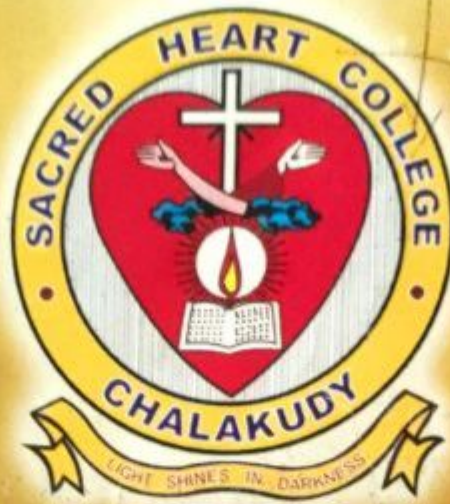


SACRED HEART COLLEGE CHALAKUDY



**2018-2019 HAND BOOK
&
CALENDAR**



SACRED HEART COLLEGE

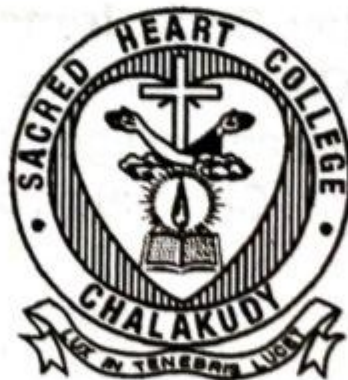
Chalakydy

Thrissur Dt., Pin-680 307, Kerala

Affiliated to the University of Calicut

&

Re-accredited by NAAC
with 'A+' grade (3.55) CGPA



HAND BOOK - CALENDAR 2018-2019



College : 0480 - 2701159
: 0480 - 2704048

Res : 0480 - 2701876

Fax : 0480 - 2708877

Website: www.sacredheartcollege.ac.in

E-mail: shcollegecky@gmail.com

Sacred Heart College

ADMINISTRATION

Manager & Provincial

Rev. Sr. Dhanya Bastin

Alvernia Provincial House, Chalakudy

Principal

Dr. Sr. Reena Ittyachan

(Rev. Dr. Sr. Irene)

Clarian Convent

Sacred Heart College Campus

R. S. Road, Chalakudy, 680 307

Vice Principal

Dr. Sr. A Princy Anto

(Rev. Sr. Princy Jees)

Superintendent

Sr. Sheena Joseph K.

(Sr. Shanet)

Bursar

Rev. Sr. Lisa Joseph

PRAYER FOR PEACE

Lord, make me an instrument of your peace
Where there is hatred, let me sow love,
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.

O Divine Master, grant that I may seek not so much to be consoled;
as to console, to be understood as to understand; to be loved as to
love, for it is in giving that we receive, it is in pardoning that we are
pardoned, and it is in dying that we are born to Eternal Life, Amen.

St. Francis of Assisi.

PRAYER

O God / our loving father / we come to you / at the beginning of this
day / to seek your blessing. Grant us / we beseech thee / the desire
to study hard / make our hearts pure and chaste / meek and humble.

O Lord / enlighten our minds / strengthen our memories / and bless
all our actions. We offer you / all our works and endeavours / our
failures and successes.

We commit ourselves into thy hands / forgive us our trespasses /
and give us the courage / to follow the path of truth always.

Amen.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
 Bharatha bhagya vidhata
 Punjab Sindh Gujarat Maratha
 Dravida Utkala Banga
 Vindhya Himachala Yamuna Ganga
 Uchchala jaladhi taranga
 Tava Shuba name jage
 Tava Shuba ashisha mage
 Gahe tava jaya gatha
 Jana gana mangala dayaka jaya he
 Bharatha bhagya vidhata
 Jaya he, Jaya he, Jaya he,
 Jaya, jaya, jaya, jaya he!

COLLEGE ANTHEM

LET YOUR LIGHT SHINE

Let your light shine
 Lead us in your way
 Let your light shine
 Guide us in your way.

We shall stand for the values we cherish,
 We shall stand for the virtues we vow,
 We shall stand for Truth and for Justice
 We shall stand for Peace and for Love.
 (Let Your Light Shine)

We shall opt for the poor and the oppressed,
 We shall liberate our fellowmen in bonds,
 We shall work for the weak and the suppressed

For the greater glory of God.
(Let Your Light Shine)

We shall pledge to bring honour to our nation,
We shall stand for our countrymen's cause,
We shall strive for the unity of India
With our hearts as firm as a Cross.
(Let Your Light Shine)

Discipline and Duty are our banners,
Our Alma Mater's name we bear with pride,
We are your children who shall live for others
With Sacred Heart as our Guide.
(Let Your Light Shine)

CONTENTS

| | PAGE |
|-------------------------------|------|
| | 7 |
| PROFILE | 7 |
| MOTTO | 7 |
| VISION | 7 |
| MISSION | 8 |
| OUR APPROACH | 8 |
| SUCCESSION LIST OF PRINCIPALS | 9 |
| CHRONOLOGY OF EVENTS | 21 |
| COURSES OFFERED | 26 |
| FACULTY | 30 |
| COLLEGE COUNCIL | 30 |
| ADMINISTRATIVE STAFF | 31 |
| STAFF IN-CHARGE OF | 31 |
| CO-CURRICULAR ACTIVITIES | 35 |
| RULES FOR ADMISSION | 35 |
| COLLECTION OF FEE | 36 |
| FEE REGULATIONS | 38 |
| GENERAL REGULATIONS | 39 |
| GENERAL DISCIPLINE | 43 |
| FINANCIAL ASSISTANCE | 46 |
| ASSOCIATION, CLUBS AND FORUMS | 49 |
| HOSTEL FACILITIES | 49 |
| LIBRARY RULES AND REGULATIONS | 51 |
| COLLEGE CALENDAR | 63 |
| STUDENT'S LEAVE FORM | 68 |
| DETAILS OF RETIRED STAFF | 68 |

PROFILE

Sacred Heart College, Chalakudy is the realization of a long cherished dream of the people of Chalakudy and the suburbs. The will of the people assisted by the blessings of heaven played a marvelous role in starting the college. The profound fellow feeling of the Clarist Sisters paved the way for the starting of the college in 1980 by the Alvernia Province of Franciscan Clarist Congregation. The college is affiliated to the University of Calicut and is aided by the Government of Kerala. Located within the municipal limits of Chalakudy with a 26-acres serene campus, the college provides a congenial ambience for the overall advancement of the students. In 1991, the college was upgraded to a first grade college by the Government of Kerala.

At present the College offers 9 UG Programmes and 7 PG Programmes.

MOTTO

The college has its motto "**LUX IN TENEBRIS LUCET**" - "**Light shines in darkness**".

VISION

That the people shall know, for, knowledge is power. Education opens one's inner eyes to the inestimable glory and enduring beauty of Wisdom. Committed to serving the nation and humanity, this college, founded in His name, envisages the academic pursuit of truth and the search for righteous living as the supreme task.

MISSION

The sacred mission of the college enshrines creative scholarship and enrichment of young minds not merely in acquired knowledge, but in the spirit of enquiry, harmonising the spiritual and intellectual adventures. Fostering an excellent 'esprit de corps', we aspire to

mould competent persons armed with academic excellence, ethical principles, social sensitivity and spiritual sublimity equipped for innovative leadership enabling their 'Lux in Tenebris Lucet'.

OUR APPROACH

The college is committed to ensure the development of the total person, which we believe, can be attained through academic excellence, self-discipline and social awareness in a spirit of service to God and man. The college has highly qualified and motivated faculty. Many of our faculty members have higher research degrees like M Phil. and Ph. D. Our faculty members regularly participate in seminars, workshops and other faculty up-gradation programmes to acquaint themselves with the latest developments in their fields. Innovative teaching methods are followed by the faculty to equip the students with the necessary skills to thrive in their chosen field of study.

We are proud that our students have come out with flying colours in the university examinations. They have also bagged ranks in various university examinations. Our track record in extra curricular activities is also impressive.

The college has extensive infrastructure to cater to the academic and non-academic needs of the student community. Well-equipped laboratories, multimedia library, audio visual rooms, seminar halls, auditorium and a spacious playground are evidences to this.

SUCCESSION-LIST OF PRINCIPALS

| | | |
|---|---|---------------|
| ❖ | Rev. Sr. Sancta | 1980 - 1992 |
| ❖ | Rev. Sr. Lalitha Teresa | 1992 - 1998 |
| ❖ | Rev. Sr. Ritty Paul | 1998 - 2002 |
| ❖ | Rev. Dr. Sr. Therese Mary | 2002-2010 |
| ❖ | Rev. Sr. Angel Rose. | 2010-2014 |
| ❖ | Rev. Sr. Lilly Maria | 2014- 2016 |
| ❖ | Rev. Dr. Sr. Reena Ittyachan (Sr. Irene) | 2016- onwards |

CHRONOLOGY OF EVENTS

38th YEAR OF SERVICE TO THE NATION

| | | |
|-------------|------|---|
| 26 June | 1980 | Media report on sanction of college |
| 1 July | 1980 | State Government issues sanction order |
| 21 July | 1980 | Visit of Calicut University Inspection Commission |
| 21 August | 1980 | College starts functioning and the first Principal Rev. Sr. Sancta assumes office |
| 14 December | 1980 | Formal inauguration of the college |
| 26 January | 1981 | Foundation stone of Science Block laid |
| 6 August | 1981 | Government sanctions I and II Group of the Pre-Degree courses |
| 1 November | 1983 | Sr. Cajetan takes charge as Junior Supdt. |
| 21 August | 1991 | Celebrates the Decennial year |
| 2 September | 1991 | College gets upgraded as Degree College |
| 15 October | 1991 | Approval for Zoology degree course |
| 1 May | 1992 | Rev. Sr. Lalitha Teresa assumes office as Principal |
| 20 November | 1992 | Approval for Economics degree course |
| 10 October | 1994 | Basket Ball court gets inaugurated |
| 1 December | 1994 | Sr. Samson takes charge as Junior Supdt. |
| 5 December | 1995 | Approval for B Sc. Physics degree course |
| 9 October | 1996 | Inauguration of College Auditorium |
| 1 January | 1997 | Sr. Eventious takes charge as Junior Supdt. |
| 8 October | 1997 | Inauguration of Library Block |
| 1 April | 1998 | Rev. Sr. Ritty Paul assumes office as Principal |
| 12 November | 1998 | Approval for B Sc. Polymer Chemistry degree course |
| 13 December | 1999 | Approval for BA History degree course |
| 1 December | 2000 | Sr. Leema Rose takes charge as Junior Supdt. |
| 27 March | 2001 | Approval for BA English degree course |
| 1 June | 2002 | Rev. Dr. Sr. Therese Mary assumes office as Principal |

