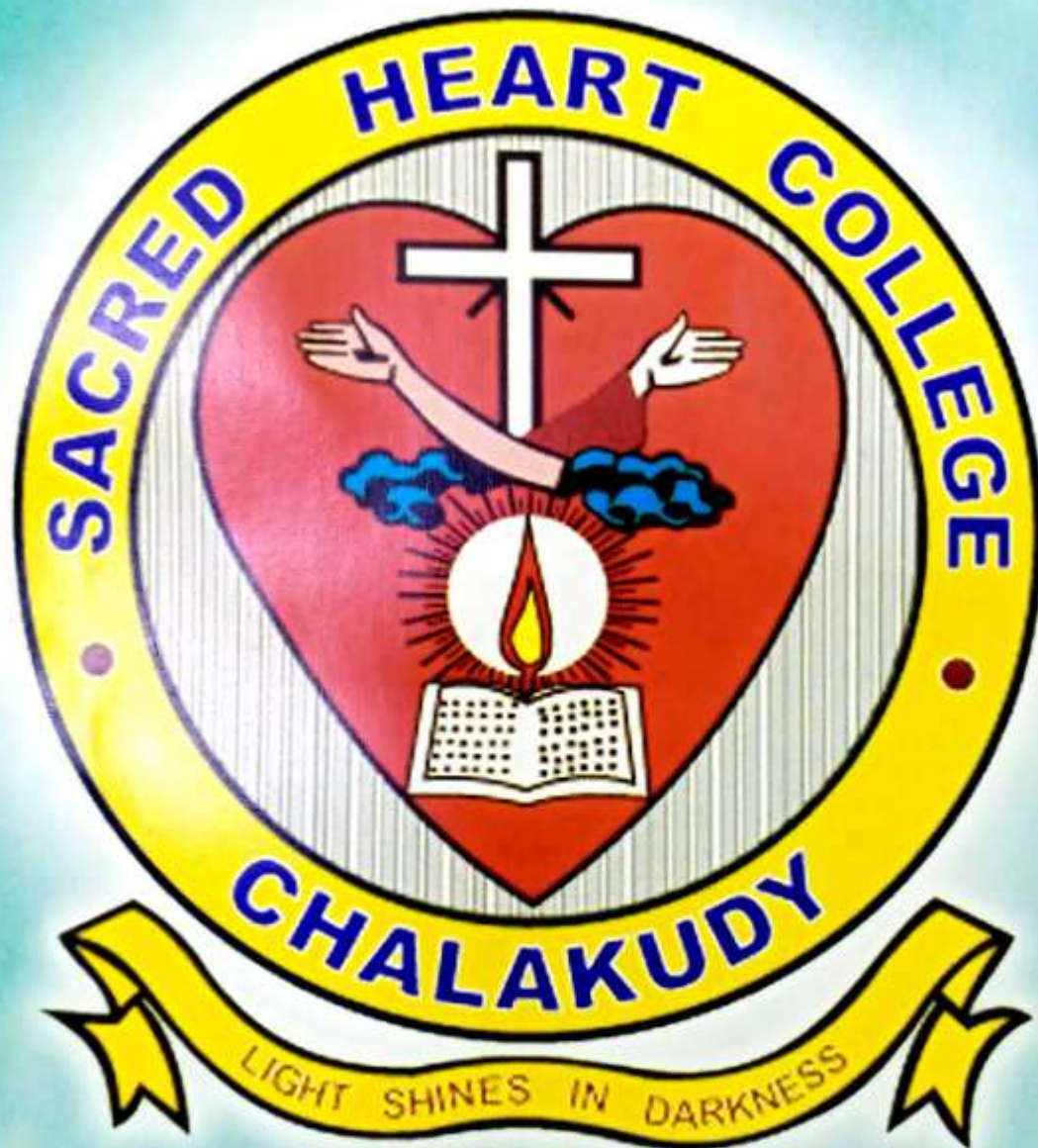


SACRED HEART COLLEGE CHALAKUDY



**2021-2022 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 2021-2022



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ADMINISTRATION

Manager & Provincial

Rev. Sr. Lilly Maria

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. Dr. Sr. Princy Jees)

Superintendent

Sr. Sheena Joseph K

(Rev. Sr. Shanet)

Bursar

Rev. Sr. Gemcy

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

Guid us in your way
 Let Your light shine
 Lead us in your way (2)

We young hearts of SH college's spread
 To love respect our elders and to share
 Here we pray together learn and grow
 Together we build up right and tomorrow

Let's join our hands in unity
Spread joy peace and harmony (2)

Let your light shine.....(2)

Stand for truth and justice peace and love
 Showers of blessing pour from God above
 Sacred Hear our shelter and our guide
 Our alma mater's name we bear with pride

Let light shines in darkness

Sacred Heart blesses Sacred Heart (2)

Let your light shine:.....(2)

Time will take to help the sick and poor

Together we make a different stands for sure

Now let's be feel to those who pour in them

For passion and love to those who pour in them

Let's Make our life a lamp of fire

Burn for others burn for all (2)

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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 Aycernia 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 9 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.

POLICIES

Sacred Heartian Policies

Policies and procedures at Sacred Heart Women's College are designed to protect the rights and responsibilities of the students and the staff. These policies reflect its vision, mission and values

and underpin the teaching, learning interface and signals the institution's commitment to foster continuous improvement in education.

Policies are framed and periodically subject to review, reflection, revision and modification in an attempt to rise to the challenges and pressures higher education institutions face today.

Internal Complaint Committee (ICC) – Policies and procedures

Internal Complaints Committee

The Internal Complaints Committee was constituted in the college on 7th June 2017 in compliance with the instructions as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) regulations. The ICC in association with the NSS unit and the Women's Cell give awareness classes on sexual harassment and abuse, legal measures etc. Staff and students are given freedom to report any such cases. Concerned authorities are notified if any such cases are reported.

Despite the preventive efforts made by the committee, if any incidents of sexual harassment take place, the registration of complaints shall follow the following procedures.

1. Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring to the notice of the committee within 2 working days of receiving it.
2. The complaint may be oral or written. If the complaint is oral it shall be made in written form by the committee or the member who has received the complaint with the signature of the complainant.

3. A complaint should be lodged within six weeks of the incident. In extraordinary circumstances, this could be extended to six months.
4. The committee shall study the complaint and may hear both the complainant and the accused and other involved parties to determine if an enquiry should be made. If so then an enquiry committee will be formed from the committee consisting of not less than 5 persons or not more than 7 persons. 70% of this committee will be from the women community.
5. The process shall be complainant friendly and quick in its decision regarding whether the matter needs to be enquired into or can be taken care of by counselling or mediation.
6. The complainant may withdraw his/her complaint in writing at any time while receiving or during enquiry procedure. In such case, the procedure shall be terminated. If the committee feels or has enough reason to believe that the withdrawal is the consequence or effect of cohesion/ intimidation/ threat, exerted by the accused or any person on his/her behalf, the enquiry proceedings shall continue.
7. The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 1 month from the date of registering the complaint.
8. The enquiry committee shall provide reasonable opportunity to the complainant and the accused for presenting/ defending their case.
9. The enquiry committee shall then submit a detailed report to the main committee in which it shall communicate its findings based on its

10. The main committee along with the enquiry committee will then forward its findings and recommendations to the management for further action.

Anti-Ragging Policy

Ragging is considered to be a criminal offence and is banned in the campus. The Anti-ragging Committee is constituted as per the provisions contained in Clause 6.3(a) of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions in the year 2009. Anti-ragging cell functions in the campus with clearly defined norms as per UGC Regulations on Anti Ragging, Order of the Hon. Supreme Court on Ragging and UGC circulars on Anti Ragging. The purpose of the cell is to monitor the relationship between fresher and senior students. Orientations are given to the students by the Committee, class tutors and College Union Members. All the students are informed about the following administrative actions which will be taken if anyone is found guilty in ragging cases:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.

9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. In cases where the persons committing or abetting the act of ragging are not identified, the Institution shall resort to collective punishment.

Grievance Redressal Policy

Strong principles and ethics are inextricably intertwined in the vision of the institution. Student grievances are addressed effectively through an active grievance redressal mechanism. A three-tier grievance mechanism is in place to solve any academic and administrative-related complaints as mandated by the Government. Ragging and sexual harassment is not tolerated by the institution. Institution strictly adheres to norms stipulated by the Government regarding ragging and sexual harassment.

