# SACRED HEART COLLEGE
## CHALAKUDY




# 2022-2023 HAND BOOK & CALENDAR

# SACRED HEART COLLEGE

**Chalakudy**

**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 2022-2023

☎

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Name.....

Class.....

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Vice Principal
**Dr. Sr. A. Princy Anto**
**(Rev. Dr. Sr. Princy Jees)**

Superintendent
**Sr. Sheena Joseph K**
**(Rev. Sr. Shanet)**

Bursar
**Rev. Sr. Lisbeth**

## 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.*

1) हमको मन की शक्‌ति देना मन वजिय करें
दुसरो की जय से पहले खुद को जय करे

भेदभा अपने दलि से साफ कर लएि
दोस्‌ती से भूल हो तो माफ़ कर देखने के लएि



झूठ से बचे रहें, सच का बांध भरे
दसरों की जय से पहले, खुद को जय करें

मुश्‌कलिें पड़े तो हम पे इतना करम कर
साथ दे तो धर्‌म का, चले तो धर्‌म पर
खुद पे हौसला रहे, बड़ी से ना डरने
दसरों की जय से पहले, खुद को जय करें

2) My life is in You, Lord,
My strength is in You, Lord
My hope is in You, Lord
In You, it's in You.
I will praise You with all of my heart.
I will praise You with all of my Strength
With all of my life, and all of my strength.
All of my hope is in You.

3) എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ
എൻ കരങ്ങളിൽ കുടിയിരിക്കണമേ
എന്റെ പാദം ഇടറാതിരിക്കാൻ
എന്നുമെന്നിൽ ദയ ചൊരിയണമേ. (എങ്ങുമെങ്ങും..)

പൂവിലൂറുന്ന പുഞ്ചിരി നീയല്ലോ
പുസ്തകം തരും ജ്ഞാനവും നീയല്ലോ
പുല്ലുമാടവും പൂമണിമേടയും
തുല്യമായ് തൊഴും ശക്തിയും നീയല്ലോ (എങ്ങുമെങ്ങും...)

നല്ല ചിന്തയായ് എന്റെ മനസ്സിലും
നല്ല ഭാഷയായ് നാവിന്റെ തുമ്പിലും
നല്ല ചെയ്തിയായ് എന്റെ കരത്തിലും
നന്മയാം നീ കടന്നിരിക്കണമേ. (എങ്ങുമെങ്ങും...)

4) നന്മയാകുന്ന കാന്തി കാണുവാൻ കണ്ണിനാകേണമേ.
നല്ല വാക്കിന്റെ ചീലു ചൊല്ലുവാൻ നാവിനാകേണമേ.
സ്നേഹമാകുന്ന ഗീതമോ എന്റെ നാവിനിണയാകേണേ.
സത്യം എന്നുള്ള ശീലമോടെ ഞാൻ ശാന്തി അറിയണമേ.

ഭൂമിയെന്നറിയാനുള്ള ബോധമുണ്ടാകണേ
ജീവജാലങ്ങളൊക്കെയും ജന്മബന്ധുവാകേണമേ

ജാതിഭേദങ്ങൾ എന്ന ശാപമോ ദൂരെ മറയേണമേ.
ലോകമൊന്നെന്ന പാഠമെന്നുമെൻ മനസ്സിലെഴുതേണമേ.

5) പ്രാർത്ഥനതൻ പാതയിൽ പൂക്കളായ് വിരിയണം
പൂവിരിഞ്ഞ വീഥികൾ പുണ്യവീഥികൾ ആകണം.
പുണ്യവഴികളിലൂടെ ഞാൻ യാത്ര എന്നും ചെയ്യണം.
യാത്ര ചെയ്യും വേളയിൽ ഈശ്വരനെ ഓർക്കണം.
ഈശ്വരനാണെൻ ധനം, ഈശ്വരനാണെൻ ബലം.

6) നീ തൂകുന്ന സ്നേഹവും, നീയേകുന്ന ജീവനും
പറയാൻ വയ്യത്രമേൽ സുന്ദരം
മരുവാം എൻ യാത്രയിൽ
വരമായി നിൻ രൂപവും സ്വരവും
കരുണയൊഴുകിടും കൈകളാൽ
അഭയമരുളിടു ആർദ്രമാ

സ്നേഹം.... എൻ പുണ്യം....
ഇരുളകലാതെ നിന്നൊരെന്നിൽ
വഴിവിളക്കായി തെളിഞ്ഞു നീ
അഴലനിയും നിറയെല്ലം നറുമലരാക്കി നീ
നീയെൻ ആശ്രയം അലിൻ ആലയം... നാഥാ...

**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**

Guide 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 Heart 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 Alvernia Province of Franciscan Clarist Congregation. The college is affiliated to the University of Calicut and is aided by the Government of Kerala. Located within the municipal limits of Chalakudy with a 26-acres serene campus, the college provides a congenial ambience for the overall advancement of the students. In 1991, the college was upgraded to a first grade college by the Government of Kerala. In 2004, the first NAAC visit happened and the college was accredited with B grade. In 2011 the college was re accredited with A grade and in 2017 the college was re accredited with A+ grade (CGPA 3.55 out of 4) by NAAC. The college was accorded star status by the Department of Biotechnology in 2018. At present the college offers 9 UG Programmes, 8 PG programmes and 1 integrated PG programme.

## 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 'espirit 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. The students have to follow the uniform prescribed by the college from to time. The management prefers male staff to wear pants and shirt and female staff to wear saree while in college. All are expected to wear modest and formal attire to maintain the decorum of the college.

### Internal Compliance Committee (ICC) – Policies and procedures

**Internal Compliance Committee**

The Internal Compliance 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 investigation.

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 frmework 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 Swachch 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 scholorships 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 of 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 is 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.

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 information 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 could 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 the college.
- To inform 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**

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

**SUCCESSION-LIST OF PRINCIPALS**

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| 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**
**42nd YEAR OF SERVICE TO THE NATION**

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| 26 June | 1980 | Media report on sanction of college |
| 1 July | 1980 | State Government issued sanction order |
| 21 July | 1980 | Visit of Calicut University Inspection Commission |
| 21 August | 1980 | College started functioning and the first Principal Rev. Sr. Sancta assumed office |
| 14 December | 1980 | Formal inauguration of the college |
| 26 January | 1981 | Foundation stone of Science Block laid |
| 6 August | 1981 | Government sanctioned I and II Group of the Pre-Degree courses |
| 1 November | 1983 | Rev. Sr. Cajetan took charge as Junior Supdt. |
| 21 August | 1991 | Celebrated the Decennial year |
| 2 September | 1991 | College got upgraded as Degree College |
| 15 October | 1991 | Approval for Zoology Degree Course |
| 1 May | 1992 | Rev. Sr. Lalitha Teresa assumed office as Principal |
| 20 November | 1992 | Approval for Economics Degree Course |
| 10 October | 1994 | Inauguration of Basket Ball court |
| 1 December | 1994 | Rev. Sr. Samson took charge as Junior Supdt. |
| 5 December | 1995 | Approval for B Sc. Physics Degree Course |
| 9 October | 1996 | Inauguration of College Auditorium |
| 1 January | 1997 | Rev. Sr. Eventius took charge as Junior Supdt. |
| 8 October | 1997 | Inauguration of Library Block |
| 1 April | 1998 | Rev. Sr. Ritty Paul assumed office as Principal |

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| 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 took charge as Junior Supdt. |
| 27 March | 2001 | Approval for BA English Degree Course |
| 1 June | 2002 | Rev. Dr. Therese Mary assumed office as Principal |
| 26 October | 2002 | Approval for M Sc. Physics and M Sc. Computer Science courses |
| 10 January | 2003 | Inauguration of Audio-Visual wing |
| 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 | Hosted University Kabbadi Championship |
| 4-5 February | 2004 | Visit of National Assessment and Accreditation Council (NAAC) for the first time |
| 16 February | 2004 | College gets accreditated by NAAC with B grade |
| 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 hosted Silver Jubilee celebration of Alvernia Province, FCC |
| 2-4 February | 2005 | UGC sponsored National Seminar on "Wetland Resources of India" by Zoology Department |
| 5 February | 2005 | Conducted NAAC - Sponsored National Seminar on "Quality Assurance in Higher Education" |
| 13 July | 2005 | Approval for MA English and B Com. Degree Courses |