| | | |
|---------------|------|---|
| 26 October | 2002 | Approval for M Sc. Physics and M Sc. Computer Science courses |
| 10 January | 2003 | Audio-Visual wing inaugurated |
| 6-8 February | 2003 | National Seminar on "Religion for Peace and Harmony" |
| 7 January | 2004 | Inauguration of College Website, Newsletter, Academic Journal and Multimedia facility |
| 27 January | 2004 | Inauguration of 400 meters 8- Lane track |
| 28 January | 2004 | Hosts University Kabbadi Championship |
| 4-5 February | 2004 | Visit of National Assessment and Accreditation Council (NAAC) |
| 16 February | 2004 | College gets NAAC Accreditation |
| 16 August | 2004 | Inauguration of Internal Quality Assurance Cell (IQAC) |
| 19 August | 2004 | Foundation stone laid for the Silver Jubilee Memorial Chapel and UGC- Funded Women's Hostel |
| 1-3 October | 2004 | College hosts Silver Jubilee celebration of Alvernia Province, FCC |
| 2-4 February | 2005 | UGC sponsored National Seminar on "Wetland Resources of India" by Zoology Dept. |
| 5 February | 2005 | Conducts NAAC - Sponsored National Seminar on "Quality Assurance in Higher Education" |
| 13 July | 2005 | Approval for MA English and B Com. degree courses |
| 13 July | 2005 | Centre For Excellence - IT Training and Internet access centre - starts functioning. |
| 30 July | 2005 | College hosts All Kerala Chess Tournament |
| 16 August | 2005 | Inauguration of the new college canteen |
| 21 August | 2005 | Day of Remembrance of the completion of 25 years of service to the Nation by the college. |
| 14-15 October | 2005 | Hosts Calicut University Women's Volleyball Tournament |

| | | |
|---------------|------|--|
| 29 November | 2005 | Jubilee Proclamation Rally |
| 1-2 December | 2005 | Exhibition in commemoration of Silver Jubilee celebration |
| 26 December | 2005 | Valedictory function of Silver Jubilee Celebration and the blessing ceremony of the college chapel |
| 31 May | 2006 | Blessing of UGC funded hostel |
| 25 October | 2006 | Hosts Calicut University Inter Collegiate Cross-Country Championship for Men & Women |
| 24 January | 2007 | Hosts Calicut University Yoga Championship for Men and Women |
| 19 November | 2007 | Hosts Calicut University Ball Badminton Championship for Women |
| 14 December | 2007 | Hosts Calicut University Tennis Championship for Women |
| 14 January | 2008 | Hosts Calicut University Ball Badminton Championship for Men. |
| 12 February | 2008 | Hosts Calicut University Yoga Championship for Men and Women |
| 30 March | 2008 | UGC sanction for the new course - PG Diploma in New Media and Entertainment Technologies. Course discontinued at present |
| 28 June | 2008 | College became a partner institution of IGNOU. Course discontinued at present |
| 6 October, | 2008 | Hosts Calicut University Archery Championship for men |
| 7 October, | 2008 | Hosts Calicut University Archery Championship for Women |
| 5-6 December, | 2008 | Hosts State level Ball Badminton competition for Boys and Girls |
| 2 January | 2009 | Blessing of the new Multimedia and Animation Technology lab |

| | | |
|----------------|------|---|
| 9 January, | 2009 | College team secures overall championship in the Calicut University Inter-Collegiate Women Cycling Championship. |
| 31 January, | 2009 | Prof. V N Rajasekharan Pillai, Vice Chancellor, IGNOU formally inaugurates the IGNOU Convergence Scheme and the PG Diploma course in New Media |
| 2 March, | 2009 | Sri. Somnath Chatterjee, Hon. Lok Sabha Speaker and Sri. Vayalar Ravi, Minister for Parliamentary and Pravasani Affairs visit the college in connection with the valedictory function of Panampilly Govinda Menon Birth Centenary Celebrations. |
| 31 March, | 2009 | Blessing and formal inauguration of the renovated Fitness Centre. |
| 8-9 December | 2009 | Hosts Calicut University Ball Badminton Competition for Women. |
| 12-13 January | 2010 | Hosts Calicut University Ball Badminton Championship for Men. |
| January | 2010 | College team secures overall championship in the Calicut University Inter-Collegiate Women Cycling Championship. |
| 20 January | 2010 | Hosts Calicut University Men & Women Kalaripayattu Championship. |
| 1 April | 2010 | Rev. Sr. Rosy M.K. (Sr. Angel Rose) assumes office as Principal |
| 1 November | 2010 | Inauguration of audio visual room, students centre and day care |
| 17-18 December | 2010 | Hosts Calicut University Ball Badminton for Men |
| 13-14 January | 2011 | Hosts Calicut University Men & Women Archery Championship for Men & Women |

| | | |
|----------------|------|---|
| 10 February | 2011 | National Seminar on "Digital Economy Impact Influences and Challenges" by department of Economics |
| 10-11 March | 2011 | UGC Sponsord National Seminar on "Recent trends on Non-Linear Optical Materials and Characterisation" by department of Physics |
| 24-26 March | 2011 | Visit of National Assessment and Accreditation Council (NAAC) |
| 1 April | 2011 | Sr. Thressiamma M V (Sr. Glady Therese) takes charge as Junior Supdt. |
| 16 September | 2011 | NAAC Reaccredits with 'A' Grade. |
| 13,14 October | 2011 | UGC sponsored National Seminar on "Threats & Biodiversity -An urgent need for Sustainable Management" by Zoology dept. |
| 8 March meet. | 2012 | All Kerala Women's College Principal |
| June | 2012 | Approval for M.Com, M.Sc Chemistry, M. A. Economics & B Sc. Maths |
| June | 2013 | Approval for B Com. Finance |
| 10 June | 2013 | Diploma course in Fashion designing which is sponsored by ASOFT Design School in collaboration with Keltron was inaugurated. Course discontinued at present |
| 24 January | 2013 | The college hosted Calicut Univ. Women's cycling Championship. |
| 24, 25 January | 2013 | UGC sponsored National Seminar on "Historical writings on Indian Nationalis\m" by History Dept. |
| 29, 30 January | 2013 | UGC sponsored National seminar on "Chemistry for Healthy Human Life" by Chemistry Department |

Sacred Heart College

- 11, 12 March 2013 UGC sponsored National Seminar on "Emerging Trends in Growth & Characterization of Single Crystals and Nanomaterials" by Physics Dept.
- 21, 22 March 2013 UGC sponsored National Seminar on "Women's Higher Education Institutions Impacts, Influences & Challenges" by Economics Dept.
- 1, 2 January 2014 Save Energy and Environment (SEE) 2014 EXPO
- 1 April 2014 Rev. Sr. Lilly Maria assumes office as Principal
- June 2014 Approval for M Sc. Mathematics
- 23 August 2014 Campus interview for bank jobs.
- 26 September 2014 Best Encon Club award by HPCL
- 15 October 2014 KNOWCOMFEST – State Level Project presentation by Commerce Dept.
- 13, 14 November 2014 UGC sponsored National Seminar on "Ecofeminism : An Inclusive Discourse" by English Dept.
- 16 November 2014 Secured State level Karate Championship
- 24 November 2014 Cricket Academy Started. Discontinued at present
- 3 December 2014 Unanimous agreement to Organ Donation Mission
- 10 January 2015 Hosted Calicut University Men & Women Fencing Championship
- 4 February 2015 Calicut University Cycling Championship was conducted and secured 1st Prize.

| | | |
|----------------|------|---|
| 22 February | 2015 | D -Zone Competition – 2 nd prize in Group dance & 3 rd prize in Margamkali & Agrade for Thiruvathirakali |
| 23 May | 2015 | Campus interview 'Waytuner' |
| 22 June | 2015 | Construction of new block started |
| 9-11 September | 2015 | Dr. Sr.Reena Ittyachan (Sr. Irene) participated and presented her work in the fifth European Conference on Crystal Growth (ECCG5) at Bologna, Italy. |
| 6-7 October | 2015 | Department of Physics conducted UGC sponsored National Seminar on "Recent Advances in Growth and Characterisation of Nonlinear Optical Crystals and Nanomaterials". |
| 12, 13 Nov | 2015 | UGC sponsored National Seminar on "Big Data Analytics" by Computer Science Dept. |
| 17, 18 Nov | 2015 | UGC sponsored National Seminar on "Supramolecules and Nano Materials: Basic Concepts and Architectural" by Department of Chemistry |
| 20 Jan | 2016 | "Green Audit" of the college |
| 1 June | 2016 | Dr. Sr. Reena Ittyachan (Sr. Irene) assumes office as Principal-In-Charge |
| 1 June | 2016 | Sr. Mary P A (Sr. Maries) takes charge as Junior Supdt. |
| 21 June | 2016 | International Yoga Day was observed. |
| 16, 17 July | 2016 | Virtual observatory organized by Academy of Physics Teachers (APT), Kerala in collaboration with Inter-University Center |

| | | |
|-----------------|------|---|
| | | for Astronomy, Pune and Department of Physics, SH College Chalakudy. |
| 13 July | 2016 | Add-on-course, "Diploma in Sales Tax Practice" was introduced by the Department of Commerce |
| 05 September | 2016 | Teacher's day was observed. Dr. Rosy Thampi published a book entitled "Pranaya Luthinia" and a poem |
| 26 September | 2016 | Sr. Lalitha Treesa (former Principal) took charge as the Director of the College. |
| 17 October | 2016 | Department of Economics conducted Frontier Dialogue Series on "Problem Driven Environmental Research: Illustrations and Hearings", led by Dr. Bejoy K Thomas (ATREE, Bangalore) |
| 26 October | 2016 | Department of English introduced a certificate course on "English for Employability" |
| 28 October | 2016 | State level seminar on "Water Conservation and Climate Change" was jointly organized by SH College Chalakudy, Society for Promoting Participative Ecosystem Management (SOPPECOM), Pune and River Research Center, Chalakudy. |
| 11 November | 2016 | National Education Day was observed. |
| 12, 13 December | 2016 | NAAC peer team visit |
| 23 January | 2017 | Distribution of Chittilappilly Foundation Scholarships to ten deserving students in association with Rotary Club (Chalakudy) |
| 30 January | 2017 | The certificate for re-accreditation by NAAC with A+ grade (CGPA 3.55 out of 4) in 2017 (3rd cycle) was officially declared and celebrated. Mr. BD Devassy MLA, Ms. Usha Parameswaran (Chair Person, |

- Chalaky Municipality), late Dr. Fr. Jose Thekken (Principal, Christ College, Irinjalakuda) honoured the occasion.**
- 09 February 2017 Science Day was jointly organized by Department of Zoology and Department of Physics. Dr. Manfred Frechen (Leibnitz Institute for Applied Geophysics, Germany) was the resource person
- 14 February 2017 Inter Collegiate fashion designing competition, IGNITE, was organized by the Fashion Technology Unit. The programme was inaugurated by Prof. Richard Hay (Member of Parliament). Sacred Heart College bagged the first prize.
- 22 February 2017 Workshop on "Innovative Experiments using Expeyes 17" was organized by Department of Physics in association with KSCSTE, Thiruvananthapuram. Dr. Ajith Kumar B P (Scientist, Inter University Accelerator Center, N Delhi) was the chief guest.
- March 2017 Dr. Rosy Thampy Published a book entitled "Palnjerambu"
- June, 2017 Seven new appointments happened in college from the retirement vacancies in various departments and library.
- June, 2017 Installed biometric punching system for the staff.
- June, 2017 College has newly set up a counseling and guidance cell with the appointment of a Clinical Psychologist, Ms. Juliet Shony.
- 20 June 2017 International Yoga Day was observed.