1. All students are bound by the code of conduct of the college.
2. The college recognizes the right of a student to dissent and to fight for the legitimate rights of students.
3. Any form of ragging, sexual harassment and use/possession of narcotics/tobacco/alcohol shall be subject to severe punishment.
4. Abuse on social networking sites will be strongly dealt with.
5. Any offence revealed in CCTV surveillance is punishable.
6. Any student detected in any incriminating situation both within inside and outside the campus shall be reprimanded and counselled.

7. Students found violating the code of conduct shall be given a fair hearing at the departmental level and shall be suspended/dismissed only if deemed necessary.

Guidelines for Grievance Redressal Cell

The Grievance Redressal Cell is a strictly confidential cell functioning as an effective forum for airing the genuine grievances of students in academic, administrative, student services and other related matters. Suggestions dropped in the grievance box are handled by the Principal who heads the Grievance Redressal Committee. This enables in the creation of a more student-sensitive environment, better stakeholder relationships and a congenial teaching-learning atmosphere.

1. Class teachers, subject teachers and Heads are entrusted with the responsibility of dealing with grievances related to academic matters.
2. Staff and student coordinators are assigned the task of solving any complaints related to clubs and associations.
3. Any matter that cannot be resolved within the above framework shall be referred to the Grievance Redressal Committee.
4. Direct complaints can also be made in issues of common interest.
5. The suggestion box can be used for grievances relating to any college-related matters.
6. Issues that require immediate and serious action are attempted to be resolved by the Committee in consultation with the staff, management and parents.
7. Prompt and effective redressal of complaints is ensured through the joint efforts of all the stakeholders.

Grievance Redressal Procedure

A three-level system has been established to deal with all student grievances.

Class level: The student mentoring system is utilized to deal with any personal grievances.

Department level: Heads of departments and senior faculty resolve any complaints.

College level: The Grievance Redressal Committee is responsible to address any issues.

Extension Activity Policies

The college gives prominence to the extension and outreach activities as part of the intention of service and philanthropy towards the society. The college has been practising this for last ten years as a best practice called '**Heart to Heart**'. This practice is followed by all the departments, clubs and cells to orient the extension activities to turn more beneficial for the community and to go in coherence with the policies of the college. The following are the general provisions in the policy.

1. All the extension and outreach activities should involve students of the college. The programme should help in imbibing the spirit of service among the students.
2. The extension activities should help in building the society through the service of the college.
3. Special care and consideration is to be given to the marginalised sections of the society including tribal, economically backward community etc.
4. Aged people should be given special attention when the services are offered.
5. NSS and other cells should follow the guiding principles of '**Heart to Heart**'.

6. Teaching staff should also participate in this programme and contribute in their own way to the community along with their academic exercise.

Environment and Energy Policy

Right from the inception of the college, our policy has evolved towards engaging students in a comprehensive, experiential and educational approach to all aspects of sustainability and reducing our reliance on fossil fuels. All policies are aimed at putting human ecology into action on campus and the local community, and in the process we find ourselves changing not only light bulbs but also our conception of what it means to be 'green'. Our policies echo our commitment to environmental and social justice that engages students, faculty and staff in the intellectual and practical life of the college.

The college has policies and affirmative action is taken to reduce our carbon footprint. Our long-term strategy is to champion conservation, follow an eco-friendly lifestyle by phasing out single-use plastics, reduce, recycle and compost waste, conserve energy and gradually shift to renewable resources and use non-toxic cleaning products. Green protocol of the State and Swachh Bharath Abhiyan are observed and promoted with focus on spreading and strengthening awareness.

The college has a policy framework for discarded resource reduction and material management like optimum paper usage, e-waste collection infrastructure, electronics repair and establishing a zero-waste culture on campus by integrating it into activities.

Policy Document for the Differently Abled

The college has enlisted the ensuing welfare and wellness policies and measures for the differently abled students.

1. The college prioritizes accessible and inclusive education with identical facilities for differently abled

students seeking admittance. The college puts in incessant efforts so as to make the college barrier free.

2. In affairs related to the acquisition of knowledge and further advancement of it, the library staff are instructed to give proper guidance to the disabled regarding the positionality of books that are arranged in racks with specific intents for easy access to varied bits of info.
3. All the differently abled students avail separate provision for examination assistance seeking the help of a scribe, selected from among the outstanding students of the abled category.
4. Special care is also given to the students with special needs, set in the context of washroom setting and is ensured that the comfort stations are properly cleaned and well-maintained on a regular basis. The abled category of students is made conscious of the plight of the disabled and are also directed to escort the needy to the wash area as and when the situation demands.
5. Ramp facility is made available in the self-financing block of the college that would further aid in the movement of the disabled in the desired direction.
6. The flooring pattern of the college is structured and designed to make it disabled friendly so as to ease the mobility and movement of individuals with disability that would also further enhance the comfort of their stature.
7. Methodical exertions are taken to intensify participation and involvement of differently abled students in Arts and Sports activities.

Policy Document for Financial Support

Financial Support policies of college, provides financial assistance to the poor and meritorious students in the college to

facilitate academic and personal welfare and encourage them to pursue their goals.

1. The college provides merit based and need-based financial assistance.
2. Merit based support goes to students based on their academic achievements and talents like athletics and arts, rather than their financial need.
3. Students may receive scholarships from the college or from outside sources such as non-profit organizations and private businesses.
4. The college has the facility of providing various government and non-government scholarships to the students.
5. When awarding merit-based aid, college examines student's grades in both internal and university examinations and students may need to secure 75% marks in each semester to receive these funds.
6. Need-based financial assistance doesn't consider any factor other than financial background.
7. Eligibility is completely based on the income of the student and her family. A student could be eligible if: she is living in a household where the joint annual income is less than 3 lakhs, she is living in a single parent household, or she is facing notable financial crisis even with an annual income more than 3 lakhs.
8. A Medical aid scheme is established by the management to provide financial assistance to the students having family income of less than 4 lakh per annum.
9. Financial support is given for staff to attend seminars and conferences, travel and registration.
10. Management has a free education policy for deserving and financially backward students.

Policy Document on Feedback Mechanism

The college has developed a sequence of impressive feedback mechanisms at various levels pertaining to different stakeholders to decipher whether the college functions satisfactorily in various dimensions and also whether its *modus operandi* is in tune with the expectations of the associates concerned. The duly filled up feedback forms collected from all the stakeholders will then be forwarded to IQAC for close analysis. Every month the assorted and verified feedback analyses are systematically forwarded to the Principal for further validation and authentication of responses adhering to strict maintenance of confidentiality of received responses.

1. As teaching-learning processes form one of the pivotal essences in the functioning of an educational institution, to preserve the high quality of the noble domain of teaching that would further accentuate the advancement of learning process, each teacher's feedback is taken from the student community in each semester. All the class teachers concerned will distribute the forms amongst the students and the responses are further consolidated and submitted to IQAC for critical scrutiny. On the foundational basis of these analyses, the Principal designs apt steps to heighten the quality and standard of teaching-learning process in the college.
2. Each faculty member of the college has to submit a monthly performance appraisal report documenting the progress graph of the academic and professional competency acquired hitherto with effect from the date of entry into service. This mode of stratagem serves as an effective feedback process by which both the institution and the faculty member concerned are to assess their levels of performance in varied fields of discipline.

3. The college maintains a Grievance Redressal Cell headed by the Principal and selected senior staff of the college to attend to the immediate needs and queries, deposited in a box by the students of the college, who are free enough to express their opinions and feedbacks on any matters related to their expectations. Due and immediate care is also taken to see whether their grievances are duly addressed on a timely basis.
4. Annually, general body meetings of PTWA are held that function as platforms and floors for active discussions on ways of improvements based on the feedbacks received from the existing occupants of the college.

Policy Document for Information Technology

IT policies the college is formulated to increase the academic and professional productivity using Information Technology.

1. The computing resources of the college are intended to support the educational, instructional, research, and administrative activities on the campus. It strived to secure, strengthen and enhance the use of information technology for various legal and ethical purposes.
2. The policy is applicable to all the faculty, students, volunteers, collaborators, and all other stakeholders of the institution.
3. Netiquette, or the code of conduct for healthy online practices, is considered a vital part of the college IT policy and it provides guidelines on acceptable and unacceptable use of IT resources.
4. Institutional IT policy guarantees security and accessibility of system and services to all the members of the community and it safeguards and protects college IT infrastructure and institutional data from other malpractices and misconduct.

