



ST. XAVIER'S COLLEGE FOR WOMEN

ALUVA

Nationally Re-accredited (IVth Cycle), A Grade, CGPA - 3.33
Affiliated to Mahatma Gandhi University, Kottayam



Hand book and Calendar

TWO THOUSAND TWENTY & TWENTY ONE



redefine your limits



Hand book and Calendar

TWO THOUSAND TWENTY & TWENTY ONE

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

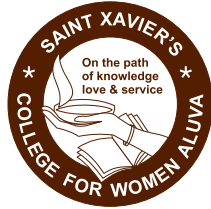
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ST. XAVIER'S COLLEGE FOR WOMEN

ALUVA - 683 101

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

(Estd. 1964)



Website: www.stxaviersaluva.ac.in

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STUDENTS HAND BOOK & CALENDAR 2020 - 2021

Name.....

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

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ABOUT THE COLLEGE

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

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

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

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

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

OBJECTIVES

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

MOTTO

On the path of knowledge, love & service.

VISION

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

MISSION

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

QUALITY POLICY

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

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

OUR PRINCIPALS

Rev. Dr. Sr. Redempta CTC	1964 - 1985
Rev. Sr. Bencita CTC	1985 - 1991
Rev. Sr. Infanta CTC	1991 - 1995
Rev. Sr. Speciosa CTC	1995 - 2004
Rev. Sr. CharlesCTC	2004 - 2006
Rev. Sr. Percy CTC	2006 - 2012
Rev. Sr. Reethamma CTC	2012 -2018
Rev. Dr. Sr. Geege Joanamma Xavier	2018 onwards

COLLEGE COUNCIL 2020 - 21

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.Sheena Xavier, M.Sc., M Phil, Ph.D.
4. Dr. Cicily Pearly Alex, M.P.Ed., NET, Ph.D.
5. Dr. Lima Antony, M.A., B.Ed., NET-JRF, Ph.D.
6. Dr.Vandana Aravindan, M.A, NET, Ph.D.
7. Ms. Nikitha Xavier, M.A., M.Phil, B.Ed, NET-JRF.
8. Dr. Resmi Varghese, M.Sc., M.Phil, NET, Ph.D.
9. Dr. K. Lekha, M.A., M.Phil, PGD in Translation, NET, Ph.D.
10. Dr. Newly Joseph, M.Sc., NET, B.Ed., Ph.D.
11. Dr. Anu Anto, M.Sc., NET-JRF, Ph.D.
12. Dr. Anila N, M.Sc., Ph.D.
13. Ms.Shereena John, M.Com, NET- JRF

MILESTONES

- 1964 Established as Junior College.
- 1968 Inauguration of the main block.
Upgraded as First Grade College offering Degree courses in Mathematics, Botany, Zoology, Economics and Malayalam.
- 1969 Inclusion under 2F of UGC.
- 1971 NCC Wing opened.
- 1973 Inauguration of St. Ann's Hostel.
- 1976 NSS Unit Started.
- 1980 Introduced B.Sc. Physics.
- 1982 Introduced B.Com Taxation.
- 1984 Introduced M.Com.

- 1986 Introduced Parent Teacher Association (PTA).
- 1988 Introduced Old Students Association (OSAX).
- 1989 Silver Jubilee Celebration.
- 1990 St. Anna Library inaugurated.
- 1993 Msgr. Augustine Maveli Memorial Volley Ball Tournament instituted.
- 1993 Rev. Dr. Sr. Redempta Memorial Basket Ball tournament instituted.
- 1993 B.A. English Literature started.
- 1994 Inauguration of Mount Carmel Block.
- 1995 Introduced B.Sc. Chemistry and B.A. Communicative English.
- 1996 Inauguration of the Auditorium.
- 1997 Computer Centre inaugurated.
- 1998 Introduced M.Sc. Physics.
- 1998 Construction of Non-Resident Student Centre.
- 1999 Introduced B.Sc. Zoology Vocational.
- 1999 Accredited with 4 Star level by NAAC.
- 1999 Demolition of old Pre-Degree block & its reconstruction.
- 2001 Introduced M.A. English.
- 2001 Inauguration of Canteen.
- 2002 Introduced M.Sc. Microbiology.
- 2002 Introduction of ReLAX - Retired Lecturers Association of St. Xavier's College
- 2003 Tourism Club.
- 2003 Blessing of the St. Joseph Block and the inauguration of the Seminar Hall.
- 2004 Ruby Jubilee Celebration
- 2006 Inauguration of Health Club.
- 2006 Inauguration of E.D. Club.
- 2006 Inauguration of Counselling Cell.

- 2006 Introduced St. Xavier's Everonn Virtual Class.
- 2006 Introduced IQAC.
- 2006 Introduction of ReNTAX - Retired Non-Teaching Staff Association of St. Xavier's.
- 2006 Re-Accredited by NAAC with B++.
- 2006 Introduction of Research Cell.
- 2007 Introduction of UGC Certificate Course Human Rights & Duties Education.
- 2009 New Emblem and Uniform introduced.
- 2009 Mentoring institutionalized.
- 2009 Houses & Clubs introduced.
- 2009 Introduction of Red Ribbon Club
- 2010 Xaverian Kids Centre.
- 2012 Renovation of Administrative Office.
- 2012 Re-Accredited with 'A' Grade by NAAC.
- 2013 Introduced B.Com with Computer Application (SF).
- 2013 Introduced B.Com Travel & Tourism (SF).
- 2013 Rev. Mother Mary Magdeline Memorial Lecture Series by Dept. of Economics & Political Science
- 2013 Approval for the Centre for Drinking Water Analysis.
- 2013 Research Centre - Commerce.
- 2013 Xaverian Research Journal 'Discourse'.
- 2013 Commerce Journal XJORC.
- 2013 Introduced M.A. Malayalam.
- 2013 Health Clinic
- 2013 ASAP Programme.
- 2013 Anti - Ragging Cell.
- 2014 Golden Jubilee Celebration.

- 2014 Documentary Fifty Fifty.
- 2014 Introduced Diploma in Computer Application.
(Under Continuing Education)
- 2014 DST FIST Support-Dept. of Physics
- 2014 Affiliation from Kerala Folklore Academy.
- 2014 Introduced M.Com Management
(SF- change to Finance & Taxation in 2019)
- 2014 MOU with ICT Kerala.
- 2014 International Collaboration – Red Deer College
- 2015 MOU with Cochin Business School.
- 2015 Installation of Solar Panel.
- 2015 ASAP DOT, classes
- 2015 Introduced WWS and SSP.
- 2015 B.Com Taxation (SF)
- 2016 New College Bus
- 2016 APJ Seminar Hall (Supported by PTA)
- 2016 M.Phil. Business Studies (Self-financing - discontinued on 2019)
- 2016 ASAP five star Accreditation.
- 2016 Physics Research Lab.
- 2016 Prof. 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
- 2019 St. Xavier's College Trust formed
- 2019 RUSA 2.0 Sanctioned (2 Crore)
- 2019 New reception for academic block
- 2019 Renovation of Vice-principal, Bursar and Manager's cabin
- 2019 UN Academic impact membership
- 2019 Three B.Voc Courses Sanctioned from UGC
- 2020 ISO Certified
- 2020 India Today Ranking
- 2020 7 certified Courses, 3 Diploma courses and 3 M.Voc Courses sanctioned from UGC
- 2020 IIC Five Star Ranking

MAJOR ACHIEVEMENTS

Institution's Innovation Council, St Xavier's College for Women, Aluva rated with Five Stars by the Ministry of Education, Government of India - 2020.

NCC

U/O Anmol Wilson	Attended All India Leadership Camp at Kharagpur, West Bengal
L/CPL Agra William	Attended National Integration Camp at Udhaipur, Rajasthan
L/CPL Agra William	Attended Intergroup Thal Sainik Camp at Calicut
CDT Sangeetha Lakshmi	Attended Army Attachment Camp at 15 Dogra Regiment, Bangalore
CDT Binaya B	Attended Army Attachment Camp at 15 Dogra Regiment, Bangalore
L/CPL Anagha Satheesh	Attended Ek Bharath Shresht Bharath Camp at Kasarkod
CPL Sulu Sabu	Attended Ek Bharath Shresht Bharath Camp at Pazhanji

TEACHER ACHIEVEMENTS

Name of teacher	Department	Achievements
Dr. Revathy S	Zoology	Awarded Ph.D for the work on Reproductive Biology & Cryopreservation of Spermatozoa of Indian Sand Whiting, Sillago sihama (Forsskal, 1775) - A candidate species for mariculture' by Mahatma Gandhi University
Dr. Revathy S	Zoology	First for State level Hackathon ED Club Conclave "EDLIGHT 2020" organized by Industrial Department at Trivandrum on 29th and 30th of January 2020

Dr. Sujatha N V	Physics	Honoured by NSLPS School, Madathumpady as part of "Vidyalayam Prathibhaye Thedi" Program initiated by Prof C. Raveendranath, Minister for General Education, Govt. of Kerala
Dr. Swapna C Kombath	Malayalam	Kerala sahithya Academy Endowment prize 2019
Dr.Joissy Mathew	Physics	Awarded Ph.D in Physics
Dr.Jaya Kuruville	Botany	Awarded Ph.D in Botany
Dr. Raji Mohan	Commerce	Research Guideship received in M.G University, Kottayam
Dr. Tinsy Rose Tom	Commerce	Research Guide ship received in M.G University, Kottayam