- August, 2017 Dr. Sr.Reena Ittyachan (Sr. Irene) was conferred the prestigious Bharat Vidya Rattan Award, presented by International Business Council, at Delhi, by the former Cabinet Minister, Dr. Bheeshma Narayan Singh.
- 18 August 2017 Bahujana Sangamam, a Programme about "Anti Aathirapilly Stir Called off" was conducted by Eco Club of Department of Commerce in collaboration with Chalakudy River Protection Forum. Sri. Binoy Viswam, Former Minister of Forest was the chief guest.
- 16 September 2017 World Ozone Day was observed by Chemistry Department in affiliation with KSCSTE and a popular lecture on "Ozone Awareness" was organized.
- 21 September 2017 College hosted 25 years' celebrations of Alvernia Fraternity, illumined by the esteemed presence of Prof. C. Raveendranath, Minister of Education, Rev. Sr. Ann Joseph, Superior General FCC, and Rev. Sr. Dhanya Bastin, Provincial FCC.
- 22 September 2017 Inauguration of the Civil Service Coaching Programme by Mr. Mohammed Haneef, Civil Service topper.
- 27 October 2017 "KNOWCOM FEST 2K17" was organized by Commerce Department.
- December, 2017 Five new appointments happened in the college due to regularization of MSc Mathematics and two new appointments happened in the Department of Physics and Computer Science.

- December, 2017 Dr. Sr. Miranto and Ms. Fancy Joy compiled and edited an MSc Computer Science syllabus book titled "Web Engineering".
- 11 December 2017 Department of Computer Science organized one day National Seminar on "I-SMAC Technologies."
- January, 2018 The college was accorded star status by the Department of Biotechnology and received a grant of Rs.63 lakhs.**
- 06-07 January 2018 Physics Department coordinated National Workshop on "Astronomical Data Analysis" which was held under the aegis of Academy of Physics Teachers, Kerala and Indian Institute of Astrophysics, Bangalore.
- 08 January 2018 Department of Zoology collected a sum of rupees 1,00,000 by means of Quail farming and handed it over to the Principal in the aid of charity, in a function presided over by B.D Devassy, MLA of Chalakudy.
- 13 January 2018 "Saksha- the latch," a short film produced by the Principal Dr. Sr. Reena Ittyachan (Sr. Irene) under the direction of Dr. Rosy Thampi, Asso. Prof., Dept. of Malayalam received first prize in KCBC Lumen short film competition and won cash prize of Rs. 25000.
- 23 January 2018 University level Cycling competition was conducted in the college ground. The program was inaugurated by MP Richard Hay.

- 06 February 2018 Department of Zoology organized a talk on "Fisheries and Wetlands for Sustainable Economic Development" in connection with Wetland Day Celebrations which was sponsored by KSCSTE.
- 12 February 2018 Mathematics Department organized a National Level Workshop on "Complex Analysis".
- 21 February 2018 Physics Department organized a one day Seminar in connection with National Science Day-2018 with the financial support of KSCSTE.
- 23 February 2018 Department of Zoology conducted "Vezhambal Fest" in honour of retiring Head, Dr. Jolly Thomas V.
- March, 2018 Dr. Rosy Thampy, HOD, Dept of Malayalam, received Sahitya Ratna Award and Viva International Award.
- 03 March 2018 Commerce Department organized "SENIORITAS" which was inaugurated by Sri. Therambil Ramakrishnan, Former Speaker of Kerala Legislative Assembly.
- 07 March 2018 College hosted "World Kidney day" organized by St. James Hospital.
- 31 May 2018 Sr. Mary P A (Sr. Maries) retired as Jr. Supdt.

COURSES OFFERED

The College Offers the following Courses

a) MASTERS DEGREE PROGRAMMES**Aided Course**

1. M Sc. Mathematics

Un aided Course

1. M Sc. Physics (Eletronics & Communication)
2. M Sc. Computer Science
3. M Sc. Chemistry
4. M A English (Language & Literature)
5. M A Economics
6. M Com. Finance

b) BACHELORS DEGREE PROGRAMMES**Aided Course**

1. B Sc. Physics
2. B Sc. Zoology
3. B Sc. Chemistry
4. B A History
5. B A Economics
6. B A English

Unaided Course

1. B Com. with Computer Application
- 2 B Sc. Mathamatics
3. B Com. Finance.

Calicut Univ. Choice Based Credit Semester System (CUCBCSS)

The CUCBCSS system introduced by the university has paved way for continuous assessment of students based on certain criteria. These criteria are intended to evaluate overall development of students including behavioural aspects, independent learning and communication skills.

There are four components for internal assessment with fixed weightage. The weightage is as follows: Attendance 25 %,

Assignment, Seminar /Viva 25 % and Test paper 50%. For practical courses- Attendance 25 %, Record 50% and lab involvement 25 %. An attendance register is kept to mark attendance and mark is given as prescribed by the University.

Above 90% attendance 100% marks for attendance

| | |
|-----------|-----|
| 85 to 89% | 80% |
| 80 to 84% | 60% |
| 76 to 79% | 40% |
| 75% | 20% |

Students are given grades- A, B, C, D and E on the basis of their performance- for assignments, seminars and internal examination. The marks and grades of all components and total internal marks are displayed on the department notice board to ensure transparency. In case of grievances students can approach the Grievance Redressal Cell of the college.

The Undergraduate Programme includes 4 types of Courses

- Common Course:** All students should complete 10 common courses of 38 Credits during their Degree Programme.
- Core Course:** All Students should complete 10-18 Core Courses of 50 credits which belong to the main subject, during their Degree Programme.
- Complementary Course:** All Students should complete 24 Credits of one or two disciplines which are related to the Core subject during their entire Degree Programme.
- Open Course:** All students should study a course other than the core subjects during the 5th semester which will have a weightage of 4 credits.

Attendance : The minimum requirement of attendance during a semester shall be 75% for each course. Attendance shall be maintained by the concerned course teacher. Condonation of

shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University. Benefits of attendance may be granted to students who attend to University Union activities, meetings of University bodies and participation in extra curricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities issued by the University Authorities/Principals subject to a maximum of 10 days in a semester.

REGISTRATION

1. A Student shall be permitted to register for the programme at the time of admission. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. Students shall make up the shortage of attendance in that semester ('Repeat Semester') after completion of the programme. The 'Repeat Semester' shall be possible only once in the entire programme.
2. The condonation of shortage of attendance shall be granted according to the existing prescribed norms.
3. A student who registered for the course shall complete the course within 6 years from the year of registration.

EVALUATION AND GRADING

1. The Evaluation scheme for each course shall contain two parts (i) Internal Evaluation. (ii) External Evaluation
25% weight shall be given to the internal evaluation. The remaining 75% weight shall be for the external evaluation.

Weightage of Internal and External Valuation

| Evaluation | Arts | Science | Marks |
|------------|--|--|-------|
| Internal | Int.Ex.(2)-5+5 Attendance 5 Sem. or Ass. 5 | Int.Ex.(2)-5+5 Attendance 5 Ass.2, Sem.orViva 3 | 20% |
| External | | | 80% |

Both internal and external evaluation will be carried out using Direct Grading System.

i. **Internal Evaluation** : The internal evaluation shall be based on a pre determined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/ viva and attendance in respect of practical courses.

Components of Internal Evaluation

| Theory Course | Weightage |
|----------------------|------------------|
| Assignment | 1 |
| Test Paper | 2 |
| Attendance | 1 |
| Seminar | 1 |

To ensure transparency of evaluation process, the Internal assessment grade awarded to the students in each course in a semester shall be notified on the notice board atleast one week before the commencement of external examination. There shall be no chance for improvemet for internal grade. The Course Teachers shall maintain the academic record of each student registered for the course, which shall be forwarded to the university (Signature of both course teacher and HOD) through the college principal.

ii. **External Evaluation**

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well difined Scheme of valuation. The external examination in practical courses and project evaluation shall be conducted by two examiners- one internal and an external, nominated by the university.

2. The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.

3. Photocopies of the answer scripts of the external examination also shall be made available to the students for scrutiny on request and discrepancies if any are to be brought to notice of the university by submitting an application for recounting/ revaluation along with the required fees within seven days of publishing the results. The fee for scrutiny/revaluation of answer scripts shall be as decided by the university.

Internal Evaluation : Internal Evaluation has different components of different weights as shown below

Components of Internal Evaluation

| Theory Course | Weightage | Grading |
|---------------|-----------|--|
| Assignment | 1 | Graded as A+,A,B+, B,C+, C,... depending on quality Test Paper |
| (Min.2) | 2 | Graded as A,B,C,D,E |
| Attendance | 1 | E: below 75% , D : 75-79 C : 80-84, B : 85-89, A: above 90 |
| Seminar | 1 | Graded as A,B,C,D,E, depending on Presentation |

Seven Point Indirect Grading System under the "Calicut University Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2014" (CUCBCSSUG 2014).

| Percentage of Marks (IA+FSE) | Grade | Interpretation | Grade point Average (G) | Range of grade points | Class |
|------------------------------|-------|----------------|-------------------------|-----------------------|--|
| 90 and above | A+ | Outstanding | 6 | 5.5 -6 | First class with 80 to below Distinction |
| 80 to below Distinction 90 | A | Excellent | 5 | 4.5 -5.49 | First class |
| 70 to below 80 | B | Very good | 4 | 3.5 -4.49 | |
| 60 to below 70 | C | Good | 3 | 2.5 -3.49 | Second class |
| 50 To below 60 | D | Satisfactory | 2 | 1.5 -2.49 | |
| 40 to below 50 | E | Pass/Adequate | 1 | 0.5 -1.49 | Pass |
| Below 40 | F | Failure | 0 | 0 - 0.49 | Fail |

UGC SPONSORED ADD-ON COURSES

- 1) Quail Farming
- 2) Communication Skills in English

CAREER ORIENTED COURSES

- 1) Diploma in sales tax

SHORT TERM CERTIFICATE PROGRAMS

- | | |
|-----------------------------------|----------|
| 1) PGDCA | 1 Year |
| 2) DCA | 6 Months |
| 3) Visual Basic | 6 Months |
| 4) C/C++ | 6 Months |
| 5) Tally | 3 Months |
| 6) Photoshop | 3 Months |
| 7) DTP | 3 Months |
| 8) MS Office | 3 Months |
| 9) Internet | 2 Months |
| 10) Diploma in Sales Tax Practice | 1 Year |

FACULTY

Dr. Sr. REENA ITTYACHAN **PRINCIPAL** **9744140437**
(Sr. Irene)