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5. It does not recommend the use that promotes personal businesses or financial interests of the beneficiaries. Political and religious campaigning or any other external affairs of the individual are strictly prohibited under the policy.

Policy Document for Scholarships and Freeships

Scholarship and Freeship policies of the college is intended to ensure educational equity among students.

1. The students with excellent academic records are provided financial assistance by the institution under the policy of scholarships and freeships. It guarantees various merit, need and category-based scholarships and freeships to the beneficiaries.
2. Government/ University provided and college-sponsored are the two kinds of scholarships provided by the institution to deserving students.
3. Timely distribution of financial aid is assured by the management and PTA.
4. Meritorious and economically backward students benefit from freeships and fee concessions provided by the college management along with other Central and State scholarships.
5. Faculty members and all other stakeholders of the college, sponsor students from poor economic backgrounds to ensure educational inclusivity.

Policy Document on e-Governance

The college with the primary intent of enhancing the system of e-Governance for seamless and perennial access of invaluable data has resolved to put into effect the enriched usage of digital facility in the diverse areas of activities of the college. The obviously discernible areas of accomplishment are as follows:

1. The website of the college gets continuously updated on a routine basis as and when the events take place. It, in

essence, is a mirroring of the plethora of activities of the college, made easily accessible and available to the general public, to evaluate the commendable contributions made from the part of the college pertaining to both the academic and extended social responsibility terrains. A host of existing teaching and technical staff of the college undertake the responsibility of website administration and are actively involved in the act of updating the programmes held at the college level. All the significant blocks of information and achievements are posted via social media that include WhatsApp, Facebook, You Tube and Twitter.

2. The process of admission for academic programmes (both UG and PG) has become wholly computerized except, in case of seats kept reserved for candidates seeking admission in the management quota.
3. The downward flow of communication from the Principal to the employees is being transacted on an online basis via the official WhatsApp group of the college, though not entirely. In a similar fashion, the communication between the class teachers and the students concerned in matters related to academic pursuits and parental attention is also transferred digitally. Moreover, all the regular updates related to payment of fees and scholarships are also conveyed in the digital format.
4. The college exercises absolute adherence to stuffing of information related to salaried persons via SPARK (Service and Payroll Administrative Repository for Kerala) which is again an electronic means of info transfer.
5. Staff and students of the college and research scholars with prior permission in the written format from the Principal

and the UGC Librarian have free access to e-journals and e-resources provided in the college library. The students may avail the facility of INFLIBNET N LIST wherein they can easily navigate through the vast repository of e-resources that are helpful to them in carrying out minor research activities at the graduate and postgraduate levels. Moreover, the facility of anti-intellectual theft mechanism, Urkund Plagiarism Check facility is also made freely available in the college library to the members of the teaching staff.

SC/ST Cell

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes, which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article 341 and 342 of the Constitution of India. Scheduled Castes generally represent those communities which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.

The SC/ST cell of the College was established in 2020 with the purpose to empower the SC/ST students in the College. This unit functions to fulfil the institutional assurance of equality in opportunity through various academic and non-academic activities designed specifically for the upliftment of this community which helps to dissolve the lines of social and economic disparity. The students have been given the chance to approach the cell to clear their queries and get their grievances addressed.

Objectives of the cell:

- To monitor the implementation of reservation policy of state and central government during admission in the institution
- To ensure there is no caste based discrimination in college.

- To aware the SC/ST students regarding various scholarships programs of State Government and UGC.
- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To redress the grievances of SC/ST students, if any.
- To enhance the employability of SC/ST students by providing appropriate career guidance.

Activities

- ï% Cell gives guidelines to the office staff regarding admission of SC and ST students, if any.
- ï% Cell discusses about various scholarships that can be given to the students
- ï% Informs about the schemes of Government and University
- ï% The students are motivated to join skill development programme in the College
- ï% Remedial coaching is given by departments in addition to personal counselling
- ï% Advanced learners help the weak students to improve their performance

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

41st 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	Rev. Sr. Cajetan takes charge as Junior Supervisor
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	Rev. Sr. Samson takes charge as Junior Supervisor
5 December	1995	Approval for B Sc. Physics Degree Course
9 October	1996	Inauguration of College Auditorium
1 January	1997	Rev. Sr. Eventious takes charge as Junior Supervisor
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	Rev. Sr. Leema Rose takes charge as Junior Supervisor
27 March	2001	Approval for BA English Degree Course
1 June	2002	Rev. Dr. 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
28 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 Pravasi 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. 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 Chararacterisation" by Department of Physics
24-26 March	2011	Visit of National Assessment and Accreditation Council (NAAC)
1 April	2011	Rev. 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	2012	All Kerala Women's College Principal meet.
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	Hosts Calicut Univ. Women'scycling Championship.
24, 25 January	2013	UGC sponsored National Seminar on "Historical writings on Indian Nationalisam" by History Dept.
29, 30 January	2013	UGC sponsored National seminar on "Chemistry for Healthy Human Life" by Chemistry Dept.

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	Hosts Calicut University Men & Women Fencing Championship
4 February	2015	Hosts Calicut University Cycling Championship and secured 1st Prize.
22 February	2015	D -Zone Competition – 2 nd prize in Group dance & 3 rd prize in Margamkali & A grade for Thiruvathirakali
23 May	2015	Campus interview 'Waytuner'

22 June	2015	Construction of new block started
9-11 September	2015	Dr. Sr.Reena Ittyachan (Rev. Sr. Irene) participated and presented her work in the fifth European Conference on Crystal Growth (ECCG5) at Bologna, Italy.
6-7 October	2015	Dept. 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 Dept of Chemistry
20 Jan	2016	"Green Audit" of the college
1 June	2016	Dr. Sr. Reena Ittyachan (Rev. Sr. Irene) assumes office as Principal-In-Charge
21 June	2016	Rev. 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 Dept. of Physics.
13 July	2016	Add-on-course, "Diploma in Sales Tax Practice" was introduced by the Department of Commerce

- 05 September 2016 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 Dept. 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 the College 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. B D Devassy MLA, Ms. Usha Parameswaran (Chair Person, Chalakudy Municipality), Dr. Fr. Jose Thekken (Principal, Christ College, Irinjalakuda) honoured the occasion.**
- 09 February 2017 Science Day was jointly organized by Dept. of Zoology and Dept. 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). Our College bagged the first prize.
- 22 February 2017 Workshop on "Innovative Experiments using Expeyes 17" was organized by Dept. 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. Bheshma Narayan Singh.

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- 18 August 2017 Bahujana Sangamam, a Programme about "Anti Athirapilly Stir Called off" was conducted by Eco Club of Dept. 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 Alvernia Province
- 22 September 2017 Inauguration of the Civil Service Coaching Programme by Mr. Mohammed Hancef, 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 Dept. of Physics and Computer Science.
- December 2017 Rev. Dr. Sr. Miranto and Ms. Fancy Joy compiled and edited an MSc Computer Science book titled "Web Engineering".
- 11 December 2017 Dept. of Computer Science organized one day National Seminar on I-SMAC Technologies.
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- 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 Dept. 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 The Dept. 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 Dept. 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 Dept. organized a National Level Workshop on "Complex Analysis".
21 February	2018	Physics Dept. organized 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 Dept. organized "SENO RITAS" which was inaugurated by Sri. Therambil Ramakrishnan, Former Speaker of Kerala Legislative Assembly.
07 March	2018	College hosts World Kidney day organized by St. James Hospital.
31 May	2018	Rev. Sr. Mary P A (Sr. Maries) retired as Jr. Supdt.
01 June	2018	Rev. Sr. Sheena Joseph K (Sr. Shanct) takes charge as Junior Supdt.
June	2018	Inauguration of students' biometric attendance system and the website of Library and Knowledge centre was held.
October	2018	Three new appointments happened in the government vacancy of the non-teaching Staff of the college.
November	2018	Rev Sr. Lilly Maria was elected as the new provincial and thereby the new Manager of the college.
05 January	2019	Rev. Dr. Sr Miranto, HoD, Dept. of Computer Science, received International Award as

- Distinguished Leader in Science awarded by Venus International forum.
- 11 January 2019 Dept. of Chemistry organized a one day International seminar on the topic "Recent trends in nano-science".
- 18 January 2019 : University level cycling competition was held in the college ground. Our College, won the first prize.
- 05 February 2019 Zoology Department organized Vacada Fest- an exhibition cum sale of dairy products prepared by the students trained at DTC.
- 15-16 February 2019 Mathematics dept. organized a National Workshop on Real Analysis in association with Institute of Mathematics, Research and Training.
- March 2019 Dr Chacko Jose P received Prof. M M Gani Award for best College teacher from Calicut University.
- 11 March 2019 Dept. of English organized an International seminar on "Reflection, relativism and recreation: art as cultural capital". The chief guests were Dr. Amelia Rauser, Fullbright Nehru Academic and professional excellence scholar, Prof. of Art History, Franklin & Marshall College, Lancaster, USA and Dr. Sooraj George Pittappally.
- 11-12 March 2019 Zoology Dept. conducted hands on training on DNA isolation and Bar coding in association with DRP Molecules.
- June 2019 Installed e-college solutions, an attendance software for the students and instituted more CCTV cameras for surveillance.

