



## **ST. ALBERT'S COLLEGE (Autonomous)**

A Roman Catholic Latin Christian Minority Institution  
Established and Administered by Archdiocese of Verapoly  
Accredited at 'A' grade by NAAC, ISO 9001: 2008 certified by TÜV Rheinland  
Banerji Road, Ernakulam, Kochi - 682 018. KERALA, INDIA

Founder

**The Late Dr. Joseph Attipetty Ph.D., S.T.D., LL.D.**  
**Metropolitan Archbishop of Verapoly**

Patron

**The Most Rev. Dr. Francis Kallarakal M.A., Ph.D., S.T.L.**  
**Metropolitan Archbishop of Verapoly**

Chairman and Manager

**Rev. Fr. Antony Arackal M.B.A., M.C.A., LL.B.**

Principal

**Dr. M. L. Joseph, M. Sc., Ph.D.**

Assistant Manager

**Rev. Fr. Christy David Pathiala, M.C.A**

Vice Principals

**Dr. V. S. Sadanandan, M. A., Ph.D.**  
**Dr. Titus Correya, M. A., M. Phil., Ph.D.**

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## PROFILE OF THE STUDENT

Name:

Permanent Address with Pincode:

Paste your  
passport  
size photo  
here

Temporary Address with Pincode:

Phone Residence:

Mobile No:

E-mail:

Admission No:

Class:

Class No:

Date of Birth:

Gender:

Blood Group:

Name of the parent/guardian :

Contact No. of the parent/guardian:

Contact No. (in emergency) :

E-mail of the Guardian:

Name of the Tutor:

Mob:

## VISION & MISSION

### **Vision**

To be a centre of excellence in all our endeavours, focusing on learning, teaching, research, consultancy, community involvement and nation building.

### **Mission**

Inspired by the Eternal Teacher, Jesus Christ, we strive towards the goal of equipping young people to meet the challenges of the modern times by providing an all-round formation. We exist for our students and provide them with a most friendly and growth-oriented ambience to develop social consciousness and civic responsibilities. We do everything in our capacity to ensure excellent standards that would secure them higher learning, leadership and life skills.

### **Quality Policy**

Every Albertian strives to be

- **Authentic**
- **Learned**
- **Benevolent**
- **Experimental**
- **Religious**
- **Trustworthy**
- **Inspiring**
- **Adaptable**
- **Noble**

### **Objective**

- To impart value- based holistic education
- To provide state-of-the-art support systems in teaching, learning and research
- To develop soft skills and entrepreneurship skills to enhance the employability of the students
- To maintain excellent standards in all our endeavors
- To be socially committed through outreach programme
- To provide best residential facility
- To obtain excellent academic results

### **Our Motto**

- For Truth and Service

## THE COLLEGE: A BRIEF HISTORY

St. Albert's College is an Autonomous College situated at a premier location in the city of Kochi, affiliated to the Mahatma Gandhi University, Kottayam and is functioning under the management of the Archdiocese of Verapoly. The seeds of this portal of higher learning had already been sown when St. Albert's High School commenced its functioning in the year 1892. On August 18, 1898 the school got the recognition of Madras University. This has been a premiere centre of learning for the young male children of wider Cochin area from its very inception.

The College owes its origin to the foresight and sagacity of its Founder Patron, The Most Rev. Dr. Joseph Attipetty, the first Indian Archbishop of the Archdiocese of Verapoly. His Grace, a noble prelate of rare vision and saintliness, was of the view of promoting higher education among his flock. It was with this vision that His Grace ventured upon the onerous mission of starting a College. The laboriousness of this colossal project, however, was shared by the selfless and devoted service of the Rt. Rev. Msgr. Alexander Lenthaparambil, the then Vicar General of the Archdiocese. Also in the forefront was the Very Rev. Msgr. Joseph Vaipicherry, who took charge as the Manager of both the High School and the College and also the Secretary to the College Governing Body. The mission was accomplished in 1946 when the University of Madras upgraded St. Albert's High School, Ernakulam to a second grade College.

The College began to function on the 16 July 1946 in the old High School building with 150 students in the Intermediate Class. Degree courses were introduced in 1947. Subsequently classes were shifted to the new building just opposite to the old school building in 1951. In 1958, when the Kerala University Act came into force, the affiliation was shifted to the Kerala University. In 1983 when the Mahatma Gandhi University was established, the College became affiliated to the Mahatma Gandhi University.

Throughout its history, the College has enjoyed the vision and the benevolent services of many great men of God. The Most Rev. Dr. Joseph Kelanthara, who succeeded the Most Rev. Dr. Joseph Attipetty, and the Most Rev. Dr. Cornelius Elenjikal, who then followed, spared no pains and efforts in maintaining the noble vision of his predecessor. The contributions made by the Rt. Rev. Msgr. Emmanuel Lopez and the late Auxiliary Bishop the Rt. Rev. Dr. Antony Thannikot have helped the College in upholding the higher ideals of education. The College celebrated its Golden Jubilee in 1996-97 and there began

a new era of job oriented courses. During the time of the Most Rev. Dr. Daniel Acharuparambil, the former patron who was a visionary and philosopher, the college reached new heights in academic excellence.

In 2009, the college was awarded 'A' grade by NAAC. In 2010, the college was recertified for ISO 9001: 2008 by TUV Rheinland. The College has also been selected under FIST scheme of DST and Star college programme of DBT. In 2016 March University Grants Commission granted Autonomous status to the College. In 2016 NAAC reaccredited the College at 'A' grade for the 2<sup>nd</sup> time. Today, with 17 Under Graduate courses, 12 Post Graduate courses including Master's Programmes in Space Science and Technology, Business Administration, Social Work and 6 Research Centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education. Under the benevolent patronage of the Most Rev. Dr. Francis Kallarackal, Metropolitan Archbishop of Verapoly, the College is marching ahead to higher echelons in the field of higher education.

### **OUR COAT OF ARMS**

Our Coat of Arms is in the form of a heraldic shield divided into four parts by a cross. The left side of the upper half has an open book and a flaming torch. The book signifies the light of truth derived from knowledge. The trumpeting angel on the right side of the upper half symbolizes selfless services like those of a ministering angel. The left side of the lower half has a boat with its sail full blown, moving forward. This represents the launching into the ocean of life, well equipped with knowledge and truth. The coconut palms on the right side of the lower half stand for the motherland that seeks care and affection. The blue and red background of the shield represents the College colours which signify hope and sacrifice. Our motto "FOR TRUTH AND SERVICE" can be seen at the bottom.

Our Coat of Arms clearly reflects the moral, material and spiritual objectives cherished by the founder of this College. It exhorts the students to equip their minds with knowledge, to tread steadily along the paths of life, guided by the light of truth, love and service to achieve success in life, and, above all, to be prepared to make any sacrifice that is required of them for a noble and worthy cause.

It is the sacred duty of every Albertian to follow the noble ideals that the Alma Mater has set for him/her to emulate and exemplify in his/her life.

## National Anthem

രചന: രവീന്ദ്രനാഥ് ടാഗോർ

ജന ഗണ മന അധിനായക ജയഹേ!  
ഭാരത ഭാഗ്യ വിധാതാ!  
പഞ്ചാബ് സിന്ധു ഗുജറാത്ത മറാഠാ  
ദ്രാവിഡ ഉത്കലവംഗ!  
വിന്ധ്യ ഹിമാചല യമുനാ ഗംഗാ,  
ഉച്ഛല ജലധി തരംഗ!  
തവ ശുഭനാമേ ജാഗേ!  
തവ ശുഭ ആശിഷ മാഗേ!  
ഗാഹേ തവ ജയ ഗാഥാ!  
ജന ഗണ മംഗള ദായക ജയഹേ  
ഭാരത ഭാഗ്യ വിധാതാ!  
ജയഹേ! ജയഹേ! ജയഹേ!  
ജയ ജയ ജയ ജയഹേ!

## College Anthem

രചന : ഡോ. പ്രീമുസ് പെരിഞ്ചേരി, സംഗീതം : ഫാ. ഫ്രാൻസിസ് സേവ്യർ

ദേവാലയം ഈ സൽകലാലയം  
ശാന്തസൗമ്യദീപ്തമാം പുണ്യഗേഹം  
ഇവിടെയൊത്തുചേരുന്ന ഞങ്ങളിൽ  
ബോധപ്രകാശമായ് ദൈവമേ വരു

ഭാരതമീ ഞങ്ങളുടെ ജന്മഭൂമി  
ഭാരതീയരെല്ലാരും സോദരങ്ങളും  
സത്യത്തിലും പരം, ധർമ്മത്തിലും ചിരം  
ഒന്നുചേർന്നു വാഴുവാനേകണേ വരം

\* സ്വാബിധായിൽ താരമായ് വന്നുദിച്ചവൻ  
ജ്ഞാനദീപമായ് ജ്വലിച്ചുനിന്നിരുന്നവൻ  
ആൽബർട്ടുപുണ്യവാൻ സ്വർഗത്തിൽ നമ്മുടെ  
മദ്ധ്യസ്ഥാനായിരുന്നു ശക്തി നൽകിടും

\* കൊളോണിൽ സ്വാബിധം എന്ന സ്ഥലത്താണ്  
വിശുദ്ധ ആൽബർട്ടിന്റെ ജനനം

## IMPORTANT EVENTS

- 1892 St. Albert's school started on Feb 1, 1892 with only 31 students. The school was established by Italian Missionary, Rev. Fr. Candice, the then Vicar General of the diocese, under the direction from then Archbishop of Verapoly, His Grace the Most Rev. Dr. Leonardo Mellano. This land was donated by Maharaja of Cochin.
- 1896 On August 4, 1896, the school was elevated to the level of Lower Secondary School.
- 1897 The two Gothic buildings which have been important land marks of Cochin City were constructed in 1897. The design and construction was carried out by Mr. Raiappan of Kottar village in erstwhile Travancore State.
- 1898 In 1898 due to shortage of students at St. Philomina's High School in Koonammavu, its students and teachers were incorporated into St. Albert's School, which had greatly helped our school to be upgraded to a High school level, and on Jan 11, 1898 formal up-gradation was done.
- 1898 On August 18, 1898 school got the recognition of Madras University.
- 1907 In 1907, a new building was constructed at the north east corner of the school ground, which was meant for hostel and chapel, school chapel still resides at this building.
- 1946 July 16, The University of Madras upgraded St Albert's High School, Ernakulam to a second grade College.
- 1946 The Very Rev. Msgr. Joseph Vaipicherry, took charge as the Manager of St. Albert's High School and St. Albert's College.
- 1946 Grand Chevalier Prof. L.M. Pylee was appointed as the first Principal.
- 1946 December 20, the foundation stone for the New College Building was laid by the Founder Patron Archbishop the Most Rev. Dr. Joseph Attipetty.
- 1947 Prof. L.M. Pylee, the first Principal, was elevated Education Minister of Travancore-Kochi State.
- 1947 Rev. Dr. Luke Burke, O.F.M. (Ireland) was appointed as the second Principal.
- 1947 Degree Courses were started in Botany, Maths, Physics, Chemistry and Economics.
- 1949 Prof. L.M. Pylee was appointed as the Principal for the second term.
- 1952 Dec. 31, New College Building was blessed by His Eminence Norman Thomas Cardinal Gilroy (Sydney Archbishop).