DEPARTMENT OF ENGLISH

- | | | |
|------------------------------------|-----------------|------------|
| 1 Ms. BINDU JOSE (MA, MPhil.) | ASSO.PROFESSOR | 9497459569 |
| 2 Dr.Sr. .PRINCYANTO (MA, Ph.D) | ASST. PROFESSOR | 8547302953 |
| (Sr. Princy Jees) | | |
| 3 Ms. DARLYMATHEW (MA, NET) | ASST. PROFESSOR | 9495833760 |
| 4 Ms.NOBLE A PALIATH (MA,MPhil.) | ASST. PROFESSOR | 9526148624 |
| 5 Ms. SANDRA JULIET JOSE (MA, JRF) | ASST. PROFESSOR | 7025130161 |
| 6 Ms. JOSNA T GEORGE (MA, MPhil) | LECTURER | 9847998817 |
| 7 MS.MARY DAVIS (MA, NET) | LECTURER | 9496596574 |
| 8 MS. DHANISHA K S (MA, NET, JRF) | LECTURER | 9544612143 |
| 9 MS. LIVYA VARGHESE K (MA) | LECTURER | 9020507808 |

DEPARTMENT OF ORIENTAL LANGUAGES MALAYALAM

- 1 Dr. ROSY T.T. (MA, Ph.D) ASSO. PROFESSOR 9447133882
2 MS. SHYMA (MA, NET) LECTURER 9544052087

HINDI

- 1 Dr. MOLLY JOHN (MA, Ph.D) ASSO. PROFESSOR 9446144403
2. Ms. SHEEJA JOHN (MA) LECTURER 9497802291

DEPARTMENT OF HISTORY

- 1 Ms. MEENU JACOB (MA, MPhil) ASST. PROFESSOR 9496350736
2 Ms. SMINA M B (MA) ASST. PROFESSOR 9496214669
3 Mr. LIBIN FRANCIS (MA, NET) ASST. PROFESSOR 9605180125

DEPARTMENT OF ECONOMICS

- 1 Dr. CHACKO JOSE P (MA, MPhil, PhD)
ASSO. PROFESSOR 9447033292
2 Dr. SHIRLEY JOSE K
(MA, MPhil, PhD) ASSO. PROFESSOR 9846603436
3 Ms. JINI THOMAS (MA) LECTURER 9606705986
4. Mr. NIJIL JACOBI (MA, NET) LECTURER 7403539290

DEPARTMENT OF POLITICS

1. Mr. JOSE JAMES (MA, JRF) ASST. PROFESSOR 9946453056

DEPARTMENT OF MATHEMATICS

- 1 Ms. SMITHA DAVIS (MSc, MPhil) ASST. PROFESSOR 8156977780
2 Dr. VIJITHA MUKUNDAN (MSc, PhD)
ASST. PROFESSOR 9744503525
3 Dr. NIDHIN T J (MSc, PhD) ASST. PROFESSOR 9757417554
4 Ms. LINET ROSLIN ANTONY (MSc, MPhil)
ASST. PROFESSOR 8547303242
5 Ms. AMALA MARY GEORGE (MSc, MPhil)
ASST. PROFESSOR 9567430812

| | | |
|---------------------------|----------|------------|
| 6 Ms. GEETHU SIMON (M Sc) | LECTURER | 9037333640 |
| 7 Ms. JIJI PAULA (MSc) | LECTURER | 8086110622 |
| 8Ms. RESHMA JOSHY (MSc) | LECTURER | 8281947707 |

DEPARTMENT OF PHYSICS

| | | |
|---|-----------------|------------|
| 1. Dr. Sr. REENA ITTYACHAN (M Sc, MPhil, PhD) | | |
| ASST. PROFESSOR | | 9744140437 |
| (Sr. Irene) | PRINCIPAL | |
| 2 Dr. NIJO VARGHESE (M Sc, PhD) | | |
| | ASST. PROFESSOR | 9496805788 |
| 3 Ms. FENCY K F (M Sc, JRF) | ASST. PROFESSOR | 9745822940 |
| 4 Dr. SALINI JOSE (MSc PhD) | ASST. PROFESSOR | 9495170569 |
| 5 Ms. SHYAMA I (M Sc.) | LECTURER | 9072315232 |
| 6 Ms. SUKANYA (MSc) | LECTURER | 8593015988 |
| 7. Ms.MARYLIDIYASIMETHY (MSc) | LECTURER | 9496596574 |

DEPARTMENT OF CHEMISTRY

| | | |
|--|-----------------|------------|
| 1 Ms. MARIA JOSE (M Sc.) | ASSO.PROFESSOR | 9446232176 |
| 2 Dr. SANTOSH PAUL (M Sc., MTech, PhD) | | |
| | ASST. PROFESSOR | 9497249176 |
| 3 Dr. LAINA A L (MSc.,NET, PhD) | | |
| | ASST. PROFESSOR | 8281081399 |
| 4. Dr. ANUJA E V (MSc., JFR, PhD) | | |
| | ASST. PROFESSOR | 8547762452 |
| 5. Dr. ROSABELLA K PUTHUR (MSc, PhD) | | |
| | RTD. PROFESSOR | 9447832870 |
| 6Ms. LINDA TRESA TOMY (MSc) | LECTURER | 9400409134 |
| 7Ms. ATHIRATNARAYANAN (MSc) | LECTURER | 9605229283 |

DEPARTMENT OF BOTANY

| | | |
|----------------------------------|-----------------|--------------|
| 1 Dr. Sr. BETTY K. P. (MSc, PhD) | | |
| | ASST. PROFESSOR | 0480-2705517 |

DEPARTMENT OF ZOOLOGY

| | | |
|------------------------------|-----------------|------------|
| 1 Dr. TESSY K L (M Sc., PhD) | | |
| | ASST. PROFESSOR | 9446226358 |

DEPARTMENT OF ORIENTAL LANGUAGES MALAYALAM

- | | | |
|----------------------------|-----------------|------------|
| 1 Dr. ROSY T.T. (MA, Ph.D) | ASSO. PROFESSOR | 9447133882 |
| 2 MS. SHYMA (MA, NET) | LECTURER | 9544052087 |

HINDI

- | | | |
|-----------------------------|-----------------|------------|
| 1 Dr. MOLLY JOHN (MA, Ph.D) | ASSO. PROFESSOR | 9446144403 |
| 2 Ms. SHEEJA JOHN (MA) | LECTURER | 9497802291 |

DEPARTMENT OF HISTORY

- | | | |
|-------------------------------|-----------------|------------|
| 1 Ms. MEENU JACOB (MA, MPhil) | ASST. PROFESSOR | 9496350736 |
| 2 Ms. SMINA M B (MA) | ASST. PROFESSOR | 9496214669 |
| 3 Mr. LIBIN FRANCIS (MA, NET) | ASST. PROFESSOR | 9605180125 |

DEPARTMENT OF ECONOMICS

- | | | |
|--|-----------------|------------|
| 1 Dr. CHACKO JOSE P (MA, MPhil, PhD) | ASSO. PROFESSOR | 9447033292 |
| 2 Dr. SHIRLEY JOSE K (MA, MPhil, PhD) | ASSO. PROFESSOR | 9846603436 |
| 3 Ms. JINI THOMAS (MA) | LECTURER | 9606705986 |
| 4 Mr. NIJIL JACOBI (MA, NET) | LECTURER | 7403539290 |

DEPARTMENT OF POLITICS

- | | | |
|-----------------------------|-----------------|------------|
| 1. Mr. JOSE JAMES (MA, JRF) | ASST. PROFESSOR | 9946453056 |
|-----------------------------|-----------------|------------|

DEPARTMENT OF MATHEMATICS

- | | | |
|--|-----------------|------------|
| 1 Ms. SMITHA DAVIS (MSc, MPhil) | ASST. PROFESSOR | 8156977780 |
| 2 Dr. VIJITHA MUKUNDAN (MSc, PhD) | ASST. PROFESSOR | 9744503525 |
| 3 Dr. NIDHIN T J (MSc, PhD) | ASST. PROFESSOR | 9757417554 |
| 4 Ms. LINET ROSLIN ANTONY (MSc, MPhil) | ASST. PROFESSOR | 8547303242 |
| 5 Ms. AMALA MARY GEORGE (MSc, MPhil) | ASST. PROFESSOR | 9567430812 |

- 6 Ms. GEETHU SIMON (M Sc) LECTURER 9037333640
 7 Ms. JIJI PAUL A (MSc) LECTURER 8086110622
 8Ms. RESHMA JOSHY (MSc) LECTURER 8281947707

DEPARTMENT OF PHYSICS

1. Dr. Sr. REENA ITTYACHAN (M Sc, MPhil, PhD)
 ASST. PROFESSOR 9744140437
 (Sr. Irene) PRINCIPAL
- 2 Dr. NIJO VARGHESE (M Sc, PhD)
 ASST. PROFESSOR 9496805788
- 3 Ms. FENCY K F (M Sc, JRF) ASST.PROFESSOR 9745822940
- 4 Dr. SALINI JOSE (MSc PhD)ASST. PROFESSOR 9495170569
- 5 Ms. SHYAMA I (M Sc.) LECTURER 9072315232
- 6 Ms. SUKANYA (MSc) LECTURER 8593015988
7. Ms MARYLIDIYASIMETHY (MSc) LECTURER 9496596574

DEPARTMENT OF CHEMISTRY

- 1 Ms. MARIA JOSE (M Sc.) ASSO.PROFESSOR 9446232176
- 2 Dr. SANTOSH PAUL (M Sc., MTech, PhD)
 ASST. PROFESSOR 9497249176
- 3 Dr. LAINA A L (MSc.,NET, PhD)
 ASST. PROFESSOR 8281081399
4. Dr. ANUJA E V (MSc., JFR, PhD)
 ASST. PROFESSOR 8547762452
5. Dr. ROSABELLA K PUTHUR (MSc., PhD)
 RTD. PROFESSOR 9447832870
- 6Ms. LINDA TRESA TOMY (MSc) LECTURER 9400409134
- 7Ms. ATHIRATNARAYANAN (MSc) LECTURER 9605229283