August 2019	Since 2019, the college has been conducting week long Student Induction Programme for first year students.
02 October 2019	Dept. of Physics conducted student solar ambassador workshop as a part of Gandhi global travel in collaboration with IIT Mumbai.
6-7 December 2019	Economics dept. conducted two days national seminar on "The Relevance of Gandhian Philosophy and Economics in the 21st Century".
01 January 2020	Inauguration of newly built Luminous hall.
24-25 January 2020	Mathematics dept. organized a national workshop on "Functional Analysis" in association with Institute of Mathematics, Research and Training (IMRT).
26 February 2020	College hosted Calicut University Women's cycling championship and secured third prize.
27 February 2020	Mathematics dept. organized international seminar on "Theory of Regular Semigroups" (funded by KSCSTE).
March 2020	The college received two new aided courses, namely, MSc. Integrated Psychology (5 Year Programme) and MSc. Zoology.
10 March 2020	Economics dept. conducted silver jubilee celebration and honoured the faculty members of the college who completed 25 years of teaching.
10 March 2020	16 smart classrooms were set up under MPLADS – 2018-19 of Sri. Benny Behanan, Chalakudy M.P.
12-13 May 2020 international	Mathematics dept. organized an webinar in connection with "Women in Mathematics Day".

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- 10 March 2020: 16 smart classrooms were set up under MPLADS – 2018-19 of Sri. Benny Behanan, Chalakudy M.P.
- 12-13 May 2020: Mathematics dept. organized an international webinar in connection with “Women in Mathematics Day”.
- 05-24 July 2020: Mathematics dept. conducted a ten-day national enrichment programme in mathematics.
- 08 September 2020: Economics dept. in collaboration with Department of Women’s Studies, University of Calicut, conducted a national webinar on “Economics of Gender and Gender of Economics”.
- 07 October 2020: Dept. of Zoology and IISER, Pune conducted a webinar on “How to read scientific literature and introduction to project MANAV”.
- 23 December 2020: Economics dept. in collaboration with AKI’s Poona College of Arts, Science and Commerce, Pune, conducted a national symposium on “Challenges and Opportunities for Farmers in India”.
- 24 December 2020: Economics dept. in collaboration with St. Joseph’s College (Autonomous), Irinjalakuda, conducted a national webinar on “Research Methods for Beginners”.

- 22-27 February 2021: Physics department co-organized the Kerala State Higher Education Council sponsored Program, "The Erudite, Scholar In-Residence Program" together with Mar Thoma College, Thiruvalla.
- 26 February 2021: Department of Computer Science conducted a national webinar on "Blockchain Technology".
- 17 March 2021: Dr Jisha Jose Panackal, faculty of the department of Computer Science, published a book titled "Fundamentals of Software, Computer Networks, DBMS and HTML".
- 23-26 March 2021: English department hosted a four-day national webinar on "Translating Boundaries: Nation, Culture and Body".
- 27 March 2021: Economics dept. in collaboration with St. Joseph's College (Autonomous), Irinjalakuda organised a national webinar on "Economics of Election".
- 8 April 2021: Economics dept. in collaboration with St. Joseph's College (Autonomous), Irinjalakuda organised a national webinar on "Intellectual Property Rights in the Digital World".
- 4 May 2021 - Economics dept. conducted a national conference on "Life in the 2020".

COURSES OFFERED

The College Offers the following Courses

Aided Courses

1. B. Sc. Zoology
2. B. Sc. Physics
3. B. Sc. Chemistry
4. B. A. Economics
5. B.A. History
6. B.A. English
7. M.Sc. Mathematics
8. M.Sc. Zoology
9. M.Sc. Integrated Psychology (5 Years)

Self Financing Courses

1. B.Com. C A
2. B.Com. Finance
3. B.Sc. Mathematics
4. M.Sc. Physics
5. M.Sc. Chemistry
6. M.Sc. Computer Science
7. M.A. English
8. M.A. Economics
9. M.Com. Finance

**CHOICE BASED CREDIT AND SEMESTER SYSTEM
FOR UNDER GRADUATE (UG) CURRICULUM 2019
(CBCSSUG 2019)**

The “Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2019” (CBCSSUG 2019) shall apply to all Regular/SDE/Private UG programmes under various Faculties conducted by the University of Calicut for the admissions commencing from 2019, with effect from the academic year 2019-2020. Every programme conducted under the CBCSS in a college shall be monitored by the College Council.

'Programme' means the entire course of study and examinations for the award of a degree. The duration of a UG degree programme shall be six semesters distributed in a period of 3 years. 'Semester' means a term consisting of 18 weeks (16 instructional weeks and two weeks for examination). 'Course' means a segment of subject matter to be covered in a semester.

The Undergraduate Programme includes 5 types of Courses: viz; Common Courses (Code A), Core courses (Code B), Complementary courses (Code C), Open Course (Code D) and Audit courses (Code E).

- a) 'Common course' means a course that comes under the category of courses, including compulsory English and additional language courses, the selection of which is compulsory for all students undergoing UG programmes. Every UG student shall undergo 10 common courses (total 38 credits).
- b) 'Core courses' are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department.
- c) 'Complementary course' means a course which is generally related to the core course. Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters. There shall be two complementary courses in a semester for B.Sc Programmes and only one complementary course in a semester for B.A Programmes. The complementary courses in first and fourth semester for BA Programme (Type 1) shall be the same. Similarly the complementary courses in second and third semester (Type 2) shall be the same.
- d) 'Open course' means a course which can be opted by a student at his/her choice from any other department in the

institution during the fifth semester. Total credit allotted for the open course is 3 and the hours allotted is 3. The open course shall be open to all the students in the institution except the students in the parent department.

- e) 'Ability Enhancement course/Audit courses': These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for classroom study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be an examination conducted by the college from a pool of questions (Question Bank) set by the University. The list of courses in each semester with credits are given below.

Course with credit	Semester
Environment Studies - 4	1
Disaster Management - 4	2
*Human Rights/Intellectual Property Rights/ Consumer Protection - 4	3
*Gender Studies/Gerontology- 4	4

* Colleges can opt any one of the courses.

Extra credit Activities: Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

Credits: A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project corresponding paper

and 3 credits for the open course. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student, that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, a maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

REGISTRATION

1. A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If the student has a shortage of attendance below 65% in a semester, the student shall be permitted to move to the next semester (if the attendance is more than 50% -Provisional registration) and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the, completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the semester. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission. There will not be any Repeat semester in CBCSSUG 2019.
2. A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such a candidate has to cancel the existing registration and join afresh as a new candidate.

EVALUATION AND GRADING

Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in a 10-point indirect grading system.

Ten Point Indirect Grading System

Percentage of Marks (Both Internal & External put together)	Grade	Interpretation	Grade point Average (G)	Range of grade points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	

75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35 to below 45	P	Pass	4	3.5 -4.49	Third Class
Below 35	F	Failure	0	0	Fail

An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate marks of internal and external are not displayed in the grade card. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula

$$\text{SGPA} = \frac{\text{Sum of the credit points all courses in a semester}}{\text{Total credits in that semester}}$$

The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semester}}{\text{Total credits acquired (120)}}$$

Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

1) Internal Assessment : Components with percentage of marks of Internal Evaluation of Theory Courses are- Test paper 40%, Assignment 20%, Seminar 20% and Classroom participation based on attendance 20%.

