



# ST. XAVIER'S COLLEGE FOR WOMEN

ALUVA

Nationally Re-accredited (V<sup>th</sup> Cycle), A++ Grade, CGPA - 3.68  
Affiliated to Mahatma Gandhi University, Kottayam



redefine your limits



## Hand book and Calendar

TWO THOUSAND TWENTY THREE & TWENTY FOUR

# ST. XAVIER'S COLLEGE FOR WOMEN

PALACE ROAD, PERIYAR NAGAR, ALUVA - 683 101

Nationally Re-Accredited (V<sup>th</sup> cycle), A++ Grade, CGPA 3.68  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

(Estd. 1964)



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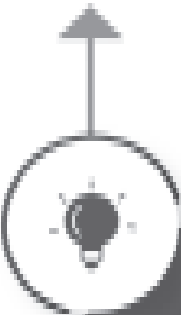
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## STUDENTS HAND BOOK & CALENDAR

2023 - 2024

Name.....

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



### MOTTO

On the path of knowledge,  
love & service.



### VISION

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



### MISSION

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



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**PALACE ROAD, PERIYAR NAGAR, ALUVA - 683 101**

Nationally Re-Accredited (V<sup>th</sup> cycle), A++ Grade, CGPA 3.68  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

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LOCAL MANAGER

**Rev. Sr. Charles CTC**

PRINCIPAL

**Prof. Dr. Milon Franz**

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

P.G. Diploma in Journalism & Communication

VICE PRINCIPAL

**Rev. Dr. Sr. Stella K.A.**

M.Sc., M.Phil, Ph.D.

BURSAR

**Rev. Sr. Nancy CTC**

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# 1

## ABOUT THE COLLEGE

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Committed to the cause of social uplift through education, St. Xavier's College for Women, Aluva stands unique among the minority educational institutions of Kerala. Functioning under the management of the Congregation of Teresian Carmelites (CTC), the institution offers various programmes at undergraduate and postgraduate levels and provides research facility in chosen departments. True to its motto, "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 upliftment 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. The institution attained its status as Degree College in 1968. Currently it offers 14 Undergraduate, 7 Post graduate and number of Add on courses along with 3 Research programs. It's a matter of pride to acclaim that our institution is one among a few which have undergone 5 cycles of NAAC Accreditation in 2022. As recognition of its endeavours and achievements in curricular, co-curricular and extra-curricular realms, NAAC accredited the college in the fifth cycle with CGPA of 3.68 on a four point scale in 2022.

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**

- ❖ To provide a learner-centered and research-oriented academic environment integrating innovative teaching-learning methods.
- ❖ To provide and maintain quality infrastructure for promoting effective academic interactions.
- ❖ To encourage national and international collaborations for effective updating in teaching and research.
- ❖ To ensure students' engagement in sustainable development by nurturing their potential in curricular and co-curricular activities.
- ❖ To enhance innovative and entrepreneurial skills by providing professional ambience and gaining industrial linkages.

### **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**

- |    |                                    |              |
|----|------------------------------------|--------------|
| 1. | Rev. Dr. Sr. Redempta CTC          | 1964 - 1985  |
| 2. | Rev. Sr. Bencita CTC               | 1985 - 1991  |
| 3. | Rev. Sr. Infanta CTC               | 1991 - 1995  |
| 4. | Rev. Sr. Speciosa CTC              | 1995 - 2004  |
| 5. | Rev. Sr. Charles CTC               | 2004 - 2006  |
| 6. | Rev. Sr. Percy CTC                 | 2006 - 2012  |
| 7. | Rev. Sr. Reethamma CTC             | 2012 - 2018  |
| 8. | Rev. Dr. Sr. Geege Joanamma Xavier | 2018 - 2022  |
| 9. | Prof. Dr. Milon Franz              | 2022 onwards |

### **COLLEGE COUNCIL 2023 - 2024**

1. Prof. Dr. Milon Franz (Principal)
2. Rev. Dr. Sr. Stella K A (Vice Principal)
3. Dr. Vimala George (Department of Physics)
4. Dr. Cicily Pearly Alex (Department of Physical Education)
5. Dr. Mini V.S. (Department of English)
6. Dr. Sr. Sindhu P J (Department of Economics)
7. Dr. Maria Paul (Department of Malayalam)
8. Dr. Resmi Varghese (Department of Mathematics)
9. Dr. K. Lekha (Department of Hindi)
10. Ms. Sheneya Festus (Department of Chemistry)
11. Dr. Annie Feby (Department of Zoology)
12. Dr. Jaya Kuruvila (Department of Botany)
13. Dr. Raji Mohan (Department of Commerce)
14. Sr. Alphonsa Smitha (Department of Commerce S/F)
15. Ms. Ruby M Pillai (Department of Microbiology)

16. Ms. Sonia John Markose (Department of Communicative English)
17. Sr. Joicy K G (B.Voc)
18. Dr. Ninu Rose (Staff Secretary)
19. Ms. Binu Correya (Internal Exam Co-ordinator)
20. Dr. Ansa Alphonsa Antony (IQAC Co-ordinator)
21. Sr. Diogenous (Librarian)
22. Sr. Jiji Joseph (Superintendent)

### **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 Sr. 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 Bcom Travel & Tourism changed to Bcom Cooperation
- 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 certificate Courses, 3 Diploma courses and 3 M.Voc Courses sanctioned from UGC
- 2021 IIC Five Star Ranking
- 2021 Land Purchased opposite to St. Xavier's College for Women Aluva
- 2021 Foundation stone laid for new 8-storeyed Academic block - RUSA 2.0 Scheme
- 2021 Introduced New gen Course -Integrated MSc Programme in Basic Sciences-Chemistry
- 2021 Renovation of Auditorium-Rusa 2.0 Scheme
- 2021 Renovation of Non teaching Staff room- Rusa 2.0 Scheme Introduced BVoc Accounting and taxation
- 2021 Introduced BVoc Culinary Arts and Hospitality Management Introduced BVoc Software Quality assurance and Quality Control
- 2021 New Computer Lab in St.Joseph's Block
- 2021 Toilet Block in 1st and 4th floor of Jesus Block -RUSA 2.0
- 2022 Incubation Centre - SPACE
- 2022 Open theatre
- 2022 Renovated IQAC Room
- 2022 Reception Renovation
- 2022 Lift in Jesus Block
- 2022 Introduced Toilet block by MLA fund
- 2022 Solar Panel upgraded (3 KVA- 8 KVA)

# 2

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|----|---|------------|
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| 7. | Sr. S. Mary Maglin Alven, M.Com, NET<br>smarymaglinalven@stxaviersaluva.ac.in | 7034379853 |

### DEPARTMENT OF PHYSICAL EDUCATION

physicaleducation@stxaviersaluva.ac.in

- |    |  |            |
|----|--|------------|
| 1. | Dr. Cicily Pearly Alex, M.PEd., NET, Ph.D.(Asso) (HoD)<br>pearlyjohnson@stxaviersaluva.ac.in | 9447373958 |
|----|--|------------|

### SELF FINANCING

#### DEPARTMENT OF COMMUNICATIVE ENGLISH

communicative.english@stxaviersaluva.ac.in

- |    |  |            |
|----|--|------------|
| 1. | Ms. Sonia John Markose, M.A., MCJ, MRD, PGDPR, NET(HoD)<br>soniamarkose@stxaviersaluva.ac.in | 9895850300 |
| 2. | Ms. Bindu Varghese, M.A English<br>bindu@stxaviersaluva.ac.in                                | 9847754347 |
| 3. | Sr. Joicy, M.A, MCJ<br>srjoicyctc@gmail.com  | 9744517584 |
| 4. | Ms. Daisy Roshan Rebera M.A, NET<br>roshannash@gmail.com                                     | 9847842123 |
| 5. | Ms. Nimmy Alex, M.A, B.Ed, NET<br>nimmyalex38@gmail.com                                      | 9249922611 |

#### DEPARTMENT OF MICRO BIOLOGY

microbiology@stxaviersaluva.ac.in

- |    |   |            |
|----|---|------------|
| 1. | Ms. Ruby M. Pillai, MSc, NET (HoD)<br>rubypillai@stxaviersaluva.ac.in | 9847033770 |
| 2. | Ms. Shyamala M P, MSc, M.Phil<br>shyamala@stxaviersaluva.ac.in        | 9645308344 |
| 3. | Ms. Julie Nadayil, MSc, NET<br>jnjulie88@gmail.com                    | 9526893274 |