RESEARCH PROJECTS

Name of Principal Investigator	:	Nisha P
Title	:	<i>Molecular and Taxonomic studies on the genus Selaginella in India</i>
Sponsoring Agency	:	Department of Science and Technology, Govt. of India
Year of grant	:	2018-19
Period	:	2019-2021 (3 years)
Department	:	Botany
Name of Principal Investigator	:	Dr.Baby Divya
Title	:	<i>Study on the effect of leaf litter on protozoan populations- a microcosm approach</i>
Sponsoring Agency	:	Department of Biotechnology, Govt. of India
Year of grant	:	2018-19
Period	:	2019 - 2021 (1.5 years)
Department	:	Zoology

Name of Principal Investigator : Dr.Baby Divya
 Title : Bacterial diversity associated with mangrove diversity of Cochin Backwaters
 Sponsoring Agency : KSCSTE, Thiruvananthapuram
 Year of grant : 2019-20
 Period : 2020 - 23 (3 years)
 Department : Zoology

BOOKS PUBLISHED

SI.No	Name of author	Name of book	Publishing agency
1	Dr. Seema K (editor)	Evolution	Zoological Society of Kerala
2	Dr. Annie Feby (chapter contributed)	Ecophysiology of Man	Zoological Society of Kerala
3	Dr. Aneymol V A (chapter contributed)	Microbiology & Immunology	Zoological Society of Kerala
4	Dr Revathy. S (Chapter contributed)	Evolution	Zoological Society of Kerala
5	Ms. Binu Correya (chapter contributed)	Evolution	Zoological Society of Kerala
6	Ms. Renjitha Reghunath (chapter contributed)	Haunting Hues (Anthology, Poems)	Notion Press

STUDENTS ACHIEVEMENTS

Academic Achievements

Competitive Exams Qualified

SL. No	Year	Name of student with class and department	Awards with details
1	2019-20	Fousteena, Department of Commerce	UGC NET
2	2019-20	Jini Jose, Department of Commerce	UGC NET
3	2019-20	Jasna Sulaiman, Department of Commerce	UGC NET
4	2019-20	Shilpa Joshy, Department of Commerce	UGC NET

5	2019-20	Donna John, Department of English	UGC NET
6	2019-20	Maria Josephine, Department of English	UGC NET
7	2019-20	Naseeha, Department of English	UGC NET
8	2019-20	Sneha Thomas, Department of English	UGC NET
9	2019-20	Sidia Mathew, Department of English	UGC NET
10	2019-20	Ms. Aparna A, Dept. of Physics	JEST 2020
11	2019-20	Ms. Neethil Moulton, Dept. of Physics	JAM 2020
12	2019-20	Lakshmi T S, Dept. of Malayalam	UGC NET
13	2019-20	Sneha M M, dept. of Malayalam	UGC - NET

OTHER ACHIEVEMENTS

Sl No	Name	Department/class	Achievement
1	Aasisha M. P.	III year B.SC Mathematics	Received INSPIRE (Innovation in Science Pursuit for Inspired Research) Scholarship sponsored by Department of Science & Technology, Government of India.
2	Bithiyah Joy, V.B. Shabnamol and Aswani Rajappan	III year B.SC Mathematics	Received Higher Education Scholarship, sponsored by Kerala State Higher Education Council (KSHEC).
3	Aswani Viswan, Sandra Ma and Chithrathara M	B.SC Zoology	First for State level Hackathon ED Club Conclave "EDLIGHT 2020" organized by Industrial Department at Trivandrum on 29th and 30th of January 2020
4	Rini Simon and Lima Sebastian	II DC Chemistry	Secured First runners up in MBIFL'20 campus literary Quiz conducted on 22nd January as part of Mathrubhumi International Festival of Letters 2020

5.	Rini Simon and Minakshi	III DC Chemistry	Got selection from block level - Mathurbhoomi speak for India debate competition
6.	Anjaly Jomon and Arathy Anil	II B.Com Regular	Third prize for intercollegiate quiz competition conducted at Rajagiri College

NON ACADEMIC ACHIEVEMENTS

MG Youth Festival "ARTICLE 14" winners

Sl. No	Name of student	Event	Prize
1	Aparna S	Monoact	IIInd Prize, A Grade
2	Megha A Nair	Poetry Writing (English)	IIInd Prize, A Grade
3	Megha Benny	Bharathanathyam	IIIrd Prize, Grade
4	Binitha Biju	Kathaprasangam	IIInd Prize, A Grade
5	Anjana Roy	Cartooning-	A Grade
6	Akshaya Babu	Collage	A Grade
7	Rini Simon	Elocution (Mal)	A Grade
8	T.R.Aiswarya	Essay (Hindi)	A Grade
9	A.Meghna Warriar	Kaviakeli	A Grade
10	A.Meghna Warriar	Kavithaparayanam (Malayalam)	A Grade
11	Adheena S	Light Music Vocal Female (Indian)	A Grade
12	Mridula S Nair	Mohiniyattam	A Grade
13	Mridula S Nair	Other Forms Of Classical Dance	A Grade
14	Roshini Nair	Elocution, Hindi	A Grade
15	Megha A Nair	Short Story, English	A Grade

16	Anagha Sathosh	Poetry Recitation, Hindi	A Grade
17	Aiswarya Vijayan	Essay Writing, English	A Grade
18	Anjana J Nair	Essay, Malayalam	A Grade
19	Aleena Varghese	Poetry Recitation, English	A Grade
20	Megha Benny	Folk Dance	A Grade
Group Winners			
1	GROUP SONG	1ST PRIZE	
2	FOLK DANCE	1ST PRIZE	
3	OPPANA	1st prize	
URATHUEZNELPU'ONLINE KALOLSAVAM			
Sl.No	Name	Event	Prize
1	Sindhu P	Fancy dress	1st prize
2	Anmol Wilson	Mimicry	1st prize
3	Gayathri	Cinematic Dance	2nd prize
4	Shobitha Joy	Light Music	2nd prize
5	Aparna S	Poetry writing (Hindi)	2nd Prize
6	Sreelakshmi	Poetry Writing (Hindi)	2nd prize
7	Shruthy Sabu	Elocution (English)	3rd prize
8	Adhithya Ratheesh	Pencil Drawing	3rd Prize
9	Gopika Bose K	Monoact	3rd Prize
10	Andrea Rose Antony	English recitation	3rd prize
11	Aparna S	Essay writing (Hindi)	3rd prize
ALL KERALA OPEN YOUTH FESTIVAL 2019-2020			
1	Roslin Kurian	Caricature	First
2	Akshaya Babu	Collage	First
	Prasanna Anand		Third
3	Anjali. P. S	Poster Making	Second
4	Atheena. S	English Song (Solo)	Second
5	Roslin Kurian	Cartooning	Second

6	Ann Minnet Jolly	Cartooning	Third
7	Aparna .S	Mono Act	Third
8	Anjali .A. A	On The Spot Painting	Third
9	Harinandhana Rajan	On The Spot Photography	Third

GROUP EVENTS

1	Margamkali	First
2	Folk Dance(Group)	First
3	Malayalam Song (Group)	First
4	Debate In English	First
5	Quiz In English	First
6	Western Dance (Group)	Second
7	Western Song (Group)	Second
8	Skit In English	Second

RANK HOLDERS

UNDERGRADUATE PROGRAMMES

Sl.No	Year	Name	Position	Discipline
1	2019	Neetha P S	1 st Rank	B.Sc Zoology Model 2
2	2019	Aswathy Anil	2 nd Rank	B.Sc Zoology Model 2
3	2019	Gayathri M R	3 rd Rank	B.Sc Zoology Model 2
4	2019	Sharminaz C.S	2 nd Rank	B.Sc Chemistry Model 1
5	2019	Donna Rachel Sam	1 st Rank	MA Malayalam
6	2019	Anu Thomas	6 th Rank	MA English
7	2019	Mehjebin Farzana	4 th Rank	BA English Lite. Model 1
8	2020	Namitha N	1 st Rank	B.Sc Zoology Model 2
9	2020	Indraja Rajan	2 nd Rank	B.Sc Zoology Model 2
10	2020	Meera Pradeep	3 rd Rank	B.Sc Zoology Model 2
11	2020	Leeann Roy	4 th Rank	B.Sc Zoology Model 2
12	2020	K A Asmi	5 th Rank	B.Sc Zoology Model 2

13	2020	Sabira P A	6th Rank	B.Sc Zoology Model 2
14	2020	Rinu Mary	7th Rank	B.Sc Zoology Model 2
15	2020	K M Lazitha	8th Rank	B.Sc Zoology Model 2
16	2020	An Nayana Antony	9th Rank	B.Sc Zoology Model 2
17	2020	Ardra James	10th Rank	B.Sc Zoology Model 2
18	2020	Swarna S Kumar	6th Rank	B.Com Taxation (aided)
19	2020	Sreelakshmi KR	9th Rank	BA Economics Model 1
20	2020	Aasisha M.P	7th Rank	B.Sc Mathematics Model 1
21	2020	Bithiyah Joy	6th Rank	B.Sc Mathematics Model 1
22	2020	Irene Sara Zachariah	1st Rank	B A English Literature and communication studies Model III
23	2020	Anna Maria Thomas	2nd Rank	" "
24	2020	Hasna Haneef	5th Rank	" "
25	2020	Anzala M S	6th Rank	" "
26	2020	Afaiza Aboobacker	1st Rank	Bcom Travel & Tourism Model 1
27	2020	Rafna Kuzhikadavil Rahim	2nd Rank	" "
28	2020	Riswana A S	3rd Rank	" "
29	2020	Souparnika M S	4th Rank	" "
30	2020	Wibina Biju	5th Rank	" "
31	2020	Rahila K J	6th Rank	" "
32	2020	Mariya Sebastian	7th Rank	" "
33	2020	Anjaly Jose	8th Rank	" "
34	2020	Anagha Mohan P	9th Rank	" "
35	2020	Megha Madhu	10th Rank	" "