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned.

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

2) External Evaluation

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks. The courses with 2/3 credits will have an external examination of 2 hours duration

with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks. The external examination in theory courses is to be conducted by the University with question papers set by external experts. The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned.

ADD-ON/CERTIFICATE COURSES

Sl No	Name of the course	Duration	Certification	Organising Unit
1	Tally & GST	75 hrs	Keltron	Department of Commerce

FACULTY

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

DEPARTMENT OF ENGLISH

- | | | |
|------------------------------------|---------------------------|------------|
| 1 Ms. BINDU JOSE (MA, MPhil.) | ASSO. PROFESSOR | 9497459569 |
| 2 Dr. Sr. A. PRINCYANTO (MA, Ph.D) | ASST. PROFESSOR | 8547302953 |
| (Sr. Princy Jeas) | | |
| 3 Ms. DARLY MATHEW (MA, NET) | ASST. PROFESSOR | 9495833760 |
| 4 Ms. NOBLE A PALIATH (MA, MPhil.) | ASST. PROFESSOR | 9526148624 |
| 5 Ms. SANDRA JULIET JOSE (MA, JRF) | ASST. PROFESSOR | 9496582727 |
| 6 MS. DHANISHAK S (MA, NET, JRF) | ASST. PROF. (ON CONTRACT) | 9544612143 |
| 7. MS. KEERTHANAPK (MA, NET) | ASST. PROF. (ON CONTRACT) | 9567832776 |
| 8. MS. FEMIN SUNNY (MA, NET) | ASST. PROF. (ON CONTRACT) | 8593963289 |
| 9. MS. ANJU ROSE ANTO, | ASST. PROF. (ON CONTRACT) | 8078184752 |
| 10. Sr. ALPHIONSA, | ASST. PROF. (ON CONTRACT) | 9497421876 |

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**DEPARTMENT OF ORIENTAL LANGUAGES
MALAYALAM**

MS. SHYMA (MA, NET) ASST. PROF. (ON CONTRACT)
9544052087

HINDI

1. Dr. MOLLY JOHN (MA, Ph.D) ASSO. PROFESSOR 9446144403
2. Ms. SHIEEJA JOHN (MA) ASST. PROF. (ON CONTRACT)
9497802291

DEPARTMENT OF HISTORY

1 Ms. MEENU JACOB ASST. PROFESSOR 9496350736
(MA, MPhil, NET)
2 Ms. SMINA M B (MA, NET) 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, BEd) ASST. PROF. (ON CONTRACT)
8606705986
4. Mr. NIJIL JACOBI (MA, NET) ASST. PROF. (ON CONTRACT)
7403539290
5. Ms. VISHNUPRIYA K G, ASST. PROF. (ON CONTRACT) 8547164070
6. Ms. ANJU P.B., ASST. PROF. (ON CONTRACT) 8078935074

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. VIJITHAMUKUNDAN (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) ASST. PROF. (ON CONTRACT) 9037333640
7. ATHIRA V, ASST. PROF. (ON CONTRACT) 88093460
- 8 ANJANA RAJAN ASST. PROF. (ON CONTRACT) 8606942376
9. NIMA MARIA, ASST. PROF. (ON CONTRACT) 9746241408

DEPARTMENT OF PHYSICS

1. Dr. Sr. REENA ITTYACHIAN ASST. PROFESSOR 9744140437
(Sr. Irene) (M Sc, MPhil, PhD) (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. SUKANYA I S (MSc) ASST. PROF. (ON CONTRACT) 8593015988
6. SHYAMA I ASST. PROF. (ON CONTRACT) 90723 15232
7. Ms. LIBI PRAKASHI, ASST. PROF. (ON CONTRACT) 7034820647
8. Ms. AISHWARYA P.S, ASST. PROF. (ON CONTRACT) 9048021502
9. Ms. ANCY MARIA VARGHESE, ASST. PROF. (ON CONTRACT) 8157842050

DEPARTMENT OF CHEMISTRY

- 1 Dr. SANTOSH PAUL ASST. PROFESSOR 9497249176
(M Sc., MTech, PhD)
- 2 Dr. LAINAAL (MSc., NET, PhD) ASST. PROFESSOR 8281081399
3. Dr. HEENA PEETHAMBARAN ASST. PROF. (ON CONTRACT) 8111854554
(MSc, NET)
4. Dr. ROSABELLA K PUTHUR (MSc., PhD) RTD. PROFESSOR 9447832870
- 5 Ms. ANILA PAUL (MSc, MPhil) ASST. PROF. (ON CONTRACT) 9605604167
6. SHERIN MICHAEL, ASST. PROF. (ON CONTRACT) 7902286701
7. LIMI V G ASST. PROF. (ON CONTRACT) 954445605
- 8 Ms. SHERIN MICHAEL. ASST. PROF. (ON CONTRACT) 7902286701
- 9 Ms. LAISSA C.P, ASST. PROF. (ON CONTRACT) 9600030518
- 10 Ms. ANJANA E.S, ASST. PROF. (ON CONTRACT) 9526892755

DEPARTMENT OF BOTANY

- 1 Dr. Sr. BETTY K. P. (MSc, MPhil, PhD) ASST. PROFESSOR 9207577072

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. THARZEEM P.S, ASST.PROF.(ON CONTRACT) 8289949748
4. Ms. BINCY BABY, ASST.PROF.(ON CONTRACT) 9656913611
5. Ms. ANNA KURIAN, ASST.PROF.(ON CONTRACT) 8943905496
6. Ms. RANI PAULY, ASST.PROF.(ON CONTRACT) 9497514858

DEPARTMENT OF COMPUTER SCIENCE

- 1 Dr. Sr. MINI TV (Sr. Miranto) ASST. PROFESSOR. 9656131765
(MCA.,MPhil., PhD)
- 2 DR. JISHA JOSE PANACKAL ASST. PROFESSOR. 9400860285
(MCA, PhD)
- 3 Ms. JULIE P A (M Sc., Dip. in Elect. BEd) ASST.PROF.(ON CONTRACT) 9446054896
4. Ms. SINDHU T. (MCA) ASST.PROF.(ON CONTRACT) 9961263715
5. Ms. DEEPA M (MSc) ASST. PROF.(ON CONTRACT) 8289891590

DEPARTMENT OF COMMERCE

1. Adv. NAJEEB P S (MBA, LLB (Hons)) HoD 8075726861
2. Prof. KRISHNAKUMAR (Msc) RTD Professor 9446233658
3. Ms. NIMITHA P M (M Com, NET) ASST.PROF.(ON CONTRACT) 9605917383
4. Ms. KEERTHANA T U (M Com, JRF), ASST. PROF.(ON CONTRACT) 9947553377
5. Ms. REVATHY M S (M Com, NET) ASST. PROF.(ON CONTRACT) 8281158648
6. Ms. ANCHU K S (M Com, NET) ASST. PROF.(ON CONTRACT) 9605418782
7. Ms. SHINU JOY (M Com) ASST. PROF.(ON CONTRACT) 7559911326
8. Ms. FARSANA P M (M Com, NET) ASST. PROF.(ON CONTRACT) 9645250215
9. ANJU PA ASST. PROF.(ON CONTRACT) 8594056916
10. DIVYA RAJAN ASST. PROF.(ON CONTRACT) 9645751837
11. Ms. ANJU PA, ASST. PROF.(ON CONTRACT) 8594056916
12. Ms. DIVYA RAJAN, ASST. PROF.(ON CONTRACT) 9645751837
- 13 Ms. VINJU K R, ASST. PROF.(ON CONTRACT) 7306710422
- 14 NAYANA SREEDHARAN, ASST. PROF.(ON CONTRACT) 8078475130
15. AGNA ANTO, ASST. PROF.(ON CONTRACT) 7306041739

DEPARTMENT OF PHYSICAL EDUCATION

1. DONA JOHN ASST. PROF.(ON CONTRACT) 7034437958

COMPUTER CENTRE

(UGC-NETWORK RESOURCE CENTRE)

1. MERIN ARUN INSTRUCTOR 8156925204

COLLEGE COUNCIL

1. DR.SR.REENA ITTYACHIAN (Sr. Irene)
2. DR.SR. A. PRINCY ANTO
3. DR. SANTHOSH PAUL
4. DR. MOLLY JOHN
5. MS. BINDHU JOSE
6. DR. TESSY K.L.
7. DR. CHACKO JOSE P.
8. DR. SR. MINI T.V.
9. MS. MEENU JACOB
10. ADV. NAJEEB P S
11. MS. SMITHA DAVIS
12. DR. NIJO VARGHESE
13. SR. SHEENA JOSEPH K. (Sr. Shanet)
14. MS. STEPHY K SUNNY
15. DR. SHERLY JOSE K.