## PG DEPARTMENT OF COMMERCE (S/F)

commerce.self@stxaviersaluva.ac.in

Sr. Alphonsa Smitha K J (Sr. Vandana) M. Com **(Coordinator)**  
srvandana@stxaviersaluva.ac.in 9544498025

### Department of Finance & Taxation (S/F)

1. Ms. Greeshma M Pai MCom, NET (HoD)  
greeshmapai96@gmail.com 7025087078
2. Ms. Chinju Joseph K. MCom,NET  
chinjuseph22@gmail.com 9656837392
3. Ms. Anupriya K.B. MCom,NET  
riyakalathungal@gmail.com 9526775455
4. Ms. Remya Ann Zachariah MCom,NET  
remyazk@gmail.com 9539043988
5. Ms. Devi Krishna K.R. MCom,NET  
devikrishnasachin@gmail.com 8113068576
6. Ms. Miranda Francis MA English, B.Ed, SET, KTET  
mirandafrancis14@gmail.com 7909248214

### Department of Computer Applications (S/F)

1. Ms. Steffy Pius MCom, MBA (HoD)  
josephinestephy@gmail.com 9497148713
2. Ms. Sini T S MCom,NET  
sinisadanandan87@gmail.com 9633887285
3. Ms.Sani Sneha N M MCom, B.Ed, SET  
sanisnehanm@gmail.com 9745086524
4. Ms. Rose Mary Dominic K M.Phil, MCom, B.Ed, NET, SET  
roseshane82@gmail.com 9746119282

### Department of Co-operation (S/F)

1. Ms. Soumya Eapen M.Phil, MBA, MCom, B.Ed ,  
Diploma and Advanced Diploma in E-Banking (HoD)  
eapensoumya88@gmail.com 9497368382
2. Ms. Shinta James P. MCom, NET  
shintajojo2009@gmail.com 8606038923

3. Ms. Bindu P K M.Phil, MCom, NET  
bindudenzal@gmail.com 9995808570
4. Dr. Syja S Ph.D, MCom, NET, DCA  
syja872@gmail.com 9497365867

### **B.VOC COURSES**

Sr. Joicy K.G., M.A, MCJ **(Coordinator)**  
srjoicyctc@gmail.com, 9744517584

#### **B.Voc Accounting & Taxation**

accounting.taxation@stxaviersaluva.ac.in

1. Ms. Sherin Chacko, M.com, M.Phil,  
sssherinchacko@gmail.com 6238794647
2. Ms. Jini Rose P J, Mcom, UGC NET,  
jinirose1997@gmail.com 7994711498
3. Ms. Aparna Thejas K, MCom Finance and Taxation, JRF, NET, SET  
ammuthejask@gmail.com 8330868194

#### **B. Voc Software Quality Assurance & Quality Control**

sqa.qc@stxaviersaluva.ac.in

1. Ms. Amruthavarshini R, MCA  
amruthavarshinir338@gmail.com 6282989958
2. Aleena M Roy, Integrated MCA,  
aleenaroymandoth@gmail.com 7558899799
3. Maria Jissmol, MCA  
mariajiss@gmail.com 9946782760

#### **B.Voc Culinary Arts & Hospitality Management**

ca.hm@stxaviersaluva.ac.in

1. Ms. Devika S, M.Sc FCS  
devikawarrium@gmail.com 8590766965

## ADMINISTRATIVE STAFF

1.	Sr. Jiji Joseph (Sr. Mercina), Junior Superintendent	9539317302
2.	Sr. Nisha Antony (Sr. Dinishya), Head Accountant	7356645880
3.	Sr. Diogenous J., UGC Librarian	8281504927
4.	Ms. Bindu Varghese, UDC (Bill Section)	9447563383
5.	Sr. Jisha Joseph T., UDC (Fee Section)	9072931025
6.	Sr. Jessy Thomas, LDC	7034856806
7.	Sr. Vincy P.I, (Sr. Vinny) LDC	9495347923
8.	Sr. Remy Vaz K.A., LD Store Keeper	9447217249
9.	Mr. Jomon Thomas, Mechanic	9809660887
10.	Ms. Bellarmin Sonia, Library Assistant	7012950236
11.	Ms. Mary Regal P.J., Lab Assistant	9995108647
12.	Ms. Alcy P.A., Library Assistant	9847311634
13.	Ms. Jinimol P.S., Lab Assistant	9495603251
14.	Sr. Jincy Antony, Lab Assistant	9961108172
15.	Ms. Nimitha O J, Lab Assistant	9526706904
16.	Mr. Jerin Sam Jose, Lab Assistant	9567084864

## UG PROGRAMME

### Three Year Degree Programme

#### (I) B.A. DEGREE

(Economics, English, Malayalam, English Literature and Communication Studies (Double Main))

Common Course - English

Common Course Language - Hindi / Malayalam

Core Courses

	<i>Core</i>	<i>Complementary I</i>	<i>Complementary II</i>
1.	Economics	Mathematics	Political Science
2.	English	Political Science	Evolution of literary Movement



3.	Malayalam	Sanskrit	
4.	Comm. English	Evolution of literary Movement	Sociology <i>(Self-Financing)</i>

(II) **B.SC. DEGREE**  
(Mathematics, Physics, Chemistry, Botany, Zoology, Zoology (v))

Common Course - English  
Common Course language - Hindi / Malayalam

Core Courses

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

(III) **B.COM DEGREE** (Aided / SF)

1. **B.Com (Taxation)**

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

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

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

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

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

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

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

#### **(IV) VOCATIONAL PROGRAMMES**

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

- Common Course - English
- Core Course - Accounting and Taxation

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

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

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

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

#### **INTEGRATED PROGRAMMES (5 years)**

##### **1. Integrated MSc Programme in Basic Science - Chemistry**

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

#### **PG PROGRAMME**

##### **I 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.Com Finance & Taxation (SF)
6. M.Sc Microbiology (SF)

##### **II RESEARCH**

###### **Research Programmes**

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

### III RESEARCH GUIDES

#### **P G Department of Commerce and Research Centre**

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

#### **P G Department of English and Research Centre**

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

#### **P G Department of Physics and Research Centre**

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

#### **P G Department of Malayalam**

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

#### **Department of Mathematics**

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

#### **Department of Botany**

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

#### **Department of Zoology**

1. Dr. Annie Feby  
(Centre: Sacred Heart College, Thevara)
2. Dr. Baby Divya  
(Centre: Sacred Heart College, Thevara)
3. Dr. Seema K  
(St. Albert's College, Ernakulam)

4. Dr. Revathy S  
(St. Albert's College, Ernakulam)
5. Dr. Anu Anto  
(Nirmala College, Muvattupuzha)

### **Department of Chemistry**

1. Dr. Newly Joseph  
(St. Albert's College, Ernakulam)

## **IV ADD-ON Courses and Value added Courses**

### **1. Department of English**

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

### **2. Department of Economics**

- ❖ Certificate course in human rights
- ❖ Certificate course in Strategic innovation, creativity and economic transformation
- ❖ Certificate course in Research Methodology in social sciences

### **3. Department of Malayalam**

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

### **4. Department of Commerce (Aided)**

- ❖ Certificate course in Computerized accounting
- ❖ Certificate course in Securities operations and risk management
- ❖ Coaching for ACCA (UK) & CMA (US)

### **5. Department of Communicative English**

- ❖ Redefine your soft skills-Certificate course in soft skills
- ❖ Improve your English-Certificate course in spoken English `

### **6. Department of Commerce (Self-Financing)**

- ❖ Certificate course in Tally with GST
- ❖ Certificate course in General cooperation, Foreign cooperation and co-operative laws

- ❖ Certificate course in C.A Mentorship Programme
- ❖ Certificate course in Banking Practices
- ❖ Certificate course in Income Tax Return Filing

**7. Department of Physics**

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

**8. Department of Zoology**

- ❖ Certificate course in Ayurveda in Women's Health

**9. Department of Botany**

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

**10. Department of Physical Education**

- ❖ Certificate course in Yoga and Wellness.