- 1956 The Very Rev. Msgr. Xavier Kaniyampurath was appointed as the third Principal.
- 1957 The Rt. Rev. Msgr. Alexander Lenthaparambil took charge as the Manager.
- 1960 The Rt. Rev. Msgr. Francis Payyappilly took charge as the Manager.
- 1963 B.Com. Degree course started.
- 1964 M.Sc. Maths & Botany P.G. Degree courses started.
- 1970 January 21, Archbishop Attipetty was called to the eternal home.
- 1971 Archbishop the Most Rev. Dr. Joseph Kelanthara took charge as the second Patron.
- 1973 Rev.Dr. Augustine O. Konnullu was appointed as the fourth Principal.
- 1978 The Rt. Rev. Msgr. Emmanuel Lopez took charge as the Manager.
- 1978 Rev. Fr. Antony J. Panakkal was appointed as the fifth Principal.
- 1978 March 11, The Rt. Rev. Dr. Antony Thannikot consecrated Auxiliary Bishop and took charge as Co-Patron.
- 1979 Rev. Fr. Sebastian Kunnathoor was appointed Bursar.
- 1980 M.Com. P.G. Degree course started.
- 1983 M.Sc. Chemistry P.G. Degree course started.
- 1984 Rev. Fr. Raphael Ollattupuram took charge as the Manager.
- 1984 Feb. 24, Bishop Thannikot was called to the eternal home.
- 1985 Prof. C.B. Peter was appointed the sixth Principal.
- 1986 Oct. 19, Archbishop Kelanthara was called to the eternal home.
- 1987 March 19, Archbishop the Most Rev. Dr. Cornelius Elenjikal took charge as the 3<sup>rd</sup> Patron.
- 1987 Rev. Dr. Joseph Thaikoodan took charge as the Manager.
- 1987 Prof. A. J. Benjamin appointed as the seventh Principal.
- 1992 Prof. Joseph Leslie Nedungadan appointed as the eighth Principal.
- 1993 Prof. Mathew Pylee appointed as the ninth Principal.
- 1993 IGNOU study centre started.
- 1993 C.A. Professional Education – I started.
- 1994 Prof. P. G. Michael appointed as the tenth Principal.
- 1995 B.Sc. Aquaculture started.
- 1996 Prof. Mathew J. Vaz appointed as the eleventh Principal.
- 1996 B.Sc. Industrial Fish & Fishery started.

- 1996 Purchased 3.25 acres of land at Pizhala and developed a modern aquaculture demonstration Farm.
- 1996 New College Auditorium opened.
- 1996 Golden Jubilee Celebrations.
- 1996 Archbishop Cornelius Elenjikal retired.
- 1996 Nov. 3, Archbishop the Most Rev. Dr. Daniel Acharuparambil took charge as the Fourth Patron.
- 1998 Rev. Fr. Jose Chelangara took charge as the Manager.
- 1998 Research Centre, Commerce started.
- 1998 Research Centre, Maths started.
- 1999 M.Sc. Physics started.
- 1999 State of Art Tennis complex with Australian Flexy cushion surface inaugurated.
- 1999 Prof. M.R. Joseph appointed as the twelfth Principal.
- 2000 Research Centre, Chemistry started.
- 2000 New Seminar Hall opened.
- 2000 B.A. English started.
- 2001 B.Sc. Voc. Chemistry started.
- 2002 C.A. Professional Education – II started.
- 2002 College declared Complete Computer Literate.
- 2002 College Chapel Blessed.
- 2003 College nationally accredited by NAAC.
- 2003 New College Canteen inaugurated.
- 2003 Rev. Dr. Clement Valluvassery took charge as the Manager.
- 2003 Prof. P. J. Leslie was appointed as the thirteenth Principal.
- 2003 Prof. Robert Stanley T.P. was appointed as the Vice Principal.
- 2004 State of Art Basket Ball court with international standards inaugurated.
- 2004 Career oriented Add-on courses started.
- 2004 Business English certificate course started.
- 2004 Inauguration of Bio-Science Lab Complex in the newly constructed building.
- 2005 M. A. English started.
- 2006 Diamond Jubilee Celebrations.
- 2006 M.B.A. course started.
- 2006 Albertian Institute of Management (AIM) was blessed by the Most Rev. Dr. Daniel Acharuparambil on 17<sup>th</sup> May 2006.
- 2006 Co-education introduced to aided undergraduate courses.

- 2007 ISO 9001: 2000 certified by TUV Rheinland.
- 2007 Prof. Robert Stanley was appointed as the fourteenth Principal.
- 2007 Dr. Titus Correya was appointed as Vice Principal.
- 2007 Research Centre, Zoology started.
- 2007 Research Centre, Botany started.
- 2007 B.Sc. Animation course started.
- 2008 A state of the Art English Language Lab with latest facilities inaugurated.
- 2008 Chemistry Lab accredited by Pollution Control Board.
- 2008 Inauguration of CRG Group – Research Lab of Conservation Research Group.
- 2008 Chemistry Department selected under FIST program by Department of Science and Technology.
- 2009 Co-education introduced to aided postgraduate courses.
- 2009 26<sup>th</sup> October, Archbishop Daniel Acharuparambil was called to the eternal home.
- 2009 State of the Art Council Hall “Concillium” inaugurated.
- 2009 College nationally accredited at ‘A’ Grade by NAAC.
- 2009 Certificate in Accounting Technicians of ICWAI started.
- 2010 Prof. Harry Cleetus was appointed as Vice Principal.
- 2010 ISO 9001:2008 re certified by TUV Rheinland.
- 2010 April 11, Archbishop Dr. Francis Kallarackal took charge as the fifth Patron.
- 2011 Digital spectroscopy lab inaugurated in Physics Department.
- 2011 M.Sc. in Space Science and Technology started.
- 2011 Archbishop Cornelius Elenjikal was called to the eternal home.
- 2012 Prof. Harry Cleetus was appointed as the fifteenth Principal.
- 2012 Dr. Cyriac Mathew was appointed as Vice Principal.
- 2012 B.Com Computer Application started.
- 2012 College was awarded Star College status, by Department of Biotechnology, Government of India.
- 2013 Rev. Fr. Antony Arackal took charge as the Manager.
- 2013 M.A. Economics started.
- 2013 Skill Development Centre of Department of Fisheries and Aquaculture started.
- 2013 Ph.D. Course Work (Chemistry, Mathematics, Commerce, Botany, Zoology) Started.
- 2014 Dr. Jude Martin Mendez was appointed as Vice Principal.

- 2014 Baccinelli Hall (New Indoor Stadium cum Multipurpose Hall) inaugurated.
- 2014 B.B.A. (Business Administration) Started.
- 2014 B. Voc. Logistics Management Started.
- 2014 B. Voc. Renewable Energy Started.
- 2014 Inauguration of Ornamental Fish Cultural Lab.
- 2015 Foundation of New College Building.
- 2015 Immanuel Hall, Bernard Hall and Board Room inaugurated.
- 2015 MAC Lab and Centralised FIST Lab inaugurated.
- 2015 Rev.Fr. Christy David Pathiala, took charge as Assistant Manager.
- 2015 M.S.W. Social Work started.
- 2015 B.Sc. Computer Science started.
- 2015 B.Com. Taxation (SF) started.
- 2015 Department of Aquaculture recognised as Research Centre.
- 2016 Blessing and Inauguration of New College Building.
- 2016 Dr. M.L. Joseph appointed as the 16<sup>th</sup> Principal.
- 2016 Dr. Sadanandan V S appointed as the Vice Principal.
- 2016 College nationally accredited at 'A' Grade by NAAC.
- 2016 St. Albert's College was granted fresh Autonomous status by UGC and Mahatma Gandhi University conferred the Autonomy.
- 2016 College observes its 70<sup>th</sup> year of existence.

## ACADEMIC PROGRAMMES OFFERED

### THREE-YEAR UG PROGRAMS UNDER CHOICE BASED COURSE - CREDIT-SEMESTER SYSTEM

#### A. Arts

1. **B.A.** Economics, Outline of Indian Culture and Freedom Movement & Political Science\*
2. **B.A.** English Language and Literature in English Politics & Evolution of Literary Movements\*

#### B. Commerce

3. **B.Com.** Taxation
4. **B.Com.** Computer Applications (Self Financing)
5. **B.Com.** Taxation (Self Financing)

#### C. Science

6. **B.Sc.** Mathematics ( Statistics & Physics)\*
7. **B.Sc.** Physics (Mathematics & Chemistry)\*
8. **B.Sc.** Chemistry ( Mathematics & Physics)\*
9. **B.Sc.** Industrial Chemistry (Mathematics)\*
10. **B.Sc.** Botany (Chemistry & Zoology)\*
11. **B.Sc.** Zoology (Chemistry & Botany)\*
12. **B.Sc.** Aquaculture ( Biochemistry & Zoology)\*
13. **B.Sc.** Industrial Fish & Fisheries (Biochemistry & Zoology)\* (Self Financing)
14. **B.Sc.** Computer Science(Self Financing)
15. **B.Voc.** Renewable Energy

#### D. Management Studies

16. **B.B.A.** (Self Financing)
17. **B.Voc.** Logistics Management

[**Common course** – English (Compulsory) and any one Languages - Malayalam or Hindi]]

### TWO YEAR POST GRADUATE COURSES (4 Semesters)

#### A. Arts

1. **M.A.** Economics
2. **M.A.** English (Self Financing)

#### B. Commerce

3. **M.Com.** Financial Management\*\*

### **C. Science**

4. **M.Sc.** Mathematics - Computer Programming, Mathematical Programming\*\*
5. **M.Sc.** Physics - Computer Science\*\*
6. **M.Sc.** Chemistry - General Chemistry\*\*
7. **M.Sc.** Botany - Biotechnology\*\*
8. **M.Sc.** Zoology with Medical Microbiology (Self Financing)
9. **M.Sc.** Applied Fisheries & Aquaculture (Self Financing)
10. **M.Sc.** Space Science and Technology (UGC-Innovative Program)

### **D. Management Studies**

11. **M.B.A.** with specialisation in Finance, Marketing, Systems, Human Resource Management, International Business, Operations Management