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| 13 July | 2005 | Centre For Excellence - IT Training and Internet access centre - started functioning. |
| 30 July | 2005 | College hosted 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 | Hosted Calicut University Women's Volley ball Tournament |
| 29 November | 2005 | Jubilee Proclamation Rally |
| 1-2 December | 2005 | Exhibition in commemoration of Silver Jubilee celebration |
| 26 December | 2005 | Valedictory function of Silver Jubilee Celebration and the blessing ceremony of the college chapel |
| 31 May | 2006 | Blessing of UGC funded hostel |
| 25 October | 2006 | Hosted Calicut University Inter Collegiate Cross- Country Championship for Men & Women |
| 24 January | 2007 | Hosted Calicut University Yoga Championship for Men and Women |
| 19 November | 2007 | Hosted Calicut University Ball Badminton Championship for Women |
| 14 December | 2007 | Hosted Calicut University Tennis Championship for Women |
| 14 January | 2008 | Hosted Calicut University Ball Badminton Championship for Men. |
| 12 February | 2008 | Hosted 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 |

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| 28 June | 2008 | College became a partner institution of IGNOU. Course discontinued at present |
| 6 October | 2008 | Hosted Calicut University Archery Championship for men |
| 7 October | 2008 | Hosted Calicut University Archery Championship for Women |
| 5-6 December | 2008 | Hosted 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 secured overall championship in the Calicut University Inter-Collegiate Women Cycling Championship. |
| 31 January | 2009 | Prof. V N Rajasekharan Pillai, Vice Chancellor, IGNOU formally inaugura ted 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 visited 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 | Hosted Calicut University Ball Badminton Competition for Women. |
| 12-13 January | 2010 | Hosted Calicut University Ball Badminton Championship for Men. |
| January | 2010 | College team secured overall champion ship in the Calicut University inter- Collegiate Women Cycling Championship. |



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| 20 January | 2010 | Hosted Calicut University Men & Women Kalaripayattu Championship. |
| 1 April | 2010 | Rev. Sr. Angel Rose assumed office as Principal |
| 1 November | 2010 | Inauguration of Audio Visual Room, Students Centre and Day Care |
| 17-18 December | 2010 | Hosted Calicut University Ball Badminton for Men. |
| 13-14 January | 2011 | Hosted Calicut University Men & Women Archery Championship |
| 10 February | 2011 | National Seminar on "Digital Economy Impact Influences and Challenges" by Economics Department |
| 10-11 March | 2011 | UGC Sponsord National Seminar on "Recent trends on Non-Linear Optical Materials and Chararacterisation" by Physics Department |
| 24-26 March | 2011 | Visit of National Assessment and Accreditation Council (NAAC) |
| 1 April | 2011 | Rev. Sr. Glady Therese took charge as Junior Supdt. |
| 16 September | 2011 | College gets reaccredited by NAAC with 'A' Grade. |
| 13-14 October | 2011 | UGC sponsored National Seminar on "Threats & Biodiversity -An urgent need for Sustainable Management" by Zoology Department |
| 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 |

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| June | 2012 | Approval for B Com. Finance |
| 10 June | 2012 | Inauguration of Diploma Course in Fashion Designing sponsored by ASOFT Design School in collaboration with Keltron. Course discontinued at present. |
| 24 January | 2013 | Hosted Calicut University Women Cycling Championship. |
| 24-25 January | 2013 | UGC sponsored National Seminar on "Historical writings on Indian Nationalisam" by History Department |
| 29-30 January | 2013 | UGC sponsored National seminar on "Chemistry for Healthy Human Life" by Chemistry Department |
| 11-12 March | 2013 | UGC sponsored National Seminar on "Emerging Trends in Growth & Characterization of Single Crystals and Nanomaterials" by Physics Department |
| 21-22 March | 2013 | UGC sponsored National Seminar on "Women's Higher Education Institutions Impacts,Influences & Challenges" by Economics Department |
| 1-2 January | 2014 | Save Energy and Environment(SEE) 2014 EXPO |
| 1 April | 2014 | Rev. Sr. Lilly Maria assumed 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 | KNOWCOM FEST – State Level Project presentation by Commerce Department |



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| 13 -14 November | 2014 | UGC sponsored National Seminar on "Ecofeminism: An Inclusive Discourse" by English Department |
| 16 November | 2014 | Secured State level Karate Championship |
| 24 November | 2014 | Cricket Academy Started. Discontin ued at present |
| 3 December | 2014 | Unanimous agreement to Organ Donation Mission |
| 10 January | 2015 | Hosted Calicut University Men & Women Fencing Championship |
| 4 February | 2015 | Hosted Calicut University Cycling Championship and secured Ist Prize. |
| 22 February | 2015 | D -Zone Competition – 2nd prize in Group dance & 3rd 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 | Physics Department conducted UGC sponsored National Seminar on "Recent Advances in Growth and Characterisation of Nonlinear Optical Crystals and Nanomaterials". |
| 12-13 November | 2015 | UGC sponsored National Seminar on "Big Data Analytics" by Computer Science Department |
| 17- 18 November | 2015 | UGC sponsored National Seminar on"Supramolecules and Nano Materials: Basic Concepts and Architectural Assemblies" by Chemistry Department |
| 20 January | 2016 | "Green Audit" of the college |
| 1 June | 2016 | Dr. Sr. Reena Ittyachan |

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| | | (Rev. Sr. Irene) assumed office as Principal-In-Charge |
| 21 June | 2016 | Rev. Sr. Mary P.A. (Sr. Maries) took charge as Junior Supdt. |
| 21 June | 2016 | International Yoga Day was observed. |
| 13 July | 2016 | Add-on-course, "Diploma in Sales Tax Practice" was introduced by the Commerce Department |
| 16-17 July | 2016 | Virtual osbservatory organized by Academy of Physics Teachers (APT), Kerala in collabraion with Inter-University Center for Astronomy, Pune and Physics Department |
| 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 | Economics Department conducted Frontier Dialogue Series on "Problem Driven Environmental Research: Illustrations and Hearings", led by Dr. Bejoy K Thomas (ATREE, Bangalore) |
| 26 October | 2016 | English Department introduced a certificate course on "English for Employability" |
| 28 October | 2016 | State level seminar on "Water Conserv ation and Climate Change" jointly organized by the College Society for Promoting Participative Ecosystem Management (SOPPECOM), Pune and River Research Center, Chalakudy. |
| 11 November | 2016 | Observed National Education Day |
| 12-13 December | 2016 | NAAC peer team visit |



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| 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 ($3^{rd}$ 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 Zoology and Physics Departments 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). College bagged the first prize. |
| 22 February | 2017 | Workshop on "Innovative Experiments using Expeyes 17" was organized by Physics Department 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" |

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| June | 2017 | Seven new appointments happened in the college from the retirement vacancies in various departments and library. |
| June | 2017 | Installed biometric punching system for the staff. |
| June | 2017 | College newly set up a counseling centre with a Clinical Psychologist |
| 20 June | 2017 | Observed International Yoga Day |
| August | 2017 | Dr. Sr.Reena Ittyachan (Sr. Irene) was conferred the prestigious Bharat Vidya Rattan Award, presented by International Business Council, at Delhi, by the former Cabinet Minister, Dr. Bheeshma Narayan Singh. |
| 18 August | 2017 | Bahujana Sangamam, a Programme about "Anti Athirapilly Stir Called off" was conducted by Eco Club of Commerce Department 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 byChemistry 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. Moham med Haneef, Civil Service topper. |



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| 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 Physics and Computer Science Departments |
| December | 2017 | Rev.Dr. Sr. Miranto and Ms. Fancy Joy compiled and edited an MSc Computer Science book titled "Web Engineering". |
| 11 December | 2017 | Computer Science Department organized one day National Seminar on I-SMAC Technologies. |
| **January** | **2018** | **The college was accorded star status by the Department of Biotechnology and received a grant of Rs.63 lakhs.** |
| 06-07 January | 2018 | Physics Department coordinated National Workshop on "Astronomical Data Analysis" which was held under the aegis of Academy of Physics Teachers, Kerala and Indian Institute of Astrophy sics, Bangalore. |
| 08 January | 2018 | Zoology Department 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 |