**11. Department of Chemistry**

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

**12. Department of Mathematics**

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

**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

#### **Certificate Courses (6 Months)**

1. Web Development

#### **PROCEDURE FOR APPLICATION**

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

# 3

## ACADEMIC UPDATES

### OFFICE BEARERS FOR 2023 - 2024

#### INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

#### **IQAC Composition**

**Chairperson** - Prof. Dr. Milon Franz (Principal)

**Co-ordinator** - Dr. Ansa Alphonsa Antony

#### **Members**

Dr. Sr. Stella K A (Vice Principal)

Dr. Seema K

Dr. Vimala George

Dr. Revathy S

Dr. K. Lekha

Dr. Liss Marie Das

Ms. Lidia Durom

Dr. Smrithi S Babu

Rev. Sr. Diogenous (Librarian)

Rev. Sr. Mercina (Superintendent)

Rev. Sr. Charles (Management Representative)

NAAC Steering Committee Coordinator – Dr. Vandana Aravindhan

### **ADDITIONAL CHIEF SUPERINTENDENT**

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

Additional Chief Superintendent : Dr. Nisha P

### **PTA**

The Parent Teacher Association (P.T.A.) is a formal organization composed of parents and teachers that is intended to facilitate parental participation in an institution. Parent Teacher Association of the College is an active body giving constant support in all the ventures of the college in academic, non-academic as well as infrastructural development. The Principal is the president. The Vice president is elected from among the parents. The secretary is elected from among the teachers. Under PTA's patronage and whole hearted cooperation all developments within the academic and non-academic area take place. The PTA Executive Council meets at regular intervals and the annual general body meets and 'open – houses' (held by each department) offer venues of sharing and interaction. Positive and negative feedbacks are openly discussed for timely improvement and correction.

PTA Secretary : Dr. Aneymol V.S

### **CAREER GUIDANCE & PLACEMENT CELL / INTERNSHALA**

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



placement drives are also conducted for the students. The College has been registered with Internshala, where students get ample opportunities to do part-time internships.

Coordinators : Dr. Reshmi Varghese  
Ms. Renjitha Reghunath  
Ms. Bindu P K

### **STAFF ASSOCIATION**

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

Staff Secretaries : Dr. Ninu Rose  
Dr. Surya P

### **COLLEGE STUDENT COUNCIL**

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

College Student : Dr. Anu Anto  
Council Advisors : Dr. Anila N  
Ms. Nikitha Xavier  
Ms. Shinta James P

### **COLLEGE MAGAZINE**

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

campus community. Copies of the magazine are presented to major stakeholders of the college.

Chief Editor : Ms. Sruthy Francis M  
Dr. Jubimol  
Dr. K Lekha  
Dr. Smrithi S Babu

### **RUSA**

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

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

### **INTERNAL ASSESSMENT**

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

PG : Ms. Ruby M Pillai & Dr. Archana Mohan  
UG & Open Course : Ms. Binu Correya & Dr. Sheeba V Rajan

### **NCC**

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

CTO : Ms. Camilla Diana B.H.

## **NSS**

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

NSS Programme Officers: Dr. Maria Paul

Dr. Bindhu Christopher

## **RED RIBBON CLUB**

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

Coordinators : Dr. Maria Paul

Dr. Bindhu Christopher

## **FORESTRY CLUB**

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

Coordinators : Dr. Maria Paul

Dr. Bindhu Christopher

## **WOMEN CELL**

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

Coordinators : Dr. K Lekha

Dr. Shereena John

## **ADD ON COURSES**

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

General convener : Dr. Cicily Pearly Alex  
Dr. Tinsy Rose Tom

## **PRO**

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

PRO of our institute : Dr. Surya P  
Ms. Sonia John Markose

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

The E-Learning Centre manages the Learning Management System of the college (LMS), MOODLE and guides the teachers and students on using the platform effectively for teaching-learning. It also provides information regarding the enrolment in MOOC courses in NPTEL, SWAYAM, Coursera and other learning platforms.

Coordinators : Dr. Tinsy Rose Tom  
Ms. Sheneya Festus

## **ASAP**

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

Coordinators : Dr. Liss Marie Das  
Ms. Bindu Varghese

## REGISTERED CLUBS

### TOURISM CLUB

The Tourism Club of our college is formed with an objective of creating awareness among the students about Tourism activities and to incorporate the student's strength and potential in the development of tourism in our State. The tourism club was founded in our college in 2002 with the help of the District Tourism Promotion Council to raise tourism awareness among the youth and promote Kerala tourism. The college's Tourism Club is well functioning, and the club holds seminars and discussions on the importance of tourism in Kerala.

Coordinators : Ms. Jasmine Gonsalvaz  
Ms. Sonia John Markose

### BHOOMITHRASENA CLUB & ENVIRONMENT CONSERVATION CLUB

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

Coordinators : Dr. Aneymol V.S.  
Dr. Revathy S

### BIO DIVERSITY CLUB

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

Coordinator : Dr. Nisha P

### URJA KIRAN

The objective of URJA KIRAN is to create awareness among the general public and equip them for efficient management of all forms of energy, to promote energy efficiency and energy conservation and to develop new

sources of energy as well as novel energy technologies with a view to increasing the production and facilitating the use of energy on a sustainable basis.

Coordinator : Dr. Nisha P

### **LOTUS NATURE CLUB**

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

Coordinator : Dr. Jaya Kuruvilla

### **ENTREPRENEURSHIP DEVELOPMENT CLUB**

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

Coordinators : Ms. Bilu Job,  
Dr. Linda Louis,  
Dr. Baby Divya  
Ms. Amruthavarshini R  
Ms. Anjaly Muralidharan

### **INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE**

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

Coordinators : Ms. Bilu Job,  
Dr. Linda Louis,  
Dr. Baby Divya,  
Ms. Amruthavarshini R  
Ms. Anjaly Muralidharan

### **ENERGY AND ENVIRONMENT CONSERVATION CLUB & INTERNAL ENERGY AUDITING**

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

Coordinators : Dr. Sr. Elia Raine P.J  
Ms. Chitramany V

### **FOLKLORE CLUB**

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

Coordinators : Dr. Archana Mohan  
Ms. Nikitha Xavier

### **ELECTORAL LITERACY CLUB & COLLEGE ELECTION**

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

Coordinators : Dr. Cicily Pearly Alex  
Dr. Vandana Aravindan  
Dr. Binu Coreya

## **FORUM FOR DEMOCRACY AND SOCIAL JUSTICE**

The Forum aims at providing a platform for promoting dialogue and intend to secure respect for human rights, democracy and the rule of law". It tries to widening the democratic space, the role of youth in public decision-making and give awareness on the need of deliberations in a parliamentary democracy and equal access to justice for all.

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

## **NON-REGISTERED CLUBS**

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

Club Coordinators : Dr. Archana Mohan  
Ms. Asmy Antony

## **DEBATE CLUB**

The purpose of the Debate is to improve on the critical thinking of the participants. Debating aims to reflect the mindly health of those involved in the process and hence the arguments should be intellectually refined and far from the base, demeaning and antagonistic qualities that are not reflective of a healthy mind. the Debate Club provides the same.

