physical Edu	Extension -Led Bulb making for Parents and Local Women Community Participation in MG University Competitions	
2 Tue			
3 Wed	Mathematics English & Malayalam Commerce SF	Visit to Old Age Home  Intercollegiate Literary Competitions Gandhismrithi Gandhi Jayanthi - Interdepartmental Quiz Competition on Mahatma and Indian Freedom Struggle	
4 Thur	Economics	Motivational Class on Self Esteem and Self Confidence	
5 Fri	Zoology Economics Commerce SF	Wildlife Week Celebrations Human Right Day Observance World Smile Day - with Intimates of Old Age Home/Specially Abled Children	
6 Sat			H
7 Sun			H
8 Mon	English	<b>PG 1<sup>st</sup> Semester -2<sup>nd</sup> Internal Starts</b> <b>UG 1<sup>st</sup> Semester -2<sup>nd</sup> Internal Starts</b> Green visit to Coastal Areas and Creating Awareness	
9 Tue	October	Webinar	
10 Wed		UG 1 <sup>st</sup> Semester -2 <sup>nd</sup> Internal ends	
11 Thur			

12	Fri		RPC Presentation	
13	Sat			H
14	Sun			H
15	Mon			
16	Tue			
17	Wed	English	Visit to Cancer ward	
18	Thur	October	Mole Day Celebration	
19	Fri			
20	Sat			H
21	Sun			H
22	Mon	Physical Edu	<b>PG 3<sup>rd</sup> Semester 2<sup>nd</sup> Internal begins</b> Last Date for Submission of Internal Assessment for 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Interdepartmental Table Tennis begins	
23	Tue	English Microbiology SF	E-waste Campaign Association Inauguration	
24	Wed			
25	Thur	Commerce Mathematics	Entrepreneuership Skill Development Training Study Tour -Mathematics	
26	Fri	Physical Edu	Interdepartmental Table Tennis begins	
27	Sat			H
28	Sun		Notification of PG 1 <sup>st</sup> & 3 <sup>rd</sup> Semester Examination	H
29	Mon			
30	Tue	Zoology	Survey on Biodiversity of Butterfly in the Campus	
31	Wed	English	Literary Week Celebration and Exhibition	
<b>NOVEMBER 2018</b>				
1	Thur	Commerce	UG 4 <sup>th</sup> & 6 <sup>th</sup> Semester Class Starts Kerala Piravi Day Observance	
2	Fri	Microbiology	Parasitology Workshop	
3	Sat			H
4	Sun			H
5	Mon	English	Guidance and Orientation for U G and P G Dissertation and Preparation	

6	Tue		4 <sup>th</sup> & 6 <sup>th</sup> Semester -Semester Break 3 <sup>rd</sup> & 5 <sup>th</sup> Valuation		
7	Wed				
8	Thur				
9	Fri				
10	Sat			H	
11	Sun			H	
12	Mon		4 <sup>th</sup> & 6 <sup>th</sup> Semester -Semester Break 3 <sup>rd</sup> & 5 <sup>th</sup> Valuation		
13	Tue				
14	Wed				
15	Thur				
16	Fri	RPC Com. English Commerce Zoology Commerce SF Commerce SF  Physics Physics	<b>PG 1<sup>st</sup> &amp; 3<sup>rd</sup> Semester and UG1<sup>st</sup> Semester</b> RPC Presentation World Press Day Celebration Commerce Day Observance Observance of Dr. Salim Ali's Birthday National Ducation Day -Rally Intercollegiate Poster Designing Competition on Sustainable Future - Digital India School Linkage Program National Workshop on Solar Astronomy in Assosiation with APT Kerla and IIA Banglore		
17	Sat			H	
18	Sun			H	
19	Mon	Physical Edu	Annual Sports Day		
20	Tue	Commerce	Release of Department Manuscript Magazine		
21	Wed	Com. English	World T V Day Visit to a T V Station		
22	Thur	Zoology	Career Guidance Class Last Date for Submission for Internal Assessment of PG 1 <sup>st</sup> & 3 <sup>rd</sup> Semester		
23	Fri	Zoology	Nature Camp in Association with Forest Department		
24	Sat			H	
25	Sun			H	
26	Mon	Economics	Talk on PIL/Community Survey - Constitutional Day Observance		
27	Tue				