Ph.D Awarded – Research Scholars

1. Name : **Dr. Midhunasree A.P**
Department : PG Department of Commerce & Research Centre
Year of Award : 2018-19
University : M.G University
Research Guide : Rtd. Prof. Dr. Vimala P

2. Name : **Dr.Ranjini.R.Varma**
Department : PG Department of Commerce & Research Centre
Year of Award : 2018-19
University : M.G University
Research Guide : Rtd. Prof. Dr. Vimala P

3. Name : **Dr. Rabeesh T P**
Department : Centre - S H College, Thevara
Year of Award : 2017-18
University : M.G University
Research Guide : Rtd.Dr. Karmaly K.A

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FACULTY, DEPARTMENT & PROGRAMME OFFERED

PRINCIPAL

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

VICE PRINCIPAL

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

THE FACULTY

PG DEPARTMENT OF ENGLISH AND RESEARCH CENTRE

english@stxaviersaluva.ac.in

1. Dr. Lima Antony, M.A., B.Ed., NET-JRF, Ph.D., (HOD) 9446552360
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2. Ms. Lincy Joseph, (Asso.) M.A., M.Phil, B.Ed., NET- JRF
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3. Dr. Milon Franz, (Asso.)M.A., M.Phil, B.Ed, NET, Ph.D 2628989
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- | | |
|--|------------|
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| 8. Ms. Jasmine Gonsalves, M.A., M.Phil, B.Ed.
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16. Jinimol P.S., Office Attender	9495603251

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Sr. Reethamma V.A. CTC	8547428840

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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	Political Science	Evolution of literary Movement
3.	Malayalam	Sanskrit	
4.	Comm. English (Self-Financing)	Evolution of literary movement	Sociology

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

Common Course - English

Common Course language - Hindi / Malayalam

Core Courses

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

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

1. B.Com (Taxation)

Common Course - English

Common Course Language - Malayalam / Hindi

Core Course - Taxation

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

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

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

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

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

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

5. **B. Com (Co-operation) Self Financing**

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

(IV) Vocational Programmes

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

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

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

- Common Course - English
- Common Course Language - Malayalam / Hindi
- Core Course - Software Quality Assurance and Quality Control

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

- Common Course - English
- Common Course Language - Malayalam / Hindi
- Core Course - Culinary arts and Hospitality Management

Integrated Programmes (5 years)

1. Integrated MSc in Basic Science - Chemistry
 - Common Course - English (I & IV Sem)
 - Common Course Language - Malayalam / Hindi (I Sem)
 - Core Course - Chemistry
 - Complimentary Course I - Mathematics (I & II Sem)
 - Complimentary Course II - Physics (III & IV Sem)

PG PROGRAMME

1. Two Year Post Graduate Programme

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

RESEARCH

2. Research Programmes

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

Research Guides

P G Department of Commerce and Research Centre

1. Dr. Sybila Pus Fernandez (Retired)
2. Dr. Vimala P (Retired)
3. Dr. Raji Joseph (Retired)
4. Dr. Raji Mohan
5. Dr. Tinsy Rose Tom

P G Department of English and Research Centre

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

P G Department of Physics and Research Centre

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

P G Department of Malayalam

1. Rev.Dr.Sr.Geege Joanamma
(Centre: Maharajas College, Ernakulam)

Department of Mathematics

1. Dr. Aparna Lakshmanan S (Centre: UC College, Aluva)

Department of Botany

1. Dr.Nisha N (Centre: Maharajas College, Ernakulam)

4. ADD-ON Certificate / Diploma

1. Certificate course in pageant training and personality grooming,
Add-on Course in Foreign Languages
- *PG Department of English and Research Centre*
2. Certificate course in public administration
- *Department of Economics*
3. Certificate course in Fashion technology
Certificate course in Malayalam DTP
- *PG Department of Malayalam -*
4. Certificate course in Tally
- *PG Department of Commerce and Research Centre*
5. Certificate course of programming in C++
Certificate course in Robotics and Automation
- *PG Department of Physics and Research Centre*
6. Certificate course in Jewellery making and designing
- *Department of Chemistry*

7. Certificate course in Mathematical Aptitude
- *Department of Mathematics*
8. Certificate course in House hold Waste Management
- *Department of Zoology*
9. Certificate course in Mushroom cultivation
- *Department of Botany Addon course*

GOVERNMENT CERTIFICATE COURSE

Diploma in Computer Application (DCA)

SKILL DEVELOPMENT CERTIFICATE AND DIPLOMA PROGRAMMES UNDER UGC -NSQF

Certificate Courses (6 Months)

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

Diploma Courses (1 Year)

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

PROCEDURE FOR APPLICATION

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

3

ACADEMIC UPDATES

OFFICE BEARERS FOR 2020 - 2021

1. IQAC Coordinator - Dr.Sheena Xavier

Members – Principal (Dr.Sr.Geege Joanamma Xavier)

Vice principal (Dr.Sr.Stella K A)

Dr. Aparna Lakshmanan S (Joint Coordinator)

Ms.Binu Correya (Joint Coordinator)

Dr.Baby Divya

Dr.Sujatha N V

Dr.Anu Anto

Dr.Tinsy Rose Tom

Ms.Ninu Rose

Ms.Renjitha Regunath

Ms.Nikitha Xavier

Dr.Lima Antony

Dr.Newly Joseph

Dr.Saumi Mary M

Ms.Minimole K

Dr.Anila N

Ms.Sonia John Markose

Rev Sr.Diogeneous (Librarian)

Rev.Sr.Mercina (Superintendent)

Rev.Sr.Percy (Management Representative)
 Mr. Chinnan Pyanadath (Local Representative)
 Ms.Daisy Benny (Alumna)
 Miss.Anu (College Union Chairperson)

2. NAAC Coordinator - Dr.Aparna Lakshmanan S
3. Additional Chief Superintendent - Dr.Seema K
4. PTA Secretary - Ms.Leena Deenja
5. Research Promotional Council - Dr. Anu Anto, Dr. Baby Divya (Science)
 Dr.Liss Marie Das &
 Dr.Sheeba V Rajan(Arts)
 Dr.Raji Mohan &
 Dr.Tinsy Rose Tom (Commerce)
6. Career guidance & Placement cell - Dr.Resmi Varghese,
 Dr. Aneymol V S, Ms.Bilu Job & Dr. Sheeba V Rajan
- Ethics Committee - Rev.Sr.Clodit (Manager)
 Dr.Sr.Geege Joanamma Xavier (Principal)
 Dr.Sr.Stella (Vice Principal)
 Dr. Newly Joseph,
 Dr. Vimala George,
 Dr. Anila N, Dr. Anu Anto,
 Dr. Aparna Lakshmanan S,
 Dr. Liss Marie Das,
 Dr.Vandana Aravindan,
 Dr.Tinsy Rose Tom
7. Staff Secretaries - Dr.Sujatha N V,
 Ms. Sruthy Francis
8. College Student Council Advisors - Dr. Saumi Mary, Ms.Maria Paul.
 Dr.Anila N, Ms.Lidia Durom
9. College Magazine - Chief Editor - Dr.Liss Marie Das,
 Hindi - Dr.Lekha
 Malayalam - Archana Mohan
10. RUSA Coordinator - Ms.Sruthy Francis

11. General Coordinator Internal assessment
- PG - Dr.Tinsy Rose Tom & Ms.Shyamala M P
- UG & Open Course - Ms.V Sreeja & Dr.Annie Feby
12. NCC - Capt. Dr. Bridget Joseph K.
13. NSS - Ms.Jasmine Gonsalvez & Ms. Ninu Rose
14. Women Cell - Ms.Sheneya Festus, Dr. Lekha
15. Add on Course - Dr.Linda Louis (General convener)
- Commerce - Dr.Raji Mohan
- Science - Dr.Ansa Alphonsa Antony
- Arts - Ms.Minimole K
16. PRO - Ms.Nikhitha Xavier
17. MOOC/MOODLE/ Swayam / NPTEL Coordinator - Dr. Baby Divya, Dr.Tinsy Rose Tom & Ms.Camilla Diana
18. ASAP - Ms.Bindhu Varghese
- Registered Clubs**
19. Tourism Club - Ms.Sonia John Markose & Ms.Bindhu Varghese
20. Bhoomithra club - Dr.Aneymol V S & Ms. Kavitha R Nair
21. Bio Diversity Club & Urja kiran - Dr.Nisha P
22. Lotus Club - Ms.Jaya Kuruvila
23. E.D Club - Ms.Shereena John & Ms.Bilu Job
24. Energy & Environment - Dr.Vimala George
25. Folk lore - Ms.Nikhitha Xavier
26. Nisarga Zoology Club - Dr.Seema K
- Non-Registered Clubs**
27. Club Coordinator - Ms. Asmy Antony
28. Debate club - Ms.Lincy Joseph, Dr. Lima Antony
29. Literary Club - Dr.Milon Franz, Dr.K.Lekha
30. Music (including instrument) - Ms.Mini V.S, Dr.Newly Joseph