### **E. Social Work**

12. **M.S.W.**

## **RESEARCH DEPARTMENTS**

1. Commerce
2. Mathematics
3. Chemistry
4. Zoology
5. Botany
6. Aquaculture

### **Add on Courses**

U.G.C. sponsored career-oriented add-on courses leading to advanced Diploma :

1. Computation with MATLAB

### **i) Coaching for Minority Students**

1. Coaching for Entry into Services
2. NET Coaching
3. Remedial Coaching

\* Complementary courses

\*\* Specialization

## ALBERTIAN COMPUTER CENTRE

Office Ph: (0484)2394225, 9037733377, 9747865087

E-mail: acc@alberts.ac.in, mail@alberts.ac.in

### Courses offered

Sl. No.	Course	Qualification	Duration
1	<b>Certificate Course in Computer Basics</b>	S.S.L.C	1 month (30 hours practical)
2	<b>Certificate Course in MS Office</b> (Windows, Ms Word, Ms Excel & Ms Power point)	S.S.L.C	2 months (50 hours Practical)
3	<b>Certificate Course in Financial accounting - Tally ERP9</b>	S.S.L.C. / Plus Two	3 months(15 hours Theory and 45 hours Practical)
4	<b>Certificate Course in Peachtree Accounting – Foreign Accounting</b>	S.S.L.C. / Plus Two, Tally	1 month (30 hours Practical)
5	<b>Certificate Course in Adobe PageMaker</b>	S.S.L.C., awareness of computer basics	1 month (30 hours Practical)
6	<b>Certificate Course in Computer Typing (English / Malayalam)</b>	Awareness of computer basics	As per the performance
7	<b>Certificate Course in ‘C’ programming</b>	Plus Two, awareness of computer basics	1 month (30 hours Practical)
8	<b>Certificate Course in C++ programming</b>	Plus Two, awareness of computer basics	2 months (50 Hours Practical)
9	<b>Certificate course in Desk Top Publishing (DTP)</b> (Adobe PageMaker, Corel Draw, Photoshop & Malayalam Typing)	S.S.L.C/ Plus Two	3 months (75 Hours Practical)

10	<b>Certificate Course in Web designing (HTML, CMS, Word Press, CSS)</b>	Plus Two and awareness of computer basics	1 month (10 Hours Theory & 20 Hours Practical)
11	<b>Diploma in computer applications (DCA)</b> (MS Office, Computer Typing - Malayalam & English, Hardware, & PageMaker)	Plus Two	6 months (120 Hours Practical)
12	<b>Diploma in Financial Accounting (DFA)</b> (MS Office, Tally)	Plus Two	6 months (15 Hours Theory & 95 Hours Practical)
13	<b>Certificate course in Apple Mac Operating System</b>	Awareness of Windows Operating System, MS Office	1 month (25 Hours Practical)

## SUCCESSION LIST

### SUCCESSION LIST OF MANAGERS

1. The Very Rev. Msgr. Joseph Vaipicherry 1946-1957
2. The Rt. Rev. Msgr. Alexander Lenthaparambil, M.A. 1957-1960
3. The Rt. Rev. Msgr. Francis Payyappilly, M.A. 1960-1978
4. The Rt. Rev. Msgr. Emmanuel Lopez 1978-1984
5. Rev. Fr. Raphael Ollattupuram, M.A. 1984-1987
6. Rev. Dr. Joseph Thaikoodan, Dip. Ed., PGCE, M.A., M.Phil., Ph.D. 1987-1998
7. Rev. Fr. Jose Chelangara, B.Ph., B.Th., Dip. P. Tech., M.A. (Hist.), M.A. (Lit.), B.Ed. 1998-2003
8. Rev. Dr. Clement Valluvassery, B.Ph., M.Th., Ph.D. 2003-2013
9. Rev. Fr. Antony Arackal, M.B.A., M.C.A., LL.B. 2013 onwards

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11. Sri. Nidhin Johny

12. Smt. Preethi Francis
13. Sri. Vincent Pinto

#### **National Cadet Corp (NCC)**

1. Fr. Christy David P.
2. Dr. Sadanadan V.S.
3. Dr. M. A. Solomon
4. Dr. Sabu M. C.
5. Dr. Ginson Joseph
6. Sri. Sebastian A. V.
7. Sri. George Vineeth N. J.
8. Dr. Rajesh Kunjanpillai

#### **National Service Scheme (NSS)**

1. Dr. M. L. Joseph
2. Sri. E. Shaji Joseph
3. Dr. K. Madhusudhanan
4. Smt. Neeraja James
5. Ms. Ann Maria Emmanuel
6. Dr. J. Jameson
7. Sri. M. D. Joseph Sebastian
8. Sri. K. C. Jerome
9. Sri. Alex Kuriakose V. J.
10. Sri. Augustine Sumesh C. J.
11. Sri. Joseph Prince D.
12. Sri. K. G. Antony Jimmy
13. Smt. Lency Michael I. M.
14. Sri. Lanson Xavier
15. Smt. Rosy K. J.

#### **Medical Care Committee (MEDC)**

1. Dr. Titus Correya
2. Smt. Rosalind Gonzaga
3. Sri. Lawrel Gregory
4. Ms. Linda George
5. Smt. Nimila P. J.
6. Dr. Shery Fernandez
7. Dr. Amal Joseph P. J.

8. Dr. Nisha V. S.
9. Smt. Mercy Sebastian
10. Smt. Jancy Sebastian

#### **Student Welfare Committee (STWC)**

1. Dr. Sadanandan V. S.
2. Sri. E. Shaji Joseph
3. Sri. Lawrel Gregory
4. Sri. Bernard K. A.
5. Smt. Asha Maria Thomas
6. Dr. P. A. Nelson
7. Sri. Bijoy V. M.
8. Dr. Vijay John Gerson
9. Smt. Nisha Thomji Varghese
10. Dr. Appu Jacob John
11. Dr. Nify Benny
12. Smt. Divya Mary Daise S.
13. Smt. Jincy Joseph K.
14. Smt. Selma T. S.
15. Smt. Sangeetha
16. Sri. Renson Raphael
17. Dr. Ajitha S.
18. Sri. Sivakumar G.
19. Ms. Ann Maria Kurian
20. Sri. Jose Paul
21. Smt. Lency Michael I. M.
22. Sri. Arjun Thomas
23. Sri. Ambrose T. J.
24. Sri. Vinu Francis
25. Smt. Elizabeth Jini Ambrose
26. Smt. Jolly Gabriel
27. Smt. Treasa Xavier
28. Smt. Alphonsa Laijy

#### **Social Outreach Committee (SOCO)**

1. Dr. M. L. Joseph
2. Sri. E. Shaji Joseph

3. Ms. Subadhra N. Menon
4. Ms. Ann Maria Emmanuel
5. Sri. Aswin Mathew
6. Sri. M. D. Joseph Sebastian
7. Sri. Augustine K. J.
8. Dr. K. Madhusudhanan
9. Dr. Krishnakumar K. S.
10. Sri. Alex Kuriakose V. J.
11. Smt. Neeraja James
12. Dr. Sajeew Jos
13. Sri. Gopesh C. R.
14. Sri. Sibin Joseph T. M.
15. Sri. K. G. Antony Jimmy
16. Smt. Alphonsa Laijy

#### **Zero Error Committee (ZEEC)**

1. Fr. Christy David Pathiala
2. Sri. George P. L.
3. Dr. Sadanandan V. S.
4. Dr. Nify Benny
5. Sri. Sivakumar G.
6. Sri. P. A. Jerald
7. Sri. Lawrel Gregory
8. Sri. Sajeew C. S.
9. Sri. Gopesh C. R.
10. Smt. Angel Blossom Gonsalvaz
11. Sri. I. J. Sebastian
12. Sri. T. I. Joseph
13. Sri. B. J. Josey
14. Sri. C. M. Xavier

#### **Waste Management Committee (WAMC)**

1. Dr. Titus Correya
2. Sri. George P. L.
3. Sri. S. Charls
4. Dr. Sajeesh T. H.

5. Smt. Sislave K. S.
6. Dr. Shery Fernandez
7. Dr. Saji John K.
8. Sri. George Vineeth N. J.
9. Dr. Deepthi Augustine
10. Smt. Asha Jaiprakash
11. Sri. Sivakumar G.
12. Ms. Subadhra N. Menon
13. Ms. Ann Maria Emmanuel
14. Sri. C. M. Xavier
15. Sri. M. F. Joseph
16. Smt. Mercy Sebastian

#### **Canteen Committee (CANC)**

1. Fr. Christy David Pathiala
2. Dr. Benno Pereira
3. Sri. P. Krishnankutty
4. Sri. B. J. Josey
5. Smt. Mercy Sebastian
6. Sri. I. J. Sebastian
7. Sri. S. Charles
8. Dr. Nelson Rodrigues
9. Sri. Justine Paiva
10. Dr. L. Jose
11. Sri. Anty T. J.
12. Sri. Joseph Prince D.
13. Smt. Asha Jaiprakash
14. Ms. Pearl Antonette Mendez
15. Sri. T. I. Joseph
16. Sri. C. M. Xavier
17. Sri. E. M. George
18. Sri. M. F. Joseph

#### **Crisis Management Committee (CRMC)**

1. Dr. M. L. Joseph
2. Dr. L. Jose
3. Sri. Justine Paiva

4. Dr. Sherry Fernandez
5. Smt. Drishya K. Reghuvaran
6. Sri. Edwin Thomson V. T.
7. Sri. E. Shaji Joseph
8. Dr. Ajith Thomas John
9. Dr. Vibin M.
10. Ms. Neeraja T.S
11. Sri. Joshi George
12. Sri. K. G. Antony Jimmy

#### **Hostel Committee (HOSC)**

1. Fr. Christy David Pathiala
2. Dr. Benno Pereira
3. Dr. Sajeesh T. H.
4. Sri. George P. L.
5. Sri. B. J. Josey

#### **Garden Committee (GARC)**

1. Dr. Titus Correya
2. Sri. George P. L.
3. Dr. Nisha V. S.
4. Sri. Arjun Thomas
5. Smt. Mercy K. A.
6. Sri. S. Charles
7. Dr. Saji John K.
8. Sri. Sharan Hilary
9. Smt. Sumisha E. S.
10. Dr. Deepthi Augustine
11. Ms. Renju Chandran
12. Ms. Naji K
13. Sri. Sayeed Mohammed P. K.
14. Smt. Renuka Rajesh
15. Ms. Subadhra N. Menon
16. Smt. Cicily Riji V. J.
17. Sri. Joseph Ralie
18. Ms. Nimmy Lloyd
19. Ms. Mini George
20. Sri. C. M. Xavier

21. Sri. V. A. Paul Felix
22. Sri. K. S. Joseph
23. Sri. C. D. George

## **CLUBS**

### **Foot Ball Club (FOTC)**

1. Fr. Christy David P.
2. Sri. Titus Correya
3. Dr. Sajeev Jose
4. Sri. Bernard K. A.
5. Sri. George Vineeth N. J.

### **Tennis Club (TENC)**

1. Dr. Sadanandan V. S.
2. Dr. Titus Correya
3. Sri. Anty T. J.
4. Dr. Nelson Rodrigues
5. Dr. Ajith Thomas John

### **Hockey Club (HOCC)**

1. Fr. Christy David P.
2. Sri. Titus Correya
3. Sri. Anty T. J.
4. Sri. Augustine Sumesh C. J.
5. Sri. Francis M. C.

### **Cricket Club (CRIC)**

1. Fr. Christy David P.
2. Dr. Titus Correya
3. Dr. Sajeev Jos
4. Sri. Augustine Sumesh C. J.
5. Sri. Gopesh C. R.

### **Basket Ball Club (BASC)**

1. Dr. Sadanandan V. S.
2. Dr. Titus Correya
3. Dr. Sajeev Jos
4. Sri. George Vineeth N. J.
5. Sri. Jefrin Johnson

### **Volley Ball Club (VOLC)**

1. Dr. Sadanandan V. S.
2. Dr. Titus Correya
3. Dr. Sajeev Jos
4. Sri. Augustine Sumesh C. J.
5. Sri. John Varghese P. X.