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| | | 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 | Zoology Department organized a talk on "Fisheries and Wetlands for Sustainable Economic Development" in connection with Wetland Day Celebrations which was sponsored by KSCSTE. |
| 12 February | 2018 | Mathematics Department organized a National Level Workshop on "Complex Analysis". |
| 21 February | 2018 | Physics Department organized one day Seminar in connection with National Science Day-2018 with the financial support of KSCSTE. |
| 23 February | 2018 | Zoology Department conducted "Vezhambal Fest" in honour of retiring Head, Dr. Jolly Thomas V. |
| March | 2018 | Dr. Rosy Thampy, HoD, Dept of Malayalam, received Sahitya Ratna Award and Viva International Award. |
| 03 March | 2018 | Commerce Department organized "SENORITAS" which was inaugurated by Sri.Therambil Ramakrishnan, Former Speaker of Kerala Legislative Assembly. |
| 07 March | 2018 | College hosted World Kidney day organized by St. James Hospital. |
| 31 May | 2018 | Rev. Sr. Mary P A (Sr. Maries) retired as Jr. Supdt. |
| 01 June | 2018 | Rev. Sr. Sheena Joseph K (Sr. Shanet) took charge as Junior Supdt. |



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| June | 2018 | Inauguration of students' biometric attendance system and the website of Library and Knowledge centre |
| 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. The 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 Department 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 | English Department organized an Inter national seminar on "Reflection, relativism and recreation: art as cultural capital". The chief guests were Dr. Amelia Rauser,Fullbright Nehru Academic and |

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| | | professional excellence scholar, Prof. of Art History, Franklin & Marshall College, Lancaster, USA and Dr. Sooraj George Pittappally. |
| 11-12 March | 2019 | Zoology Department conducts 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 | Physics Department conducted student solar ambassador workshop as a part of Gandhi global travel in collaboration with IIT Mumbai. |
| 6-7 December | 2019 | Economics Department 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 Department 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 cycling championship and secured third prize. |
| 27 February | 2020 | Mathematics Department organized international seminar on "Theory of Regular Semigroups" (funded by KSCSTE). |
| March | 2020 | The college received two new aided courses, namely, MSc. Integrated |



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| | | Psychology (5 Year Programme) and MSc. Zoology. |
| 10 March | 2020 | Economics Department 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 | Mathematics Department organized an international webinar in connection with "Women in Mathematics" |
| 05-24 July | 2020 | Mathematics Department conducted a ten-day national enrichment programme in mathematics. |
| 08 September | 2020 | Economics Department 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 | Zoology Department and IISER, Pune conducted a webinar on "How to read scientific literature and introduction to project MANAV". |
| 23 December | 2020 | Economics Department 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 Department 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, |

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| | Scholar-In-Residence Program" together with Mar Thoma College, Thiruvalla. |
| 26 February 2021 | Computer Science Department conducted a national webinar on "Blockchain Technology". |
| 17 march 2021 | Dr Jisha Jose Panackal, faculty of Computer Science Department, 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 Department in collaboration with St. Joseph's College (Autonomous), Irinjalakuda, oragnised a national webinar on "Economics of Election". |
| 8 April 2021 | Economics Department in collaboration with St. Joseph's College (Autonomous), Irinjalakuda, oragnised a national webinar on "Intellectual Property Rights in the Digital World". |
| 4 May 2021 | Economics Department conducted a national conference on "Life in the 2020". |
| 18-19June 2021 | Economics Department in collaboration with St. Joseph's College (Autonomous), Irinjalakuda, oragnised a two day inter national conference on "Economics of Happiness and Welfare". |
| 20 July 2021 | Economics Department conducted a national seminar on "The Emerging Urban Economy and Market Structures". |
| 06 August 2021 | Economics Department . in collaboration with St. Joseph's College (Autonomous), Irinjalakuda conducted a webinar on "Sailing ahead with Economics – |



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| | Career and higher education opportu nities for economic graduate". |
| 10 August 2021 | The college won the Calicut University inter collegiate karate championship for the year 2020-21. |
| 06-16 September 2021 | Mathematics Department organized National Enrichment Programme in Mathematics (NEPM 2021) - a ten-day workshop in the online mode. |
| 29 September -13 October 2021 | Physics & Chemistry Departments conducted a two week interdisciplinary online Faculty Development Programme on "Structural Analysis Using Rietveld Refinement, Microscopic and Composi tional Analysis" in collaboration with the six colleges and GAD-TLC of MHRD, under the Govt. of India. |
| October 2021 | Inauguration of the newly renovated auditorium |
| December 2021 | Four non teaching appointments happened in the college office |
| 02 December 2021 | Computer science Department in association with Artificial intelligence & Neurology Research centres conducted an international seminar on "Artificial Intelligence and Data Science in Neurology" |
| 23 December 2021 | Economics Department conducted a national webinar in association with Association of Mutual Funds in India (AMFI) on "A Talk on Management of Personal Finance' |
| 27 February 2022 | The college won the Calicut University inter collegiate karate championship for the year 2021-22. |

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| March | 2022 | Four new teaching appointments happened in college from the retirement vacancies in various departments. |
| 13 March | 2022 | College hosted Calicut University women cycling championship and secured third place for 3000 mtr team pursuit. |
| 23 April | 2022 | College hosted Calicut University Men cycling championship. |
| 11 May | 2022 | New college website was launched. |

## 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. Co-operation
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 alloted 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/ Consumber 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 entireprogramme.

**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 asemester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula

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

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.

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

**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 assessmentmarks 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.

**CAPACITY BUILDING COURSES**

| Sl No | Name of the course | Duration | Organising Unit |
|---|---|---|---|
| 1 | Momentum | 4 days | Department of Zoology |
| 2 | Water Analysis | 10 hours | Department of Chemistry |
| 3 | Driving Course | 30 hours | Department of Commerce |
| 4 | LED Clinic | 10 hours | Department of Physics |
| 5 | First aid and CPR | 10 hours | Department of Physical Education |
| 6 | Basic Yoga Asanas | 20 hours | Department of Physical Education |
| 7 | Basic Fitness Training | 3 Weeks | Department of Physical Education |
| 8 | Project Management and Technical Writing | 10 hours | Department of Computer Science |
| 9 | Skill development on museum management | 10 hours | Department of History |
| 10 | Basic Computer Essentials | 10 hours | Department of Economics |
| 11 | Culinary Skills Enhancement Programme | 10 hours | Department of English |
| 12 | Cosmetic beauty essentials | 10 hours | Department of History |

## ADD-ON/CERTIFICATE COURSES

| Sl No | Name of the course | Duration | Certification | Organising Unit |
|---|---|---|---|---|
| 1 | Diploma in Multimedia (DIM) | 6 months | C-Dit | Career and Placement Cell |
| 2 | Diploma in Office Automation (DOA) | 6 months | C-Dit | Career and Placement Cell |
| 3 | Certificate in Web Design (CWD) | 3 months | C-Dit | Career and Placement Cell |
| 4 | Certificate in Indian and Foreign Accounting(CIFA) | 3 months | C-Dit | Career and Placement Cell |
| 5 | Cost and Management Accountancy (CMA) | 3 years | ICMAI | Department of Commerce |
| 6 | Tally+GST | 1 year | International Tally Institute | Department of Commerce |
| 7 | ACCA | 3 years | ACCA | Department of Commerce |
| 8 | Human Rights and Duties | 35 hours | College Level | Department of History |
| 9 | Quail farming | 100 hours | College Level | Department of Zoology |
| 10 | Diploma in Hospital Administration | 6 months | Youth Employability Skill Training Co-operative Educational Society | Career and Placement Cell |
| 11 | Diploma in Food Craft Management | 6 months | Youth Employability Skill Training Co-operative Educational Society | Career and Placement Cell |
| 12 | Diploma in Agricultural Production Management ( Farming, Tissue, Tissue Culture, Cultivation) | 6months | Youth Employability Skill Training Co-operative Educational Society | Career and Placement Cell |
| 13 | Diploma in Nursery Teacher Training | 6 months | Youth Employability Skill Training Co-operative Educational Society | Career and Placement Cell |
| 14 | PG Diploma in Logistics Functional Supply Chain Management | 1 year | Youth Employability Skill Training Co-operative Educational Society | Career and Placement Cell |
| 15 | Computer Interfaced Physics Experiments | 30 hours | College Level | Department of Physics |
| 16 | Formulae & Functions in Excel | 30 hours | MATHLAB | Department of Mathematics |
| 17 | Basic Geogebra | 30 hours | MATHLAB | Department of Mathematics |
| 18 | Mathematical Type setting using LaTeX | 30 hours | MATHLAB | Department of Mathematics |
| 19 | Fundamentals of Data Science | 30 hours | MATHLAB | Department of Mathematics |
| 20 | Home Economics | 30 hours | College Level | Department of Economics |
| 21 | Certificate Course in Interview Skills (Fully sponsored by CSR Funding) | 35 hours | Mahindra Pride Classroom Programme | Career and Placement Cell |

| | | | | |
|---|---|---|---|---|
| 22 | Food Adulteration | 30 hours | College Level | Department of Chemistry |
| 23 | Office Automation | 30 hours | College Level | Department of Computer Science |
| 24 | Technical Writing | 30 hours | College Level | Department of Computer Science |
| 25 | MS Office | 2 Months | College Level | Centre for excellence |
| 26 | Introduction to Digital Services | 2 Months | College Level | Centre for excellence |
| 27 | Yoga for Health | 36 hours | College Level | Department of Physical Education |
| 28 | English for Competitive Exams | 30 hours | College Level | Department of English |