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| 31. Dance Club | - Ms.Ninu Rose & Dr.Revathy S |
| 32. Drama Club/Theatre Club | - Dr. Aparna Lakshmanan & Dr.Saumi Mary M |
| 33. Justice & legal awareness club/
electoral literacy /college election/
Human right forum | - Ms. Minimole k |
| 34. Photography & Painting Club | - Ms.Renjitha Reghunath & Comm.Eng.guest |
| 35. Quiz club | - Dr.Sujatha N V |
| 36. Media Club | - Ms.Maria Paul |
| 37. Cookery Club | - Ms.Beena Varghese |
| 38. Health Club | - Dr. Cicily. Pearly Alex |
| 39. Peace club | - Ms.Lincy Joseph & Ms.Mini V S |
| 40. Film Club | - Poornima Shenoy |
| 41. Fine Arts club | - Ms.Sheneya Festus & Ms.Newly Joseph |
| 42. Soch Vichar club | - Capt. Dr. Bridget Joseph K, Dr.K.Lekha |
| 43. Catechism/Jesus Youth | - Dr.Vimala George & Dr. Joissy Mathew |
| 44. AICUF | - Sr.Vandana |
| 45. Value Education | - Dr. Suma K.U & Ms.Ruby S Pillai |
| 46. Spiritual formation | - Sr.Sharin |
| 47. Counseling cell & mentoring | - Dr.Vimala George & Ms.Ruby M Pillai |
| 48. Xavier Board & AICHE | - Dr.Sr.Stella K.A & Sr.Vandana |
| 49. Website Organizer | - Ms.Renjitha Reghunath |
| 50. OSAX Secretary | - Ms. Nikhitha Xavier, Ms.Mini V S & Ms. Bilu Job |
| Cell | |
| 51. Anti Ragging Cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Dr. Milon Franz, Ms.Lidia Durom & Ms.Sheneya Festus |

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| 52. | Anti Narcotic/drug Cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Dr.Cicily Pearly Alex
& Dr. Raji Mohan |
| 53. | Equal opportunity cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Ms. Minimole K
Dr.Joissy Mathew |
| 54. | Gender equality cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Ms.Sheneya Festus
Ms. Bilu Job |
| 55. | Nodal Officer AISHE | - Dr.Sr.Stella K.A |
| 56. | Nodal Officer Scholarships/
fellowships | - Ms.Binu Coreya |
| 57. | Sexual harassment Prevention cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Dr.Vandana Aravindan
& Dr. Milon Franz |
| 58. | ISO Quality circle | - Dr.Sr.Stella K.A, Dr. Aparna Lakshmanan, Dr.Sheeba V Rajan
& Ms.Lidia Durom |
| 59. | Civil Service | - Dr.Lima Antony & Dr.Nisha P |
| 60. | Library faculty charge | - Dr. Milon Franz &
Ms. Lincy Joseph |
| 61. | SSP | - Dr.Linda Louiz & Kavitha R Nair |
| 62. | WWS | - Dr.Vandana Aravindan |

63. Grievance Redressal cell - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr. Stella (Vice Principal)
Ms. Leena Deenja & Ms. Bindhu Varghese
64. Research Committee - Dr.Sr.Geege Joanamma Xavier (Principal)
Dr.Sr.Stella (Vice Principal)
Dr. Newly Joseph,
Dr. Vimala George, Dr. Anila N,
Dr. Anu Anto,
Dr. Aparna Lakshmanan S,
Dr. Liss Marie Das,
Dr.Vandana Aravindan,
Dr.Tinsy Rose Tom
65. Xavierian Newsletter - Ms. V Sreeja
66. Uniform - Dr.Suma
67. NIRF Nodal Officer - Dr.Nisha P , Dr.Anu Anto,
Ms.Ninu Rose
& Dr. Resmi Varghese
68. UBA - Dr. Ansa Alphonsa Antony
69. ARIIA - Atal Ranking of Institutions on Innovation Achievements - Dr. Revathy
Institute Innovation council President - Dr. Sr.Stella K A
Institute Innovation council conveners - Dr. Revathy S & Ms.Shereena John
70. a. Innovation Activity Coordinator - Dr.Newly Joseph
b. Start-up Activity Coordinator - Ms. Asmy Antony
c. Internship Activity Coordinator - Dr. Resmi Varghese
d. IPR Activity Coordinator - Dr.Anu Anto
e. Social Media Coordinator - Ms.Sonia John Markose
- Internal Members-*
- f. Design Thinking & Innovations - Dr. Sheena Xavier,
Dr.Tinsy Rose Tom &

- g. IPR Technology & Transfer - Dr. Anu Anto,
Dr. Resmi Varghese &
Dr. Vandana Aravindan
- h. Entrepreneurship Development
Programme - Ms.Shereena John,
Dr.Revathy S
Dr. Liss Marie Das &
Ms. Maria Paul
- i. Pre incubations & Incubation
Management - Ms.Sonia John Markose,
Ms. Asmy Antony, Dr. Anila N
- j. External Members - Mr Shrikumar K Menon,
Ms Anagha E
- 71. Internshala - Dr.Resmi Varghese,
Dr.Nisha P,
Ms. Camila Diana B.H
& Dr.Raji Mohan
- 72. Health Clinic - Ms.Shyamala M P
- 73. Differently abled Cell - Dr.Aneymol V S
- 74. NET coaching -
- English - Dr.Liss Marie Das
- Physics - Ms.Joicy Mathew
- Commerce - Dr.Tinsy Rose Tom
- Malayalam - Ms.Maria Paul
- Commerce (SF) - Dr .Raji Joseph
- 75. Discipline committee - Ms.Lincy Joseph
Dr.Sheena Xavier
Ms.Beena Varghese
Ms.Leena Deenja
- 76. Monitoring cell (General Monitor) - Dr.Cicity Pearly Alex
- 77. a. Jesus Block - Dr.Newly Joseph, Dr.Anila N,
Dr.Annie Feby.
Ms.Leena Deenja

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| b. Mount Carmel Block | - Dr.Sheeba V Rajan,
Ms.Bindhu Varghese |
| c. St.Joseph Block | - Capt. Dr. Bridget Joseph K,
Dr. Aparna Lakshmanan,
Sr. Sharin CTC,
Dr. Mercy Varghese |
| 78. SC/ST Cell | - Ms.Jaya Kuruvila
& Ms.Shyamala M P |
| 79. NTS Secretaries | - Ms.Jinimol P.S & Sr.Vinny |
| 80. RELAX Coordinator | - Ms.Sumangala Devi |
| 81. RENTAX Coordinator | - Mr.Thomas P |
| 82. EBSB coordinator | - Ms.Sonia John Markose
& Ms.Sruthy Francis |
| 83. Social Media champion | - Ms.Sonia John Markose |
| 84. UGC activity Monitoring cell | - Rev.Sr.Clodit (Manager)
Dr.Sr.Geege Joanamma Xavier
(Principal)
Dr.Sr. Stella (Vice Principal)
Ms.Beena Varghese
& Ms.Camilla Diana B H |
| 85. Internal assessment &
admission site organizer | - Dr.Anila N |
| 86. Extension Programme coordinator | - Ms.Joissy Mathew |
| 87. UNAI Coordinator | - Ms.Sonia John Markose |
| 88. UGC nodal officer | - Dr.K Lekha |
| 89. B.Voc Nodal Officer | - Ms. Ninu Rose |
| 90. B. Voc degree in Accounting
and taxation | - Dr. Raji Mohan |
| 91. B.Voc degree in culinary arts
and hospitality management | - Ms.Amsy Antony K A |
| 92. B.Voc degree in software quality
assurance and quality control | - Dr. Aparna Lakshmanan |
| 93. UGC Skill oriented Certificate
Courses Coordinator | - Ms.Sonia John Markose |

91. 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)

92. Fund Mobilisation Committee

- Rev.Sr.Clodit(Manager)
- Dr.Sr.Geege Joanamma Xavier (Principal)
- Dr.Sr.Stella (Vice Principal)
- Sr.Dineshya (Accountant)
- Sr.Sharin (Faculty Representative)

93. 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

CODE OF CONDUCT

THE PRINCIPAL

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

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

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

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

GOVERNING BODY

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

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

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

TEACHING STAFF

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

A definitive code for this Institution encompasses the following:

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

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

Professional Development and Practices

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

Professional Integrity

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

Professional Collaboration

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

NON-TEACHING STAFF

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

Professional Conduct

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

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

Workplace Conduct

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

Professional Relationship

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

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

GENERAL RULES & REGULATION

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

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

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

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

RULES & REGULATION

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

GENERAL RULES

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

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

Academic Hours

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

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

Dress Code and Etiquette

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

Attendance and Leave

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

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

Library Rules

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

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

Disciplinary Action

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

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

RULES OF GENERAL DISCIPLINE

1. Students of St. Xavier's College shall try their best to cultivate and uphold noble ideals and high values of life. They shall take active interest in all the academic, moral, cultural and social activities of the college.
2. The day begins with morning assembly. The entire college Participate in the assembly with due respect and devotion.
3. Every student shall try to keep up her dignity and moral in her dealings with the staff and the outsiders.
4. Discipline and decorum is expected from the students during programmes convened in the college.
5. Students shall handle the properties of the Institution with care.
6. No meeting or function of shall be held in the campus without the permission of the Principal.