Coordinators : Ms. Sonia John Markose  
Sr. Joicy K.G

## **LITERARY CLUB**

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

Coordinators : Ms. V Sreeja  
Ms. Abina Prakash



## **MUSIC CLUB**

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

Coordinators : Dr. Mini V S  
Ms. Sherin Chacko

## **DANCE CLUB**

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

Coordinators : Dr. Saumi Mary M  
Ms. Sani Sneha N M

## **DRAMA CLUB/ THEATRE CLUB**

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

Coordinator : Ms. Sruthy Francis M  
Ms. Remya Ann Zachariah

## **JUSTICE & LEGAL AWARENESS CLUB**

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

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

## **PHOTOGRAPHY & PAINTING CLUB**

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

Coordinator : Ms. Renjitha Reghunath  
Ms. Steffy Pius

### **QUIZ CLUB**

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

Coordinators : Dr. Sujatha N.V.  
Dr. Devika S

### **MEDIA CLUB**

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

Coordinators : Dr. Helen M  
Sr. Joicy K.G

### **COOKERY CLUB**

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

Coordinators : Ms. Sheneya Festus  
Ms. Devika S

### **HEALTH CLUB**

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

Coordinators : Dr. Cicily Pearly Alex

### **PEACE CLUB**

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

Coordinators : Ms. Lidia Durom  
Ms. Amruthavarshini R

### **FILM CLUB**

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

Coordinators : Ms. Sonia John Markose  
Ms. Abina Prakash

### **FINE ARTS CLUB**

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

Coordinators : Dr. Archana Mohan  
Ms. Daisy Roshan Rebera

### **SOCH-VICHAR CLUB**

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

Coordinators : Dr. K. Lekha  
Dr. Vineetha V

## **CATECHISM**

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

Coordinators : Sr. Joby L  
Ms. Shinta James P

## **JESUS YOUTH**

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

Coordinators : Sr. Joicy K.G  
Dr. Vimala George

## **VALUE EDUCATION**

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

Coordinators : Ms. Renjitha Reghunath  
Ms. Bisny Babu

## **AICUF**

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

Coordinators : Sr. S Mary Maglin Alven  
Dr. Sr. Stella K.A

## **SPIRITUAL FORMATION**

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

Coordinators : Sr. S Mary Maglin Alven  
Sr. Jincy Antony

## **COUNSELLING CELL**

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

Coordinators : Ms. Asmy Antony & Ms. Shyamala M P  
External Counsellors : Ms Sunu Mary Abraham,  
*Jeevani Counsellor*  
Dr. Sr. Ruby

## **MENTORING**

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

Coordinators : Ms. Binu Correya  
Ms. Sreelakshmi T.A.

## **XAVIER BOARD**

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

Link: <https://xavierboard.org/>

Core committee Members :

- Rev. Sr. Charles (Manager)
- Prof. Dr. Milon Franz (Principal)
- Rev Dr. Sr. Stella K A (Vice Principal)
- Sr. Vandana
- Dr. Sr. Sharin
- Dr. Sr. Raine
- Sr. Maglin
- Ms. Greena Maria

**AIACHE**

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

Coordinators : Sr. Vandana  
Sr. Elia Raine

**WEBSITE**

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

Coordinators : Ms. Renjitha Reghunath  
Ms. Sonia John Markose

**OSAX**

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

### Coordinators

President	:	Prof. Dr. Milon Franz, Principal
Vice President	:	Ms. Shiny Tomy
Secretary	:	Ms. Niju Shoukathali
Joint Secretary	:	Dr. Annie Feby
Treasurer	:	Ms. Bilu Job
Members	:	Dr. Lilly C.O Ms. Vahedha Shamsudeen Ms. Baby Mampilly Ms. Jasmin Akbar

### ANTI RAGGING CELL

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

#### Members:

Manager	:	Rev. Sr. Charles
Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Rev Dr. Sr. Stella K A Dr. Raji Mohan & Ms. Shyamala M P

### ANTI NARCOTICS / DRUG CELL

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

#### Members:

Manager	:	Rev. Sr. Charles
Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Rev Dr. Sr. Stella K A Ms. Minimole & Ms. Anu Priya

## **EQUAL OPPORTUNITY CELL**

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

Members:

Manager	:	Rev. Sr. Charles
Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Rev Dr. Sr. Stella K A
		Dr. Vandana Aravindan & Ms. Soumya Eapen

## **AISHE**

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

Nodal Officer	:	Dr. Sr. Stella K.A
		Ms. Bijisha Babu

## **SCHOLARSHIP / FELLOWSHIPS**

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

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

Department of Science & Technology (DST) has taken several pioneering initiatives for attracting meritorious students to study basic and natural



sciences at the college and university level and to pursue research careers in both basic and applied science areas including engineering, medicine, agriculture and veterinary sciences through various components under INSPIRE. Under INSPIRE-Scholarship for Higher Education (INSPIRE SHE) component, scholarships are offered to pursue undergraduate (UG) studies and continue up to postgraduate (PG) studies.

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

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

[//stxaviersaluva.ac.in/academics/scholarships-endowments/](https://stxaviersaluva.ac.in/academics/scholarships-endowments/)

Nodal Officers : Ms. Binu Correya  
Sr. Jessy

### **SEXUAL HARASSMENT PREVENTION CELL**

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

Members:

Manager : Rev. Sr. Charles  
Principal : Prof. Dr. Milon Franz  
Vice Principal : Rev Dr. Sr. Stella K A  
Dr. Linda Louis & Dr.Syja S

### **CIVIL SERVICE COACHING**

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

Coordinators : Dr. Seema K  
Dr. Lima Antony

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

Librarian : Sr. Diogenous

Library Faculty in charges : Dr. Lima Amtony  
Dr. Ninu Rose

### **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.

Link: <https://stxaviersaluva.ac.in/post-your-grievance/>

#### **Members**

Manager : Rev. Sr. Charles

Principal : Prof. Dr. Milon Franz

Vice Principal : Rev Dr. Sr. Stella K A

Dr. Linda Louiz & Dr. Anu Anto

### **XAVERIAN NEWSLETTER**

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

Editor : Ms. Jasmine Gonsalvez

### **NIRF**

National Institutional Ranking Framework (NIRF) is a ranking framework of educational institutions by MoE based on its performance and merit. The parameters broadly cover "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and

Inclusivity,” and “Perception”. This year the college is in the ranking band of 151-200.

Nodal Officers : Dr. Saumi Mary M  
Dr. Sujatha N.V

### **KIRF**

The Kerala Institutional Ranking Framework (KIRF) assesses the level of higher education institutions in the State against the following five agreed parameters: Teaching, Learning & Resources (TLR), Knowledge Dissemination and Research Excellence (KDRE), Graduation Outcome (GO), Outreach and Inclusivity (OI), Scientific Temper and Secular Outlook (STSO). The Kerala State Higher Education Council is the implementing agency for the ranking of institutions, conducted annually.

Committee : Ms. Asmi Antony  
Ms. Sreeja V.  
Dr. Sheeba V. Rajan  
Ms. Greeshma M. Pai  
Ms. Rose Mary Dominic  
Ms. Aleena M. Roy

### **UBA**

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

Coordinators : Dr. Helan. M  
Dr. Suma K U

### **NIRF INNOVATION RANKING**

It is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to “Innovation and Entrepreneurship Development” amongst students and faculty members.

Co-ordinators : Sr. S. Mary Maglin Alven  
Dr. Newly Joseph

## **INSTITUTION'S INNOVATION COUNCIL**

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

IIC President	:	Sr. S Mary Maglin Alven
Institute Innovation Council convener	:	Dr. Newly Joseph
Idea Club & Innovation Activity Coordinator	:	Dr. Suma K.U
Start-up Activity Coordinator	:	Dr. Bindu Christopher
Internship Activity Coordinator	:	Ms. Asmy Antony
IPR Activity Coordinator & IPR Technology & Transfer	:	Dr. Seema K
Social Media Coordinator	:	Ms. V. Sreeja
Incubation club & Centre coordinator	:	Ms. Smrithi S.
Design Thinking & Innovations	:	Ms. Sini T S
Entrepreneurship Development Programme	:	Ms. Bilu Job
Pre incubations & Incubation Management	:	Dr. Maria Paul
NISP (National Innovation and Study policy) coordinator	:	Ms. Lidia Durom
External Members	:	Mr Shrikumar K Menon, Ms. Anagha E & Ms. Merine LLB

## **HEALTH CLINIC**

Health clinic is functioning as a part of the Microbiology Department which ensures the health check up of students, teachers and non-teaching staff every Friday. General physician of Govt. Hospital Aluva, Dr.Sr Susmitha is

-serving as the consultant of the college Health clinic is responsible for conducting proper health check up of students, teachers and non-teaching staff of the institution. The clinic also provides vital check ups, blood pressure monitoring, providing medicines etc. Two Coordinators are in charge of Health Clinic

Faculty in charges : Dr. Aneymol V.S  
Ms. Ruby M Pillai  
External Consultant : Dr. Sushmitha

### **DIFFERENTLY ABLED CELL**

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

Coordinator : Dr. Aneymol V S

### **NET COACHING**

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

Coordinators:

English - Dr. Sruthy Francis M  
Commerce - Dr. Tinsy Rose Tom  
Malayalam - Dr. Archana Mohan  
Commerce (SF) - Sr. Vandana  
Chemistry - Dr. Newly Joseph  
Physics - Dr. Sr. Elia Raine

### **DISCIPLINE COMMITTEE**

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

Coordinators : Ms. Camilla Diana B.H  
Dr. Liss Marie Das,  
Ms. Ruby M Pillai

### **ETHICS COMMITTEE**

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

Members:

Principal : Prof. Dr. Milon Franz  
Vice Principal : Dr. Sr. Stella K A  
Co ordinators : Ms. V Sreeja, Dr. Shereena John

### **MONITORING CELL**

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

Members:

Principal : Prof.(Dr.) Milon Franz  
Vice Principal : Rev. Dr. Sr. Stella K A  
Coordinators : Ms. Minimole K. & Ms. Asmy Antony

### **SC/ST CELL**

SC/ST cell of the college ensures equal opportunities and support to all SC/ST students. The cell helps the students to manage their academic

issues effectively and remedial classes are given to the needy students. The cell provides guidance regarding various scholarships of state government and UGC.