## FACULTY

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(Sr. Irene)

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## DEPARTMENT OF PHYSICAL EDUCATION

1 Dr. JESMY JOSE (MPE, MPhil, NET, PhD) ASST. PROF. 6282531616

### COMPUTER CENTRE

(UGC-NETWORK RESOURCE CENTRE)

1 Ms. MERIN ARUN INSTRUCTOR 8156925204

## CLINICAL PSYCHOLOGIST

The college gives great importance to mental health and has appointed a licensed clinical psychologist for providing professional counseling, psychometric assessments and psychotherapy to students, teachers and parents. Counseling facility helps them to deal with various personal and psychological problems through proper guidance. The counselor is available on three days a week.

Ms. JULIET SHONY(CRR No.A47269) 9497653068

## COLLEGE COUNCIL

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8 Dr. SHIRLEY JOSE K.
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12 Dr. NIJO VARGHESE
13 Sr. SHEENA JOSEPH K. (Sr. Shanet)
14 Ms. STEPHY K. SUNNY

## ADMINISTRATIVE STAFF

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5 Sr.ROSHIN 9037074322
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7 Sr. RIYA RAPHAEL (Sr. Emil Rose) 7559035300
8 Sr. MARIYA C. L. 8590763916



9 Sr. NICY P.A. 7994613962
10 Sr. MARIYA PAUL 9567360962
11 Mr. THOMAS A.G. 9846268617
12 Mr. JOHN V.J. 9846258807
13 Sr. LISBETH 9744756554

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

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6 Ms. NISHA JOBY 9400388059
7 Ms. RANI SIJU
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8 Ms. LISSY P.A. 9072966490

## RECEPTION

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

## DAILY WORKERS

1 Smt.LILLY GEORGE 7559825818
2 Smt. BIJI 9656972533
3 Smt. ROSILY THOMAS 9495822175

## 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 Coordinator | Dr. Shirley Jose |
| 4. | IQAC Joint Coordinators | Mr. Libin Francis,<br>Dr. Nidhin T.J |
| 5. | Staff Secretary | Ms. Bindu Jose |
| 6. | Assembly | Ms. Fency K.F,<br>Ms. Smitha Davis,<br>Dr. Jesmy Jose,<br>Ms. Ancy Maria Varghese,<br>Sr. Riya Raphael (Sr. Emil)<br>Sr. Nicy Therese,<br>Sr. Maria Albi |
| 7. | Daily Events & Chronicles | Ms. Stephy K Sunny,<br>Dr. Nijo Varghese,<br>Dr. Meenu Jacob,<br>Dr. Jisha Jose Panakal,<br>Dr. Anjali,<br>Ms. Femin Sunny,<br>Ms. Merin |
| 8. | College Union | Dr. V. Neetha,<br>Ms. Fency K F,<br>Dr. Jesmy Jose,<br>Mr. Jose James,<br>Mr. Nijil Jacobi |
| 9. | Magazine | Dr. Laina A.L,<br>Dr. Anjali,<br>Ms. Smina M.B,<br>Sr. Jini M T (Sr. Angela)<br>Dr. Jisha Jose Panakal, |



| | | |
|---|---|---|
| | | Ms. Amala Mary George,<br>Ms. Shyma K.S,<br>Ms. Darly Mathew,<br>Ms. Keerthana P.K,<br>Ms. Anu Rose Panackal,<br>Mr. Nijil Jacobi,<br>Mr. Jose James, |
| 10. | **Examination** | |
| | Chief Supdt:<br>1. Calicut University | Dr. Molly John |
| | Paper in Charge: | Dr. Sr. Betty K.P (Sr. Betsy)<br>Sr. Soumya<br>Ms. Bindhu T K,<br>Ms. Lilly |
| | Internal | Dr.Santhosh Paul,<br>Dr. Nidhin T J,<br>Mr. Nijil Jacobi,<br>Mr. Jose James,<br>Ms. Smina M.B,<br>Ms. Nayana Sreedharan |
| 11. | Fine Arts | Ms. Smitha Davis,<br>Ms. Christy Rose,<br>Ms. Aiswarya,<br>Ms. Libi Prakash,<br>Ms. Keerthana P.K,<br>Ms. Sindu T,<br>Ms. Syama I,<br>Ms. Anju P.B,<br>Ms. Anjana Rajan,<br>Ms. Athira V,<br>Ms. Anju P.B,<br>Ms. Revathy M.S, |

| | | |
|---|---|---|
| | | Ms. Farsana P.M, |
| | | Ms. Anju P.A, |
| | | Ms. Rani Pauly, |
| | | Ms. Mable Varghese, |
| | | Smt. Rani, Smt. Sini |
| 12. | Alumnae Association | Dr. Nijo Varghese, |
| | | Dr. Sr. A Princy Anto, |
| | | Dr. Molly John, |
| | | Dr. Meenu Jacob, |
| | | Dr. Sr. Mini T V (Sr. Miranto) |
| | | Ms. Darly Mathew, |
| | | Ms. Sindhu T, |
| | | Mr. Jose James, |
| | | Ms. Sruthy P.K, |
| | | Ms. Nayana Sreedharan, |
| | | Smt. Shiji |
| 13. | UGC& Other Fundings | Principal, |
| | | Dr.Sr. A Princy Anto, |
| | | Mr. Libin Francis |
| 14. | ASAP | Dr. Meenu Jacob |
| 15. | Star Scheme Coordinator | Dr. Nijo Varghese |
| 16. | WWS (Walk with Scholar) | Dr. Anjali |
| 17. | SSP (Scholar Support Programme) | Ms. Fency K F |
| 18. | Management Account | Sr. Lisbeth FCC |
| 19. | Women's Cell | Ms. Amala Mary George, |
| | | Dr. Anjali, |
| | | Ms. Megha, |
| | | Ms. Divya Rajan, |
| | | Ms. Vishnupriya, |
| | | Ms. Maria Gifty |



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| 20. | Catechism and Value Education | Sr. Jini M.T (Sr. Angela) |
| | | Dr. Anjali, |
| | | Ms. Shyma, |
| | | Dr. Jesmy Jose, |
| | | Ms. Darly Mathew, |
| | | Dr. Meenu Jacob, |
| | | Ms. Anna Kurian, |
| | | Ms. Nima Maria, |
| | | Ms. Sreeja |
| 21. | Catholic Activities | Dr. Sr. A Princy Anto, |
| | | Ms. Smitha Davis, |
| | | Ms. Agna Anto, |
| | | Ms. Julie P.A, |
| | | Sr. Leena N K, |
| | | Sr. Soumya, |
| | | Sr. Riya Raphael (Sr. Emil) |
| | | Sr. Roshin, |
| | | Sr. Nicy Therese, |
| | | Sr. Maria Paul, |
| | | Sr. Maria Albi |
| 22. | Discipline in the Auditorium | Dr. Jesmy Jose, |
| | | Class Teachers, |
| | | College Union |
| 23. | Media Publicity& Photos | Dr. Sr. Mini T V, |
| | | Ms. Noble A Paliath, |
| | | Dr. Nijo Varghese, |
| | | Ms. Julie P.A, |
| | | Ms. Deepa, |
| | | Ms. Farsana, |
| | | Sr. Rosy Jackson (Sr. Rosemel) |
| | | Mr. Jaison K T |