7. The students should enter the classrooms at the second bell and keep perfect silence till the lecturer enters.
8. The students are advised to look the college notice board, everyday.
9. The students should keep the building and premises clean. Dustbins are to be properly utilized.
10. Letters officially addressed to the Principal should enclose reply postage.
11. All Hostel dues will be treated as dues of the College.
12. Day scholars will not be allowed to meet visitors in the College, during working hours.
13. The students should be in uniform when they attend examinations.
14. As per the Government order, Possession / use of mobile phones by students is strictly banned in the campus .
15. "Ragging is a crime " The Hon'ble supreme court of India has directed that if any incident of ragging comes to the notice of the authority, the student concerned shall be given liability to explain and if her explanation is not found satisfactory, the authority would expel her from institution.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

STUDENT GRIEVANCE AND REDRESSAL CELL

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

KERALA RAGGING PROHIBITION ACT 1998

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

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പടയാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ, ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസസ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപവരെയാകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസസ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ളവിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷകാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസസ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതുസംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി, പരാതി 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 ആധി കാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയുടെ അനേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയിക്കുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നതാണ്: വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്നരീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന് ശേഷം 4-ാം വകുപ്പിൽ വ്യവനം ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

CAREER GUIDANCE AND PLACEMENT CELL

Career Guidance and placement cell provides the students with the latest information in career opportunities. Study and reference materials are also provided to the students to enable them to keep abreast of the changes in the field of higher education. Seminars, classes, workshops, mock-interviews and 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. Teresa Ruby, M.Sc Psychology,
Ph.D in Counselling Psychology,
Prasanthi Counselling Centre, Edappally

WALK WITH A SCHOLAR (WWS)

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

STUDENT SUPPORT PROGRAMME (SSP)

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

TUTORIAL

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

REMEDIAL

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

MENTORING

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

CATECHISM & VALUE EDUCATION

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

5

FEES & SCHOLARSHIPS

FEES & SCHOLARSHIPS

SCHEDULE OF FEES				
B.A / B.Sc./ B.Com / M.Com / M.A / M.Sc, M.Phil. - Per Annum				
Particulars	B.Sc.	B.A / B.Com	M.A / M.Com /	M.Sc
Tuition Fee	1050	1050	1890	1890
Admission Fee	80	80	160	160
Library Fee	105	105	105	105
Association Fee	55	55	55	55
Stationary Fee	55	55	55	55
Magazine Fee	55	55	55	55
calender Fee	35	35	35	35
Audio Visual Fee	30	30	30	30
Athletic Fee	105	105	105	105
Medical Inspection Fee	10	10	10	10
SAF Fee	10	10	10	10
Womens Study Fee	10	10	10	10

Students Welfare Fund Fee	30	30	30	30
University Union Fee	50	50	50	50
Sports affiliation Fee	315	315	315	315
SAIP Fee	23	23	23	23
Matriculation Fee	250	250	250	250
Affiliation Fee	550	550	550	550
Caution Deposit (refunded)	360	360	600	600

Laboratory Fees for Core Subjects	Rs. 270/-
Laboratory Fees for Complementary Subjects	Rs. 160/-
M.Sc. Physics	Rs.1260/-

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
05.06.20	Fri	II DC Third Sem. Tuition fee without fine	500.00
08.06.20	Mon	III DC Fifth Sem. Tuition fee without fine	500.00
08.06.20	Mon	II PG Third Sem. Tuition fee without fine	900.00
16.06.20	Tue	II DC Third Sem. Tuition fee with fine ₹ 5/-	505.00
16.06.20	Tue	III DC First Sem. Tuition fee with fine ₹ 5/-	505.00
16.06.20	Tue	II PG Third Sem. Tuition fee with fine ₹ 5/-	905.00
25.06.20	Thu	II DC, III DC & II PG Tuition fee with fine ₹10/-	DC 510/- PG 910/-
04.01.21	Mon	I DC Second Sem. Tuition fee without fine	500.00
06.01.21	Wed	II DC Fourth Sem. Tuition fee without fine	500.00
07.01.21	Thu	III DC Sixth Sem. Tuition fee without fine	500.00
07.01.21	Thu	I PG Second Sem. Tuition fee without fine	900.00
07.01.21	Thu	II PG Fourth Sem. Tuition fee without fine	900.00
15.01.21	Fri	I DC Second Sem. Tuition fee with fine ₹ 5/-	505.00
18.01.21	Mon	II DC Fourth Sem. Tuition fee with fine ₹ 5/-	505.00
21.01.21	Thu	III DC Sixth Sem. Tuition fee with fine ₹ 5/-	505.00
21.01.21	Thu	I PG Second Sem. Tuition fee with fine ₹ 5/-	905.00
21.01.21	Thu	II PG Fourth Sem. Tuition fee with fine ₹ 5/-	905.00
29.01.21	Fri	IDC, II DC, III DC, I PG & II PG Tuition fee with fine ₹ 10/-	DC 510/- PG 910/-

SCHOLARSHIPS AND FEE CONCESSIONS

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

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

ENDOWMENT PRIZES

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

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

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

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

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

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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 deserving Student in
B.Sc Zoology (conv) |
| 83. Ms. Sherly Joseph | : Most deserving Student in
B.Sc Botany |
| 84. Ms. Lathadevi P.K. | : Most deserving Student in
I M.Sc Merit cum Means |
| 85. Department of English and
Research Centre | : Endowment for University Rank
Holders of UG and PG English
Literature |

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%
<p>The following shall be the guidelines for awarding Grace Marks:</p> <ol style="list-style-type: none"> 1. The maximum Grace marks awarded to a student in a particular year for all the activities put together should not exceed 25%. 2. Grace Marks shall be given for all the papers/parts/subjects of a course in a year, irrespective of whether the course is annual or semester. For semester course the percentage shall be same as applicable to the annual scheme. 3. In the case of both the semester courses and the annual courses, the academic year shall be taken as from 1st June to 31st May. 4. Grace Marks will be awarded initially to the candidate on the basis of his/ her performance in the respective academic year. 5. The students shall claim the grace marks within one year after the end of the academic year. (e.g. The claim for 2003 - 04 shall be made before 31st May 2005) 		

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

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

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

1. Cancellation of Examination & Registration

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

2. Duplicate copy of certificate

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

3. Eligibility Certificate

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

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

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

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

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

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

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

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

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

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

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

9. **Migration certificate**

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

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

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

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

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

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

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

15. Improvement facilities for various examinations

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

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

16. Confidential Marklist :

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

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

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

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

Format for transcript / letter of recommendation

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

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

ATTENDANCE AND LEAVE OF ABSENCE

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

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

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

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

APPLICATION FOR LEAVE

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

Signature of Student

Date:

Signature of the Guardian

Signature of the Warden (for hostel students)

Signature of teacher in charge

7

STUDENT RESOURCES & CAMPUS FACILITIES

LIBRARY

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

1. Reference
2. Periodicals
3. Books for circulation

I. **Reference Library**

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

II **General Library**

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

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

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

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

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

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

LANGUAGE LAB

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

COMPUTER CENTRE

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

HEALTH CLUB

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

CANTEEN

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

HEALTH CLINIC

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

AUDIO VISUAL FACILITIES

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

AUDIO VISUAL STUDIO

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

HOSTEL

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

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

COLLEGE CO-OPERATIVE SOCIETY

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

CONVEYANCE

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

OTHER CAMPUS FACILITIES

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

8

STUDENT OPPORTUNITIES

STUDENTS' COUNCIL

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

NCC

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

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

NSS

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

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

WOMEN'S CELL

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

JESUS YOUTH

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

AICUF

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

SPIRITUAL FORMATION

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

RESEARCH PROMOTION COUNCIL

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

ASAP

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

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

NPTEL

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

SPORTS & GAMES

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

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

DIFFERENTLY ABLED CELL

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

ASSOCIATIONS

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

CLUBS

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

REGISTERED CLUBS

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

NON REGISTERED CLUBS

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

COLLEGE MAGAZINE

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

WELCOME AND FAREWELL

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

EXCURSIONS AND STUDY TOURS

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

DAYS OF CELEBRATIONS

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

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PTA & ALUMINI

PARENT TEACHER ASSOCIATION

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

THE STAFF ASSOCIATION

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

RELAX (Retired Lecturers Association of Xavier's College)

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

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

RENTAX

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

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

OSAX

(Old Students Association of Xavier's College)

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

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

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

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

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ACADEMIC CALENDAR

JUNE 2020		Working Days : 17
Date & Day	Department	Particulars
1 Mon	Physical Education	Coaching camp for Basketball and Volleyball to be commenced. Add on course yoga will commence.
	Hindi	Add On Course in Translation Commences
	Fine Arts Club	Covid Creativity exhibition Pot art and all fine arts done during covid period
2 Tue	Anti Narcotics Cell	Online poster competition
3 Wed	Cookery Club	All things Chocolate : A workshop or class into easy chocolate recipes and desserts
4 Thu	Economics	Online Comparative Survey for Students of SXC & SPC
	English	Environmental Day (Online Activities)
5 Fri	Microbiology Self	World Environment Day Celebration
	Malayalam	Environmental Day (Poetry Writing Competition- Online)
	Commerce	Environment Day- Online Poster Designing Competition; Best out of waste competition, Online tree challenge