ADMINISTRATIVE STAFF

- | | | |
|-----|-----------------------------------|--------------|
| 1 | SR. SHEENA JOSEPH K. (Sr. Shanet) | 9061691159 |
| 2 | MS. LISSY P.A. | 9072966490 |
| 3 | MS. MARY M.D. | 8943308834 |
| 4. | MS. MARIAM P.R. | 9495553104 |
| 5. | SR. ROSY JACKSON (Sr. Rosemel) | 9207482401 |
| 6. | SR. LEENA N.K. (Sr. Roseprabha) | 9495085517 |
| 7. | SR. MINI U.V. (Sr. Jinsa) | 9496372167 |
| 8. | MR. THOMAS A.G. | 9846268617 |
| 9. | MR. JOHN V.J. | 9846258807 |
| 10. | SR.ROSHIN | 04802701876 |
| 11. | SR. SOUMYA | 0480-2705517 |
| 12. | SR. EMIL ROSE | 0480 2701876 |
| 13. | SR. GEMCY | 8301942500 |

LIBRARY STAFF

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

LAB. / LIB. / EXAM ASSISTANTS

1.	MR. JAISON K.T.	9946983969
2.	MS.SINI P O	7025043733
3.	MS. SHIJI JOSE	9539920887
4.	MS. BINDHU T K	9400600853
5.	MS. TINCY SHOBY	9605776422
6.	MS. NISHA JOBY	9400388059
7.	MS. NISHA JOBY	9400388059
8.	Ms. Lissy P A	9072966490

RECEPTION

1.	MS. ANNIE JOSE	9544264719
2.	MS. ALICE PAULY	8301844233

DAILY WORKERS

1.	SMT.LILLY GEORGE	7559825818
3.	SMT.ROSILY THOMAS	9495822175

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 from the regular and self financing courses before collecting transfer certificate should remit full course fee.

FEE REGULATIONS

DEGREE AND POST GRADUATE COURSES CORRECTIONS TO BE DONE:

- I. TUTION FEE(UG) RS 1050
TUTION FEE(PG) MSc. ZOOLOGY AND MSc.
MATHS- RS 1890
- II. SPECIAL FEE
 1. ADMISSION FEE-80
 2. LIBRARY FEE-105
 3. ATHLETIC FEE-105
 4. STATIONERY FEE-55
 5. MAGAZINE FEE-55
 6. ASSOCIATION FEE-55
 7. CALENDAR FEE-35
 8. AUDIO VISUAL FEE-30
 9. HEALTH FEE-10
 10. WOMEN STUDY-10
 11. STUDENTS AID FUND-10
- III. SPORTS AFFILIATION -280
- IV. UNIVERSITY UNION-85
- V. REGISTRATION FEE-55
- VI. LAB FEE
 1. BSc. MAIN
I PHYSICS-420
CHEMISTRY-420
ZOOLOGY-580
 2. II PHYSICS-420
CHEMISTRY-420
ZOOLOGY-580
 3. III PHYSICS-265
CHEMISTRY-265
ZOOLOGY-265
- VII. CAUTION DEPOSIT
BA/BSC-360
PG-600

STAFF-IN-CHARGE OF CO-CURRICULAR ACTIVITIES

Sl.No.	Nature of work	Staff In-charge
1.	Staff Advisor	Dr. Santhosh Paul
2.	Student Advisor	Dr. Tessy K L
3.	IQAC Coordinators	Dr. Shirley Jose
4.	IQAC Joint Coordinators	Dr. Nidhin T.J, Mr. Libin Francis
5.	Staff Representative	Ms. Bindu Jose
5	Assembly	Ms. Linet Roslin Antony, Ms.Keerthana T U, Sr. Emil Rose
6.	Daily Events& Chronicles	Dr. Nijo Varghese, Ms. Meenu Jacob, Mr. Jose James, Dr. Jisha Jose Panakal, Ms. Julie P A, Ms. Femin Sunny
7.	College Union	Dr. V. Neetha, Ms. Fency K F, Mr. Libin Francis, Ms. Linet Roslin Antony
8.		Magazine Dr. Vijitha Mukundan, Dr. Jisha Jose Panakal, Ms. Shyma K S, Ms. Sandra Juliet Jose, Ms. Keerthana P.K, Ms. Heena Peethambaran
9.	Examination Chief Supdt:	Dr. Molly John
1.	Calicut University	Paper in Charge: Ms. Noble Paliath, Sr.Soumya, Ms. Bindhu T K, Ms. Lilly

1.	Internal	Dr.Santhosh Paul, Dr.Nidhin T J, Mr.Nijil Jacobi, Ms. Shinu Joy
10.	Fine Arts	Ms. Noble Palliath, Ms, Smitha Davis, Dr. Jisha Jose Panakal, Ms. Keerthana P.K, Ms. Keerthana T U, Ms. Sukanya I S, Ms.Sindu T, Ms. Syama I
11.	Alumnae Association	Dr. Nijo Varghese, Dr. Sr. Princy Anto, Dr. Molly John, Ms. Meenu Jacob, Ms. Darly Mathew
12.	UGC & Other Fundings	Principal, Dr.Sr. Princy Anto, Mr. Libin Francis
13.	ASAP	Ms. Meenu Jacob
14.	Star Scheme Coordinator	Dr. Nijo Varghese
15.	WWS (Walk with Scholar)	Ms. Linet Roslin Antony
16.	SSP (Scholar Support Programme)	Ms. Fency K F
17.	Management Account	Sr. Gemcy
18.	Women Cell	Ms. Smitha Davis, Ms. Sandra Juliet Jose, Dr. Vijitha Mukundan, Ms. Shyma K S
19.	Catechism and Value Education	Dr.Sr. Miranto, Ms. Smitha Davis, Mr. Nijil Jacobi, Ms. Shinu Joy
20.	Catholic Activities	Dr.Sr.Betsy, Sr.Jinsa,

- | | | |
|-----|--|--|
| | | Sr. Roshin, Sr.Soumya, Sr. Emilrose,
Student Sisters |
| 21. | Discipline in the Auditorium | Ms. Smina M. B,
Class Teachers,
College Union |
| 22. | Media Publicity & Photos | Dr.Sr.Miranto,
Dr. Nijo Varghese,
Sr. Rosemel,
Mr. Jaison K T |
| 23. | Grievance Redressal cell | Principal,
Dr.Sr.Princy Anto,
Ms. Bindu Jose,
Dr. Molly John |
| 24. | Sports | Prof. Najeeb P S,
Dr. Nidhin T J,
Mr. Nijil Jacobi,
Mr. Jaison K T,
Ms. Keerthana T,U,
Mr. John,
Mr. Thomas,
Sr.Shanet,
Sr. Roshin |
| 25. | Civil Service Coaching & Career Guidance | Mr. Libin Francis,
Adv. Najeeb P S,
Prof. Krishnakumar |
| 26. | N.S.S | Ms. Smina M B,
Dr. Laina A L,
One representative from each department. |
| 27. | Anti -Ragging Cell | Principal,
Dr. Sr.A.Princy Anto,
Dr. Santhosh Paul,
Sr. Shanet |
| 28. | Anti -Sexual Harrassment Cell | Dr. Tessy K.L, |

29. Bursar
30. PTWA

31. Research Consultancy &
Journal Publishing

32. Time Table Setting

33. Website

34. College Report

35. College Calendar

36. Stock Register

Ms. Smina M.B,
Sr. Shanet,
Ms. Juliet Shony
Sr.Gemcy
Principal,
Dr.Sr.Princy Anto,
Ms. Bindu Jose,
Dr.Shirley Jose
Dr. Shirley Jose,
Dr. Santhosh Paul,
Dr.Sr. Miranto,
Dr. V Neetha,
Dr. Nidhin T J,
Dr. Vijitha Mukundan
Dr. Tessy K L,
Ms. Sandra Juliet Jose
Principal,
Dr.Santhosh Paul,
Dr.Nijo Varghese,
Dr. Sr. Miranto,
Dr. V Neetha
Principal,
Ms. Sandra Juliet Jose,
Ms. Stephy K Sunny,
Ms. Fency K F
Principal,
Dr. Santhosh Paul,
Adv. Najeeb P S,
Dr.Sr. Princy Anto,
Ms. Stephy Sunny,
Sr. Jinsa.
Sr. Shanet,
Sr. Rose Prabha,
Sr. Roshin,
Sr. Soumya,
Sr. Emilrose