DEPARTMENT OF BOTANY

- 1 Dr. Sr. BETTY K. P. (MSc, PhD)
 ASST. PROFESSOR 0480-2705517

DEPARTMENT OF ZOOLOGY

- 1 Dr. TESSY K L (M Sc., PhD)
 ASST. PROFESSOR 9446226358

2 Dr. NEETHA V (M Sc., PhD)

ASST. PROFESSOR 9400018554

3. MS NEENU JOY (MSC)

LECTUR 9645076310

DEPARTMENT OF COMPUTER SCIENCE

1 Dr. Sr. MINI TV (Sr. Miranto) (MCA., MPhil., PhD)

ASST. PROFESSOR. 9656131765

2 DR. JISHA JOSE PANACKAL

ASST. PROFESSOR. 9400860285

3 Ms. JULIE P A (M Sc., Dip. in Elect. BEd)

LECTURER 9446054896

4. Ms. SINDHU T. (MCA)

LECTURER 9961263715

DEPARTMENT OF COMMERCE

1 Prof. NAJEEB P S (MBA)

RTD. PROFESSOR 8075726861

2 Prof. KRISHNAKUMAR (M Sc.)

RTD. PROFESSOR 9446233658

3 Dr. VIMALA P (M Com., MBA, MA, MSc, PGDHEM, MPhil., PhD)

RTD. PROFESSOR 9446960099

4 Ms. GRACY M K (M Com.)

LECTURER 8943577505

5 Ms. MINI MJ (M Com, MBA, BEd, SET)

LECTURER 9746303004

6 Ms. BINDU PAUL (M Com.)

LECTURER 9495748937

7 Ms. NIMITHA P M (M Com., NET)

LECTURER 9605917383

8 Ms. KEERTHANATU (M Com, JRF)

LECTURER 9074094105

9 Ms. NEETHUMOLMS (M Com, NET)

LECTURER 9061330919

10 Ms. SRUTHY P K (M Com, JRF)

LECTURER 9746290310

11 Ms. SHALU V (M Com.)

LECTURER 9048926273

12 Ms. ANJU P A (M Com, NET)

LECTURER 8594056916

13 Ms. Kavya K.R. (M. Com Net)

LECTURER 9446647078

DEPARTMENT OF PHYSICAL EDUCATION

1. Mr. JOSEPH CHACKO (MA, MPhil)

ASST. PROFESSOR

9446502116

COMPUTER CENTRE

(UGC-NETWORK RESOURCE CENTRE)

1. Ms. GLAZE ROSE

INSTRUCTOR 8281208505

COLLEGE COUNCIL

1. DR.SR.REENAITTYACHAN (Sr. Irene)
2. DR.SR. A PRINCY ANTO
3. MS. MARIA JOSE
- 4 DR. ROSY T.T.
5. DR. MOLLY JOHN
6. MS. BINDU JOSE
7. DR. TESSY K L
8. DR. CHACKO JOSE P.
9. DR.SR. MINI T.V. (Sr. Miranto)
10. MR. JOSEPH CHACKO
- 11.MS. MEENU JACOB
- 12 PROF. NAJEEB P S
13. SR. SHEENA JOSEPH K. (Sr. Shanet)
- 14 MS. STEPHY K SUNNY

ADMINISTRATIVE STAFF

- | | | |
|-----|--|--------------|
| 1. | SR. SHEENA JOSEPH K. (Sr. Shanet) | 9061691159 |
| 2. | SR. THRESIAMA P.P. (Sr. Treesa Flower) | 0480-2705517 |
| 3. | MS. LISSY P.A. | 9072966490 |
| 4. | MS. MARY M.D. | 8943308834 |
| 5. | MS. MARIAM P.R. | 9495553104 |
| 6. | SR. ROSY S. (Sr. Rose Mary) | 0480-2701876 |
| 7. | SR. ROSY JACKSON (Sr. Rosemel) | 9207482401 |
| 8 | SR. LEENA N.K. (Sr. Roseprabha) | 9495085517 |
| 9. | SR. MINI U.V. (Sr. Jinsa) | 9496372167 |
| 10. | MR. THOMAS A.G. | 9846268617 |
| 11. | MR. SAJAN P.D. | 9656784861 |
| 12. | MR. JOHN V.J. | 9846258807 |
| 13. | SR.ROSHIN | 04802701876 |
| 14. | MS.SHEEBA VARGHESE | 9400755601 |
| 15. | SR. SOUMYA | 0480-2705517 |

2 Dr. NEETHA V (M Sc., PhD)

ASST. PROFESSOR 9400018554

3. MS NEENU JOY (MSC)

LECTUR 9645076310

DEPARTMENT OF COMPUTER SCIENCE

1 Dr. Sr. MINI TV (Sr. Miranto) (MCA., MPhil., PhD)

ASST. PROFESSOR. 9656131765

2 DR. JISHA JOSE PANACKAL

ASST. PROFESSOR. 9400860285

3 Ms. JULIE P A (M Sc., Dip. in Elect. BEd)

LECTURER 9446054896

4. Ms. SINDHU T. (MCA)

LECTURER 9961263715

DEPARTMENT OF COMMERCE

1 Prof. NAJEEB P S (MBA) RTD. PROFESSOR 8075726861

2 Prof. KRISHNAKUMAR (M Sc.) RTD. PROFESSOR 9446233658

3 Dr. VIMALA P (M Com., MBA, MA, MSc, PGDHEM, MPhil., PhD)

RTD. PROFESSOR 9446960099

4 Ms. GRACY M K (M Com.)

LECTURER 8943577505

5 Ms. MINI MJ (M Com, MBA, BEd, SET)

LECTURER 9746303004

6 Ms. BINDU PAUL (M Com.)

LECTURER 9495748937

7 Ms. NIMITHA P M (M Com., NET)

LECTURER 9605917383

8 Ms. KEERTHANATU (M Com, JRF)

LECTURER 9074094105

9 Ms. NEETHUMOLMS (M Com, NET)

LECTURER 9061330919

10 Ms. SRUTHY P K (M Com, JRF)

LECTURER 9746290310

11 Ms. SHALU V (M Com.)

LECTURER 9048926273

12 Ms. ANJU P A (M Com, NET)

LECTURER 8594056916

13 Ms. Kavya K.R. (M. Com Net)

LECTURER 9446647078

DEPARTMENT OF PHYSICAL EDUCATION

1. Mr. JOSEPH CHACKO (MA, MPhil)

ASST. PROFESSOR

9446502116

COMPUTER CENTRE

(UGC-NETWORK RESOURCE CENTRE)

1. Ms. GLAZE ROSE

INSTRUCTOR 8281208505

COLLEGE COUNCIL

1. DR.SR.REENA ITTYACHAN (Sr. Irene)
2. DR.SR. A PRINCY ANTO
3. MS. MARIA JOSE
- 4 DR. ROSY T.T.
5. DR. MOLLY JOHN
6. MS. BINDU JOSE
7. DR. TESSY K L
8. DR. CHACKO JOSE P.
9. DR.SR. MINI T.V. (Sr. Miranto)
10. MR. JOSEPH CHACKO
- 11.MS. MEENU JACOB
- 12 PROF. NAJEEB P S
13. SR. SHEENA JOSEPH K. (Sr. Shanet)
- 14 MS. STEPHY K SUNNY

ADMINISTRATIVE STAFF

- | | | |
|-----|--|--------------|
| 1. | SR. SHEENA JOSEPH K. (Sr. Shanet) | 9061691159 |
| 2. | SR. THRESIAMA P.P. (Sr. Treesa Flower) | 0480-2705517 |
| 3. | MS. LISSY P.A. | 9072966490 |
| 4. | MS. MARY M.D. | 8943308834 |
| 5. | MS. MARIAM P.R. | 9495553104 |
| 6. | SR. ROSY S. (Sr. Rose Mary) | 0480-2701876 |
| 7. | SR. ROSY JACKSON (Sr. Rosemel) | 9207482401 |
| 8 | SR. LEENA N.K. (Sr. Roseprabha) | 9495085517 |
| 9. | SR. MINI U.V. (Sr. Jinsa) | 9496372167 |
| 10. | MR. THOMAS A.G. | 9846268617 |
| 11. | MR. SAJAN P.D. | 9656784861 |
| 12. | MR. JOHN V.J. | 9846258807 |
| 13. | SR.ROSHIN | 04802701876 |
| 14. | MS.SHEEBA VARGHESE | 9400755601 |
| 15. | SR. SOUMYA | 0480-2705517 |

LIBRARY STAFF

1 MS. STEPHY K SUNNY (MLIS, NET, JRF) 9496442922

LAB. / LIB. / EXAM ASSISTANTS

1. MR. JAISON K.T. 9946983969
2. SINI P O 7025043733
3. ELSY M R 9497283809
4. MS. SHIJI JOSE 9539920887
5. MS. RANI SIJU 8086024540
6. MS. BINDHU T K 9400600853

RECEPTION

1. ANNIE JOSE 9544264719
2. ALICE PAULY 8301844233

DAILY WORKERS

1. SMT. LILLY GEORGE 7559825818
2. SMT. SARADA 9249249489
3. SMT. ROSILY THOMAS 9495822175

STAFF IN-CHARGE OF CO-CURRICULAR ACTIVITIES

| | | |
|--------------------------------------|---|-------------------------|
| Staff Secretary | : | Ms. Bindu Jose |
| Staff Advisor | : | Dr. Chacko Jose P |
| Student Advisor (ccss) | : | Dr. Tessy K L |
| College Union | : | Dr. V Neetha |
| | | Ms. Fency K F |
| | | Ms. Linet Roslin Antony |
| NSS | : | Ms. Smina M B |
| | | Dr. Laina A L |
| Controllers of Internal Examination: | | Dr. Chacko Jose P |
| | | Dr. Santhosh Paul |
| | | Ms. Mini M J |
| | | Ms. Bindu Paul |
| | | Ms. Sindhu T |
| | | Ms. Sreelekha R |
| | | Ms. Livya Varghese |

| | |
|--|---|
| Controllers of University: Examinations | Chief Supt. Dr. Molly John Mr. Jose James Sr. Jinsa Ms. Bindu T K Smt. Lilly George |
| Alumnae Association : | Dr. Chacko Jose P Dr. Rosy T T Dr. Sr. A Princy Anto Ms. Meenu Jacob |
| ASAP : | Ms. Meenu Jacob |
| Catholic Activities : | Dr. Sr. Mini T.V. Sr. Roseprabha Sr. Roshin Sr. Rosemary Sr. Soumya Student Sisters |
| Chairperson : | IQAC Dr. Sr. Reena Ittyachan (Sr. Irene) (Principal I/C) |
| IQAC Coordinator : | Dr. Shirley Jose |
| IQAC Joint Coordinatore: | Dr. Nijo Varghese Mr. Libin Francis |
| Members : | Vice-Principal Dr. Chacko Jose P. Dr. Tessy K L Dr. Santhosh Paul Ms. Sandra Juliet Jose Dr. Nidhin Ms. Stephy K Sunny SR. SHEENA JOSEPH K. (Sr. Shanet) Sr. Lilly Maria Former Principal (Rep. of Management Chairperson of College Union (student representative) SR. SHEENA JOSEPH K. (Sr. Shanet) |

| | | |
|--|---|---|
| PTWA | : | Principal Ms. Bindu Jose Ms. Darly Mathew Ms. Smitha Davis Mr. Nijil Jacobi Smt. Elsy |
| Students Counselling | : | Mrs. Juliet Shony Clinical psychologist (CRR no. a 47269) |
| Fine Arts | : | Ms. Noble A Paliath Dr. Anuja E V Dr. Salini Ms. Darly Mathew Ms. Amala Mary George Ms. Sruthi P K Ms. Geethu Simon Ms. Reshma Joshy |
| College Magazine | : | Ms. Sandra Juliet Jose Dr. Vijitha Mukundan Mr. Libin Francis Dr. V Neetha Ms. Fency K.F. Ms. Linet Roslin Antony |
| College Hand book | : | Principal Dr. Shirley Jose Ms. Stephy K Sunny Ms. Dhanisha K S Sr. Shanet Sr. Roseprabha |
| Catechism & Value Education | : | Dr. Sr. Betsy Dr. Salini Ms. Gracy M J Ms. Jiji Paul Ms. Julie P A |

| | |
|--|---|
| Media Publicity & Photos: | Dr. Sr. Betsy Mr. Joseph Chacko Dr. Nijo Varghese Sr. Rosemel Mr. Jaison K T |
| Daily Events & Chronicle: | Ms. Stephy K Sunny Ms. Sandra Juliet Jose Ms. Sruthy P K |
| Assembly : | Mr. Joseph Chacko Ms. Amala Mary George Ms. Linet Roslin Antony |
| Research Consultancy : | Dr. santhosh paul, |
| & Submitting project : | Dr. Nijo Varghese |
| Proposals | Dr. Nidhin T J Dr. V Neetha Dr. Anuja E V Dr. Rosy T T |
| Womens Cell: | Dr. Sr. Mini T.V. (Sr. Miranto) Ms. Sandra Juliet Jose Dr. Jisha Jose Panackal |
| Grievance Redressal Cell: | Principal Dr. Sr. A Princy Anto Ms. Maria Jose Ms. Bindu Jose Ms. Fency K F Ms. Smitha Davis |
| Civil Service Coaching & Career Guidance: | Dr. Chacko Jose p Mr. Libin Francis |