	English	Online Quiz on environment - E-waste management
		Communicative English Industrial Visit (I.V) to Mathrubhumi Newspaper and Club FM
	Zoology	International Ocean day celebration- Online competition for College students
	Chemistry	Webinar
	NSS	Environment Day Observation
	NCC	Environment Day Observation
6 Sat	Mathematics	Webinar by External Expert
7 Sun		
8 Mon	Economics	Intercollegiate Online Cartoon Competition
9 Tue		
10 Wed	Malayalam	Lecture Series - Resource Person- Dr. M. P Vijayalakshmi
	Physical Education	Preliminary Medical Examination to all the Sports persons and issue of Health Cards to them.
11 Thu	Com. English	Workshop on Camera Techniques
12 Fri		
13 Sat		
14 Sun		
15 Mon	Commerce SF	One pen-one book-one child programme
16 Tue	Commerce	
17 Wed	Chemistry	Social out reach
18 Thu	Physical Education	Interdepartmental Arm wrestling competition for students
19 Fri	Malayalam	Vayanavaram 19/06/2020-25/06/2020
20 Sat	Physical Edu.	Coaching Camp for the teams continues
	NCC	Parade Starts
21 Sun		
22 Mon	Com. English	Reporter - Live inauguration
	Commerce SF	International Yoga Day-Yoga Class by Alumni Sethukalyani

	NSS	International Yoga Day Observation
	NCC	International Yoga Day Observation
23 Tue	Students council	Film Fest and Film Review Competition
24 Wed	English	National Webinar- Bioregional Studies in Literature
25 Thu	Chemistry	Awareness classes on Disaster Management I
26 Fri	Physics	Awareness program on Energy conservation for students
	NCC	International Day against Drug Abuse
	English	Literary Discussion Forum- Dr. Molly Joseph
	Botany	Association inauguration
27 Sat	Mathematics	Online Practice session on Moodle for students
28 Sun		
29 Mon	Economics RPC	Training to students in online resources Chat with the Scientist
	Chemistry	Yoga training /Acu puncture class
30 Tue	Physics	Association inauguration and invited talk
	Placement cell	Webinar-Business Communication
	Comm. English	Water colour painting competition as part of World water colour month celebration
	IQAC	Data collection and documentation for AQAR 2019-20
	Chemistry	Training on PPT Presentation
JULY 2020		
1 Wed	Physical Education	Have arranged a talk to motivate the players to bring out their performance by Mr. Hevin, HRD Manager and Consultant.
	Drama Club	Enactment of a Drama via online
	Drama Club	Tik Tok competition (Xaverian Best Actress - Level 1)
	Cookery Club	Cakes and Decorations – Learning to bake your favourite cakes and decorate them.
	Anti narcotics cell	Webinar on substance abuse

2	Thu	ED Club	Business idea competition
		Economics	Election Awareness Campaign for new electorate
3	Wed	Quiz Club	Organize Inter-Departmental Quiz Competition
		Zoology	Training program on first Aid
		Chemistry	Association Inauguration
4	Sat		
5	Sun		
6	Mon	Comm. English	Workshop on Research Methodology
		Commerce	Outreach Programme (Share the meal)
		Commerce	Tree Challenge- Distribution of saplings to I PG and I UG
		Chemistry	Observation of 'Madam Curie Day'
7	Tue	Physics	National Seminar on Nanotechnology/ Astrophysics/Thin films
		IQAC	Awareness programmes on code of conduct
8	Wed	Commerce SF	Youth skills day - Skills for All – Exhibition on different skills of the students of Department.
9	Thu		
10	Fri	Commerce	Commencement of Add on classes
		Commerce	Career Guidance Class for III DC and II PG
		Physical Education	Interdepartmental Chess Competitions for Students and Teaching staff
		Microbiology Self	Association Inauguration
		IQAC	IQAC Meeting 2020-21
		Mathematics	Rev. Sr. Bencita Endowment Lecture-National Webinar
Placement Cell	Webinar on Communication Skills		
11	Sat		
12	Sun		
13	Mon		First Internal Exam MA/MSc Semester 3 and BA/BSc/Bcom Semester 3 & 5

14	Tue		First Internal Exam MA/MSc Semester 3 and BA/BSc/Bcom Semeter 3 & 5
15	Wed		First Internal Exam MA/MSc Semester 3 and BA/BSc/Bcom Semeter 3 & 5
		B Com	Tally classes and commencement of NET coaching
		Physical Education	The Coaching Camp continues
		English	Introduction Research Methodology: Online Course for UG Students
		Botany	Release of magazine
		Botany	Workshop: Mushroom cultivation: 1 year(DBT-STAR sponsored)
16	Thu	Malayalam	Alumni Talk: Resource Person- Dr. Moly Mambilly
		Zoology	Value added course on Nutrition & health Education commences
17	Wed	Commerce	World day for international justice- Debate
		Zoology	DBT- STARScience exhibition-
18	Sat		
19	Sun		
20	Mon	Karkidakavavu	Holiday
21	Tue	Botany	Talk on algal biodiversity (DBT-STAR sponsored)(online)
		Physical Education	Medical Consultancy for the players by Dr. Joseph, Medical Trust Ernakulam.
		Zoology	FiNCHE- Finding your Niche- Career guidance class in association with Research World, Kochi
		IQAC	Organize training programs/workshops for Non-teaching staff and students 21-7-20 to 24-7-20
22	Wed		
23	Thu	Students council	Onam Fest
24	Fri	Mathematics	Inauguration of Mathematics & Statistics Association
		Zoology	ZALS – Zoology Alumna Lecture Series-Talk 1

25	Sat		
26	Sun		
27	Mon	Economics	National Webinar for students on “Free yourself-discover who you are”
		NCC	Kargil Vijay Diwas
		Microbiology Self	Bridge course
		Comm. English	Reporter Live
		English	Regional Webinar
		NCC	Enrollment of first years
28	Tue	Physics	Counselling session to parents
29	Wed	Mathematics	Seminar/webinar on Women Health & Hygiene
		Physics	Physics Question Bank for all courses using MOODLE
		Comm. English IQAC	Reporter Live Workshop on OBE- Attainment of Programme and Course outcomes
30	Thu	Physics	Test for I year students based on basic Physics
		English	Extension Activities- Green Campus Initiatives
		Botany	Talk and one day training in Plant anatomy (DBT-STAR sponsored)
		Zoology	World Mangrove Day observation- Planting Mangrooves
		IQAC	Quality initiatives in collaboration with other institutions
31	Fri	Hindi	Celebrate Premchand Jayanthi
AUGUST 2020			
1	Sat	Physical Education	Inter Collegiate Basketball Tournament season begins.
		NCC	Parade starts for first years
2	Sun	Physical Education	The Coaching Camp for the teams continues
3	Mon	Fine arts club	Jewellery making class
		Quiz Club	Reorganize Quiz Club Members

		Elect Quiz Club Secretary & Form A Whatsapp Group	
		Conduct Energy & Environmental Quiz	
	Drama Club	Single Actor dramatic renderings - Workshop	
	Music Club	onnappattu competetion	
	Cookery Club	'Favourite Things Exchange' Share your share – students bring their favourite dish and share it with the whole club.	
	ED Club	To conduct an exhibition cum sale of the hand made products by students	
		Paper pen making competition for students	
	Mathematics	Test for I.B.Sc. Mathematics students based on Basic Mathematics	
4	Tue	IQAC	Women Empowerment programs
5	Wed	Chemistry	Go Green Workshop
		Placement Cell	Internships Orientation
		Mathematics	Freshers Day
6	Thu	Malayalam	Inauguration of Malayalam Literary Association
			Release of Manuscript Magazine and Annual Literary Edition Smrithi
		Zoology	Bridge Course for first year students on Instrumentation and field techniques in Zoology
7	Fri	IQAC	Organize seminar on the theme Intellectual Property Rights (IPR)
8	Sat	IQAC	Organize National and International Seminars/Workshops/Symposiums in association with Industry/Organization
9	Sun		
10	Mon	Commerce	Research Methodology 2 days workshop for PG students
		Mathematics	Bridge course for I B.Sc. Mathematics students based on the test conducted
		physical Education	Interdepartmental Carrom Competitions for Students and Teaching staff

	English	Gender Awareness Class
		Webinar on Feminism for PG students
	IQAC	Training programs for IQAC student wing
11 Tue	Zoology	National Seminar in association with Indian Academy of Sciences
12 Wed	IQAC	Awareness program on Waste management(Solid, Liquid)
13 Thu		
14 Fri	Physics	Develop and launch an online course
	Botany	Study trip:I DC
	Zoology	Association Inauguration and Nisarga-Newsletter Release
	RPC	Publishing of Discourse Xaverian Research Journal 8(2) issue
15 Sat	NCC	Independence Day
	NSS	Independence Day
16 Sun		
17 Mon	Mathematics	Interdepartmental Mathematics Quiz
	Botany	Visit to places of ecological significance: Study tour: III DC
18 Tue	Commerce	Business Quiz; Business Manager
	Mathematics	Soft skill training for I years
	Chemistry	Awareness classes on Disaster Management II/Lab safety
19 Wed	Economics	State/ National level seminar on the broad area "Federalism" in association with Institute of Parliamentary Affairs.
	Mathematics	Soft skill training for II years
20 Thu	Commerce	COMAX Association Inauguration
	Mathematics	Soft skill training for III years
	Physical Education	Interdepartmental Shuttle Competitions for Students and Teaching staff, and Spiritual Counseling for Players
		Inter Collegiate Basketball and Volleyball Season begin