37.	College Social	Sr. Gemcy, Sr. RosePrabha, Sr. Rosemel, Library Staff, Ms. Sini
38.	Send off to outgoing students	Dr. Sr. A Princy Anto, Ms. Noble Palliath, Dr. Laina A L, Ms. Revathy, Ms. Anchu, Ms. Farzana P.M, Student Sisters, Class Teachers of III DC Students.
39.	Clare Hall , Commerce , Audio Vision Room	Mr. Jaison K T, Mr. John V J
40.	Bouquet	Sr. Roshin, Sr. Soumya
41.	Light,Water,Generater, Transfomer	Mr. Jaison K T, Mr. Thomas, Mr. John V J, Sr. Rosmel
42.	Admission	Manager, Principal, Sr.Rosemel, Sr.Gemcy, Sr. Roshin, Sr. Soumya, HOD of each Dept.
43.	P D Accounts	Sr. Shanet
44.	Fees	Sr. Emilrose
45.	E-Grants	Sr.Soumya
46.	Scholarships	Sr. Emilrose
47.	Guest Room	Sr. Emilrose, Ms. Alice, Ms. Annie

48.

Bill

NonTeaching Staff In Charge
 Dept. of Physical Education
 Economics,
 Language Departments
 English,History, Commerce
 Dept.,Maths
 Veranda up stare,
 Bath room
 Veranda &
 Rooms of Ist Floor
 Commerce Lab, Clare Hall,
 Audio Visual room,
 Alphonsa Wing,
 Computer Labs Dept.
 Computer Science
 Smt. Lilly,

 Auditorium & Stage

 Examination Room,
 Staircase

Teaching Non Teaching
Sr. Jinsa

Smt.Soorya

Smt.Sini (Zoology)

Smt. Lilly

Smt. Rosily

Smt.Rosily

Common work
 Rosily,
 Soorya
 Ms. Smina M B,
 Dr.Laina A L,
 Dr.Sr. Betsy,
 Ms. Sini (Zoology),
 Ms. Mr.Thomas,
 Mr.John,
 Smt. Lilly,
 Smt. Rosily

Smt. Lilly

STAFF IN CHARGE OF VARIOUS CLUBS

1. **Heritage Club:** Dr. Meenu Jacob
2. **Encon Club:** Dr. Nijo Varghese
3. **Energy Club:** Nijo Varghese
4. **Campus Club:** Ms. Dona John
5. **Literary Club:** Ms. Shyma, Ms. Darly Mathew
6. **Hindi Club:** Dr. Molly John
7. **Eco Club:** Ms. Nayana Sreedharan
8. **Excel English Club:** Ms. Nayana Sreedharan
9. **Septuagenarian Club:** Dr. Sr. A Princy Anto
10. **Quiz Club:** Dr. Nidhin T J, Ms. Anju P A
11. **Eureka Club:** Dr. Laina A L
12. **Nature Club:** Dr. Sr. Betsy
13. **E.D Club:** Mr. Libin Francis, Ms. Divya Rajan
14. **Civil Service Club:** Mr. Libin Francis
15. **Debate Club:** Mr. Nijil Jacobi
16. **Yoga Club:** Ms. Dona John
17. **Histrionics Club:** Ms. Darly Mathew
18. **Oasis Club:** Ms. Smitha Davis
19. **Red Ribbon Club:** Dr. Vijitha Mukundan
20. **Biota Club:** Dr. Tessy K L
21. **Integrity Club:** Mr. Libin Francis

STAFF IN CHARGE OF VARIOUS CELLS

1. **Women's Cell:** Ms. Smitha Davis
2. **Grievance Redressal Cell:** Principal
3. **Anti-Ragging Cell:** Principal
4. **Anti-Sexual Harassment Cell:** Dr. Tessy K L
5. **Career Guidance Cell:** Mr. Libin Francis

POST GRADUATE COURSES

Except MSc. Mathematics, MSc. Zoology and MSc. Integrated Psychology, all other PG 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.

INSTITUTIONAL CODE OF ETHICS

1. The institution adheres to a conduct of duties in a righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
2. The institution should balance the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
3. The institution should adopt standards, policies and procedures to promote and ensure equal opportunity without any discrimination.
4. Dedication to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence within the regulatory boundaries.
5. The institution must foster a shared vision and ensure a secure, safe environment where all stakeholders feel included and accepted.
6. The institution should ensure optimal resource utilisation – economic, environmental and social – to achieve a sustainable future.

CODE OF CONDUCT FOR STUDENTS

1. The regulations aimed to secure a good order, necessary for the effective pursuit of knowledge, help the students attain the level of quality work required of them and ensure proper development of the whole person.
2. The students' 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.
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 rights of students. However, these rights should not fringe upon the rights of other students to attend class and/or of the teacher to conduct his/her lessons. 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 phones are not allowed on 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

1. Every student shall behave and conduct herself in the college and in 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 in 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 student or students concerned. Disciplinary action will also be taken against the delinquents.
5. Silence shall be maintained in the college library and in the premises of the office.
6. Unauthorized entry of outsiders into the campus as well as to the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or to 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 an actionable offence.
8. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates and on the compound walls.

Similarly, students are prohibited from disfiguring the walls of the college building. No student shall collect money either by request or by coercion from others within the campus or the hostel except with the specific permission of the Principal.

9. 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 involve in 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 the 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 classroom when the session is ongoing without the permission of the teacher.
13. Students availing leave for more than ten working days without submitting proper leave applications 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 with a criminal offence or are under suspension will not be allowed to enter the college campus without the permission of the Principal.
 17. The Principal has the power to declare holiday for the college if she finds the peaceful academic functioning of the college is getting seriously affected.
 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 a case and initiate action against the offenders.
 19. The terms and conditions 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, an undertaking shall be given by the student and the parent.
 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. Students are bound to keep the campus neat and clean.
 22. Students are expected to be properly dressed. 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 malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unhealthy influence on her fellow students, shall be removed from the

- rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
25. The students are expected to rise from their seats when the teacher enters the classroom and are supposed to remain standing till he/she takes his/her seat or till they are instructed to sit down. They are also expected to greet when the teacher enters/leaves the classroom.
 26. Nothing is more appreciated in a student than courteous and mannerly behaviour. The students are expected to greet the teachers when they meet them inside and outside the campus. Please note that it is a rude behaviour to enter a room without being asked to and not to say 'Thank you' when something is done for you.
 27. Students are expected to spend their free hours in the Library/ Reading Room. They should not loiter along the verandas 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 in the 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 and university level office bearers.

PROFESSIONAL ETHICS FOR FACULTY

1. Faculty members should adhere to a responsible pattern of conduct and demeanour.
2. Faculty should respect the right/dignity of the student in expressing her opinion.
3. Faculty must recognise the differences in aptitudes and capabilities of students and strive to meet their individual needs.
4. Faculty should encourage students to improve their attainments, develop their personalities and simultaneously contribute to community welfare.

5. Faculty should behave in an affectionate manner to the students and refrain from any sort of vindictive behaviour.
6. Faculty should be available and approachable to students even outside class hours.
7. Faculty should seek to make professional growth continuously through study and research.
8. Faculty should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

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 Bceedi & 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. |

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|--|--|
| 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.W.A. 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 Poulouse 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 |

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|--|--|
| 42. Sr. Philo Jeas Endowment Prize | Top scorer in P.G Chemistry |
| 43. Sr. Deepa Endowment Prize | Best reader |
| 44. Ms Susan Kody'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. Glady Therese Endowment Prize
award | Best Administrative staff |
| 52. Sr. Dally Jose Endowment Prize | For dialysis of student and
family members |
| 53. Sr. Lilly Maria Endowment Prize | Proficiency Prize for
B A 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 7-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 the Second Saturday in the month of July.

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.