### **Athletic Club(ATHC)**

1. Dr. Sadanandan V. S.
2. Dr. Titus Correya
3. Sri. Sajeev Jos
4. Sri. Joseph Prince D.
5. Sri. Shivakumar G.

### **Indoor Games (INDG)**

1. Dr. Titus Correya
2. Sri. Shaji Joseph
3. Sri. Anty T. J.
4. Sri. Joshy George
5. Sri. Sinoj John

### **Gymnasium (GYMN)**

1. Fr. Christy David P.
2. Dr. Titus Correya
3. Sri. Anty T. J.
4. Sri. Lanson Xavier
5. Sri. Shine Antony

### **Martial Arts (MARA)**

1. Sri. E. Shaji Joseph
2. Dr. L. Jose
3. Sri. Anty T. J.
4. Sri. Antony Jimmy
5. Sri. Ambrose T. J.

### **Badminton Club (BADC)**

1. Sri. E. Shaji Joseph
2. Sri. Benno Pereira
3. Dr. Sajeev Jose

4. Sri. Sebastian A. V.
5. Sri. Bernard K. A.

#### **Tables Tennis Club(TATC)**

1. Dr. Titus Correyra
2. Sr. George P. L.
3. Dr. Sajeev Jose
4. Dr. Joshi George
5. Dr. Ginson Joseph

#### **Film Club (FILC)**

1. Sri. E. Shaji Joseph
2. Dr. Benno Pereira
3. Dr. Appu Jacob John
4. Smt. Neeraja James
5. Ms. Ann Mary James

#### **Quiz Club (QUZC)**

1. Dr. Jude Martin Mendez
2. Sri. Rosalind Gonzaga
3. Smt. Drishya K. Reghuvaran
4. Smt. Sumisha E. S.
5. Ms. Ann Maria Emmanuel

#### **Debate – Oratory Club (DIOC)**

1. Dr. M. L. Joseph
2. Sri. E. Shaji Joseph
3. Dr. J. Jameson
4. Sri. George Vineeth N. J.
5. Smt. Angel Blossom Gonsalvaz

#### **Literary Club (LITC )**

1. Dr. Sadanandan V. S.
2. Sri. E. Shaji Joseph
3. Sri. Edwin Thomson V. T.
4. Sri. P. Krishnankutty
5. Sri. George Jijo

#### **Sahityavedi (SAHV)**

1. Dr. Sadanandan V. S.
2. Sri. E. Shaji Joseph
3. Sri. P. Krishnankutty
4. Sri. Augustine K. J.
5. Smt. Renuka Rajesh

#### **Music Club (MUSC)**

1. Dr. Sadanandan V. S.
2. Dr. Titus Correyra
3. Smt. Nisha Thomji Varghese
4. Smt. Jeema Jose
5. Sri. Sharath Chandran

#### **Fine Arts Club (FINC)**

1. Sri. E Shaji Joseph
2. Sri. Rosalind Gonzaga
3. Sri. Jose Paul
4. Smt. Jincy Joseph K.
5. Smt. Elizabeth Jini Ambrose

#### **Nature Club (NATC)**

1. Dr. M. L. Joseph
2. Sri. K. J. Benny
3. Dr. Siju M. Varghese
4. Smt. Divya Mary Daise S.
5. Ms. Linda George

#### **Photography Club (PHOC)**

1. Dr. Sadanandan V. S.
2. Sri. M. D. Joseph Sebastian
3. Sri. Sebastian A. V.
4. Sri. Shine Antony
5. Sri. T. I. Joseph

#### **Encon Club (ENCC)**

1. Dr. Jude Martin Mendez
2. Dr. Ajith Thomas John
3. Dr. K. Madhusudanan

4. Sri. Joseph Prince D.
5. Dr. Rajesh K.

#### **Mind Sports (MINS)**

1. Sri. E. Shaji Joseph
2. Dr. Ajith Thomas John
3. Dr. Joshi George P.
4. Dr. Vijay John Gerson
5. Sri. T. C. Titus

#### **Tourism Club (TOUC)**

1. Sri. E. Shaji Joseph
2. Sri. I. J. Sebastian
3. Dr. Tia Mathews
4. Dr. KrishnaKumar K. S.
5. Sri. Vincent Pinto

### **ASSOCIATIONS**

#### **Vincent de Paul (VIDP)**

1. Dr. Titus Correyia
2. Dr. Sabu M. C.
3. Smt. Rosalind Gonzaga
4. Sri. Alex Kuriakose V. J.
5. Sri. V. A. Paul Felix

#### **Jesus Youth (JESY)**

1. Fr. Christy David Pathiala
2. Dr. Jude Martin Mendez
3. Smt. Mary Jain Jose K.
4. Sri. Joseph Prince D.
5. Dr. Ginson Joseph

#### **AICUF (AICF)**

1. Dr. Sabu M. C.
2. Smt. Rosalind Gonzaga
3. Sri. Augustine K. J.
4. Dr. Saji John
5. Smt. Neeraja James

#### **Xavier Board Of Higher Education (XBHE)**

1. Rev. Fr. Antony Arackal
2. Dr. M. L. Joseph
3. Rev. Fr. Christy David P.
4. Ms. Ann Maria Kurian
5. Sri. Shine Antony
6. Dr. Sabu M. C.
7. Dr. Tia Mathews
8. Smt. Mary Jain Jose K.
9. Mrs. Lency Jofry

#### **In all the committees the numbering shows the designation as follows**

1. Chairman
2. Vice chairman
3. Co-ordinator
4. Secretary
5. Joint secretary

Others are committee members



## COLLEGE RULES & REGULATIONS

Students are hereby instructed to strictly follow the rules and regulations of the College. One is not expected to plead that one is not aware of the existence of such rules. Ignorance of rules is no excuse. Students are expected to read the notice board on a day to day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. Violation of the rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

### A. Identity Cards

1. All students admitted to the college shall compulsorily wear their Identity Cards whenever they are present in the college campus and produce it on demand by the authorities or persons authorised to do that.
2. All services like payments, issue of certificates, mark lists etc., will be made only on production of the Identity Card.
3. The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

### B. Character and Conduct

1. Students shall greet all the staff members on the occasion of their first meeting with them during the day.
2. College timing is from **8.00am to 3.00pm** and students should be present in the classrooms in the prescribed time. Students should be seated in their respective class rooms before the teaching hour commences and should not leave the classes except during intervals.
3. Students should be seated in their respective class rooms by 7.55 a.m. After the second bell, during the time of the College Anthem, all should keep standing in perfect silence and reverence.
4. When a student wants to enter or leave the classroom while the class is on, he/she shall do so only after getting the permission of the concerned teacher.
5. During the absence of the teacher and while moving from one class to another, students are expected to keep silence.
6. Students shall not loiter/wander in the verandahs or college premises during working hours for any reasons whatsoever.

7. Students are advised to use the College Library during free periods and strict silence should be maintained in the College Library.
8. Students shall not enter any class rooms other than allotted to them.
9. No indecent representation shall be made by any student towards any other student in words, letters and gestures or by any other means.
10. Conduct Certificate will not be issued on merely completion of academic programme (Course). It has to be earned by the student's good conduct and behaviour. The decision of the Principal shall be final regarding this matter.

### **C. Attendance and Leave**

1. Students should be regular and punctual in attending classes. A working day is divided into five periods.
2. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
3. Any leave must be obtained in advance from the HoD/ Principal in writing in the prescribed leave form. No leave will be granted unless the Principal is satisfied with the reason stated. If a student is not able to submit the leave in advance, then they should submit the leave form on the succeeding working day.
4. A student abstaining from classes without proper intimation of leave for more than ten consecutive working days will have his/ her name removed from the rolls. They may be re-enrolled at the discretion of the Principal, in which case they will have to pay a re-enrollment fee of Rs.1000/- and all college fee dues before such re-enrollement. Re-enrollment will be allowed only once during the whole period of the programme.
5. Student shall not take leave of absence unless it is absolutely necessary. Irregularity in attendance may result in the loss of term days, which will end in the loss of a year.
6. Application for leave of absence should be submitted in the prescribed form to the HOD through the tutor concerned well in advance. Bona fide applications will be positively considered subject to regulations and will be forwarded to Controller of Examinations (CoE).
7. Applying for leave of absence does not imply that the leave will be granted.
8. In the case of medical leave, the leave letter should be submitted

along with the medical certificate issued by a registered medical practitioner, within five working days from the commencement of medical leave.

9. Leave for Academic/ Sports/ Arts/ NCC/ NSS/ activities will be granted only to those students who have availed prior sanction from the Principal through the proper channel duly recommended by the concerned authority for representing the College or University or higher levels for various seminars/ workshops/ camps/ programs and such other extracurricular activities within or outside the campus. Student should submit a copy of leave sanction order by the Principal along with the proof of participation in the event to the Controller of Examination's office not later than one week after the event.
10. If one teaching hour is missed it is equal to missing half a day's attendance. i.e. If a student misses any one teaching hour in first three periods, student will miss half a day's attendance. If a student misses any one teaching hour in fourth or fifth period, student will miss half a day's attendance. If a student misses one teaching hour in first to third period and in fourth or fifth, the student will be considered as full day absent.
11. The certificate of attendance and progress required for admission to the end semester examination will in no case be granted unless:
  - a. The student has secured attendance of not less than 75% of the total number of working in the semester.
  - b. The Principal consider that the student's progress and conduct have been satisfactory.
12. Student should get a minimum of 75% of the attendance in a semester to appear for end semester examinations.
13. Candidates falling short of attendance upto 65% other than the allowed leave can apply for condonation of shortage to the Controller of Examinations (CoE) only if the absence is on medical ground or reasons beyond the control of the student. Necessary Medical Certificate is to be attached along with the application form. Condonation of shortage of attendance can only be availed once for a two year programme and twice for a three year programme.
14. Students who are not eligible even with condonation of shortage of attendance shall repeat the course with the next batch with the special permission, for once during the whole period of the programme.
15. No student is expected to approach the Principal or the Principals/ College office in person for enquiry on attendance. In case of any

doubts or grievances, they may approach the Office of the Controller of Examinations during the visiting time.