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| 24. | Grievance Redressal cell | Principal,<br>Dr.Sr. A Princy Anto,<br>Ms. Bindu Jose,<br>Dr. Molly John,<br>Dr. Santhosh Paul,<br>Dr. Meenu Jacob |
| 25. | Sports | Dr. Jesmy Jose,<br>Adv. Najeeb P S,<br>Dr. Nidhin T J,<br>Mr. Nijil Jacobi,<br>Mr. Jaison K T,<br>Mr. John,<br>Mr. Thomas,<br>Sr. Sheena Joseph K (Sr.Shanet)<br>Sr. Roshin,<br>Sr. Mini UV (Sr. Jinsa)<br>Sr. Nicy,<br>Smt. Nisha |
| 26. | Botanical Garden | Dr. Sr. Betty K.P (Sr. Betsy)<br>Dr. Vijitha Mukundan,<br>Ms. Noble A Paliath,<br>Ms. Smina M.B,<br>Ms. Nayana,<br>Sr. Jini M T (Sr. Angela),<br>Dr. Jesmy Jose,<br>Ms. Shyma |
| 27. | Zoological Park | Dr. Tessy K.L,<br>Dr. Neetha V,<br>Ms. Anna Kurian,<br>Ms. Rani Pauly,<br>Ms. Megha,<br>Ms. Anjana Sivadas, |



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| | | Smt. Sini,<br>Smt. Tincy |
| 28. | Civil Service Coaching | Mr. Libin Francis |
| 29. | Career Guidance | Ms. Stephy K Sunny,<br>Ms. Linet Roslin Antony,<br>Mr. Libin Francis,<br>Ms. Fency K.F,<br>Dr. Neetha V |
| 30. | N.S.S | Dr. Vijitha Mukundan,<br>Ms. Noble A Paliath,<br>Dr. Jesmy Jose,<br>Sr. Jini M T (Sr. Angela)<br>One representative from each department. |
| 31. | CUSSP | Dr. Meenu Jacob,<br>Ms. Smina M.B |
| 32. | Anti Ragging Cell | Principal,<br>Dr. Sr.A.Princy Anto,<br>Dr. Santhosh Paul,<br>Sr. Sheena Joseph K (Sr.Shanet) |
| 33. | Anti Sexual Harrassment Cell | Dr. Tessy K.L,<br>Ms. Smina M.B,<br>Sr. Sheena Joseph K (Sr. Shanet)<br>Ms. Juliet Shony |
| 34. | e-College attendance system | Ms. Fency K.F |
| 35. | Bursar | Sr. Lisbeth FCC |
| 36. | PTWA | Principal,<br>Dr.Sr. A. Princy Anto,<br>Ms. Bindu Jose,<br>Dr.Shirley Jose,<br>Dr. Santhosh Paul,<br>Dr. Nijo Varghese, |

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| | | Dr. Sr. Betty K.P (Sr. Betsy)<br>Smt. Rani,<br>Smt. Shiji |
| 37. | Research Consultancy & Journal Publishing | Dr. Shirley Jose,<br>Dr. Santhosh Paul,<br>Dr.Sr. Mini T V,<br>Dr. V Neetha,<br>Dr. Nidhin T J,<br>Dr. Vijitha Mukundan,<br>Dr. Laina A.L |
| 38. | Time Table Setting | Dr. Tessy K L,<br>Ms. Sandra Juliet Jose,<br>Dr. Nijo Varghese,<br>Dr. Nidhin T.J |
| 39. | Website | Principal,<br>Dr.Santhosh Paul,<br>Dr.Nijo Varghese,<br>Dr. Sr. Mini T V,<br>Dr. V Neetha,<br>Mr. Nijil Jacobi,<br>Mr. Libin Francis |
| 40. | College Report | Principal,<br>Ms. Stephy K Sunny,<br>Ms. Fency K F,<br>Ms. Darly Mathew,<br>Ms. Anu rose Panackal,<br>Ms. Femin Sunny,<br>Ms. Merin |
| 41. | College Calendar | Principal,<br>Ms. Stephy K Sunny,<br>Prof. Najeeb P S, |



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| | | Dr.Sr. A Princy Anto (Sr. Princy),<br>Ms. Fency,<br>Sr. Sheena Joseph K (Sr. Shanet),<br>Sr. Mini UV (Sr. Jinsa) |
| 42. | Stock Register | Sr. Sheena Joseph K (Sr. Shanet),<br>Sr. Leena N K (Sr. Roseprabha),<br>Sr. Roshin,<br>Sr. Soumya,<br>Sr. Riya Raphael (Sr. Emil) |
| 43. | College Social | Sr. Lisbeth,<br>Sr. Sheena Joseph K (Sr. Shanet)<br>Sr. Leena N K (Sr. Roseprabha),<br>Sr. Rosy Jackson (Sr. Rosemel),<br>Library Staff,<br>Smt. Tincy,<br>Smt. Sini |
| 44. | Send off to outgoing students | Ms. Darly Mathew,<br>Sr. Jini M.T. (Sr.Angela)<br>Dr. Laina A L,<br>Ms. Shyama I,<br>Ms. Revathy,<br>Ms. Agna Anto,<br>Ms. Farzana P.M,<br>Ms. Ancy Maria Varghese,<br>Ms. Libi Prakash,<br>Ms. Aiswarya,<br>Student Sisters,<br>Class Teachers of III DC Students,<br>Smt. Rani |
| 45. | Clare Hall , Commerce Lab, Audio Vision Room | Mr. Jaison K T,<br>Mr. John V J |

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| 46. | Bouquet | Sr. Roshin,<br>Sr. Soumya,<br>Sr. Maria Paul |
| 47. | Light,Water,Generater,<br>Transfomer | <br>Mr. Jaison K T,<br>Mr. Thomas,<br>Mr. John V J,<br>Sr. Rosy Jackson (Sr. Rosemel), |
| 48. | Admission | Manager,<br>Principal,<br>Sr. Rosy Jackson (Sr. Rosemel),<br>Sr. Lisbeth,<br>Sr. Riya Raphael (Sr. Emil Rose),<br>Dr.Nijo Varghese,<br>HOD of each Dept. |
| 49. | P D Accounts | Sr. Sheena Joseph K (Sr. Shanet) |
| 50. | Fees | Sr. Roshin |
| 51. | E-Grants | Sr. Maria Albi |
| 52. | Scholarships | Sr. Maria Albi |
| 53. | Guest Room | Sr. Riya Raphael (Sr. Emil Rose),<br>Ms. Alice,<br>Ms. Annie, |
| 54. | Bill Preparation<br>Teaching<br>Non Teaching | <br>Sr. Mini UV (Sr. Jinsa)<br>Sr. Nicy Therese |



# STAFF IN CHARGE OF VARIOUS CLUBS

1. **Heritage Club:** Dr. Meenu Jacob
2. **Encon Club:** Dr. Nijo Varghese
3. **Energy Club:** Ms. Libi Prakash
4. **Campus Club:** Dr. Jesmy Jose
5. **Literary Club:** Sr. Jini M T (Sr.Angela), Ms. Darly Mathew
6. **Hindi Club:** Dr. Molly John
7. **Eco Club:** Ms. Nayana Sreedharan, Ms. Revathi M.S
8. **Excel English Club:** Ms. Sreeja N Warrier, Ms. Haripriya
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:** Dr. Jesmy Jose
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. Amala Mary George
2. **Grievance Redressal Cell:** Principal
3. **Anti-Ragging Cell:** Principal
4. **Anti-Sexual Harassment Cell:** Dr. Tessy K L
5. **Career Guidance Cell:** Ms.Stephy K Sunny
6. **SC/ ST Cell:** Principal

## RULES FOR 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 should remit full course fee before collecting transfer certificate.

f. For self financing courses, the fee will be fixed as per the norms of the University of Calicut and the Govt. of Kerala.