Coordinators : Dr. Jaya Kuruvilla

### **MINORITY CELL**

Minority cell of the college was established with the purpose of empowering the minority communities in the college. The College has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality.

Members:

Manager : Rev. Sr. Charles  
Principal : Prof. Dr. Milon Franz  
Vice Principal : Dr. Sr. Stella K A  
Coordinators Ms. Jasmine Gonsalvez &  
Dr. Tinsy Rose Tom

### **OBC CELL**

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

Manager : Rev. Sr. Charles  
Principal : Prof. Dr. Milon Franz  
Vice Principal : Dr. Sr. Stella K A  
Coordinators Ms. Bilu Job &  
Ms. Camilla Diana B.H.

### **NTS ASSOCIATION**

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

NTS Secretaries : Sr. Nisha Antony  
Mr. Jerin Sam Jose

## **EBSB**

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

Coordinators : Dr. Liss Marie Das  
Dr. K. Lekha

## **MEDIA CENTRE & SOCIAL MEDIA**

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

FB handle : @sxcaluva  
Twitter handle : @sxcaluva  
Insta handle : @st\_xaviersaluva/  
YouTube : <https://www.youtube.com/c/StXaviersCollegeForWomenAluva>  
Co-ordinators : Ms. Sonia John Markose  
Ms. Camilla Diana B.H.

## **UNIVERSITY ACTIVITY MONITORING CELL**

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

Coordinator : Dr. K. Lekha



## **ACADEMIC MANAGEMENT & APPLICATION (AMA)**

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

Coordinator : Dr. Anila N.  
Dr. Baby Divya

## **EXTENSION PROGRAMME COORDINATOR**

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

Coordinators : Dr. Liss Marie Das  
Dr. Helan M

## **UNAI**

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

Coordinator : Ms. Sonia John Markose

## **UGC**

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

UGC nodal officer : Dr. Baby Divya

## **B. Voc**

Bachelor of Vocation is a specialized undergraduate bachelor's degree which offers education for various skills.

Nodal Officer : Sr. Joicy K G

## **DIPLOMA & CERTIFICATE COURSES**

St. Xavier's College for Women offers seven certificate courses and three diploma courses through the UGC's NSQF scheme. The National Skills Quality Framework (NSQF) is a nationally integrated education and competency-based skill framework that addresses India's widening skill gap by driving policy at the governmental level to implement skill-based employment-oriented courses. These courses prepare students for jobs, and they may be able to earn more right away. In such courses, learning is flexible. The year-wise recognition status of colleges/universities approved to offer education via regular/distance mode, as well as the approved programmes, is available in the public domain and can be accessed via the UGC website [www.ugc.ac.in/deb](http://www.ugc.ac.in/deb).

Cordinator : Ms. Sonia John Markose  
Ms. Jasmine Gonsalvez

## **UNIVERSITY MOOC CO-ORDINATOR**

MOOC course on Organic Farming is offered to all students undergoing UG programmes in the affiliated colleges of M. G. University from 2020 admission onwards. This is an added credit course spread across first and second semester of the UG programme

Coordinators : Dr. Jaya Kuruvilla  
Dr. Archana Mohan

## **GENDER JUSTICE FORUM**

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

Members:

Manager : Rev. Sr. Charles  
Principal : Prof. Dr. Milon Franz  
Vice Principal : Rev. Dr. Sr. Stella K A  
Coordinators : Dr. Ansa Alphonsa Antony & Dr. Mini VS

### **STUDENTS UNIFORM**

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

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

### **DISCOURSE JOURNAL**

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

Editors : Dr. Jaya Kuruvilla  
Dr. Baby Divya  
Dr. Saumi Mary M  
Dr. Ninu Rose

### **PLANNING COMMITTEE**

The Planning Commission consults the Governing Body while formulating the Five Year Plan and oversees its implementation. The planning committee informs the governing body on the development of buildings, landscaping, and maintenance

Manager : Rev. Sr. Charles  
Principal : Prof. Dr. Milon Franz  
Vice Principal : Dr. Sr. Stella K A  
Bursar : Sr. Nancy  
Faculty Representative : Dr. Tincy Rose Tom

### **FUND MOBILIZATION COMMITTEE**

The Fund Mobilization Committee provides input for, consults on and otherwise supports the resource mobilization strategy, capacity building and outreach programs in order to achieve the vision and mission. It provides input for the strategic plan and action plan and ad hoc guidance on resource mobilization for the Governing Body. It shall not take decisions but present options and recommendations to the Board.

Manager	:	Sr. Charles CTC
Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Sr. Dr. Stella K.A
Bursar	:	Sr. Nancy
Faculty Representative	:	Dr. Sr. Sharin

### **PURCHASE COMMITTEE**

Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose primary role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Rev Dr. Sr. Stella K A
Members		Dr. Aneymol
		Dr. Baby Divya
		Sr. Jiji Joseph
		Sr. Nisha Antony

### **ADMISSION COMMITTEE**

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

Principal	:	Prof. Dr. Milon Franz
Vice Principal	:	Rev Dr. Sr. Stella K A
Members	:	Sr. Dr. Sharin, Ms. Renjitha Reghunath
		Sr. Vandana, Sr. S. Mary Maglin Alven
		Dr. Newly Joseph, Dr. Raji Mohan
		Ms. Bellarmine Sonia & Ms. Bijisha Babu

### **RESEARCH & DEVELOPMENT CELL (Research committee)**

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

Principal : Prof. Dr. Milon Franz

Vice Principal : Rev Dr. Sr. Stella K A

Members : Dr. Sujatha N V  
Dr. Saumi Mary M  
Dr. Ninu Rose  
Dr. Mini V S

### **INTERNAL COMPLAINT COMMITTEE**

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

Presiding Officer : Dr. Cicily Pearly Alex

Members : Dr. Seema K  
Ms. Sheneya Festus  
Rev. Sr. Jiji Joseph  
Mr. Jomon Thomas  
Ms. Anjana Ramesh  
Ms. Hasna Shamsu

### **CAMPUS CLEANLINESS COMMITTEE**

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

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

## **COLLEGE ANNUAL REPORT COMMITTEE**

The Annual report of the college is a comprehensive document which is consolidated at the end of every academic year covering curricular, co-curricular and extra-curricular activities of the college. It is read by the principal during the college day and is printed in the college magazine of every year.

Members : Ms. V Sreeja  
Mr. Sruthy Francis M  
Ms. Sonia John Markose  
Ms. Daisy Roshan Rebera

## **STUDENT SERVICE CENTER**

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

Members : Dr. Cicily Pearly Alex (Director)  
Ms. Sheneya Festus,  
Ms. Camilla Diana B H

## **DIAMOND JUBILEE (60 YEARS)**

With a rich legacy of intellectual pursuit, aesthetic ventures, and spiritual engagement, St. Xavier's College for Women, Aluva proudly celebrates its 60th Jubilee (Diamond Jubilee) this year. Established in 1964, the college, affiliated to Mahatma Gandhi University, has become a beacon of education, embodying the vision of its illustrious founder, the Servant of God Mother Eliswa. Born in the 19th century, Mother Eliswa emerged as a true trailblazer, wholeheartedly embracing the challenges of her liberating mission. With unwavering dedication, she left an indelible mark on the religious, social, and educational realms of Kerala womenfolk. Her profound vision and farsightedness paved the way for the establishment of St. Xavier's College for Women, empowering countless women and transforming their

lives. As the college reflects on its remarkable journey, it proudly stands as a testament to its commitment to quality education and the holistic development of women.