#### **D. Mobile Phones**

1. The use of mobile phone is strictly prohibited in the college campus on the basis of the orders issued by various authorities including the Honourable High Court of Kerala [WP(c)23377/09]. Offenders will be levied with fine and the mobile phone will be confiscated. A surprise inspection Squad is formed to implement the rule.
2. Breach of the law invites disciplinary action along with fine as follows.
  - a. If caught for the first time simple fine of Rs. 500/-.
  - b. If caught for the second time, a fine of Rs. 1000/- will be fined and the Mobile set will be confiscated for three months and SIM Card will be returned.
  - c. If caught for a third time mobile set will be confiscated permanently and necessary disciplinary action will also be initiated.

#### **E. Dress Code**

1. Students should wear modest and decent dress. Lungies, shorts, 3/4ths, Bermudas, round neck printed T-shirts, low waist and lacerated /torn pants, revealing and skin tight costumes are not entertained in the campus. Wearing of caps while in the classrooms is not allowed. Students shall not tuck up their dhoti while they are in the college campus.
2. Uniform Dress code expresses professionalism. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. The Governing Council may deem it fit to propose a uniform dress code for the students. Wherever a uniform dress code has been proposed all the students shall abide by it.

#### **F. Visitors**

1. Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the Principal.
2. Outsiders are not permitted to meet any of the staff or students in the college campus without the permission of the Principal.
3. Other than staff members, present students and permitted personals, no one is allowed to enter the class rooms, laboratories and hostel in any case.

## **G. Political/Organisational Activities**

### **Court Verdict Banning political activities in the College campuses Judgement No. WA-535/2003 dated 26-05-2003 by the Honourable High Court of Kerala**

1. Political activities are strictly prohibited in the college campus.
2. All are strictly prohibited from taking part or participating in any agitation, demonstration, strike, dharna, gherao and such activities which will disturb the classes or cause threat to the peaceful atmosphere of the College campus.
3. Students shall not bring flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political parties or any organizations to the campus.
4. No political /organisational activities shall be permitted in the campus except those official activities which are specifically permitted or sponsored by the college authorities.
5. It is forbidden to organize or attend meetings other than the official ones which are specifically permitted by the college authorities.
6. All expressions or activities which are immoral, anti-social, communal and anti-national are strictly prohibited in the College campus.

## **H. Ragging: A Serious Criminal Offence**

Students shall not indulge in ragging or in any other activities causing harassment or difficulties to the fellow students in the college. Any student involving in ragging activities will have to face penal proceedings in accordance with the provisions in the Ragging Prohibition Act of the Govt. of Kerala.

### **Prevention of Ragging in Institutions**

As per the decision of the supreme court of INDIA ragging is strictly prohibited

### **What is considered as ragging?**

**As per the UGC Regulations, 2009 and its continuous modifications,** 'Ragging' constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship,

physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- ix. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Ragging is prohibited inside or outside the Educational Institution. Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside the Educational Institution shall on conviction will be punished.

All the students are strictly warned against getting involved into such an unbailable crime and all are requested to desist from such activities for not endangering their future. Collection of contribution in any form or demanding anything in kind from any students is totally banned.

## KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകന്മാരുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസി മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാക്കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്തത് എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. **റാഗിംങ്ങ് നിരോധനം :** ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംങ്ങ് നിരോധിച്ചിരിക്കുന്നു.
4. **റാഗിംങ്ങിനുള്ള ശിക്ഷ :** ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംങ്ങ് നടത്തുകയോ റാഗിംങ്ങിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംങ്ങ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയാകുന്ന പിഴ ശിക്ഷയ്ക്കും കുടി വിധേയനാകേണ്ടതുമാണ്.
5. **വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :** 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. **വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്തൽ :** മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംങ്ങിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ, ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാണെങ്കിൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ



വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ മേധാവിയുടെ അനുമതിയിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിനുമേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

### **I. General Rules**

1. Students are not to be permitted to go out of the campus during class hours without exit slip. In case of emergency the exit slip will be issued by the Class Tutor.
2. Smoking and consumption of alcoholic beverages are strictly prohibited in the campus. Students shall not use or bring tobacco or its products, alcohol / intoxicating drinks or narcotic substances to the college. Any violation will lead to disciplinary action.
3. Any student who is found under consumption of Alcohol or Drugs will be suspended with immediate effect and further disciplinary actions will be initiated. If found guilty student will be dismissed.
4. Students shall not go on tour, picnic, excursion and study tour without the prior sanction and approval of the Principal. Tours are restricted to one in the entire period of programme and it is also advised to take up the tour by the end of the end semester. Study tour is a part of the academic activity and is permitted as per the curriculum.
5. Non academic activities are allowed only after the academic hours .
6. Prior written permission of the Principal is necessary for organizing any meetings, entertainment programmes, functions in the college; and for distributing notice or putting up any notice in the notice board.
7. Prior sanction should be obtained from the management for using halls, class rooms or any other infrastructure for meeting / entertainment programs / functions in the college.



8. Students shall not write or make any marks or stick posters in the walls or any part of the college property.
9. Students shall not cause any loss or damage to the college property. Intentional causing of loss or damage will be considered a serious misconduct. Disciplinary action will be initiated against the offenders and will be liable for recovery of the loss. The loss or damage thus caused to the college articles will be made good by realizing double the value of loss or damage from the student/s concerned. Unintentional causing of loss or damage will result in the recovery of loss or damages from the offenders.
10. As per the Higher Education Department directives, Cinematic dances and fashion shows are not permitted in the campus.
11. Congregating at the entrance of the college gate and sitting in the portico and the steps of the staircase are to be avoided.
12. Student vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. Entry of vehicles is banned in the notified areas of the College Campus. Breach of law invites legal and disciplinary action.
13. No one shall engage in or conduct any activity through any media (online/social/printed/verbal etc.) which may slander staff member or student or detrimentally affect the reputation and interest of the institution
14. Any student who is persistently insolent or insubordinate or willfully and repeatedly commits mischief or is guilty of fraud or malpractice or who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls. The removal shall be either temporary or permanent subject to the gravity of the misconduct.
15. A student who has any complaint against any other student, teaching staff or non-teaching staff, he or she shall represent the same either in writing or orally to the Tutor, HOD, and Discipline Committee or to the Principal directly. Such representations can be made by the Parents/Guardian of the students also. In case if the student/s has any grievance or complaint they shall approach the tutor first. If they are not satisfied they may approach the H.O.D. and then if needed, appeal to the Principal. The Principal can at his discretion refer any matter regarding discipline to a Grievance Redressal Committee.

16. In the interest of the institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant, to suspend, to dismiss or take any other punitive action on any student for his/her misconduct.
17. The Governing Council shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Governing Council. And decision of Governing Council shall be final and binding.

## **J. Misconduct and Disciplinary Actions**

1. Students are bound to obey the directions, issued from time to time, by the Principal, teachers and the authorities. Disobedience to such directions would amount to serious misconduct and will invite disciplinary action.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the class room or in the college premises, is liable to be proceeded against for the said misconduct.
3. A teacher may send a student out of the class if the student misbehaves in the class and the matter will be reported to the authorities for punitive actions.
4. The Principal shall have the power to inflict the following punishments upon the offenders: fine, cancellation of attendance, withholding the term certificate, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.

## **K. Rules Regarding Malpractices in Examinations**

Malpractices in the examinations are punishable. The following action will be taken against the students who indulge in malpractice.

1. Bringing any material relevant to the examination with the intention of copying or attaching unauthorised sheets in the answer script or tampering the answer sheets or copying from other students' answer scripts will initiate disciplinary action which will lead to the cancellation of the whole semester and debarment for maximum of three chances based on the enquiry report.
2. Using filthy language in the answer script will lead to cancellation of the concerned paper.
3. Manhandling or threatening the invigilator or any other official or

impersonation will initiate permanent debarring and the matter will be reported to the police.

4. Helping others to answer questions in the examination hall will result in the student being debarred for two to four chances
5. Tampering the answer scripts of other students will result in debarment for six chances or permanent debarment or reporting to the Police.
6. Disturbing a candidate from outside or inside the examination hall will result in the cancellation of registration of the student or debarment for two chances.
7. Shouting answers from outside / inside the examination hall will result in the cancellation of registration of the student or debarment for two chances and / or reporting to the police.
8. Stealing answer sheets or additional sheets or question papers or examination-related objects/documents will result in the cancellation of Registration of the student or debarring for two to four chances and/ or reporting to the police.
9. Purposefully changing the seating arrangement in the examination hall and sitting in the wrong seat will result in debarment for one chance.

## **L. Library Rules**

1. Strict silence should be maintained in the Library.
2. All members of the staff and students are entitled to use the library for consultation and for taking books on loan.
3. The library will be open on all working days from 8 a.m. to 5 p.m.
4. Each student will be given two borrower's tickets. They should be surrendered to the library before the end of the academic year.
5. General Library is following open access system. Students who possess identity cards and borrower's tickets can select and borrow books from the open access section from 10.00 a.m. to 4 p.m.
6. Students should strictly follow the direction of the staff of the open access section for its smooth running.
7. Only FIVE students will be allowed to enter the open access section at a time.
8. On receiving a book from the open access section the student must examine it to see whether it is damaged. The borrower of the books will be held responsible for damages that may be detected on their return.

9. The period of loan for books is generally 14 days. But the books on great demand may have to be returned earlier as decided by the Librarian.
10. A student who fails to return a book on the day on which it falls due shall be fined Rs. 1 for every day the book is kept beyond that date.
11. A student who damages a book shall be fined in proportion to the damage.
12. If a book is lost by any borrower, he must replace it by the latest edition and within the time fixed by the Librarian.