## FEE REGULATIONS

### DEGREE AND POST GRADUATE COURSES

I. TUITION FEE(UG) RS 1105
TUITION FEE(PG)
MSc. ZOOLOGY AND MSc. MATHS- RS 1985
INTEGRATED PSYCHOLOGY- RS 1160

II. SPECIAL FEE
1. ADMISSION FEE-85
2. LIBRARY FEE-115
3. ATHLETIC FEE-115
4. STATIONERY FEE-60
5. MAGAZINE FEE-60
6. ASSOCIATION FEE-60
7. CALENDAR FEE-40
8. AUDIO VISUAL FEE-35
9. HEALTH FEE-15
10. WOMEN STUDY-15

11. STUDENTS AID FUND-15

III. SPORTS AFFILIATION -295

IV. UNIVERSITY UNION-90

V. REGISTRATION FEE-60

VI. LAB FEE

1. BSc. MAIN
   I PHYSICS-450
   I CHEMISTRY-450
   I ZOOLOGY-620
2. II PHYSICS-450
   II CHEMISTRY-450
   II ZOOLOGY-620
3. III PHYSICS-280
   IIICHEMISTRY-280
   III ZOOLOGY-280

VII. CAUTION DEPOSIT

BA/BSC-380

PG-630

## 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.

## GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS

1. 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.
2. Life in the College must be inspired by unity, mutual trust and co-operation among the management, staff and students. Every student must make it a part of her personal duty to attend classes daily and punctually. Students are expected to be in class at the first bell and begin the day by reciting the common prayer. When teachers are on leave, students shall remain in the class and do the work assigned to them for the period. They should not loiter along the verandas or crowd at the gate or in the campus road. No student is allowed to enter classes of other batches when the class is in session.
3. Attendance shall be marked at the beginning of each class, whether lecture, practical, or tutorial, by the teacher-in-charge of the class. Students should occupy their respective seats before attendance is taken. They should not leave the classroom, nor should late comers enter the classroom without the permission of the teacher-in-charge of the class. 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.
4. Students are not expected to leave the campus during the working hours. In case of an emergency, sanction must be obtained from the Principal with a written request duly countersigned by the Parent/Guardian/Warden and the class teacher.

5. 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.
6. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. It is the responsibility of the student to treat college property with care and to keep the buildings and the campus neat and clean. 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.
7. 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.
8. Students are requested to see that an attitude of respect, love and consideration is reflected in their behavior towards elders, teachers, peers and others.
9. All students should read and understand library regulations. Students are advised to make use of the library during free periods. Those who prefer to sit in the classroom for doing academic work should not any way cause disturbance to the neighbouring class. Students who are not attending classes or lectures or working in the Library, during college working hours shall take special care not to disturb classes that are going on.
10. The students have to wear the uniform prescribed by the college from to time. Students are advised to dress modestly. Tights, leggings, miniskirts, transparent clothes, short-tops, sleeveless and deep necklines are not allowed.
11. Students should not wear gold ornaments except a pair of earrings.
12. Unauthorized use of mobile phones is not allowed in the campus for students.
13. Every student is expected to wear her identity card with photograph attested by the Principal while on campus and



when travelling to and fro from the College. Failure to do so will invite strict disciplinary action. Students should produce their identity cards for inspection whenever they are required to do so by the members of the Staff or the College authorities. The identity cards must also be presented at the time of payment of each installment of fees, while taking the hall tickets, mark lists and other certificates and also in the library. ID card should be surrendered after the completion of the programme or if the student discontinues.

14. The primary purpose of Examinations and Test papers is to evaluate the academic progress of the students and also to give them training. Exemption from attendance at assessments and test papers is granted only by the Principal. Malpractices during assessments and examinations will be dealt in accordance with the gravity of the incident. The principal has the right to rusticate/ban/ suspend students practicing unethical academic behavior or supporting such behavior in the campus.
15. Plagiarism or other forms of academic dishonesty, furnishing false information to any college official, faculty or office, forgery, alteration or misuse of any college document, record, or instrument of identification, copying in examination etc. will call for strict disciplinary action amounting to suspension and dismissal.
16. Silence shall be maintained in the college library and in the office premises.
17. Ragging is prohibited by law in the college campus.
18. 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.

19. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
20. 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 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.
21. 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.
22. 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.
23. 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.
24. Student shall seek prior permission from Principal:

- To conduct meetings in the College buildings or anywhere in the College premises.
- To use Megaphone, loudspeakers etc. and posters, banners or boards to be put up on the campus.
- To publish matters in Newspapers, Magazines, Journals or Social media in the name of the College.
- To collect money from others within the campus or the hostel.

25. 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.

26. 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.
27. Students are not permitted to drive their vehicles into the prohibited area of the campus.
28. In order to ensure a congenial academic atmosphere in the campus, the election process shall be in the parliamentary form. The college parliament will be constituted with the representatives elected from each class and the college parliament will in turn elect the college level and university level office bearers.
29. In support of the college's commitment to the health of the campus community, Sacred Heart College is a smoke and tobacco free college. Smoking, consumption of alcohol, tobacco, drugs or any tobacco derived or containing products is strictly prohibited in the premises of college. Smoking and tobacco use is prohibited in personal vehicles parked on college property. Those who violate the policy are subject to disciplinary actions.
30. The Code of Discipline exists primarily to provide the discipline necessary for an academic environment. In the matter of internal discipline and enforcement of the rules and regulations, the decision of the Principal shall be final. The management has the right to suspend /dismiss any student for breach of discipline.

## 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 will be issued from 8.00 am to 3.30 pm and 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 tickets 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 miniuts for UG students per day.
21. The library has an active readers' forum. Students who are interested can be its members.

## 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 Beedi & Mineworker's Scholarship.
3. Sports Scholarship.
4. Post Matric Scholarship
5. Central Sector Scholarship



6. District Merit Scholarship
7. Fishermen's Scholarship.
8. Cultural Scholarship.
9. Scholarship to Children of School Teachers.
10. Hindi Scholarship
11. Muslim Nadar Girls Scholarship
12. Sanskrit Scholarship
13. Suvarna Jubilee Merit Scholarship
14. C H Muhammedkoya Scholarship
15. Blind/P H Scholarship
16. Music Fine Arts Scholarship
17. Scholarship for dependent of Jawan
18. Merit Cum Means Scholarship
19. Snehapoorvam

**C. Calicut University Scholarship.**

1. University Merit Scholarship.

**D. Higher Education Scholarship.**

**E. SC/ST/OBC/OEC/KPCR Education Concession**

**F. Institutional Scholarships / Prizes /Endowments**

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

| No. | Endowment by | Prize Beneficiary |
|---|---|---|
| 1. | K.T. Jose Kanichai. | Top scorer in Physics |
| 2. | Kochupaul Kizhakoodan. | Top scorer in B.Sc. Zoology. |
| 3. | Ulahannan Memorial Prize. | Top scorer in B.A. History. |
| 4. | A.D. Lonappan Alappat Prize. | Top scorer in Indian History. |
| 5. | Sr. Ephrem Prize. | Top scorer in Hindi. |
| 6. | Sr. Carmel Prize. | Top scorer in Malayalam. |
| 7. | K.T. Francis Kallukaran Prize. | Top scorer in Mathematics. |

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| 8. | Mrs. & Mr. V.L. Rappai Prize. | Top scorer in Economics. |
| 9. | Sr. Stella Prize. | Top scorer in English. |
| 10. | Fr. Jose Chittilappilly Prize. | Top scorer in Political Science. |
| 11. | Fr. George Kalen Prize. | Top scorer in Chemistry. |
| 12. | Alappat Lonappan Family Prize. | Top scorer in Computer Science. |
| 13. | Sr. Sancta Prize. | Top scorer in Economics. |
| 14. | Marykutty Joseph Memorial Prize. | Top scorer in English. |
| 15. | T.V. Varghese Thekkuden Prize. | Top scorer in Botany. |
| 16. | Sr. Lalitha Chandy Prize. | Top scorer in Literary competitions. |
| 17. | Sr. Cajetan Prize. | Top scorer in Arts Festival. |
| 18. | P.T.W.A. Prize. | Top scorer in Literary Competitions. |
| 19. | Teaching & Non Teaching Staff Prize. | Top scorer in University Exams. |
| 20. | State Bank Prize. | Top scorer in General Economics. |
| 21. | South Indian Bank Prize. | Top scorer in English Literature. |
| 22. | Catholic Syrian Bank Prize. | Top scorer in Malayalam. |
| 23. | S.H. Staff Prize. | Top scorer in P.G. |
| 24. | Federal Bank Prize. | Top scorer in Hindi. |
| 25. | Presentation Prize. | Top scorer in Computer Science. |
| 26. | P.T.WA. Prize. | Top scorer in Sports. |
| 27. | Teaching Staff Prize. | Top scorer in P.G. |
| 28. | Sr. Ritty Paul Prize. | Top scorer in Economics. |
| 29. | Boy's High School Prize. | Top scorer in Malayalam. |
| 30. | Ms. Elicy Poulose Endowment Prize | Best student in sports and games |
| 31. | Ms. Celin T.T Endowment Prize | Best student in B.Sc. Botany sub. |
| 32. | Ms. Molly K.K Endowment Prize | Top scorer in B.A. English |
| 33. | Sr. Samson Endowment Prize | Top scorer in Catechism |
| 34. | Sr. Gracy Chethalan Endowment Prize | Top scorer in Value Education |
| 35. | Mrs. Marykutty P A Endowment Prize | Best Student in Historiography and Kerala History |
| 36. | Kum. Tincy Thomas Endowment Prize | Top scorer in Chemsitry Main |
| 37. | Sr. Foncy Alappat Endowment Prize | Top scorer in Commerce |
| 38. | Sr. Catherine Endowment Prize | Best Reader |
| 39. | Sr. Therese Mary Endowment Prize | Top scorer in BCA & MCA of IGNOU |
| 40. | Sr. Lima Rose Endowment | Retired Staff Association |