	Physics	Career Guidance Class for final year students
	Placement cell	Verbal and non-verbal Reasoning for Competitive Examinations-Seminar/ Webinar
21 Fri	Commerce SF	A day with the students of adopted school (Distribution of Onam Kit)
	Malayalam	Folklore Day Celebration In collaboration With Folklore Club
	Zoology	CARE- Community Service campaign
22 Sat	English	Online Soft Skill Development video/ presentation
23 Sun		
24 Mon	Comm. English	All We Add is Love- An Extension program
	Students council	College Youth Festival
25 Tue	Commerce SF	Academic Extension programme by PG students
26 Wed	Commerce	Women's Equality Day- Essay writing
	Physics	Workshop on Digital Learning Techniques
	Comm. English	Appoppanthadikal
27 Thu	Quiz Club	Human Rights' Quiz
28 Fri	Ayakali Jayanthi	
29 Sat		
30 Sun		
31 Mon		
SEPTEMBER 2020		
1 Tue	NCC & NSS	Blood Donation Day
	Malayalam	Lecture 1- Resource Person- Prof. Ambujakshi P
2 Wed	Placement Cell	Pre-placement training
3 Thu	Physical Education	Interdepartmental Table Tennis Competitions for Students and Teaching staff.
	Fine arts club	Christmas cards and decors making
4 Fri	Quiz Club	Tourism Quiz

	Drama Club	Single Actor dramatic renderings- Competition	
5	Sat		
6	Sun		
7	Mon	Commerce SF	Teachers's day celebrations
		Economics	Declamation Competition
		Physical Education	M.G.University Competitions begin
		Quiz Club	APJ Quiz
		RPC	Seminar on Research Methodology
			Paper presentation Session
		Music Club	musical evening or week 3 to 4pm for one week
		Cookery Club	Easy Tea or Coffee time snacks- ranging from pastry , puffs, cookies, biscuits , samosa etc.
		Chemsitry	Observation of World Ozone Day
		Commerce	Teachers Day – one day student teacher (flipped teaching)
	Economics	All Kerala Inter-collegiate debate and paper presentation competitions	
8	Tue	Second Internal exam MA/MSc Semester 3 and BA/BSc/Bcom Semester 3 & 5 First Internal exam exam MA/MSc BA/ BSc/BcomSemester 1	
9	Wed	Second Internal exam MA/MSc Semester 3 and BA/BSc/Bcom Semester 3 & 5 First Internal exam exam MA/MSc BA/ BSc/BcomSemester 1	
10	Thu	Sreekrishnajayathi	
11	Fri	Second Internal exam MA/MSc Semester 3 and BA/BSc/Bcom Semester 3 & 5 First Internal exam exam MA/MSc BA/ BSc/BcomSemester 1	
	Mathematics	Seminar by Alumni (1)	
	Commerce	Academic extension – Class on GST or Career guidance to nearby school Plus two students/ Class to Kudumbasree members	

12 Sat	Physics	Skill Development Program For Teachers/ Students (Internet of Things/Artificial Intelligence/Machine Learning)
13 Sun		
14 Mon	Students council	Secular Week Celebration
	Cookery Club	Easy Tea or Coffee time snacks Tutorial
	Hindi	In connection with Hindi Divas (Sep. 14) celebration, Hindi Pakhvada (celebration last for 15 days)
15 Tue	Commerce	Department Manuscript releasing
	Physics	Study Tour/Industrial visit
	IQAC	Academic and Administrative Audit
16 Wed	Malayalam	Workshop on Opportunities in Various Aspects of Journalism and Translation in collaboration With Kerala Media Academy
	Chemistry	Awareness classes on Disaster Management III
17 Thu	ED Club	A skill development training
	English	Extension Activity - audio lessons for the differently disabled by association students Craft making competition
18 Fri	Zoology	CSIR day, visit to NIO, Kochi
	Hindi	Talk by resource person on women empowerment.
19 Sat		
20 Sun		
21 Mon		Sree Narayanaguru samathi
22 Tue	Botany	Outreach programmes
23 Wed	Comm. English	World Translation Day Competition
24 Thu	Physical Education	The Coaching Camp for the teams
	Placement cell	Placement Drive
	NSS	NSS day
25 Fri	Malayalam	Lecture 2-Resource Person- Dr. C. Santhakumary

	Zoology	Wild life Week celebrations- Interschool & Collegiate Painting & Photography Competition
26 Sat		
27 Sun		
28 Mon	Botany	Institute visit: CUSAT
29 Tue	Physics	Extension Activity: LED bulb/Solar lamp making for students and in adopted village
30 Wed	Economics	Awareness Campaign for forthcoming Panchayath election
	Commerce	Collection of E Waste and Management
	Placement cell	Placement Drive
	Comm. English	Talk on social Media
OCTOBER 2020		
1 Thu	Physical Education	Interdepartmental Throw ball Competitions for Students and Teaching staff.
	Comm. English	Literary week celebration and exhibition along with Department of English
	Quiz Club	Science Quiz / Space Quiz
	Drama Club	Xaverian Best Actress - Level 2
	Drama Club	Street Play on a social issue
	Music Club	Christmas songs
	Cookery Club	Biryani Workshop – Showcasing different types of Biryani from all over India
2		Gandhi Jayanthi, Economics Mother Mary Magdelene Memorial Lecture
	Microbiology Self	Environmental friendly activity
	Botany	World Environment Day observation online competition for school students
	IQAC	Ensure the participation of all stakeholders in Swachh Bharath Abhiyan
3 Sat		
4 Sun		
5 Mon	Commerce SF	Gandhi Jayanthi- Inter Departmental Quiz Competition on Indian Freedom Struggle

	English	Rebecca Grace National Webinar
	Placement Cell	Placement Drive
6 Tue	Commerce	Skill Development training- File Making, Bottle art
	Physics	Orientation for teachers and students on recent developments in Physics
	Zoology	Lab manual publication
	IQAC	Awareness on Water recycling
7 Wed	Physical Education	27th Sr. Redempta Memorial & 27th Msgr Augustine Maveli Memorial All Kerala Inter Collegiate Basketball and Volleyball Tournament to be organized at our College Campus
8 Thu	Placement cell	Placement Drive
9 Fri	Commerce SF	Inter College Seminar on Taxplanning
	RPC	Seminar on Research Methodology and Data Analysis
10 Sat		
11 Sun		
12 Mon	Economics	Right day observance (Human Rights Pledge)
	Commerce	International girl child day –(Street play)
	Economics	A Seminar on Human Rights Issues
	Malayalam	National Seminar on Literary Criticism in Collaboration With Kerala Sahithya Academy
	IQAC	Submit AQAR 2019-20 to NAAC
13 Tue	Chemsitry	Observation of Mole Day
14 Wed		
15 Thu	IQAC	Organize Programmes on Life skills (Yoga/ Physical Fitness/health and hygiene)
16 Fri		
17 Sat		
18 Sun		
19 Mon		

20	Tue	Commerce	Entrepreneurship awareness class and Business Plan Competition
21	Wed		
22	Thu	English	E-book by students of English with ISBN
		NCC	NCC Day
23	Fri	Chemsitry	Exhibition
24	Sat		
25	Sun		
26	Mon	Vijayadhashmi	
27	Tue	Commerce	Entrepreneurship promotion stall
28	Wed	Physical Education	The Coaching Camp for the teams continues
29	Thu	Nabidinam	
30	Fri	Zoology	Observation of Dr. Salim Ali's Birthday, Visit to Thattekkad Bird, Sanctuary
31	Sat		

NOVEMBER 2020

1	Sun		
2	Mon	Malayalam	Keralapiravi Celebration
		Malayalam	Intercollegiate Paper Presentation Competition For PG Students
		Physical Education	All India Inter University Tournaments at Various Centers.
		Quiz Club	College Youth Festival – Best Quizzer of the College 2020-21
		Students council	Kerala Piravi Celebration
		Students council	Christmas Fest
		Cookery Club	Exhibition on delicious Home-Made Preparations
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat	Commerce	Capital Market orientation

8	Sun		
9	Mon	Economics	Environmental visit
10	Tue		
11	Wed	Commerce	National Education Day- Importance of education-elocution or essay competition
12	Thu	Physics	MOODLE based online Model JAM/NET Test
		Botany	Energy conservation day celebration
		Zoology	Training Session for students in Molecular Biology techniques
13	Fri	RPC	Paper presentation for Research Scholars of the college
14	Sat		
15	Sun		
16	Mon	Commerce SF	National Education Day - Rally with banner cards and slogans on the importance of literacy and nation's commitment to all aspects of education.
		English	Ethnic Interactive Programme
		Comm. English	World TV day. Visit to a TV station
		Commerce	Industrial Visit
17	Tue	Comm. English	World Press Day Celebrations (NOV. 15)
18	Wed		
19	Thu		
20	Fri	IQAC	Organize Induction programme/Faculty Development Programme
21	Sat		
22	Sun		
23	Mon	Comm. English	Workshop on Research Methodology II
		Physical Education	Sports day for Students, Teaching and Administrative staff
24	Tue	IQAC	Professional ethics programmes for students
25	Wed	Malayalam	Lecture 4- Resource Person- Dr. Rathi. K
		Zoology	Academic Week celebration- Expert Talk

26 Thu	ECONOMICS	Constitutional Day Observance-Reading of Preamble
	ECONOMICS	Constitutional Day Observance-An invited lecture by constitutional Experts
	IQAC	Collect feedback from stakeholders (Students, Teachers, Parents, Alumnae and Employers) on curriculum, Institution and Teaching-Learning. Analyse and publish report on the website
27 Fri	Physics	School Linkage Program- (A) Exhibition (B) Talk (C) Quiz competition
28 Sat		
29 Sun		
30 Mon	COMMERCE SF	Setting up of library
	IQAC	Organize Academic week with innovative programs