STAFF IN CHARGE OF VARIOUS CLUBS

| | |
|-----------------|--------------------|
| Heritage Club : | Ms. Meenu Jacob |
| Encon Club : | Dr. Chacko Jose P. |
| Energy Club : | Dr. Nijo Varghese |

| | | |
|-----------------------|---|--|
| Campus Club | : | Mr. Joseph Chacko |
| Literary Club | : | Dr. Rosy T.T., Dr. Molly John |
| Eco Club | : | Ms. Bindu Joy |
| Septungenarian's Club | : | Dr. Sr. A. Princy Anto (Sr. Princy Jees) |
| Quiz Club | : | Dr. Santhosh Paul |
| E.T. Club | : | Ms. Neethumol M.S. |

RULES OF ADMISSION

1. Admission of students for the UG and PG Programmes will be under Choice Based Credit Semester System.
2. At the time of interview the applicant should produce the following certificates in original.
 - (i) Transfer Certificate from the school/college last attended.
 - (ii) Course and Conduct Certificate.
 - (iii) Mark List and Pass Certificate (P.G. students have to submit the degree/diploma in original at least by September of the same year).
3. Immediately after the interview, the candidate if selected will be enrolled on payment of the 1st instalment of fees and the submission of the certificates.
4. Students are advised to have with them sufficient number of attested copies of their mark list and other documents before the original certificates are submitted to the office.

COLLECTION OF FEE

Fees are collected as per the Governmental rules.

- a. The Tuition fees including the special fees prescribed will be collected on the date of admission.
- b. If any student fails to pay the fees or special fees on the due date, she shall be liable to pay a fine of Rs. 5/- along with the fees on or before the 10th day, after the due date. If the 7th

day, happens to be a holiday, the next working day will be counted as the 7th day.

- c. If the fee with the fine is not paid on or before the 7th day after the due date, an additional fine of Rs. 10/- will have to be paid. If the fee and fines are not paid within 15 days from that date, the name of the student will have to be removed from the rolls of the college. If she is to be re-admitted, she has to apply for the special permission of the Principal and also has to remit a re-admission fee of Rs. 100/- in addition to the arrears with fine.
- d. If the fee and fines are not paid on the 11th day or within 15 days, from that date the name of the student will be entered in a special register of defaulters. The attendance of the student would be taken every day as usual and her attendance or absence would be marked. If the student settles the arrears of fees with fines before last opportunity given for such a settlement, she would be granted attendance as per actual presence or absence as record. If the student does not pay the dues till the last date prescribed, she would not be allowed to appear for the examination.
- e. Those who are discontinuing from the regular and self financing courses before collecting transfer certificate they should remit full course fee.

FEE REGULATIONS

DEGREE COURSES

| | | |
|------------|-------------------------|------------------|
| I. | Tuition Fee (UG) | Rs.1000/- |
| | Tuition Fee (PG) | Rs.1800/- |
| II. | Special Fee | |
| | 1. Admission fee | Rs. 75/- |
| | 2. Library Fee | Rs.100/- |

| | | | |
|-------------|--------------|---------------------------|-----------------|
| | 3. | Athletic Fee | Rs.100/- |
| | 4. | Stationery Fee | Rs. 50/- |
| | 5. | Magazine Fee | Rs. 50/- |
| | 6. | Association Fee | Rs. 50/- |
| | 7. | Calender Fee | Rs.30/- |
| | 8. | Audio-Visual Fee | Rs.25/- |
| | 9. | Health Fee | Rs. 5/- |
| | 10. | Women Study | Rs.50/- |
| | 11. | Students Aid Fund | Rs. 5/- |
| III. | | Sports Affiliation | Rs.250/- |
| IV. | | University Union | Rs.75/- |
| V. | | Matriculation Fee | Rs.100/- |
| VI. | | Recognition Fee | Rs.100/- |
| VII. | | Lab Fee | |
| | 1. | B.Sc Main | |
| | | 1 st Physics | Rs. 400/- |
| | | Chemistry | Rs. 400/- |
| | | Zoology | Rs. 550/- |
| | 2. | II nd Physics | Rs. 400/- |
| | | Chemistry | Rs. 400/- |
| | | Zoology | Rs. 550/- |
| | 3. | III rd Physics | Rs. 250/- |
| | | Chemistry | Rs. 250/- |
| | | Zoology | Rs. 250/- |
| | VIII. | Caution Deposit | |
| | | B.A/B.Sc. | Rs.360/- |
| | | PG | Rs. 600 |

POST GRADUATE COURSES

Except Mathematics, all other P G courses offered by the college at present are self financing courses. For Self Financing Courses the fee will be fixed as per the norms of the University of Calicut and the Govt. of Kerala.

GENERAL REGULATIONS

1. The regulations set forth in this Hand Book are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and ensure proper development of the whole person.
2. The student's registration in the college is considered an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student therefore is committed to the observance of these rules.
3. The Code of Discipline exists primarily to provide the discipline necessary for an academic environment. The Management has the right to suspend /dismiss any student for breach of discipline .
4. Important notices are posted on the respective notice boards. It is the responsibility of the students to read these notices and to respond immediately if summoned through them.
5. It is the responsibility of the student to treat college property with care and to keep the buildings and the campus neat and clean.
6. All students should read and understand library regulations.
7. Students are advised to make use of the library during free periods. Those who prefer to sit in the classroom for doing academic work will not in any way cause disturbance to the neighbouring class.
8. Political activism is strictly banned in the campus, as it is detrimental to the teaching learning process. (Vide: W.A. No. 535 of 2003-Judgement dt. 26/5/2003 of the Honourable High Court of Kerala).

Nevertheless, the college recognizes the right of a student to dissent and to fight for the legitimate right of students. However, this right should not fringe upon the right of other students to attend class and / or of the teacher to conduct his/her lesson. Students shall not take out demonstrations along the corridors or enter the classrooms and obstruct the teaching process.

9. Students are strongly advised to prefer modesty to fashions. They are allowed to wear only the uniforms specified by the College on all days.
10. Students should not wear gold ornaments except a pair of earrings.
11. Mobile phone is not allowed in the campus for students.
12. The College ID Card should be worn daily and surrendered after the completion of the course or if the student discontinues.

GENERAL DISCIPLINE

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

1. Every student shall behave and conduct herself in the college and the hostel in a dignified and courteous manner and should be respectful to the teachers.
2. Consumption of narcotic drugs, tobacco, alcohol etc. are strictly prohibited in the campus and the hostel and action will be initiated against those who are found to have consumed them.
3. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal immoral or political expressions and activities within the campus and hostel.

4. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. Students, shall not disfigure/damage or destroy public or college properties. In the event of such damage or destruction the cost of such properties will be recovered from the concerned student/students. Disciplinary action will also be taken against the delinquents.
5. Silence shall be maintained in the college library and the premises of the office.
6. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or the hostel.
7. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any object which is obscene within the campus or the hostel is also actionable offence.
8. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the college building. Except with the specific permission of the Principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
9. Politically based students and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.

10. The college being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
11. Any student who is found to exert undue influence on fellow students will be strictly dealt with. No student is allowed to enter classes of other batches when the class is in session.
12. No student will enter or leave the class room when the session is on without the permission of the teacher.
13. Students absenting themselves without submitting proper leave application for more than ten working days will have their names removed from the rolls. They may be readmitted only at the discretion of the Principal.
14. Usage of cell phones within the campus is prohibited. Violation of the ban would entail seizure of the same with fine.
15. There is a students' grievance redressal cell in the college. In case the students have any grievance or complaint they may approach the Head of the Department first and if not satisfied, the Principal. The Principal will at her discretion refer the matter to the students grievance redressal cell consisting of the vice-Principal (or an impartial Senior Teacher), one HOD and one Senior Teacher (Selection Grade/Reader/Associate Professor) nominated by the Principal.
16. Students who are charged in criminal offence or are under suspension will not be allowed to enter the college campus without the permission of the Principal.

17. The principal shall have power to declare holiday for the college if she is satisfied that peaceful academic functioning of the college cannot be carried on.
18. Any case of criminal activity or violation of law and order in the college campus will be reported to the police and the police shall register case and initiate action against the offenders.
19. The terms and condition of admission and the code of conduct are included in the college calendar issued to the students and are binding on the students. In the application form for admission an undertaking shall be given by the student and the parent accordingly.
20. In the matter of internal discipline the decision of the Principal shall be final.
21. Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
22. Students are expected to be properly dressed. Showing clothes are to be avoided. Women students are expected to show lady-like dignity in their dress and general behaviour.
23. Students are not permitted to drive their vehicles into the prohibited area of the campus.
24. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
25. Rise from your seats when the teacher enters the class room and remain standing till he takes his seat or till you are

allowed to sit down. Greet your teacher appropriately when the teacher enters the class. Rise again and say 'Thank you, Sir,' when the teacher leaves the classroom.

26. Nothing is more appreciated in a student than courteous and mannerly behaviour. Greet your teachers when you meet them inside and outside the campus. Please note, it is a rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into some one.
27. Students are expected to spend their free hours in the Library/ Reading Room. They should not loiter along the verandahs or crowd at the gate or in the campus road.
28. In order to ensure a congenial academic atmosphere in the campus, the election process shall be parliamentary form of indirect election. The college parliament will be constituted with the representatives elected from each classes and the college parliament will in turn elect the college level office bearers/ university level office-bearers.

FINANCIAL ASSISTANCE

The college cares for providing financial support to deserving students. The different scholarships/financial aids available to students from different agencies are listed below.