## **M. Procedure for the Issue of Certificates**

1. Three days' notice is required for the issue of any Certificates.
2. Certificates will only be issued after the payment of all dues to the College.
3. The Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course.
4. No Transfer Certificate will be issued to those who owe dues to the College. No fee will be levied from those who apply for T.C. within one year of leaving the College. A fee of Rs. 50 will be levied from those who apply for duplicate copies of the TC. It is mandatory for each student to take his TC at the end of each course and to produce it when he is admitted to the next course.
5. Application for certificates by post should be addressed to the "PRINCIPAL, ST. ALBERT'S COLLEGE (AUTONOMOUS), ERNAKULAM, KOCHI-18". No Certificate will be sent by post unless a sufficiently stamped, self-addressed envelope accompanies the application.

## **N. Fee Regulations**

1. Tuition fee for all Courses may be paid in lump sum at the beginning of the academic year.
2. The fee must be paid on the dates prescribed in the notification from time to time. If any student fails to pay the fees or special fees on the due date, he shall be liable to pay a fine of Rs.50/- along with the fees, if the payment is made within 10 days of the due date and thereafter an additional fine of Rs.100/- If the 10th day happens to be public holiday, the next working day will be counted as the 10<sup>th</sup> day. Rs. 500/- will be imposed as readmission fee from

those who fail to remit the tuition fees even after the allowed date of remittance of fees with fine.

3. If the fees and fine of an installment are not paid before the last date given for payment of that installment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of the period and the student will not get the benefit of attendance from the date of removal from the rolls of the College. If the student is to be readmitted he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. No re-admission fee will be levied in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.
4. The last opportunity for the payment of an installment of fee mentioned above is designed as the last working day previous to the due date of the succeeding installment. But in the case of the last installment, i.e., the fee due for February, the last opportunity is fixed as the 5th March, if the 5th of March happens to be a holiday, then the last working day previous to such date will be considered as the last opportunity (A student will be admitted to a new term only if he clears the dues of the previous term).
5. Every student is liable to pay the prescribed fee for the whole term during part of which his name is on the rolls of the College.
6. Each installment of fees shall be paid on the dates notified in the Calendar. All cash transactions will be closed at 3.30 p.m. every day.
7. A receipt signed by the Accountant shall be granted for every payment made, which the student shall preserve and produce whenever required by the Principal.
8. Mistakes, if any, in the receipts issued for payments made should be pointed out then and there and should be got corrected on the spot. Complaints made later will not be entertained.

# LIST OF FACULTY MEMBERS & RESEARCH GUIDES

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33	Smt. Treasa Xavier	House Keeping Staff	Ph : 9288090556
34	Smt. Jolly Gabriel	House Keeping Staff	Ph : 7034153840
35	Smt. Alphonsa Laijy	House Keeping Staff	Ph : 7034396224
36	Smt. Vincy Shibu	House Keeping Staff	Ph : 9048401176
37	Smt. Mercy Benny	House Keeping Staff	Ph : 9048925470
38	Smt. Beena Ambrose	House Keeping Staff	Ph : 9539406417
39	Ms. Nimmy Llyod	House Keeping Staff	Ph : 7736763506
39	Ms. Mini George	House Keeping Staff	Ph : 9656845035

# EXAMINATIONS

## UNDERGRADUATE PROGRAMS

### Choice Based Credit and Semester System (CBCSS)

In 2009, Mahatma Gandhi University restructured the undergraduate programmes and introduced Choice Based Credit and Semester System (CBCSS). The undergraduate programme is for three academic years which is divided into six semesters. First, third and fifth semesters are from June to October and second, fourth and sixth semesters are from November to March. End-semester examinations are conducted during November and March. April and May are summer holidays. The undergraduate programmes are of the following categories, Model I, Model-II, and Model III, depending on the type of courses offered. Model II and III programmes give emphasis on job-oriented courses. B.Sc. Industrial Chemistry, Aquaculture, and Industrial Fish and Fisheries come under Model II programme.

Each programme has four types of courses, namely.

- (a) Common courses I & II,
- (b) Core courses,
- (c) Complementary Courses and
- (d) Open Course.

The **common courses** include English language and other languages (second languages) either Hindi or Malayalam. **Core** and **complementary** courses vary for different programmes. **Open courses** are courses offered by a particular department for students of other disciplines. The open courses are taught in the fifth semester, and the student has the choice for selecting the open course. Every student has to complete a **project** which will be evaluated during the endsemester examination of fifth/ sixth semester. For each course there will be well-defined syllabus and detailed scheme, which will be available in the MG University website, [www.mgu.ac.in](http://www.mgu.ac.in)

### The evaluation of each course shall contain two parts:

- I) Internal or In-Semester Assessment (ISA)
- II) External or End-Semester Assessment (ESA)

The external examination of all semesters shall be conducted by the University at the end of each semester. For the students coming under Autonomous system, the end semester examination is conducted by the college. Internal evaluation is to be done by the continuous assessment.



### Internal or In-Semester Assessment (ISA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20marks for internal evaluation. Components for internal evaluation with their marks are shown below:

#### A) For all courses without practical

- a) Marks of external Examination : 80
- b) Marks of internal evaluation : 20

Components of Internal Evaluation	MARKS
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2) (1x10=10; 2x5=10)	10
<b>Total</b>	<b>20</b>

All the three components of the internal assessment are mandatory. For common course English, internal oral examination shall be conducted instead of test paper, in Semester I.

#### B) For all courses with practical

- a) Marks of theory –External Examination : 60
- b) Marks of theory –Internal Evaluation : 10
- c) Marks of Practical –External Examination : 40  
(only in even semesters)
- d) Marks of Practical- Internal Evaluation : 20  
(odd and even semesters combined annually)

Components of Theory – Internal Evaluation	Marks	Components of Practical-Internal evaluation	Marks
Attendance	3	Attendance	4
Assignment/Seminar/Viva	2	Record	10
Test paper(s) (1 or 2) (1x5=5; 2x2.5=5)	5	Lab involvement	6
<b>Total</b>	<b>10</b>	<b>Total</b>	<b>20</b>

### Project evaluation

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
<b>Total</b>	<b>100</b>

### Attendance

For all courses without practical		For all courses with practical	
% of attendance	Marks	% of attendance	Marks
90 and above	5	90 and above	3
Between 85 and 90	4	Between 80 and 90	2
Between 80 and 85	3		
Between 75 and 80	2	Between 75 and 80	1
75	1		

A candidate shall attend at least a **minimum of 75%** of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in any course in a semester the student shall not be allowed to appear for any examination in that semester. However, the University may condone shortage to some extent if the candidate applies for it as laid down in University regulations. In the case of students coming under Autonomous system, condonation is done by the Controller of Examinations of the College.

### External or End-Semester Assessment (ESA)

Pattern of Questions:

Pattern of questions for external examination for theory paper without practical.

	<b>Total no. of questions</b>	<b>Number of questions to be answered</b>	<b>Marks of each question</b>	<b>Total marks</b>
	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
<b>TOTAL</b>	<b>35</b>	<b>26</b>	<b>x</b>	<b>80</b>

**Pattern of questions for external examination for theory papers with practical**

	<b>Total no. of questions</b>	<b>Number of questions to be answered</b>	<b>Marks of each question</b>	<b>Total marks</b>
	8	8	1	8
	10	6	2	12
	6	4	4	16
	4	2	12	24
<b>TOTAL</b>	<b>28</b>	<b>20</b>	<b>x</b>	<b>60</b>

**Marks distribution for external and internal assessment**

<b>Percentage of Marks</b>	<b>Grade</b>	<b>Grade Point</b>
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade **E** is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidate who secures **E** grade and above will be eligible for higher studies.

For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. **(ISA+ESA)** as given below

CPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A - Excellent
Above 7, but below or equal to 8	B -Very Good
Above 6, but below or equal to 7	C - Good
Above 5, but below or equal to 6	D - Satisfactory
Above 4, but below or equal to 5	E - Adequate
4 or below	F - Failure

## POSTGRADUATE PROGRAMMES

### Credit Semester System-PG (CSS-PG)

Mahatma Gandhi University has introduced Credit Semester System (CSS) for postgraduate programmes from 2012-2013 academic yearonwards. The duration of the programme is two years, which is divided into **four semesters**.

The programme consists of,

- Core Course
- Elective Course
- Project
- Comprehensive Viva voce

**Core Course-** a compulsory course in a subject related to a particular programme.

**Elective Course-** an optional course, which can be selected from among a group of electives in a programme.

**Project** - a PG student undergo a project under the supervision of a teacher in the parent department/any appropriate research centre in order to submit a dissertation on the project work as specified.

Comprehensive Viva voce shall be conducted at the end of the IV semester of the programme and covers questions from all courses in the programme.

**The evaluation of each course shall contain two parts:**

- I) Internal or In-Semester Assessment (ISA)
- II) External or End-Semester Assessment (ESA)

The external examination of all semesters shall be conducted by the University at the end of each semester. For the students coming under Autonomous system, the end semester examination is conducted by the college. Internal evaluation is to be done by continuous assessment. Internal to external assessment ratio shall be 1:3. Both internal and external evaluations are carried out using direct grading system.

**Internal or In-Semester Assessment (ISA)**

Components of internal evaluation for a course include:

<b>Components of Theory – Internal Evaluation</b>	<b>Components of Practical-Internal evaluation</b>
Attendance	Attendance
Assignment	Lab involvement
Seminar	Record
Test paper I	Written/lab test
Test paper II	viva-voce

Weightage given for each component of internal varies according to programme.

## Attendance

% of attendance	Weightage
90 and above	A
Between 85 and 90	B
Between 80 and 85	C
Between 75 and 80	D
Below 75	E

The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of postgraduate program may be granted by the University. In the case of students coming under Autonomous system, condonation is done by the Controller of Examinations of the College.

## External or End-Semester Assessment (ESA)

Theory examinations are conducted at the end of each semester. The practical examinations are conducted at the end of each semester / year depending on the programme.

## Pattern of Questions

Sections	Type of Question	Weightage
A	Short answer type ( not exceeding 1 page)	1
B	Short essay/Problem solving type ( Not exceeding 2 pages )	2
C	Long essay type	5

Number of questions in each sections vary according to the programme.

Direct Grading System based on a **5-point** scale is used to evaluate the performance of External and Internal Examination of the students. The overall grade for a programme for certification shall be based on CGPA with a **7-point** scale. A separate minimum of **C grade** is required for

a pass for both internal evaluation and external evaluation for every course.

Further details of the programme can be had from the University website under 'PG Program Regulations for Credit Semester System (MGU-CSS-PG)'.

### **Grievances regarding internal evaluation**

There is provision for grievance redressal regarding internal evaluation which operates at four levels. Complaints regarding the internal evaluation shall be brought to the notice of the teacher concerned in the first instance. If the student is not satisfied with the decision of the teacher concerned, he may appeal to the **Departmental Grievance Redressal Committee** which shall have the head of the department, the teacher-in-charge for the particular class and the teacher against whom the complaint is made, as members. The student will also have the freedom to make further appeal to the **College Level Grievance Redressal Committee** which shall have the Principal, the Coordinator and the concerned head of the department, as members. If the student is not satisfied, he may appeal to the **University Level Grievance Redressal Committee** which consists of Pro-Vice Chancellor, Affiliation Committee Convener and the Controller of Examinations.