DECEMBER 2020

1 Tue	ECONOMICS	Model Students Parliament
	Physical Education	Training Program For Teachers & Students on LMS
	Hindi	Nature Congress- A discussion forum of Environmental Activists and stakeholders
	Fine arts club	Paper bag making and book binding in
	Quiz Club	Martyr's Day Special Quiz / Mathrubhumi Campus Literary Quiz Competition 2020
	Drama Club	Xaverian Best Actress – Finale
	Drama Club	Role play competition
	Music Club	sing with a famous personality
	Anti narcotics cell	online awareness quiz on substance abuse
	NCC	Aids Day Rally
	NSS	Aids Day
2 Wed	Microbiology	Socially relevant activity
	IQAC	Mentoring- Institutionalize the process and proper documentation
3 Thu	COMMERCE SF	State Level FDP

4	Fri	Zoology	Visit to Veterinary & Agriculture University, Mannuthy
		Zoology	Nature camp in association with Kerala forest department
		IQAC	Encourage faculty and students to apply for funded projects
		Placement Cell	Career Guidance Class-PG Admission orientation-B.A
		Chemistry	National/International Seminar
5	Sat		
6	Sun		
7	Mon	Commerce	Extension -Old age home visit and distribution of necessaries
		IQAC	To involve all the students and faculty members in the community services under the Unnat Bharath Abhiyan Scheme (UBA)
		Economics	Inauguration of the activities of Economics Association for the year 2019-2020 and Honoring toppers of final year degree examination
8	Tue	Economics	Ballet Bistro
		IQAC	Green audit
9	Wed	Mathematics	One day workshop on MMC problems
10	Thu	Physical Education	The Coaching Camp for the teams continues for the month
		Botany	One day Workshop: Bioinformatics(DBT-STAR sponsored)
11	Fri	Mathematics	Tour for final years 11/12/2020 to 13/12/2020
		RPC	Paper presentation Session for students
12	Sat		
13	Sun		
14	Mon	Botany	One day Workshop: Biotechnology(DBT-STAR sponsored)
15	Tue	Comm. English	Celebrating Christmas with an old age home

	Botany	Nature club: Quiz, essay writing, Painting competitions (online)
16 Wed	Mathematics	National Mathematics Day Observation-Maths Fest-Tantra 2K21.
	Mathematics	Exhibition and Inter-collegiate competitions related to Mathematics like quiz, problem solving, paper presentation etc.
17 Thu	Mathematics	Christmas celebration with inmates of Blind School, Keezhmad
18 Fri	Physics	Seminar By Alumni
	Comm. English	Intercollegiate Photography Competition
	Students council	University Youth Festival
	English	Cultural Fest –Quiz and Literary Events
19 Sat		Christams Vacation
20 Sun		
21 Mon		
22 Tue		
23 Wed		
24 Thu		
25 Fri		
26 Sat		
27 Sun		
28 Mon		
29 Tue		
30 Wed		
31 Thu	IQAC	Conduct eco-friendly campaign (Plastic free campus, Carbon neutralising, Installation of solar panels)
JANUARY 2021		
1 Fri	Commerce	Financial Planning workshop for the students/faculty
	Fine arts club	Best from waste :bag making from old clothes
	Students council	Crafts Fest

	Drama Club	Enact a Scene - Interdepartmental competition
	Music Club	intercollegiate music fest
	Music Club	Food Art
	Cookery Club	Master Chef - Cooking Competition
	ED Club	Paper file making competition for students
2 Sat	Physics	National Workshop on Solar Astronomy in association with APT, Kerala and IIA, Bangalore
3 Sun		
4 Mon	Mathematics	Seminar by Alumni (2)
5 Tue	Placement Cell	Career Guidance Class-PG admission orientation-B.Sc
	English	She Programme-Awareness Class for Students
6 Wed	Comm. English	Release of Xav Voiceland II issue
		First Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semeter 2, 4 & 6
7 Thu		First Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semeter 2, 4 & 6
8 Fri		First Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semeter 2, 4 & 6
	RPC	Seminar on Intellectual Property Rights
9 Sat		
10 Sun		
11 Mon	Malayalam	Awarding Ceremony of Prof. Mary Juliet Endowment for Best MA Dissertation
12 Tue	RPC	Publishing of Discourse Xaverian Research Journal9(1) issue
13 Wed	Malayalam	Lecture Series
14 Thu	Placement cell	Career Guidance Class-PG admission orientation - B.Com
	Comm. English	Staging of Nattugathika (drama)
15 Fri	Commerce	Life Skill and Personality Development training- Finishing School

	Physics	National Science Day Celebration- Intercollegiate Fest
16 Sat		
17 Sun		
18 Mon		
19 Tue	Economics	Study visit to Cochin Stock Exchange & SEBI
20 Wed	Chemistry	Outstanding Young Women Scientist Award Programme
	Chemistry	Workshop on Cooking Chemistry
	Comm. English	Workshop on Pagination
21 Thu	Placement Cell	Placement Drive
22 Fri	Zoology	CARE Community Service campaign
23 Sat		
24 Sun		
25 Mon	Commerce SF	National Girl Child Day- Inter Department Review writing competition
	Economics	Observance of Voters Day
26 Tue	NCC	Republic Day Celebration
	NSS	Republic Day Celebration
27 Wed	Zoology	Visit to CMFRI, Kochi (On open day)
28 Thu		
29 Fri	Botany	Outreach programmes
30 Sat	Economics	Martyr's Day observance- Exhibition and promotion of Khadi
31 Sun	Economics	Seminar on Gandhian Ideology
FEBRUARY 2021		
1 Mon	Commerce SF	Personality Development Workshop
	Quiz Club	Organize inter-collegiate Q League Quiz in association with Fortune IAS Academy
	Music Club	"Share music to grow in music" programme -student teachers will interact and share piece of music
	Cookery Club	Healthy Recipes: sharing a collection of super yummy recipes that are light on calories but high on taste.

	ED Club	Observation of World Environmental Day
2 Tue	Comm. English	Staging of King Lear (drama)
3 Wed	Placement Cell	Aptitude training for competitive examinations
	Chemistry	Competition on cookery
4 Thu	Comm. English	As part of the national radio day (December 13) an interdepartmental RJ Hunt competition. Winners will get a chance to show their talent on College Radio
	Zoology	World wetland Day Observation- Talk & competitions for school and college students
5 Fri	Chemistry	Science Day Observation
	Malayalam	World Mother Tongue day
6 Sat	Commerce	Budget Analysis and Discussion (Online)
	NCC	B certificate examination
7 Sun		
8 Mon	Zoology	ZALS – Zoology Alumna Lecture Series-Talk 2
9 Tue	Placement Cell	Placement Drive
10 Wed	COMMERCE	UG, PG Project presentation
	Students council	Cultural Fiesta- Grand Finale
11 Thu	Physics	Industrial Visit/ Field Visit / Lab Visit
12 Fri	Microbiology Self	Industrial Visit
	Comm. English	Remembering Phalke: movie screening and film review competition
	Zoology	Campus bird count as part of GBBC
13 Sat	NCC	C certificate examination
14 Sun		
15 Mon	Zoology	Creative competition in face mask competition
16 Tue	Comm. English	Release of Xav Voice 3 rd tabloid 4 th issue
17 Wed		

18	Thu		A class on issues related to women by an advocate as part of women's day celebrations
19	Fri		
20	Sat	Malayalam	Lecture 4- Resource Person- Dr. Lilly C O
21	Sun		
22	Mon	Students council	Online Theater Workshop
		Malayalam	Talk on Gender Issues
23	Tue	Malayalam	State Level Seminar on Malayala Natakam in Collaboration with V. T Smaraka Trust
24	Wed	Physics	Entrepreneurial Skill Development Program
25	Thu		
26	Fri	Mathematics	Social & farewell- final year students
		Physics	Release of Manuscript Magazine of the Department
27	Sat		
28	Sun		
MARCH 2021			
1	Mon	Microbiology Self	National science Day
			Student Project monitoring
		Cookery Club	Webinar (EDP) in collaboration with DIC
		Economics	Entrepreneurship exhibition cum sale
2	Tue	RPC	Introduce new skill oriented add on courses
		Quiz Club	Paper presentation for Research Scholars of the college
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun		
8	Mon	Commerce SF	Women's day – One day State Level workshop for unemployed women on Fabric Designing.

9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun		
15	Mon	Commerce	Consumer Protection Day- Student awareness class
16	Tue		
17	Wed		
18	Thu		
19	Fri	Botany	Workshop: Herbarium preparation-III Year(DBT-STAR sponsored)
20	Sat	Commerce	E Content Development and uploading by faculty
21	Sun		
22	Mon	Comm. English	National PR day Celebrations (March 21)
23	Tue	Botany	Online competitions (vegetable carving, flower arrangement and make a sketch)
24	Wed		Second Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semester 2,4 & 6
25	Thu		Second Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semester 2,4 & 6
26	Fri		Second Internal Exam MA/MSc Semester 2 & 4 and BA/BSc/Bcom Semester 2,4 & 6
27	Sat		
28	Sun		
29	Mon		
30	Tue	IQAC	Result Analysis (Present, Discuss and take remedial measures)
31	Wed	IQAC	Collect feedback from stakeholders. Analyse and publish report on the website