**Committee Co-ordinators :** Dr. Saumi Mary  
Sr. Dr. Sharin

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### **COMMITTEE FOR AUTONOMOUS COLLEGE**

Manager

Principal

Vice Principal

Dr. Linda Louis

Dr. Lima Antony

Dr. Sujatha N. V

Dr. Ninu Rose

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## STUDENT SUPPORT SERVICES

### CODE OF CONDUCT

#### THE PRINCIPAL

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

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

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



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

### **GOVERNING BODY**

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

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

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

### **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**

1. 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.
2. The support staffs are not allowed to take long leave as it will affect the whole progress of the institution.
3. 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 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**

### **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 use Mobile Phones, Tab, Cameras, IPods, MP3 Players, or any other gadget during the classtime. Students can use the same with prior permission of HOD and the course in charge.
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. Raggings 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 8.55 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.



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. No person shall write upon, tear out or make any mark on any book or article belonging to the library.
4. 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 thereof, the member shall not be permitted to return it to the library and get back the new copy or its price.
5. The librarian can recall from a borrower any book at any time. Disciplinary Action; The power to take disciplinary action against a student is inherent with the Principal. The Principal is empowered to

inflict the following punishments in the interest of students of the institution:

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

### **RULES OF GENERAL DISCIPLINE**

1. Students of St. Xavier's College shall try their best to cultivate and uphold noble ideals and high values of life. They shall take active interest in all the academic, moral, cultural and social activities of the college.
2. The day begins with morning assembly. The entire college Participate in the assembly with due respect and devotion.
3. Every student shall try to keep up her dignity and moral in her dealings with the staff and the outsiders.
4. Discipline and decorum is expected from the students during programmes convened in the college.
5. Students shall handle the properties of the Institution with care.
6. No meeting or function of shall be held in the campus without the permission of the Principal.
7. The students should enter the classrooms at the second bell and keep perfect silence till the lecturer enters.
8. The students are advised to look the college notice board, everyday.
9. The students should keep the building and premises clean. Dust bins are to be properly utilized.
10. Letters officially addressed to the Principal should enclose reply postage.
11. All Hostel dues will be treated as dues of the College.
12. Day scholars will not be allowed to meet visitors in the College, during working hours.

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

**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 ഒതുങ്ങാത്ത ഏതെങ്കിലും പ്രവൃത്തി 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 ചെയ്തത്: 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, പ്രഥമദ്യുഷ്ട്യ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.
7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദ്യുഷ്ട്യ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയിക്കുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നതാണ്: വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്നരീതിയിൽ റാഗിംജിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവനം ചെയ്തിട്ടുള്ളപ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

**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.

# 5

## FEES & SCHOLARSHIPS

<b>FEES &amp; SCHOLARSHIPS</b>		
<b>SCHEDULE OF FEES</b>		
<b>Particulars</b>	<b>UG</b>	<b>PG</b>
Tuition Fee	1105.00	1985.00
Admission	85.00	170.00
Library	110.00	110.00
College Sports Affiliaion	110.00	110.00
Association Fee	60.00	60.00
Stationary	60.00	60.00
Magazine	60.00	60.00
Calender	40.00	40.00
Audio	35.00	35.00
Athletic	110.00	110.00
Medical	15.00	15.00
SAF	15.00	15.00
W.Study	15.00	15.00
Students Welfare Fund	40.00	40.00
University Union	60.00	60.00
Students Affiliation Fee	700.00	900.00

Students Insurance Premium	23.00	23.00
Sports Affiliation Fee	240.00	240.00
Matriculation Fee	280.00	280.00
Caution Deposit (Refunded)	360.00	600.00

### LABORATORY FEES

Department	1yr	2yr	3yr
Maths	170	170	-
Physics/Che.	445	445	1105
Physics/Sta.	285	285	1105
Chemistry	445	445	1105
Botany	610	610	1105
Zoology	610	610	1105
Zoology(V)	610	775	1105
MSc Int.Che	445	445	1140
MSc Physics	1325	1325	-

#### 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. A student joining at any part of a Semester will have to pay all the fees for the Semester.
3. 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.

Students Welfare Fund	35.00	35.00
University Union	55.00	55.00
Students Affiliation Fee	600.00	800.00
Students Insurance Premium	25.00	25.00
Sports Affiliation Fee	225.00	225.00
Matriculation Fee	265.00	265.00
Caution Deposit (Refunded)	360.00	600.00

3. At the end of a particular course the caution deposit will be refunded to her after adjusting the dues if any on receipt of the application from the student in the prescribed form. The receipt issued from the college should be attached along with the application form.

4. All claims for refund of caution deposit shall be preferred before the re opening date of the next academic year following the academic year in which the course is completed.

### FEES PAYMENT DATES

Date	Day	Purpose	Amount
19.06.23	Wed	PG Semester Tuition fee	1985.00
29.06.23	Fri	PG Semester uition Fee with fine Rs.5/	1990.00
09.07.23	Tue	PG Semester Tuition fee with fine Rs.10/	1995.00
19.06.23	Wed	UG Semester Tuition fee	1105.00
29.06.23	Fri	UG Semester Tuition fee with fine Rs.5/	1110.00
09.07.23	Tue	UG Semester Tuition fee with fine Rs.10/	1115.00

Fees once paid will not be refunded.



## SPONSORED ENDOWMENT PRIZES/ SCHOLARSHIPS COLLEGE LEVEL

Rev. Mother Eliswa Endowment Prize instituted by Rev. Sr. Charles	For the best all-rounder of the year in the college
Rev. Mother Tresa Endowment Prize instituted by Rev. Sr. Charles	For the Latin Catholic all-rounder of the year in the college
Rev. Sr. Speciosa Endowment	For conducting inter collegiate seminars in Departments
Rev. Sr. Afra and Rev. Sr. Besilda Endowment Dr. Sheelamma N.P. Endowment	For the brightest and most deserving Latin Catholic Students
Rev. Sr. Anjelica and Sr. Simon Endowment	For the bright and most deserving Latin Catholic Student of the first year P.G. Courses.
OSAX Award	For the most deserving first year Degree students in Arts and Science.
Ms. Pearl Memorial Orator Award	Inter Collegiate Oratory Competition
Prof Rani K.A. in memory of late K Daniel, Ex-librarian, Maharajas College, Ernakulam	Best Library user award in college among students
Dr. Sr. Benedicta Mary- In memory of Mother Mary Magdaline	To conduct lecture series
<b>SPORTS</b>	
Rev. Sr. Anna Endowment Prize instituted by Rev. Sr. Charles	Best all-rounder in sports
Prof. K.S. Sobha Endowment	
Rev. Sr. Percy Endowment Prize	
<b>STUDENT COUNCIL</b>	
Dr. Aparna Lakshmanan - In memory for late grandfather Kannezhethu Raghavan Nair	Best Active Union Member
Ms. Patricia Jannet Netto Endowment	

Late Ms. Pearl Augustine Endowment (Alumna)	Best Active Union Member
Prof. Gourikutty Endowment	For the best performer in Youth Festival
Prof. Anila, Prof. Ambujakshi, and Prof. K.C. Treasa	
<b>MATHEMATICS</b>	
Rev. Sr. Bencita Endowment	For the best outgoing students in B.Sc. Mathematics
Prof. Rita Mary Thomas and Prof Omana Endowment, Prof. Sumangala Devi Endowment (60%)	For the highest marks in final B.Sc. Mathematics University examination
Prof. Sumangala Devi Endowment (40%)	For the second highest marks in the university examination
Dr. Aparna Lakshmanan Endowment - Dedicated to Ph.D. Supervisor Prof. Ambat Vijayakumar	Most deserving Student Final year B.Sc Mathematics
Prof. Savithri Endowment	For best student in Subsidiary Maths
Sr. Michaeliana Endowment	
<b>PHYSICS</b>	
Prof. Madavikutty Endowment	For the highest marks in first year M. Sc. Physics university examination
Ms. Jessy V.C Endowment	
Rev. Sr. Infanta Endowment	For the highest marks in final year M.Sc, and B.Sc. Physics university examination.
Prof. V.C. Annamma Endowment	
Prof. Lizamma Manual Endowment	
Prof. Sara T.P. Endowment	For the highest marks in Subsidiary Physics in B.Sc.
Prof Emily Titus Endowment in memory of her late parents	For the students securing highest marks in B.Sc and M.Sc. Physics Practical Exam.
Ms. Lathadevi P.K. Endowment	Most deserving Student in I M.Sc Merit cum Means