A. Central Government Scholarships

1. Island Student's Scholarship.
2. Scholarship of Physically Handicapped.
3. Single Girl Child Scholarship

B. State Government Scholarships.

1. Kerala State Merit Scholarship.
2. Children of Beedi & Mineworker's Scholarship.
3. Sports Scholarship.
4. Post Matric Scholarship
5. Central Sector Scholarship
6. District Merit Scholarship
7. Fishermen's Scholarship.
8. Cultural Scholarship.
9. Scholarship to Children of School Teachers.
10. Hindi Scholarship
11. Muslim Nadar Girls Scholarship
12. Sanskrit Scholarship
13. Suvarna Jubilee Merit Scholarship
14. C H Muhammedkoya Scholarship
15. Blind/P H Scholarship
16. Music Fine Arts Scholarship
17. Scholarship for dependent of Jawan
18. Merit Cum Means Scholarship
19. Snehapoorvam

C. Calicut University Scholarship.

1. University Merit Scholarship.

D. Higher Education Scholarship.**E. SC/ST/OBC/OEC/KPCR Education Concession****F. Institutional Scholarships/Prizes/ Endowments**

1. Student's Aid Fund.
2. Poor Students Fund.
3. Santhwanam Fund
4. Others.

No. Endowment by / Prize Beneficiary

- | | |
|--|--------------------------------------|
| 1. K.T. Jose Kanichai. | Top scorer in Physics |
| 2. Kochupaul Kizhakoodan. | Top scorer in B.Sc. Zoology. |
| 3. Ulahannan Memorial Prize. | Top scorer in B.A. History. |
| 4. A.D. Lonappan Alappat Prize. | Top scorer in Indian History. |
| 5. Sr. Ephrem Prize. | Top scorer in Hindi. |
| 6. Sr. Carmel Prize. | Top scorer in Malayalam. |
| 7. K.T. Francis Kallukaran Prize. | Top scorer in Mathematics. |
| 8. Mrs. & Mr. V.L. Rappai Prize. | Top scorer in Economics. |
| 9. Sr. Stella Prize. | Top scorer in English. |
| 10. Fr. Jose Chittilappilly Prize. | Top scorer in Political Science. |
| 11. Fr. George Kalen Prize. | Top scorer in Chemistry. |
| 12. Alappat Lonappan Family Prize. | Top scorer in Computer Science. |
| 13. Sr. Sancta Prize. | Top scorer in Economics. |
| 14. Marykutty Joseph Memorial Prize. | Top scorer in English. |
| 15. T.V. Varghese Thekkuden Prize. | Top scorer in Botany. |
| 16. Sr. Lalitha Chandy Prize. | Top scorer in Literary competitions. |
| 17. Sr. Cajetan Prize. | Top scorer in Arts Festival. |
| 18. P.T.W.A. Prize. | Top scorer in Literary Competitions. |
| 19. Teaching & Non Teaching Staff Prize. | Top scorer in University Exams. |
| 20. State Bank Prize. | Top scorer in General Economics. |
| 21. South Indian Bank Prize. | Top scorer in English Literature. |
| 22. Catholic Syrian Bank Prize. | Top scorer in Malayalam. |
| 23. S.H. Staff Prize. | Top scorer in P.G. |
| 24. Federal Bank Prize. | Top scorer in Hindi. |
| 25. Presentation Prize. | Top scorer in Computer Science. |
| 26. P.T.WA. Prize. | Top scorer in Sports. |
| 27. Teaching Staff Prize. | Top scorer in P.G. |
| 28. Sr. Ritty Paul Prize. | Top scorer in Economics. |
| 29. Boy's High School Prize. | Top scorer in Malayalam. |
| 30. Ms. Elicy Poulose Endowment Prize | Best student in sports and games |
| 31. Ms. Celin T.T Endowment Prize | Best student in B.Sc. Botany sub. |
| 32. Ms. Molly K.K Endowment Prize | Top scorer in B.A. English |
| 33. Sr. Samson Endowment Prize | Top scorer in Catechism |

- | | |
|--|---|
| 34. Sr. Gracy Chethalan Endowment Prize | Top scorer in Value Education |
| 35. Mrs. Marykutty P A Endowment Prize | Best student in Historiography and Kerala History |
| 36. Kum. Tincy Thomas Endowment Prize | Top scorer in Chemistry Main |
| 37. Sr. Foncy Alappat Endowment Prize | Top scorer in Commerce |
| 38. Sr. Catherine Endowment Prize | Best Reader |
| 39. Sr. Therese Mary Endowment Prize | Top scorer in BCA & MCA of IGNOU |
| 40. Sr. Lima Rose Endowment | Retired Staff Association |
| 41. Sr. Angel Rose Endowment Prize | Top scorer in P.G Physics |
| 42. Sr. Philo Jees Endowment Prize | Top scorer in P.G Chemistry |
| 43. Sr. Deepa Endowment Prize | Best reader |
| 44. Ms. Susan Koshy's Parent Endowment Prize | Best student in Comp. Course Eco. |
| 45. Ms. Molly Sebastian Endowment Prize | Best student in B.A. Hist. Core Course |
| 46. M D James Tatvamasy endowment Prize | Best performer |
| 47. Mrs. Elsy Thomas Endowment Prize | Treatment of needy students and their family members |
| 48. Ms. Daisy M C Endowment Prize | Best student in Chemistry |
| 49. Ms. Annie Ittoop Endowment Prize | Act of Charity on the occasion of the feast of Sacred Heart College, Chalakudy) |
| 50. Ms. Meera Rajan Endowment Prize | Best Student in English Literature |
| 51. Sr. Gladys Therese Endowment Prize | Best Administrative staff award |
| 52. Sr. Dally Jose Endowment Prize | For dialysis of student and family members |
| 53. Sr. Lilly Maria Endowment Prize | Proficiency Prize for BA Economics |
| 54. Ms. Annie Ittoop Endowment Prize | Best student in Physics |
| 55. Sr. Lilly Maria Endowment Prize | Best student in the college |

ASSOCIATIONS, CLUBS, FORUMS

Sacred Heart College acknowledges that development and growth of an individual does not take place in the classroom alone. Development of talent and skills is essential for the integral formation of the personality of a student. With this insight, the college has a number of associations, clubs and forums. A student

can join any number of these according to her taste/talents. There will be a faculty coordinator for each body who will be in charge of its overall supervision.

Statutory Associations

1. The College Union

Student participation in the activities of the college is enhanced by the formation of the College students union comprising of elected representatives of the Students. College Union is a body selected every year by the students through an election process and its tenure is one year. The election of the office bearers of the union is conducted on Democratic norms observing University rules. There is a College Union Advisor who is a senior member of the faculty. The union involves in conducting various extra curricular and co-curricular activities. They discuss various matters with the union, staff advisor and principal. Election to the College Union is conducted every year when affiliating University issues orders in this regard. At present the College follows the Parliamentary system of election as per the provision of the orders of Honourable Supreme Court of India, Honourable High Court of Kerala, J M Lyngdoh Committee recommendations and the schedule issued by the affiliating universities of Kerala.

2. Subject Associations

In subjects where the instructions are offered as main, the college has subject associations. Each subject association has an elected Secretary and will function as per the guidelines issued by the head of the department. The broad objective of the associations is to give students exposure to the subject beyond textbooks by organizing lectures, debates, quizzes etc.

3 National Service Scheme (NSS)

The college has two units of NSS, unit No. 76 nd 84. It aims at education through community service. It is intended to arouse the social conscience of the student by preparing them to be useful to society.

Motto of NSS : Healthy Youth for Healthy India The specific objects are to provide them

- a. To work with and among the people.
- b. To engage in non-violent constructive social action.
- c. To enhance their knowledge of themselves and the community through a confrontation with reality.
- d. To put their scholarship to practical use in mitigating at least some of the social problems.
- e. To practice democratic leadership.

Membership in NSS is voluntary and is strictly on selective basis. Each student is subject to its discipline and code of behaviour. Every student attending NSS will be required to put the minimum of time equivalent to 120 hours each academic year including the hours of work put in during the camp days. Those who complete 240 hours of work in 2 years and attend the 10-day camp are eligible for a certificate issued by the University.

Application for enrolment will be called for by the programme officer of the unit at the beginning of each academic year.

Membership in NSS and a certificate to that effect from the University will be treated as additional qualification while making recruitments to public services.

PARENT TEACHER WELL-WISHERS ASSOCIATION

This association is established to create an atmosphere of friendship, co-operation and unity among the guardians of students, faculty members and well wishers of the college in matters pertaining to functioning of the college and to foster feeling of unity in all spheres of development of the college.

ALUMNAE ASSOCIATION

The college has an Alumnae Association to continue the Sacred Heart Fraternity after completing education from the

college. The association also aims at tapping the potential of its alumni for the enhancement of the institution.

The annual meeting of the Alumnae Association will be conducted every year on Deepavali Day.

HOSTEL FACILITIES

Hostel facilities are available. Those who would like to stay in the hostel should apply for it in the prescribed form. Please be noted that the students are allowed to stay only in our college hostel.

LIBRARY RULES & REGULATIONS

1. Only the members of the staff & students of this college are entitled to the use of library.
2. The library is kept open from 8.00 a.m. to 5.00 p.m. on all working days. Books should be returned before 1.00 p.m.
3. Students are allowed to take only paper and pen in the library. Other books, umbrellas etc. should be left at the entrance.
4. Strict silence must be observed in the library and its immediate premises, especially in the library veranda.
5. A student in degree class is allowed to borrow three books and PG students 10 books at a time and borrower's tickets will be issued accordingly, which are not transferable. One book can be borrowed against each ticket. When the book is returned to the library, the tickets will be given back.
6. Students are expected to take care of the tickets and slips issued to them. If a ticket or slip is lost, a duplicate will be issued on payment of fine as fixed by the librarian.
7. Students shall return their tickets at the close of the course of study. Those who discontinue the course should return their ticket (ID Card) before applying for T.C. Fine would be levied for the misuse of library tickets.
8. Members are not permitted to sub lend the books or ticket issued to them.
9. Students are permitted to walk amidst the bookshelves and to take any book to the reading table. After reading, they shall

- leave the books on the reading table so that books may not be misplaced. A book misplaced is virtually a book lost.
10. Books should be handled with great care. Please wrap the books when you use them. Pencil marks and ink stains made in books, destruction of binding, tearing of pages or pictures etc. will invite fine. Before leaving the counter, students must examine the books borrowed and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for any damage detected afterwards.
 11. Subject books and fiction are issued for 14 days. An overdue charge of Rs. 1/- for subject books and fiction shall be levied after two week.
 12. Damage to or loss of books on loan should be immediately reported to the librarian. Members may replace such books or pay the damages as fixed by the librarian. Books will not be issued to such members till the loss has been compensated.
 13. The librarian can recall from the borrower any book at any time.
 14. Once a book is issued, it will not be taken back on the same day. renewals are not permitted.
 15. Readers must be considerate to others. Kindly leave the magazines, journals or papers, back in their respective places thus making it convenient to other readers. Damage to these will be treated seriously.
 16. Dictionaries, encyclopaedias, current periodicals and other reference books shall not be lent out.
 17. Students are expected to return all library books before they leave for their revision holidays.
 18. The staff members are not allowed to lend the library books to those outside the college.
 19. At the end of the academic year, all the members of the staff are expected to return all the books and periodicals borrowed at least three days before the closing date.
 20. Internet access to students are meant only for study purpose. They are free to use internet for Assignment and Project Work. One hour for PG students and 30 minutes for UG students per day.