COLLEGE CALENDER 2021 - 2022

JUNE 2021

Date	Day	
1	Tuesday	College Reopens after summer vacation, Beginning of Classes for 3rd and 5th semesters
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	H, Environment Day Celebration
6	Sunday	H
7	Monday	
8	Tuesday	Last date of term fee without fine
9	Wednesday	
10	Thursday	
11	Friday	Feast of Sacred Heart, Last date of term fee with Fine
12	Saturday	H
13	Sunday	H
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	H, Reading Day
20	Sunday	H
21	Monday	International Yoga day
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	H
27	Sunday	H
28	Monday	
29	Tuesday	
30	Wednesday	

JULY 2021

Date	Day	
1	Thursday	Beginning of classes for 1st semester (University procedures to be completed)
2	Friday	
3	Saturday	H, St. Thomas Day
4	Sunday	H
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	III & V sem - Seminars & Assignments are to be assigned as per the convenience of each department
10	Saturday	H, Online Alumni Meet
11	Sunday	H
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	H
18	Sunday	H
19	Monday	
20	Tuesday	H, Bakrid
21	Wednesday	I internal for III & V sem
22	Thursday	I internal for III & V sem
23	Friday	I internal for III & V sem
24	Saturday	H
25	Sunday	H
26	Monday	I internal for III & V sem
27	Tuesday	I internal for III & V sem
28	Wednesday	Feast of St. Alphonsa
29	Thursday	
30	Friday	
31	Saturday	H

AUGUST 2021

Date	Day	
1	Sunday	H
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	Hiroshima day
7	Saturday	H
8	Sunday	H, Karkidaka Vavu
9	Monday	
10	Tuesday	
11	Wednesday	Conduction of first Internal Exam for I Sem
12	Thursday	
13	Friday	
14	Saturday	H
15	Sunday	H, Independence day
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	H, College Closes, Muharam
20	Friday	H, First Onam
21	Saturday	H, Thiruvonam
22	Sunday	H, Third Onam
23	Monday	H, Sreennarayana Guru Jayanthi, Fourth Onam
24	Tuesday	
25	Wednesday	
26	Thursday	National Women's Equality Day
27	Friday	
28	Saturday	H, Ayyankali Jayanthi
29	Sunday	H
30	Monday	H, Sreekrishna Jayanthi
31	Tuesday	College Reopens

SEPTEMBER 2021

Date	Day	
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	H
5	Sunday	H
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	H
12	Sunday	H
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	H
19	Sunday	H
20	Monday	
21	Tuesday	H, Sreenarayana Guru Samadhi
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	H
26	Sunday	H
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

OCTOBER 2021

Date	Day	
1	Friday	
2	Saturday	H, Gandhian Jayanthi
3	Sunday	H
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	H
10	Sunday	H
11	Monday	
12	Tuesday	
13	Wednesday	Last date of 2nd term fee without fine
14	Thursday	H, Mahanavami
15	Friday	H, Vijayadasami
16	Saturday	H
17	Sunday	H
18	Monday	
19	Tuesday	H, Nabidinam
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	H
24	Sunday	H
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	H
31	Sunday	H

NOVEMBER 2021

Date	Day	
1	Monday	Beginning of classes for 4th and 6th semesters, Kerala Piravi
2	Tuesday	
3	Wednesday	
4	Thursday	H, Deepavali
5	Friday	
6	Saturday	H
7	Sunday	H
8	Monday	Guru Nanak's Birthday
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	H
14	Sunday	H
15	Monday	Student Induction Programme for I DC Students
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	H
21	Sunday	H
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	H
28	Sunday	H
29	Monday	
30	Tuesday	

DECEMBER 2021

Date	Day	
1	Wednesday	
2	Thursday	IV & VI SEM -Seminars & Assignments are to be assigned as per the convenience of each department
3	Friday	
4	Saturday	H
5	Sunday	H
6	Monday	x
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	H
12	Sunday	H
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	H
19	Sunday	H
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	College closes for Christmas
25	Saturday	H,Christmas
26	Sunday	H
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	College Re-opens

JANUARY 2022

Date	Day	
1	Saturday	H
2	Sunday	H, Mannam Jayanthi
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	H
9	Sunday	H
10	Monday	
11	Tuesday	Conduction of first internal exam for II, IVth, VIth semesters.
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	H
16	Sunday	H
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	H
23	Sunday	H
24	Monday	
25	Tuesday	
26	Wednesday	H, Republic Day
27	Thursday	
28	Friday	
29	Saturday	H
30	Sunday	H
31	Monday	

FEBRUARY 2022

Date	Day	
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	H
6	Sunday	H
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	H
13	Sunday	H
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	H
20	Sunday	H
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	H
27	Sunday	H
28	Monday	

MARCH 2022

Date	Day	
1	Tuesday	H, Mahashivaratri
2	Wednesday	Commencement of second internal examination for IInd, IVth, VIth semesters.
3	Thursday	
4	Friday	
5	Saturday	H
6	Sunday	H
7	Monday	
8	Tuesday	International Womens Day
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	H
13	Sunday	H
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	H
20	Sunday	H
21	Monday	
22	Tuesday	Commencement of university exams for IInd, IVth and VIth semesters
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	H
27	Sunday	H
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	

APRIL 2022

Date	Day	
1	Friday	
2	Saturday	H
3	Sunday	H
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	H
10	Sunday	H
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	H, Maundy Thursday, Ambedkar Jayanthi
15	Friday	H, Good Friday, Vishu
16	Saturday	H
17	Sunday	H, Easter
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	H
24	Sunday	H
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	H

MAY 2022

Date	Day	
1	Sunday	H, May Day
2	Monday	H, Idul Fitr
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	H
8	Sunday	H
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	H
15	Sunday	H
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	H
22	Sunday	H
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	H
29	Sunday	H
30	Monday	
31	Tuesday	

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.

CONTACT DETAILS OF RETIRED STAFF

Sr. Sancta St. John Baptist Convent, Kottat	9846727715
Sr. Lalitha Treasa Jeevodaya convent, Chennai	0984113938
Sr. Ritty Paul, SH Convent	9947115703
Sr. Samson	9061311421
Sr. Cajetan, Convent	8289970164
Sr. Foncy Alappat St. Xaviers FC Convent, Mapranam	9567188594
Smt. Elicy P.C.	0484-232885
Smt. Marykutty P. A.	8289970164
Prof. Babu Thomas K.	2770021
Sr. Gracy Chethalan Irinjalakuda	949502867
Sri.Vincent T. M.	9633676371
Smt.Rosa K. D.	9778440276
Smt.Rosa M. V.	9946322751
Ms. Sheela Mathews	9400601966
Smt. Alphonsa M.J.	9400601966
Sr. Karuna St. John Baptist Convent, Kottat	9846727715
Sr. Lima Rose Alvernia Provincial House	97784778
Sr. Alphons Jaya	0480 2708240
Sr. Therese Mary Asara Bhavan, Maramkode	9495130702
Sr. Philo Grace Claire Bhavan, Chemmanda	8289970168
Sr.Angel Rose Kodungallur	7356439933
Ms. Molly Sebastian	9947370876
Ms. Susan Jim	9446144320
Sr. Deepa Pullutt	8289970191
Sr. Philo Jees	9087144153
Mr. Devassy N.A.	9400944193
Sr. Vinaya Bastin Kenya	9656910538
Sr. Salomi P.L. Konnakuzhi	8289970181

Sr. Lilly Maria	Provincial House, CKY	9446762563
Sr. Glady Therese	Delhi	7533875291
Sr. Dally	Provincial House, Chalakudy	8289970169
Ms. Annie Ittoop		9447992929
Ms. Daisy M C		9495851103
Ms. Meera Francis		9846632474
MS. Mary M.A.		9562557817
Sr. Lisa mary	Konnakuzhi	7034660557
Sr. Mercy Mathew	Kenya	4737545688
Ms. Mariyam VO		9656924760
Sr. Ann Joseph	Vellukulangara	8289970196
Sr. Maries	Kaipamangalam	9072406805
Sr. Rosemary	Azhikode	8289970162
MR. Sajan P.D.		9961859896
Sr. Treesa Flower	Madras	7025934760
Ms. Maria Jose		9446232176
Mr. Joseph Chacko		9446502116
Ms. Rosy T.T.		9447133882
Ms. Valsa P.R.		9495553104
Ms. Lissy P.A.		9072966490
Ms. Mary M.D.		8943308834



SACRED HEART COLLEGE
CHALAKUDY



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