Any complaint regarding the internal evaluation shall be made at the earliest opportunity, preferably within two days of awarding grades. Complaints regarding scrutiny can also be placed.

### **Reappearance for internal evaluation**

- a. Candidates who fail to get D grade in internal evaluation will be given chances for redoing. In such cases they have to redo test papers, assignments, seminars before the commencement of the next examination. Additional assignments may be given to candidates instead of seminar, at the discretion HOD /Principal.
- b. Redoing of internal evaluation as directed in clause 'a' above shall be done as directions of HOD /Principal.
- c. If pass minimum grades were obtained earlier for test papers, that grade shall be carried over while redoing the internal assessment.
- d. The grades obtained after redoing (if passed) shall be carried over for those candidates who reappear for the external examination.

### Revaluation of answer books

Candidates who wish to revalue their answer books of external examination should apply to the Controller of examinations with the necessary amount of fees **within three weeks** of the publication of results of the concerned examination. Students under autonomous scheme shall apply within fifteen days after the publication of the results. Application form can be had from the university/college website.

### Scrutiny of answer books

For scrutiny of answer book a candidate should apply to the Controller of Examinations in the prescribed form with necessary amount of fees **within thirty days** of publication of result. Students under autonomous scheme shall apply within ten days after the publication of the results. Applications received after the last date will not be considered under any circumstances.

### Provisional Degree Certificate

A student can apply for provisional degree certificate after remitting the required amount of fees.

### Degree Certificate

A student can apply for degree certificate after remitting the required amount of fees. Candidates, who are in urgent need of the degree certificate, can obtain the same within 10 days by paying a special fee in addition to the fee for degree certificate, under 'fast track', after awarding of the degrees by the Syndicate.

### Terminology of expressions used

**Credit:** A unit of academic input measured in terms of weekly contact hours assigned to a course.

**Grade:** A letter symbol (**A, B, C..**) which indicates the broad level of performance of a student in an answer/course/semester/program.

**Grade Point(G):** An integer indicating the numerical equivalent of the letter grade.

**Course:** A complete unit of learning which will be taught and evaluated in a semester.

**Weight:** A numerical measure (W) quantifying the comparative range of an answer or the comparative importance assigned to



different components like theory and practical, internal and external examinations, core and complementary subjects etc.

**Grade Point Average (GPA) :** An index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade point obtained in the course by the sum of the weights of Course.

**Grace Grade Points :** Grade points awarded to course/s, as per the choice of the student, in recognition of meritorious achievements in NCC/ NSS/Sports/Arts and Cultural activities.

**Credit Point :** Value obtained by multiplying the grade point (G) by the Credit (C).

Credit point (P) =  $G \times C$

**Semester Grade Point Average (SG PA) :** It is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

**Cumulative Grade Point Average (CGPA) :** It is the value obtained by dividing the sum of credit points in all the course taken by the student for the entire program by the total number of credits and shall be rounded off to two decimal places.

**Programme :** Is the entire course of study and Examinations.

## **CREDIT POINT AND CREDIT POINT AVERAGE**

**Credit Point (CP)** of a course is calculated using the formula

**$CP = C \times GP$ , where C = Credit; GP = Grade point**

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula

**$CPA = TCP/TC$ , where TCP = Total Credit Point; TC = Total Credit**

## **EXAMINATION FEES**

Examination fees will be collected as notified by the University/ Controller of Examinations of the College as the case may be.

## **COLLEGE UNION, ALUMNI & OTHER BODIES**

### **College Union**

The College Union will be formed in accordance with the provisions in “The Constitution for the College Union” approved by the Governing Council and will function under the general guidance of the Principal and the Dean of Student Affairs. Parliamentary system will be used for the selection of members to the union.

The College Union is elected every year, to train students in duties and responsibilities of citizenship and to promote opportunities for the development of character, leadership and to promote a spirit of service. The members of the College Union will assist the authorities of the College in conducting extracurricular activities as well as in the functioning of the various clubs of the College.

The College Union consists of the secretaries of the different associations and two representatives from each class. Of the two representatives, one will be nominated on the basis of merit and the second elected from the class by vote. The Executive of the College Union is elected from these representatives and the executive takes leadership for the various activities of the student union. Dean of Student Affairs oversees the activities of the College Union.

### **St. Albert’s College Alumni Association**

The College has an Alumni Association patronised by the Archbishop of Verapoly. It aims at fostering and perpetuating friendship, fraternity and cooperation among the alumni and promoting their interest in social, literary and cultural activities, sports and games. Any former student of the College can obtain ordinary membership of the Association on payment of an annual subscription of Rs.20/- and life membership on a (lump sum) payment of Rs.200/-. The annual meeting of the Association is held on the Old Students’ Day, ie., the 26th of January. All outgoing Albertans are earnestly exhorted to enrol themselves as members of this Association. Scholarships for curricular and extra-curricular excellence are also instituted by the Association. Email: [alumni@alberts.ac.in](mailto:alumni@alberts.ac.in)

## Executive Members

Name	Office of Duty	Contact No.
Rev. Fr. Antony Arackal	Chairman (Ex-officio)	9020301030
Dr. M L Joseph	Principal (Ex-officio)	9846036293
Prof. Harry Cleetus	President	9388602754
Sri. Shine Antony	Secretary	9895403578
Dr. Vijay John Kannikkal	Treasurer	9446564246
Sri. Manu C Mathew	Vice President	9020222244
Sri. K C Joseph Paul	Vice President	9961308395
Sri. Abijith K John	Joint Secretary	9562071847

## NATIONAL CADET CORPS (NCC)-Its Motto. Unity and Discipline

The National Cadet Corps gives opportunities for military training and social service to the students without imposing on them for any active military service. St. Albert's College (Autonomous) have all the three NCC wings (Army, Navy and Airforce)

### The aims of NCC are

- ❖ To develop character, comradeship, discipline leadership, secular outlook, spirit of adventure, sportsmanship and the ideals of self-less service amongst the youth of the country.
- ❖ To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of nation.
- ❖ To provide suitable environment to motivate the youth to take up a career in the Armed Forces.

## Sanctioned Strength

Sl. No.	Officers in Charge	NCC Wing	Sanctioned Strength
1.	Dr. Jinson Joseph., Dept. of Aquaculture	Army Wing	110
2.	Lt. (Dr). M.A. Solomon, Dept. of Chemistry	Naval Wing	50
3.	Fg. Offr. Dr. Sabu M.C., Dept. of Mathematics	Air Wing	100

## **NATIONAL SERVICE SCHEME- AIM & OBJECTIVES**

Started in 1969-70 with a view of promoting social consciousness and a sense of responsibility as well as sense of discipline and dignity of labour among students, the National Service Scheme utilises the leisure time of students for two years of their college studies in various items of social service which not only helps the community but also provides an opportunity to the students to appreciate the conditions prevalent in the community. The ultimate aim of the scheme is **“to develop the personality of students through community service”**. Activities are undertaken with special emphasis on the local needs and priorities. Special camping programmes organised by the NSS during vacations have resulted in the creation of many durable community assets. When sufficiently integrated, the NSS has helped to make the academic programmes more relevant and linked with community and national goals and social and economic processes.

### **The main objectives are :**

- ❖ To work with/among people
- ❖ To engage in creative and constructive social activities.
- ❖ To enhance his/her knowledge of himself/herself and the community
- ❖ To put his/her scholarship to practical views in mitigating at least some of the problems.
- ❖ To gain skills in programme development to enable him/her for self employment.
- ❖ To bridge the gulf between the educated and the uneducated masses.
- ❖ To promote the will to serve the weaker section of the community

## ACADEMIC CALENDAR

01-Jun	Wed	Sem. III & V UG Classes & Sem. III PG Classes begins
02-Jun	Thu	
03-Jun	Fri	
04-Jun	Sat	
05-Jun	Sun	World Environment Day
06-Jun	Mon	
07-Jun	Tue	
08-Jun	Wed	World Ocean Day
09-Jun	Thu	
10-Jun	Fri	
11-Jun	Sat	
12-Jun	Sun	
13-Jun	Mon	
14-Jun	Tue	World Blood Donors Day
15-Jun	Wed	
16-Jun	Thu	
17-Jun	Fri	
18-Jun	Sat	
19-Jun	Sun	
20-Jun	Mon	World Refugee Day
21-Jun	Tue	Autonomy Official Inauguration, First semester UG class begins, International Day of Yoga

22-Jun	Wed	
23-Jun	Thu	
24-Jun	Fri	
25-Jun	Sat	
26-Jun	Sun	
27-Jun	Mon	
28-Jun	Tue	
29-Jun	Wed	
30-Jun	Thu	
01-Jul	Fri	
02-Jul	Sat	
03-Jul	Sun	
04-Jul	Mon	
05-Jul	Tue	
06-Jul	Wed	Idul- fitr (Ramzan)
07-Jul	Thu	
08-Jul	Fri	
09-Jul	Sat	
10-Jul	Sun	
11-Jul	Mon	
12-Jul	Tue	
13-Jul	Wed	Cultural Wednesday

14-Jul	Thu	
15-Jul	Fri	
16-Jul	Sat	College Foundation Day
17-Jul	Sun	
18-Jul	Mon	
19-Jul	Tue	
20-Jul	Wed	Cultural Wednesday
21-Jul	Thu	
22-Jul	Fri	
23-Jul	Sat	
24-Jul	Sun	
25-Jul	Mon	
26-Jul	Tue	
27-Jul	Wed	Cultural Wednesday
28-Jul	Thu	
29-Jul	Fri	
30-Jul	Sat	
31-Jul	Sun	
01-Aug	Mon	
02-Aug	Tue	Karkidaka Vavu
03-Aug	Wed	First semester PG class begins, Cultural Wednesday
04-Aug	Thu	

05-Aug	Fri	
06-Aug	Sat	
07-Aug	Sun	
08-Aug	Mon	
09-Aug	Tue	
10-Aug	Wed	Cultural Wednesday
11-Aug	Thu	
12-Aug	Fri	International Youth Day
13-Aug	Sat	
14-Aug	Sun	
15-Aug	Mon	Independence Day
16-Aug	Tue	
17-Aug	Wed	Cultural Wednesday
18-Aug	Thu	Inter Departmental Sports and Athletics Competitions
19-Aug	Fri	World Photography Day
20-Aug	Sat	Sadbhavana Diwas
21-Aug	Sun	
22-Aug	Mon	
23-Aug	Tue	
24-Aug	Wed	Sree Krishna Jayanthi
25-Aug	Thu	
26-Aug	Fri	