| | | |
|---|---|---|
| 41 | Sr. Angel Rose Endowment Prize | Top scorer in P.G Physics |
| 42 | Sr. Philo Jees Endowment Prize | Top scorer in P.G Chemistry |
| 43. | Sr. Deepa Endowment Prize | Best reader |
| 44. | Ms. Susan Koshy's Parent Endowment Prize | Best student in Comp. Course Eco |
| 45. | Ms. Molly Sebastian Endowment | Best student in B.A. History 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 of the feast of Sacred Heart | Act of Charity on the occassion College, Chalakudy |
| 50. | Ms. Meera Rajan Endowment Prize | Best Student in English Literature |
| 51. | Sr. Glady Therese Endowment Prize | Best Administrative staff award |
| 52. | Sr. Dally Jose Endowment Prize | For dialysis of student sand 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 coducted 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. Alumnae association is registered under the Travancore-Cochin Cultural Scientific and Charitable Societies Registration Act (Act 12 of 1955) with registration number TSR/TC/301/2022

**Hostel Facilities**

Hostel facilities are available. Those who would like to stay in the hostel should apply for it in the prescribed form.

# COLLEGE CALENDER 2022 - 2023

## JUNE 2022

| Date | Day | |
|---|---|---|
| 1 | Wednesday | College Reopens after summer vacation |
| 2 | Thursday | |
| 3 | Friday | |
| 4 | Saturday | H |
| 5 | Sunday | H |
| 6 | Monday | Last date of term fee without fine |
| 7 | Tuesday | |
| 8 | Wednesday | |
| 9 | Thursday | with Fine |
| 10 | Friday | |
| 11 | Saturday | H |
| 12 | Sunday | H |
| 13 | Monday | |
| 14 | Tuesday | |
| 15 | Wednesday | IInd Internal of IVth Semester MA/MSc/MCom |
| 16 | Thursday | IInd Internal of IVth Semester BA/BSc/BCom |
| 17 | Friday | |
| 18 | Saturday | H |
| 19 | Sunday | H,Day of Reading |
| 20 | Monday | |
| 21 | Tuesday | Internation Yoga day |
| 22 | Wednesday | |
| 23 | Thursday | |
| 24 | Friday | Feast of Sacred Heart |
| 25 | Saturday | H |
| 26 | Sunday | H |
| 27 | Monday | |
| 28 | Tuesday | |
| 29 | Wednesday | |
| 30 | Thursday | |

## JULY 2022

| Date | Day | |
|---|---|---|
| 1 | Friday | |
| 2 | Saturday | H |
| 3 | Sunday | H,St.Thomas Day |
| 4 | Monday | |
| 5 | Tuesday | IInd Internal of IInd Semester BA/BSc/BCom |
| 6 | Wednesday | |
| 7 | Thursday | |
| 8 | Friday | |
| 9 | Saturday | H |
| 10 | Sunday | H,Bakrid |
| 11 | Monday | |
| 12 | Tuesday | |
| 13 | Wednesday | |
| 14 | Thursday | |
| 15 | Friday | |
| 16 | Saturday | H |
| 17 | Sunday | H |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | |
| 21 | Thursday | |
| 22 | Friday | |
| 23 | Saturday | H |
| 24 | Sunday | H |
| 25 | Monday | |
| 26 | Tuesday | |
| 27 | Wednesday | |
| 28 | Thursday | H,Karkadaka vavu,Feast of St.Alphonsa) |
| 29 | Friday | |
| 30 | Saturday | H |
| 31 | Sunday | H |



## AUGUST 2022

| Date | Day | |
|---|---|---|
| 1 | Monday | Ist Internal of IInd Semester MA/MSc/MCom |
| 2 | Tuesday | |
| 3 | Wednesday | |
| 4 | Thursday | |
| 5 | Friday | |
| 6 | Saturday | H,Hiroshima day |
| 7 | Sunday | H |
| 8 | Monday | |
| 9 | Tuesday | Muharram |
| 10 | Wednesday | |
| 11 | Thursday | |
| 12 | Friday | |
| 13 | Saturday | H |
| 14 | Sunday | H |
| 15 | Monday | H,Independence day |
| 16 | Tuesday | |
| 17 | Wednesday | |
| 18 | Thursday | H,Sreekrishna Jayanthi |
| 19 | Friday | |
| 20 | Saturday | H |
| 21 | Sunday | H |
| 22 | Monday | |
| 23 | Tuesday | |
| 24 | Wednesday | |
| 25 | Thursday | |
| 26 | Friday | |
| 27 | Saturday | H |
| 28 | Sunday | H,Ayyankali Jayanthi |
| 29 | Monday | IInd Internal of IInd Semester MA/MSc/MCom |
| 30 | Tuesday | |
| 31 | Wednesday | |

## SEPTEMBER 2022

| Date | Day | |
|---|---|---|
| 1 | Thursday | |
| 2 | Friday | Onam holidays Begin |
| 3 | Saturday | H |
| 4 | Sunday | H |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | H,First Onam |
| 8 | Thursday | H, Thiruvonam |
| 9 | Friday | H,Third Onam |
| 10 | Saturday | H, Sreennarayana Guru Jayanthi |
| 11 | Sunday | H |
| 12 | Monday | College Re-Open |
| 13 | Tuesday | |
| 14 | Wednesday | Ist Internal of IIIrd & IVth Semester BA/BSc/BCom |
| 15 | Thursday | |
| 16 | Friday | |
| 17 | Saturday | H |
| 18 | Sunday | H |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | H, Sreenarayana Guru Samadhi |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | H |
| 25 | Sunday | H |
| 26 | Monday | |
| 27 | Tuesday | |
| 28 | Wednesday | |
| 29 | Thursday | |
| 30 | Friday | |
| | | |



## OCTOBER 2022

| Date | Day | |
|---|---|---|
| 1 | Saturday | H |
| 2 | Sunday | H,Gandhi Jayanthi |
| 3 | Monday | |
| 4 | Tuesday | H,Mahanavmi |
| 5 | Wednesday | H, Vijayadasami |
| 6 | Thursday | |
| 7 | Friday | |
| 8 | Saturday | H, Nabidinam |
| 9 | Sunday | H |
| 10 | Monday | |
| 11 | Tuesday | |
| 12 | Wednesday | |
| 13 | Thursday | |
| 14 | Friday | Last date of 2nd term fee without fine |
| 15 | Saturday | H |
| 16 | Sunday | H |
| 17 | Monday | |
| 18 | Tuesday | |
| 19 | Wednesday | |
| 20 | Thursday | IInd Internal of Vth Semester BA/BSc/BCom |
| 21 | Friday | |
| 22 | Saturday | H |
| 23 | Sunday | H |
| 24 | Monday | H,Deepavali |
| 25 | Tuesday | |
| 26 | Wednesday | |
| 27 | Thursday | Ist Internal of IIIrd Semester MA/MSc/MCom |
| 28 | Friday | |
| 29 | Saturday | H |
| 30 | Sunday | H |
| 31 | Monday | |