Academic Calendar 2018-19

June, 2018

| | | |
|----|----|-------------------------|
| 1 | Fr | College Reopening |
| 2 | Sa | |
| 3 | Su | |
| 4 | Mo | |
| 5 | Tu | Environmental Day |
| 6 | We | |
| 7 | Th | |
| 8 | Fr | |
| 9 | Sa | |
| 10 | Su | |
| 11 | Mo | |
| 12 | Tu | |
| 13 | We | |
| 14 | Th | |
| 15 | Fr | |
| 16 | Sa | |
| 17 | Su | |
| 18 | Mo | |
| 19 | Tu | Reading Day Celebration |
| 20 | We | |
| 21 | Th | International Yoga Day |
| 22 | Fr | |
| 23 | Sa | |
| 24 | Su | |
| 25 | Mo | |
| 26 | Tu | |
| 27 | We | |
| 28 | Th | |
| 29 | Fr | |

10 Su

July, 2018

| | | |
|----|----|--|
| 1 | Su | |
| 2 | Mo | |
| 3 | Tu | |
| 4 | We | |
| 5 | Th | |
| 6 | Fr | |
| 7 | Sa | |
| 8 | Su | |
| 9 | Mo | STUDENT ASSIGNMENTS/ SEMINARS TO BE STARTED FOR III & IV SEM UG BATCHES. |
| 10 | Tu | |
| 11 | We | |
| 12 | Th | |
| 13 | Fr | |
| 14 | Sa | Annual Alumni Meet |
| 15 | Su | |
| 16 | Mo | |
| 17 | Tu | |
| 18 | We | |
| 19 | Th | |
| 20 | Fr | |
| 21 | Sa | |
| 22 | Su | |
| 23 | Mo | |
| 24 | Tu | |
| 25 | We | |
| 26 | Th | |
| 27 | Fr | |
| 28 | Sa | |
| 29 | Su | |

30 Mo

31 Tu

August, 2018

1 We V SEM FIRST INTERNAL (UG)

2 Th

3 Fr

4 Sa

5 Su

6 Mo

7 Tu

8 We END OF V SEM FIRST INTERNAL (UG)

9 Th

10 Fr

11 Sa

12 Su

13 Mo

14 Tu

15 We

16 Th

17 Fr

18 Sa

19 Su

20 Mo

21 Tu

22 We

23 Th

24 Fr

25 Sa

26 Su

27 Mo

28 Tu

29 We

30 Th

31 Fr

September, 2018

1 Sa

2 Su

3 Mo

4 Tu

5 We

6 Th

7 Fr

8 Sa

9 Su

10 Mo I & III SEM, FIRST INTERNAL (UG)

11 Tu

12 We

13 Th

14 Fr

15 Sa

16 Su

17 Mo
O END OF I & III SEM, FIRST INTERNAL (UG)

18 Tu

19 We STUDENT ASSIGNMENTS/ SEMINARS TO BE STARTED FOR I SEM UG BATCHES.

20 Th

21 Fr

| | |
|----|----|
| 22 | Sa |
| 23 | Su |
| 24 | Mo |
| 25 | Tu |
| 26 | We |
| 27 | Th |
| 28 | Fr |
| 29 | Sa |
| 30 | Su |

October, 2018

| | |
|----|--------------------------------|
| 1 | Mo |
| 2 | Tu |
| 3 | We Third Internals for I DC |
| 4 | Th |
| 5 | Fr |
| 6 | Sa |
| 7 | Su |
| 8 | Mo |
| 9 | Tu |
| 10 | We Second Internals for III DC |
| 11 | Th |
| 12 | Fr |
| 13 | Sa |
| 14 | Su |
| 15 | Mo V SEM SECOND INTERNAL (UG) |
| 16 | Tu |

| | |
|----|--------------------------------------|
| 17 | We |
| 18 | Th |
| 19 | Fr END OF V SEM SECOND INTERNAL (UG) |
| 20 | Sa |
| 21 | Su |
| 22 | Mo |
| 23 | Tu |
| 24 | We |
| 25 | Th |
| 26 | Fr |
| 27 | Sa |
| 28 | Su |
| 29 | Mo |
| 30 | Tu |
| 31 | We |

November, 2018

| | |
|----|-----------------------------------|
| 1 | Th Kerala Piravi Celebration |
| 2 | Fr |
| 3 | Sa |
| 4 | Su |
| 5 | Mo I SEM UG SECOND INTERNAL UG,PG |
| 6 | Tu |
| 7 | We |
| 8 | Th |
| 9 | Fr |
| 10 | Sa |
| 11 | Su |

| | | |
|----|----|--------------------------------------|
| 12 | Mo | END OF I SEM SECOND INTERNAL (UG,PG) |
| 13 | Tu | |
| 14 | We | |
| 15 | Th | |
| 16 | Fr | |
| 17 | Sa | |
| 18 | Su | |
| 19 | Mo | |
| 20 | Tu | |
| 21 | We | |
| 22 | Th | |
| 23 | Fr | |
| 24 | Sa | |
| 25 | Su | |
| 26 | Mo | |
| 27 | Tu | |
| 28 | We | |
| 29 | Th | |
| 30 | Fr | |

December, 2018

| | | |
|---|----|---|
| 1 | Sa | |
| 2 | Su | |
| 3 | Mo | |
| 4 | Tu | |
| 5 | We | inauguration of walk with the scholar(wws) and scholar support programme (ssp). |
| 6 | Th | |
| 7 | Fr | |
| 8 | Sa | |
| 9 | Su | |

| | | |
|----|----|--------------------------|
| 10 | Mo | |
| 11 | Tu | |
| 12 | We | |
| 13 | Th | |
| 14 | Fr | |
| 15 | Sa | |
| 16 | Su | |
| 17 | Mo | |
| 18 | Tu | |
| 19 | We | |
| 20 | Th | National Mathematics Day |
| 21 | Fr | |
| 22 | Sa | |
| 23 | Su | |
| 24 | Mo | |
| 25 | Tu | |
| 26 | We | |
| 27 | Th | |
| 28 | Fr | |
| 29 | Sa | |
| 30 | Su | |
| 31 | Mo | |

January, 2019

| | | |
|---|----|--|
| 1 | Tu | |
| 2 | We | |
| 3 | Th | |
| 4 | Fr | |
| 5 | Sa | |
| 6 | Su | |
| 7 | Mo | II, IV, V& VI SEM FIRST INTERNAL (UG,PG) |
| 8 | Tu | |

| | | |
|----|----|--|
| 1 | We | |
| 10 | Th | |
| 11 | Fr | END OF VI & V SEM FIRST INTERNAL (UG,PG) |
| 12 | Sa | |
| 13 | Su | |
| 14 | Mo | END OF II & IV SEM FIRST INTERNAL (UG) |
| 15 | Tu | |
| 16 | We | |
| 17 | Th | |
| 18 | Fr | |
| 19 | Sa | |
| 20 | Su | |
| 21 | Mo | |
| 22 | Tu | |
| 23 | We | |
| 24 | Th | |
| 25 | Fr | Sports Day |
| 26 | Sa | |
| 27 | Su | |
| 28 | Mo | |
| 29 | Tu | |
| 30 | We | |
| 31 | Th | |

February, 2019

| | |
|---|----|
| 1 | Fr |
| 2 | Sa |
| 3 | Su |
| 4 | Mo |

| | | |
|----|----|---|
| 5 | Tu | |
| 6 | W | VII SEM SECOND INTERNAL (UG,PG) |
| 7 | Th | |
| 8 | Fr | |
| 9 | Sa | |
| 10 | Su | |
| 11 | Mo | |
| 12 | Tu | II SEM SECOND INTERNAL (UG,PG) |
| 13 | We | |
| 14 | Th | |
| 15 | Fr | END OF VI SEM SECOND INTERNAL (UG) |
| 16 | Sa | |
| 17 | Su | |
| 18 | Mo | |
| 19 | Tu | STUDENT ASSIGNMENTS/ SEMINARS TO BE STARTED FOR II SEM UG BATCHES |
| 20 | We | |
| 21 | Th | |
| 22 | Fr | Inauguration of College Union and Fine Arts Day |
| 23 | Sa | |
| 24 | Su | |
| 25 | Mo | College Day |
| 26 | Tu | |
| 27 | We | |
| 28 | Th | |

March, 2019

| | |
|----|--|
| 1 | Fr |
| 2 | Sa |
| 3 | Su |
| 4 | Mo |
| 5 | Tu |
| 6 | We Farewell for III DC |
| 7 | Th |
| 8 | Fr International Women's Day Celebration |
| 9 | Sa |
| 10 | Su |
| 11 | Mo II & IV SEM SECOND INTERNAL |
| 12 | Tu |
| 13 | We |
| 14 | Th |
| 15 | Fr |
| 16 | Sa |
| 17 | Su |
| 18 | Mo END OF II & IV SEM SECOND INTERNAL (UG) |
| 19 | Tu |
| 20 | We |
| 21 | Th |
| 22 | Fr |
| 23 | Sa |
| 24 | Su |
| 25 | Mo |
| 26 | Tu |
| 27 | We |
| 28 | Th |
| 29 | Fr |
| 30 | Sa |

| | |
|--------------------|----|
| 31 | Su |
| April, 2019 | |
| 1 | Mo |
| 2 | Tu |
| 3 | We |
| 4 | Th |
| 5 | Fr |
| 6 | Sa |
| 7 | Su |
| 8 | Mo |
| 9 | Tu |
| 10 | We |
| 11 | Th |
| 12 | Fr |
| 13 | Sa |
| 14 | Su |
| 15 | Mo |
| 16 | Tu |
| 17 | We |
| 18 | Th |
| 19 | Fr |
| 20 | Sa |
| 21 | Su |
| 22 | Mo |
| 23 | Tu |
| 24 | We |
| 25 | Th |
| 26 | Fr |
| 27 | Sa |
| 28 | Su |
| 29 | Mo |
| 30 | Tu |

May, 2019

1 We

2 Th

3 Fr

4 Sa

5 Su

6 Mo

7 Tu

8 We

9 Th

10 Fr

11 Sa

12 Su

13 Mo

14 Tu

15 We

16 Th

17 Fr

18 Sa

19 Su

20 Mo

21 Tu

22 We

23 Th

24 Fr

25 Sa

26 Su

27 Mo

28 Tu

29 We

30 Th

31 Fr

STUDENT'S LEAVE FORM
SACRED HEART COLLEGE, CHALAKUDY

Application for Leave

Date:.....

Name of the Student :
 Class :
 Class Number :
 Period of Leave : Fromto
 Total no. of days on leave :
 Reason for leave :
*(Produce medical certificate
 if necessary)*
 Whether hostler or not :
 Signature of the Applicant :
 Name & Signature of the :
 Parent/Guardian/Warden
 Signature of class-in-charge:
 with date

- NB: 1. Application for leave should be submitted in this format only.**
2. Leave on account of co-curricular activities should be countersigned by the faculty concerned.

NOTES

Lined area for notes, consisting of approximately 25 horizontal lines.