Dr. Sheena Xavier - In memory of her late Mother Mrs. Annie Xavier	Best outgoing student in Physics
<b>CHEMISTRY</b>	
Prof. Aley Joseph Endowment	For the student securing highest marks in B. Sc. Chemistry University Exam.
Prof. Mayadevi Endowment	
Rev. Mother Eliswa Endowment Prize instituted by Rev. Sr. Clodit	
Ms. Tessy Joseph (NTS) Endowment	Most deserving Student in III year Chemistry
<b>BOTANY</b>	
Prof. Aleyse and Rev. Sr. Della Endowment in Botany	For the best outgoing student
Rev. Sr. Charles Endowment	For the highest marks in the II B.Sc Botany
Ms. Sherly Joseph	Most deserving Latin Catholic Student in B.Sc Botany
Mr. Johny A.J.	
<b>ZOOLOGY</b>	
Prof. Vimala Cross and Prof Marita Paul Endowment	For conducting inter-collegiate seminars in the department of Zoology
Prof. Santha Sebastin Endowment	For the highest marks in B.Sc. Zoology University Exam.
Rev. Dr. Sr. Rexia Endowment	
Dr. Euphrasia Endowment & Ms. Molly Isabel Joseph	For highest marks in Zoology (V)
Ms. Betty Joseph & Ms. Molly Isabel Joseph Endowment	Most deserving Student in B.Sc. Zoology (conventional)
Ms. Brigid Endowment	Topper (Latin Catholic) B.Sc. Zoology (Conv) student - M G University Examination

<b>COMMERCE</b>	
Late Rev. Sr. Redempta Endowment	For the top scorers in the final M.Com. and final B.Com. University Exam
Ms. Mary Joan in Memory of her late parents	
Prof. Somasekharan Unni Endowment	
Prof. Mary Mildred Endowment	Anglo Indian Topper in B.com and M.com
Dr. Raji Joseph Endowment	B.Com university Topper
Prof Rani K.A. Endowment in memory of late Mother General Rev. Sr. Georgia	M.Com university Topper
Prof. Patricia Janet Netto Endowment	For attending Seminars for Commerce Students
Prof. Patricia Janet Netto Endowment	For conducting Seminar for Commerce Regular Students
Commerce SF Department Endowment	University Topper in B.Com Tax/Computer Applications/ Co-operation and M.Com SF
<b>ENGLISH</b>	
Prof. Saroja Appukuttan Endowment	For the highest marks Part I English Degree Examination
Rev. Sr. Delani Endowment	
Late Prof. Mrs. T.B. Thomas Endowment	
Prof Tessy George Endowment	For outgoing topper of B.A. English Literature Endowment for University Rank
Ms. Gracy Rajan	For the best outgoing B.A. Communicative English student
Rev. Sr. Gracious Endowment	

<b>MALAYALAM</b>	
Late Prof. P.T. Simon Endowment	For the highest marks in Malayalam Main
Mrs. C.P. Vijaya Memorial Endowment	
Smt. Meenkamma Endowment	
Prof Saraswathy Endowment	
Prof. Mary Juliet Endowment	For Best PG Dissertation in Malayalam
Sr. Dr. Geege Joanamma Xavier (Sr. Shalini)	MA Malayalam M.G. University Examination Topper
Dr. C. Santhakumari Endowment	
Prof. P. Ambujakshy Endowment	Highest Mark in M.A. Sanskrit
Dr. Lilly C.O. Endowment	For the deserving PG (Malayalam)
OSAX Endowment	Topper in M.A Malayalam with First Class
OSAX Endowment	Topper in B.A Malayalam with First Class
OSAX Endowment	Topper in II Year B.A/B.Sc. second Language with First Class
<b>HINDI</b>	
Rev. Msgr. Augustine Maveli Endowment	For the highest marks in Hindi B.A./B.Sc./B.Com. University Examinations
Mrs. Meenakshi Ramakrishnan Endowment	
<b>ECONOMICS</b>	
Prof. K.B. Thankam Endowment	For the student securing the highest marks in Micro Economics
Rev. Sr. Electa Endowment	For Latin Catholic who has scored the highest marks in III DC Economics

Prof. Rebeca Mathan Endowment	For the best outgoing student in Economics
<b>NSS &amp; NCC</b>	
Dr. Raji Joseph Endowment Prize	Best NSS Student Volunteer
Prof. P K Mary Endowment Prize	
Rev. Sr. Percy Endowment Prize	
Rev. Sr. Percy Endowment Prize	For the best NCC Cadet
Prof. Vimala Cross and Dr. Fathima Cross Endowment Prize in memory of their father Late Capt. P. John Cross	
<b>CATECHISM &amp; MORAL SCIENCE</b>	
Rev. Sr. Elizabeth Mark Endowment	To the best Student in Final Year Catechism & Moral Science
Rev. Sr. Damian Endowment	
<b>NON-TEACHING STAFF</b>	
Sr. Cyra and Sr. Nancy Endowment	NTS Activities
Sr. Sabeena Endowment	
Mr. Thomas T. Endowment	
Ms. Kochutheresia N.P Endowment	
Ms. Sabeena Joseph Endowment	
Ms. Jessy V C Endowment	
Ms. Molly Isabel Joesph Endowment	
Rev. Sr. Elizabeth Mark Endowment	
<b>OTHERS</b>	
Rev. Sr. Reethamma V Endowment	Activities of Women Cell
Rev. Sr. Reethamma V Endowment	Activities of Research Promotion Council
Sr. Dr. Geege Joanamma Xavier (Sr. Shalini) Endowment	Activities of IQAC

# 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"> <li>1. The maximum Grace marks awarded to a student in a particular year for all the activities put together should not exceed 25%.</li> <li>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.</li> <li>3. In the case of both the semester courses and the annual courses, the academic year shall be taken as from 1st June to 31<sup>st</sup> May.</li> <li>4. Grace Marks will be awarded initially to the candidate on the basis of his/ her performance in the respective academic year.</li> <li>5. The students shall claim the grace marks within one year after the end of the academic year. (e.g. The claim for 2003 - 04 shall be made before 31<sup>st</sup> May 2005)</li> </ol>		

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. Malpractice**

Malpractices will be taken care of as per the guide lines of M.G. University.

**3. 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 chalan for prescribed fees.

**4. 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.

5. 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.
6. 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.
7. 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.
8. 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 grae 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 Cam / Independence Day Camp (Sports and Games at Delhi) 4% c) Certificate holders: 'C' Certificate 3%, 'B' Certificate 2% (Limited to 10%).

9. **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.

10. **Migration certificate**

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

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

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

11. 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.

12. 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.

13. 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.

14. 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.

15. Detailed Mark list

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

16. 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.

17. 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.

18. 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.

19. 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, Title and Subject in the RFID. 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.
4. Entry into the stack room is allowed only during recess time. Students can enter the library 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. Students can retain a borrowed book for UG 7 days and PG one month 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.
9. 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.
10. All books must be returned by the students / staff at the end of the academic year for stack verification.
11. Books must be handled with care and respect.
12. 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.
13. 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.
14. The transfer and sub lending of books to anyone outside the college is strictly prohibited.

15. The papers and periodicals lying on the table shall not be removed from the reading room or from the place allotted to them.
16. Loud reading, talking, use of mobile phones, group discussion, department work etc. are strictly prohibited inside the library.
17. Any loss or damage of books will have to be paid by the responsible person
18. Identity card is compulsory for entering the library. The bags, books and other articles should be kept at the entrance of the library.
19. Only writing materials (paper, pen) and your valuables like purse are to be taken inside the library.
20. 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.)
21. 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.
22. Students are welcome to make use of the 'Search Computers' to get information on author, title and classification details.