27-Aug	Sat	
28-Aug	Sun	All Kerala Table Tennis Tournament
29-Aug	Mon	All Kerala Table Tennis Tournament, National Sports Day
30-Aug	Tue	I <sup>st</sup> Internal Examination (UG)
31-Aug	Wed	Cultural Wednesday
01-Sep	Thu	
02-Sep	Fri	
03-Sep	Sat	
04-Sep	Sun	
05-Sep	Mon	Teachers Day
06-Sep	Tue	
07-Sep	Wed	Cultural Wednesday
08-Sep	Thu	
09-Sep	Fri	
10-Sep	Sat	
11-Sep	Sun	
12-Sep	Mon	Bakrid
13-Sep	Tue	First Onam
14-Sep	Wed	Thiruvonam, Hindi Day
15-Sep	Thu	Third Onam
16-Sep	Fri	Sree Narayana Guru Jayanti, World Ozone Day
17-Sep	Sat	

18-Sep	Sun	
19-Sep	Mon	
20-Sep	Tue	
21-Sep	Wed	Sree Narayana Guru Samadhi, International Day of Peace
22-Sep	Thu	Board of Studies Meeting, Students Feedback
23-Sep	Fri	Board of Studies Meeting, Students Feedback
24-Sep	Sat	
25-Sep	Sun	Social Justice Day
26-Sep	Mon	Board of Studies Meeting, Students Feedback
27-Sep	Tue	Board of Studies Meeting, Students Feedback
28-Sep	Wed	Cultural Wednesday, Board of Studies Meeting, Students Feedback
29-Sep	Thu	Board of Studies Meeting, Students Feedback
30-Sep	Fri	Board of Studies Meeting, Students Feedback
01-Oct	Sat	
02-Oct	Sun	Gandhi Jayanthi
03-Oct	Mon	I <sup>st</sup> Internal Examination ( PG), World Nature Day
04-Oct	Tue	World Animal Day
05-Oct	Wed	Cultural Wednesday
06-Oct	Thu	
07-Oct	Fri	
08-Oct	Sat	

09-Oct	Sun	Durgashtami
10-Oct	Mon	Mahanavami
11-Oct	Tue	Vijayadashami, International Girl Child Day
12-Oct	Wed	Muharram
13-Oct	Thu	II <sup>nd</sup> Internal Examination (UG)
14-Oct	Fri	
15-Oct	Sat	
16-Oct	Sun	World Food Day
17-Oct	Mon	
18-Oct	Tue	
19-Oct	Wed	Cultural Wednesday
20-Oct	Thu	
21-Oct	Fri	
22-Oct	Sat	
23-Oct	Sun	
24-Oct	Mon	
25-Oct	Tue	
26-Oct	Wed	Study Leave for I Semester UG students
27-Oct	Thu	Study Leave for I Semester UG students
28-Oct	Fri	Study Leave for I Semester UG students
29-Oct	Sat	Study Leave for I Semester UG students- Deepavali

30-Oct	Sun	Study Leave for I Semester UG students, Rastriya Ekta Diwas
31-Oct	Mon	Study Leave for I Semester UG students
01-Nov	Tue	Study Leave for I Semester UG students
02-Nov	Wed	End Semester Examination (UG)
03-Nov	Thu	
04-Nov	Fri	
05-Nov	Sat	
06-Nov	Sun	
07-Nov	Mon	World Cancer Awareness Day
08-Nov	Tue	
09-Nov	Wed	Cultural Wednesday
10-Nov	Thu	
11-Nov	Fri	
12-Nov	Sat	
13-Nov	Sun	
14-Nov	Mon	Second Semester UG Class begins
15-Nov	Tue	St. Albert's Day
16-Nov	Wed	
17-Nov	Thu	
18-Nov	Fri	
19-Nov	Sat	

20-Nov	Sun	
21-Nov	Mon	II <sup>nd</sup> Internal Examination
22-Nov	Tue	
23-Nov	Wed	Cultural Wednesday
24-Nov	Thu	
25-Nov	Fri	
26-Nov	Sat	
27-Nov	Sun	
28-Nov	Mon	
29-Nov	Tue	
30-Nov	Wed	Cultural Wednesday
01-Dec	Thu	World Aids Day
02-Dec	Fri	
03-Dec	Sat	
04-Dec	Sun	
05-Dec	Mon	
06-Dec	Tue	
07-Dec	Wed	Cultural Wednesday
08-Dec	Thu	Study Leave for I Semester PG students
09-Dec	Fri	Study Leave for I Semester PG students
10-Dec	Sat	Study Leave for I Semester PG students, Human Rights Day

11-Dec	Sun	Study Leave for I Semester PG students
12-Dec	Mon	Id-e-Milad, Study Leave for I Semester PG students
13-Dec	Tue	I <sup>st</sup> Internal Examination (UG) Study Leave for I Semester PG students
14-Dec	Wed	End Semester Examination I ( PG) Cultural Wednesday, National Energy Conservation Day
15-Dec	Thu	
16-Dec	Fri	
17-Dec	Sat	
18-Dec	Sun	
19-Dec	Mon	
20-Dec	Tue	
21-Dec	Wed	
22-Dec	Thu	
23-Dec	Fri	Kisan Diwas
24-Dec	Sat	
25-Dec	Sun	Christmas
26-Dec	Mon	
27-Dec	Tue	
28-Dec	Wed	
29-Dec	Thu	
30-Dec	Fri	
31-Dec	Sat	

01-Jan	Sun	New Year
02-Jan	Mon	Second semester PG class begins
03-Jan	Tue	
04-Jan	Wed	Cultural Wednesday
05-Jan	Thu	
06-Jan	Fri	
07-Jan	Sat	
08-Jan	Sun	
09-Jan	Mon	
10-Jan	Tue	Staff Games
11-Jan	Wed	Cultural Wednesday
12-Jan	Thu	National Youth Day
13-Jan	Fri	Annual Athletic Meet for Students
14-Jan	Sat	Annual Athletic Meet for Staff
15-Jan	Sun	
16-Jan	Mon	
17-Jan	Tue	
18-Jan	Wed	Cultural Wednesday
19-Jan	Thu	
20-Jan	Fri	
21-Jan	Sat	
22-Jan	Sun	

23-Jan	Mon	
24-Jan	Tue	
25-Jan	Wed	Cultural Wednesday, Indian Tourism Day, Indian Voter Day
26-Jan	Thu	Republic day
27-Jan	Fri	
28-Jan	Sat	
29-Jan	Sun	
30-Jan	Mon	
31-Jan	Tue	
01-Feb	Wed	Cultural Wednesday
02-Feb	Thu	
03-Feb	Fri	
04-Feb	Sat	
05-Feb	Sun	
06-Feb	Mon	IInd Internal Examination (UG)
07-Feb	Tue	
08-Feb	Wed	Cultural Wednesday
09-Feb	Thu	
10-Feb	Fri	
11-Feb	Sat	
12-Feb	Sun	
13-Feb	Mon	Ist Internal Examination (PG)



14-Feb	Tue	
15-Feb	Wed	
16-Feb	Thu	
17-Feb	Fri	
18-Feb	Sat	
19-Feb	Sun	
20-Feb	Mon	
21-Feb	Tue	
22-Feb	Wed	Cultural Wednesday
23-Feb	Thu	
24-Feb	Fri	Maha Shivaratri
25-Feb	Sat	
26-Feb	Sun	
27-Feb	Mon	
28-Feb	Tue	National Science Day
01-Mar	Wed	Cultural Wednesday
02-Mar	Thu	
03-Mar	Fri	
04-Mar	Sat	
05-Mar	Sun	
06-Mar	Mon	Practical Examination(UG)
07-Mar	Tue	

08-Mar	Wed	Cultural Wednesday, International Womens Day
09-Mar	Thu	
10-Mar	Fri	
11-Mar	Sat	Study leave II Semester UG students
12-Mar	Sun	Study leave II Semester UG students
13-Mar	Mon	Study leave II Semester UG students
14-Mar	Tue	Study leave II Semester UG students
15-Mar	Wed	Study leave II Semester UG students
16-Mar	Thu	Study leave II Semester UG students
17-Mar	Fri	Study leave II Semester UG students
18-Mar	Sat	Study leave II Semester UG students
19-Mar	Sun	Study leave II Semester UG students
20-Mar	Mon	End Semester Examination (UG)
21-Mar	Tue	World Forest Day
22-Mar	Wed	Cultural Wednesday, World Day of Water
23-Mar	Thu	
24-Mar	Fri	Ind Internal Examination (PG)
25-Mar	Sat	
26-Mar	Sun	
27-Mar	Mon	
28-Mar	Tue	
29-Mar	Wed	Cultural Wednesday

30-Mar	Thu	
31-Mar	Fri	
01-Apr	Sat	Staff Meeting
02-Apr	Sun	
03-Apr	Mon	
04-Apr	Tue	
05-Apr	Wed	
06-Apr	Thu	
07-Apr	Fri	World Health Day
08-Apr	Sat	
09-Apr	Sun	
10-Apr	Mon	
11-Apr	Tue	
12-Apr	Wed	
13-Apr	Thu	Maundy Thursday
14-Apr	Fri	Good Friday, Vishu, Dr. Ambedkar Jayanthi
15-Apr	Sat	
16-Apr	Sun	Easter
17-Apr	Mon	
18-Apr	Tue	
19-Apr	Wed	
20-Apr	Thu	

21-Apr	Fri	
22-Apr	Sat	World Earth day
23-Apr	Sun	World Books Day
24-Apr	Mon	
25-Apr	Tue	
26-Apr	Wed	World Intellectual Property Day
27-Apr	Thu	
28-Apr	Fri	
29-Apr	Sat	Study Leave for II Semester PG students
30-Apr	Sun	Study Leave for II Semester PG students
01-May	Mon	International Labour Day, Study Leave for II Semester PG students
02-May	Tue	End Semester Examination ( PG)
03-May	Wed	
04-May	Thu	
05-May	Fri	
06-May	Sat	
07-May	Sun	
08-May	Mon	
09-May	Tue	
10-May	Wed	
11-May	Thu	National Technology Day
12-May	Fri	

13-May	Sat	
14-May	Sun	
15-May	Mon	
16-May	Tue	
17-May	Wed	
18-May	Thu	
19-May	Fri	
20-May	Sat	
21-May	Sun	
22-May	Mon	International Biodiversity Day
23-May	Tue	
24-May	Wed	
25-May	Thu	
26-May	Fri	
27-May	Sat	
28-May	Sun	
29-May	Mon	
30-May	Tue	
31-May	Wed	

\*Practical PG 2017 June 6