## NOVEMBER 2022

| Date | Day | |
|---|---|---|
| 1 | Tuesday | Kerala Piravi |
| 2 | Wednesday | |
| 3 | Thursday | |
| 4 | Friday | |
| 5 | Saturday | H |
| 6 | Sunday | H |
| 7 | Monday | |
| 8 | Tuesday | Guru Nanak's Birthday |
| 9 | Wednesday | |
| 10 | Thursday | IInd Internal of IIIrd Semester BA/BSc/BCom |
| 11 | Friday | |
| 12 | Saturday | H |
| 13 | Sunday | H |
| 14 | Monday | |
| 15 | Tuesday | |
| 16 | Wednesday | |
| 17 | Thursday | Ist Internal of Ist Semester BA/BSc/BCom |
| 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 | |
| 29 | Tuesday | |
| 30 | Wednesday | |
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## DECEMBER 2022

| Date | Day | |
|---|---|---|
| 1 | Thursday | |
| 2 | Friday | |
| 3 | Saturday | H |
| 4 | Sunday | H |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | |
| 8 | Thursday | |
| 9 | Friday | |
| 10 | Saturday | H |
| 11 | Sunday | H |
| 12 | Monday | |
| 13 | Tuesday | |
| 14 | Wednesday | Ist Internal of Ist Semester MA/MSc/MCom<br>IInd Internal of Ist Semester BA/BSc/BCom |
| 15 | Thursday | |
| 16 | Friday | |
| 17 | Saturday | H |
| 18 | Sunday | H |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | H |
| 25 | Sunday | H,Christmas |
| 26 | Monday | |
| 27 | Tuesday | |
| 28 | Wednesday | |
| 29 | Thursday | |
| 30 | Friday | |
| 31 | Saturday | |

## JANUARY 2023

| Date | Day | |
|---|---|---|
| 1 | Sunday | H |
| 2 | Monday | H, Mannam Jayanthi |
| 3 | Tuesday | |
| 4 | Wednesday | |
| 5 | Thursday | Ist Internal of IVth & VIth Semester BA/BSc/ BCom |
| 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 | IInd Internal of Ist Semester MA/MSc/MCom |
| 26 | Thursday | H, Republic Day |
| 27 | Friday | |
| 28 | Saturday | H |
| 29 | Sunday | H |
| 30 | Monday | |
| 31 | Tuesday | |



## FEBRUARY 2023

| Date | Day | |
|---|---|---|
| 1 | Wednesday | |
| 2 | Thursday | |
| 3 | Friday | |
| 4 | Saturday | H |
| 5 | Sunday | H |
| 6 | Monday | |
| 7 | Tuesday | |
| 8 | Wednesday | |
| 9 | Thursday | Ist Internal of IInd Semester BA/BSc/BCom |
| 10 | Friday | |
| 11 | Saturday | H |
| 12 | Sunday | H |
| 13 | Monday | |
| 14 | Tuesday | |
| 15 | Wednesday | |
| 16 | Thursday | |
| 17 | Friday | |
| 18 | Saturday | H,Maha Shivaratri |
| 19 | Sunday | H |
| 20 | Monday | |
| 21 | Tuesday | |
| 22 | Wednesday | IInd Internal of IVth & VIth Semester BA/BSc/BCom<br>Ist Internal of IInd Semester MA/MSc/MCom |
| 23 | Thursday | |
| 24 | Friday | |
| 25 | Saturday | H |
| 26 | Sunday | H |
| 27 | Monday | |
| 28 | Tuesday | |

## MARCH 2023

| Date | Day | |
|---|---|---|
| 1 | Wednesday | |
| 2 | Thursday | |
| 3 | Friday | |
| 4 | Saturday | H |
| 5 | Sunday | H |
| 6 | Monday | |
| 7 | Tuesday | |
| 8 | Wednesday | International Womens Day |
| 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 | IInd Internal of IInd Semester BA/BSc/BCom<br>IInd Internal of IInd Semester MA/MSc/MCom |
| 24 | Friday | |
| 25 | Saturday | H |
| 26 | Sunday | H |
| 27 | Monday | |
| 28 | Tuesday | |
| 29 | Wednesday | |
| 30 | Thursday | |
| 31 | Friday | |
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## APRIL 2023

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

## MAY 2023

| Date | Day | |
|---|---|---|
| 1 | Monday | H,May Day |
| 2 | Tuesday | |
| 3 | Wednesday | |
| 4 | Thursday | |
| 5 | Friday | |
| 6 | Saturday | H |
| 7 | Sunday | H |
| 8 | Monday | |
| 9 | Tuesday | |
| 10 | Wednesday | |
| 11 | Thursday | |
| 12 | Friday | |
| 13 | Saturday | H |
| 14 | Sunday | H |
| 15 | Monday | |
| 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 | |
| 31 | Wednesday | |



## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date<br>From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date<br>From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date<br>From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date<br>From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF DEPUTATION

(Absent on account of NSS/Sports / Co-curricular activities and participation in Competetions in other colleges)

| Date From - To | Event & Place | Signature of the Faculty Concerned | Signature of the Mentor |
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## RECORD OF ABSENCE FOR REGULAR CLASSES

| Date From - To | Absence | | | | | | | | Reasons for Absence | Signature of the Parent/ Guardian | Signature of the Mentor |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Whole day | Partial Absence | | | | | | | | | |
| | Put a tick mark) | (Indicate the hour of absence by a tick mark) I | II | III | O | IV | V | | | | |
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## RECORD OF ABSENCE FOR REGULAR CLASSES

| Date From - To | Absence | | | | | | | Reasons for Absence | Signature of the Parent/ Guardian | Signature of the Mentor |
|---|---|---|---|---|---|---|---|---|---|---|
| | Whole day | Partial Absence | | | | | | | | |
| | Put a tick mark) | (Indicate the hour of absence by a tick mark) | | | | | | | | |
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## TIME TABLE

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| Day | MORNING SESSION | | | | AFTERNOON SESSION | | |
|---|---|---|---|---|---|---|---|
| | **I** | **II** | **III** | | **Zero Hour** | **IV** | **V** |
| Monday | | | | **LUNCH BREAK** | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |

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## TIME TABLE

| Day | MORNING SESSION I | MORNING SESSION II | MORNING SESSION III | LUNCH BREAK | AFTERNOON SESSION Zero Hour | AFTERNOON SESSION IV | AFTERNOON SESSION V |
|---|---|---|---|---|---|---|---|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |



## STUDENT'S LEAVE FORM
## SACRED HEART COLLEGE, CHALAKUDY

**Application for Leave**

Date:……

Name of the Student :

Class :

Class Number :

Period of Leave : From …….....…to …….……

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 :

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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 | 8289970194 |
| Sr. Cajetan, Convent | 8289970164 |
| Sr. Foncy Alappat, St. Xaviers FC Convent, Mapranam | 8289970162 |
| Smt. Elicy P.C. | 0484-232885 |
| Smt. Marykutty P. A. | 9037875942 |
| Prof. Babu Thomas K. | 2770021 |
| Sr. Gracy Chethalan, Irinjalakuda | 949502867 |
| Sri.Vincent T. M. | 9633676371 |
| Smt.Rosa K. D. | 9400071436 |
| Smt.Rosa M. V. | 8086275193 |
| Ms. Sheela Mathews | 9400601966 |
| Smt. Alphonsa M.J. | 9400601966 |
| Sr. Karuna, St. John Baptist Convent, Kottat | 8289970163 |
| Sr. Lima Rose, Alvernia Provincial House | 9778477879 |
| Sr. Alphons Jaya | 0480 2708240 |
| Sr. Therese Mary, Holy Angel, Karuvanoor | 9495130702 |
| Sr. Philo Grace, Claire Bhavan, Chemmanda | 8289970168 |
| Sr.Angel Rose, Mary Rani, Kodungallur | 8281742372 |
| 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 | 9718879668 |



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|---|---|
| Sr.Dally, Alvernia Convent, IJK | 9496027916 |
| Ms.Annie Ittoop | 9447992929 |
| Ms.Daisy M C | 9495851103 |
| Ms. Meera Francis | 9846632474 |
| MS. Mary M.A. | 9562557817 |
| Sr. Lisa mary, Konnakuzhi | 9645187366 |
| Sr. Mercy Mathew, Kenya | 254716881769 |
| Ms. Mariyam VO | 9656924760 |
| Sr. Ann Joseph, Vellikulangara | 8289970196 |
| Sr. Maries,Kaipamangalam | 8289970171 |
| 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 |