28	Wed	Botany	Student Internship	
29	Thur			
30	Fri			
<b>DECEMBER 2018</b>				
1	Sat			H
2	Sun			H
3	Mon	Com. English	<b>PG 2<sup>nd</sup> &amp; 4<sup>th</sup> Semester Class Starts</b> PR Campaign Main Event	
4	Tue	Physics	Industrial Visit / Field Visit /Lab Visit	
5	Wed	Zoology	Academic Week Celebration	
6	Thur	English	Flash Mob on Social issues	
7	Fri	Mathematics	One day Workshop -MMC Problems	
8	Sat			H
9	Sun			H
10	Mon	Malayalam Economics	Orientation Programme for Parents Seminar on PIL Towards the Human Rights of Disabled People	
11	Tue	Chemistry Physics Physical Edu	Exhibition Skill Development Program for Teachers /Students Interdepartmental Throw Ball Competitions	
12	Wed	English	<b>UG 4<sup>th</sup> Semester -1<sup>st</sup> Internal Starts</b> Grammar Class for Govt. School Students Session 2	
13	Thur	Com. English	Radio XAV Episode XI	
14	Fri	Chemistry Physics Microbiology SF	Xavier National Award Programme 2018 Moodle based online Model JAM Test Blood Group Data Generation RPC Presentation <b>UG 4<sup>th</sup> Semester 1<sup>st</sup> Internal ends</b>	
15	Sat			H
16	Sun			H
17	Mon	Zoology	Museum Exhibition	
18	Tue	Com. English	Celebrating Christmas with an Old Age Home	
19	Wed	Zoology	E Birding	
20	Thur	Commerce SF	Setting up of Library	

21	Fri	Matheamtics	Christmas Celebration - with Janaseva Sisubabhavan College closes for Christmas holidays	
22	Sat		UG 1 <sup>st</sup> Semester Valuation  CHRISTMAS HOLIDAYS	
23	Sun			
24	Mon			
25	Tue			
26	Wed			
27	Thur			
28	Fri			
29	Sat			
30	Sun			
31	Mon	Chemistry		
<b>JANUARY 2019</b>				
1	Tue	Zoology	National Seminar	
2	Wed	Commerce SF	M Phil Inauguration & Newsletter Release	
3	Thur	Commerce Mathematics Chemistry	Finishing School and Life Skill Training for UG and PG outgoing students Seminar by ALUMNI (2) Certificate Programme	
4	Fri	Economics Commerce	Certificate Course on NSE Stock Market in Collaboration with London School of Business and Management	
5	Sat			H
6	Sun			H
7	Mon	Chemistry Com. English Mathematics	Chemistry Lecture Series Inter Collegiate Poetry Writing Competition Madhava Mathematics Competition	
8	Tue	Physics Zoology	Interdepartmental Quiz Competition for Teachers and Students Service Campaign	
9	Wed	Commerce	Debateon Erosion of Values	
10	Thur	English	National Conference on Poetry	

11 Fri	Chemistry Com. English Malayalam  Physical Edu	Project Review National Seminar on Literature and Media Literary Competitions for Department of Malayalam Students Seminar on Sports and Event Management RPC Presentation	
12 Sat			H
13 Sun			H
14 Mon	Mathematics	<b>PG S2 1<sup>st</sup> Internal Starts</b> Film Shows -Autobiographies of Mathematicians	
15 Tue	Zoology	Publication of Lab Mannual	
16 Wed			
17 Thur	Mathematics	Farewell	
18 Fri	Mathematics	Social by Final Year Students	
19 Sat			H
20 Sun			H
21 Mon	English	<b>PG S4 1<sup>st</sup> Internal Starts</b> Workshop on Research Methodology 2	
22 Tue	Botany	Workshop on Taxonomy	
23 Wed	Commerce SF	National Girl Child Day - Inter Department Review Writing Competition	
24 Thur	UG 1 <sup>st</sup> Semester	PG 1 <sup>st</sup> & 3 <sup>rd</sup> Semester Valuation Starts	
25 Fri	Valuation	3 <sup>rd</sup> & 5 <sup>th</sup> Semester Results UG 2 <sup>nd</sup> Semester, 4 <sup>th</sup> Semester and 6 <sup>th</sup> Semester-Assignment Submission	
26 Sat			H
27 Sun			H
28 Mon	Microbiology SF	Invited Lectures by Alumni	
29 Tue			
30 Wed	English	Literary Week Celebration	
31 Thur	Botany	Notification for UG 4 <sup>th</sup> and 6 <sup>th</sup> Semester Results FDP for Teachers	