## **RFID**

ILMS software Maestro Nuvo is featured by Fully Integrated with Barcode & RFID facility, Book Tagging with RFID Tags, Library Subscribers RFID CARD, Book Issue/Return, Self-Check in/Check out KIOSK, Handheld Reader, Anti-Theft control Gates and Full Live tracking of Student & Staff visit to library.

It also ensures secure Data Environment, convenient Search Facility for Subscribers, Multi user system with privileges & Security settings, Barcode & RFID tags in each book, Content based search, Self-check-in, drop facility, Online & multiple terminals for search and easy reports generation.

## **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. 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
- ❖ Volley Ball Court
- ❖ Cricket Net
- ❖ Badminton Court
- ❖ Omni Van
- ❖ College Bus
- ❖ Waiting Room
- ❖ Botanical garden
- ❖ Recreation hall
- ❖ Prayer Room
- ❖ Smart Class Rooms
- ❖ Basket Ball Court
- ❖ Kabadi Court
- ❖ Skyway
- ❖ Lift Facility
- ❖ Cycling facility
- ❖ Solar panel
- ❖ Students' Corner
- ❖ Wi-Fi Enabled Campus

# 8

## STUDENT OPPORTUNITIES

### 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.

### ASSOCIATIONS

Each department has got its own association which conducts different academic and non-academic 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
- ❖ Bhoomithrasena Club



- ❖ Bio Diversity & Urja Kiran Club
- ❖ E.D. & IEDC Club
- ❖ Energy & Environment Conservation Club
- ❖ Lotus Nature Club
- ❖ Folklore Club
- ❖ Electoral Literacy Club / College Election
- ❖ Forum for Democracy & Social Justice

**Non Registered Clubs**

- ❖ Dance Club
- ❖ Music Club
- ❖ Debate Club
- ❖ Speaker's Club
- ❖ Literary Club
- ❖ Justice & Legal Awareness Club / Human Right Forum
- ❖ Reader's and Writer's Club
- ❖ Drama / Theatre Club
- ❖ Instrument Music Club
- ❖ Photography & Painting Club
- ❖ Chess Club
- ❖ Soch Vichar Club
- ❖ Quiz Club
- ❖ Cookery Club
- ❖ Health Club
- ❖ Club for differently abled
- ❖ Peace Club
- ❖ Film Club
- ❖ Media Club
- ❖ Fine arts Club

## **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.

## **WELCOME AND FAREWELL**

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

## **EXCURSIONS AND STUDY TOURS**

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

## **DAYS OF CELEBRATIONS**

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

# 9

## PTA & ALUMNI

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### **PARENT TEACHER ASSOCIATION (PTA)**

The Parent-Teacher Association is playing a pivotal role in the efficient functioning of the college.

#### **P.T.A. Executive Committee Members**

1. Prof. Dr. Milon Franz (Principal, President)
2. Dr. Aneymol V S (Secretary)
3. Dr. Shereena John
4. Dr. Sheeba V Rajan
5. Dr. Helen M
6. Dr. Anila N
7. Dr. Reshmi Varghese
8. Dr. Cicily Pearly Alex
9. Dr. Sujatha N V
10. Ms. Philomina P A
11. Adv. Joseph P John
12. Adv. Antony Varghese Kavungal
13. Dr. A A Sudhakaran
14. Mr. Thomas Paul

**RELAX (Retired Lecturers Association of Xavier’s College)**

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

RELAX Coordinator : Ms. Sumangala Devi

**RENTAX (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.

Secretary : Mr. Thomas P

**OSAX (Old Students Association of Xavier’s College)**

Principal : Prof Dr. Milon Franz

Vice Principal : Dr. Sr Stella K A

Secretary : Ms. Niju Shoukath Ali

Joint Secretary : Dr. Annie Feby

Treasurer : Ms. Bilu Job

Retired Prof. Dr. Lilly George

Ms. Baby Mampilly

Ms. Daisy Benny

Ms. Shiny Tomy

Ms. Vaheedha Shamsudheen

# 10

## INTERNAL EXAM CALENDAR FOR THE YEAR 2023-24

UG	FIRST INTERNALS	SECOND INTERNALS
SEM 5	Monday, August 14, 2023	Monday, September 11, 2023
	Wednesday, August 16, 2023	Tuesday, September 12, 2023
	Thursday, August 17, 2023	Wednesday, September 13, 2023
	Friday, August 18, 2023	Thursday, September 14, 2023
	Monday, August 21, 2023	Friday, September 15, 2023
SEM 3	Monday, August 14, 2023	Monday, September 11, 2023
	Wednesday, August 16, 2023	Tuesday, September 12, 2023
	Thursday, August 17, 2023	Wednesday, September 13, 2023
	Friday, August 18, 2023	Thursday, September 14, 2023
	Monday, August 21, 2023	Friday, September 15, 2023
SEM 1	Monday, September 11, 2023	Monday, October 16, 2023
	Tuesday, September 12, 2023	Tuesday, October 17, 2023
	Wednesday, September 13, 2023	Wednesday, October 18, 2023
	Thursday, September 14, 2023	Thursday, October 19, 2023
	Friday, September 15, 2023	Friday, October 20, 2023
	Monday, September 18, 2023	Monday, October 23, 2023

<b>PG</b>	<b>FIRST INTERNALS</b>	<b>SECOND INTERNALS</b>
SEM 3	Monday, August 07, 2023 Tuesday August 08, 2023 Wednesday August 09, 2023 Thursday August 10, 2023	Monday, October 09, 2023 Tuesday, October 10, 2023 Wednesday, October 11, 2023 Thursday, October 12, 2023
SEM1	Monday, September 18, 2023 Tuesday, September 19, 2023 Wednesday, September 20, 2023 Thursday, September 21, 2023	Monday, November 06, 2023 Tuesday, November 07, 2023 Wednesday, November 08, 2023 Thursday, November 09, 2023
<b>EVEN SEMESTER</b>		
<b>UG</b>	<b>FIRST INTERNALS</b>	<b>SECOND INTERNALS</b>
SEM 6	Monday, January 15, 2024 Tuesday, January 16, 2024 Wednesday, January 17, 2024 Thursday, January 18, 2024 Friday, January 19, 2024	Monday, February 12, 2024 Tuesday, February 13, 2024 Wednesday, February 14, 2024 Thursday, February 15, 2024 Friday, February 16, 2024
SEM 4	Monday, January 15, 2024 Tuesday, January 16, 2024 Wednesday, January 17, 2024 Thursday, January 18, 2024 Friday, January 19, 2024	Monday, February 12, 2024 Tuesday, February 13, 2024 Wednesday, February 14, 2024 Thursday, February 15, 2024 Friday, February 16, 2024
SEM 2	Monday, February 12, 2024 Tuesday, February 13, 2024 Wednesday, February 14, 2024 Thursday, February 15, 2024 Friday, February 16, 2024 Monday, February 19, 2024	Monday, March 11, 2024 Tuesday, March 12, 2024 Wednesday, March 13, 2024 Thursday, March 14, 2024 Friday, March 15, 2024 Monday, March 18, 2024

<b>PG</b>	<b>FIRST INTERNALS</b>	<b>SECOND INTERNALS</b>
SEM 4	Monday, January 15, 2024 Tuesday, January 16, 2024 Wednesday, January 17, 2024 Thursday, January 18, 2024	Monday, March 11, 2024 Tuesday, March 12, 2024 Wednesday, March 13, 2024 Thursday, March 14, 2024
SEM 2	Monday, February 12, 2024 Tuesday, February 13, 2024 Wednesday, February 14, 2024 Thursday, February 15, 2024	Monday, March 11, 2024 Tuesday, March 12, 2024 Wednesday, March 13, 2024 Thursday, March 14, 2024

**NOTES**



## **PRAYER**

Almighty and Eternal God, I adore thee most profoundly. I am about to begin my classes today and I beseech Thee, enlighten my mind, strengthen my will and inflame my heart so that I may know and understand truth. Help me to be true to my country and to my Alma Mater. Bless me to imitate the virtues and good qualities of St. Francis Xavier, the Heavenly Patron of our College. Let my soul be inspired by the life example of the Servant of God Mother Eliswa.