<b>FEBRUARY 2019</b>			
1	Fri	Zoology	World Wetland Day Observance
2	Sat		H
3	Sun		H
4	Mon	Chemistry Malayalam Microbiology & Microbiology SF	National Science Day Celebration Lecture Series II Starts World Wetland Day in Association with Bhoomitrasena
5	Tue	Malayalam Commerce SF	UG 4 <sup>th</sup> Semester-2 <sup>nd</sup> Internal UG 2 <sup>nd</sup> Semester -1 <sup>st</sup> Internal UG 6 <sup>th</sup> Semester-Internal Starts Lecture Series II ends Workshop on Personality Development
6	Wed	Economics	Budget Review Discussion 2019 in association with Centre for Budget Studies CUSAT
7	Thu	Physics	UG 4 <sup>th</sup> Semester - 2 <sup>nd</sup> Internal ends UG 2 <sup>nd</sup> Semester -1 <sup>st</sup> Internal ends UG 6 <sup>th</sup> Semester-Internal ends National Science Day Celebration
8	Fri	Zoology	Intership Program RPC Presentation
9	Sat		H
10	Sun		H
11	Mon	Economics	Mother Mary Magdelene Memorial Lecture
12	Tue	English	Workshop on Film Studies
13	Wed	Com. English	National Radio Day- Interdepartmental RJ Hunt Competition, Winners will Get a chance to show their talent on College Radio
14	Thu	Physics	Entrepreneurial Skill Development Program
15	Fri	Com. English	Release of XAV Voice tabloid 4 issues
16	Sat		H
17	Sun		H
18	Mon	Zoology	PG 2 <sup>nd</sup> Semester-2 <sup>nd</sup> Internal begins Citizen Science Program
19	Tue	Commerce	Gender Week Observance
20	Wed	Commerce	Observance of World Day of Social Justice
21	Thu	Zoology	National Science Day Celebration



22	Fri	English	Intercollegiate competition for Project Presentation	
23	Sat			H
24	Sun			H
25	Mon	Economics	PG 4 <sup>th</sup> Semester - 2 <sup>nd</sup> Internal begins PG 1 <sup>st</sup> & 3 <sup>rd</sup> Semester Exam Results Career Oriented Sessions	
26	Tue	Physics	Entrepreneurial Skill Development Program	
27	Wed	Chemistry	Intercollegiate Quiz	
28	Thu	Microbiology	PG 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Exam notification National Science Day	
<b>MARCH 2019</b>				
1	Fri			
2	Sat	Physics	Release of Manuscript Magazine	
3	Sun			H
4	Mon			
5	Tue	Malayalam	Three Day Media Camp for Students in association with Kerala Media Academy, Kakkannad	
6	Wed			
7	Thu			
8	Fri	Com. English Commerce SF	International Womens Day- Class by an Advocate International Womens Day- State Level workshop for unemployed women on Fabric Designing and Jewellery Making RPC Presentation	
9	Sat			H
10	Sun			H
11	Mon		UG 2 <sup>nd</sup> Semester-2 <sup>nd</sup> Internal starts	
12	Tue	Commerce	UG 4 <sup>th</sup> Semester Exam starts Budget analysis and Talk	
13	Wed		UG 2 <sup>nd</sup> Semester - 2 <sup>nd</sup> Internal ends UG 4 <sup>th</sup> Semester Exam starts	
14	Thu			

15 Fri		UG 1 <sup>st</sup> Semester Result announced	
16 Sat			H
17 Sun			H
18 Mon		UG 1 <sup>st</sup> Semester last date for submission of Internal exam	
19 Tue			
20 Wed		PG 2 <sup>nd</sup> & 4 <sup>th</sup> Semester University Exam starts	
21 Thu	Com. English	National PR Day celebrations	
22 Fri			
23 Sat			H
24 Sun			H
25 Mon			
26 Tue		PG 2 <sup>nd</sup> & 4 <sup>th</sup> Semester last date for Internal Mark submission	
27 Wed			
28 Thu			
29 Fri			
30 Sat			H
31 Sun			H

