

PROFILE OF THE STUDENT

Name:

Permanent Address with Pincode:

Temporary Address with Pincode:

Home Phone :

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 Parent/Guardian:

Name of the Tutor:

Mob:

CONTENTS

Profile of The Student	1
Vision & Mission.....	3
The College: A Brief History.....	5
Important Events	8
Academic Programmes Offered.....	14
Programmes Offered By Centres / Institutes	18
Succession List.....	23
Councils & Committees.....	25
Governing Council	25
College Rules & Regulations.....	49
List of Faculty Members & Research Guides.....	62
Department of Botany	62
Department of Business Administration.....	63
Department of Chemistry	65
Department of Commerce	67
Department of Computer Science	70
Department of Economics	71
Department of English	72
Department of Fisheries & Aquaculture	73
Department of Linguistics	75
Department of Mathematics	76
Department of Physical Education	78
Department of Physics	78
Department of Social Work	79
Department of Space Sciences	79
Department of Zoology	80
Departments of Vocational Studies	81
Centres / Institutes	87
List of Administrative Staff Members.....	90
Examination Regulations	95
College Union, Alumni, NCC & NSS	106
Academic Calendar	110

VISION & MISSION

Vision

To be a centre of excellence in all our endeavours, focusing on learning outcomes, 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 innovative and growth-oriented ambience to create knowledge, develop social consciousness and civic responsibilities. We do everything in our capacity to ensure excellent standards that would secure them higher learning, employability, research aptitude, leadership and life skills.

Quality Policy

St. Albert's College (Autonomous) is committed to imparting quality education and aims at being a global institution through incessant enhancement of its pedagogic capacity by pursuing global canons of distinction in all endeavors namely teaching, research, and consultancy. Collaborating with industry, other institutions and organizations for reciprocal benefit, St. Albert's College is committed to achieve academic excellence, accord high quality education, training, expertise in various skill development programs, thereby enhancing the inherent abilities, competencies and thinking processes of students.

The College is committed to comply with the requirements and continually improve the effectiveness of quality management system through ingenuity, team work and acclimatization to change and play a catalytic role to achieve national, regional and global harmony.

The College focuses on developing a student-centred institution which nurtures and promotes the talents of its students and prepares them to make a positive contribution to society, ensuring that the staff and students are cognizant of the significance of ethical behaviour and social responsibility across all economic, social and cultural realms.

Objectives

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

Our Motto

- For Truth and Service

THE COLLEGE: A BRIEF HISTORY

St. Albert's College is an Autonomous Institution situated at the heart of the city of Kochi, affiliated to the Mahatma Gandhi University, Kottayam 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 premier 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 functioning on 16 July 1946 in the old High School building with 150 students in the Intermediate Class. Degree programmes 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 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 their predecessor. The contributions made by the Rt. Rev. Msgr. Emmanuel Lopez and the late Auxiliary Bishop the Rt. Rev. Dr. Antony Thannikot 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, who was a visionary and philosopher, the College scaled great heights in academic excellence.

In 2009, the College was awarded 'A' grade by NAAC. In 2016 NAAC reaccredited the College at 'A' grade for the 2nd time, which was achieved during the time of Most Rev. Dr. Francis Kallarackal, the former patron. In 2016 March, the University Grants Commission granted Autonomous status to the College. In 2017, the College was recertified for ISO 9001: 2015 by TUV Rheinland. The College has also been selected under FIST scheme of DST and Star College Programme of DBT. Today, with 30 Under Graduate Programmes, 16 Post Graduate Programmes including Master's Programmes in Space Science and Technology, Business Administration, Social Work, one Integrated Postgraduate Programme in Statistics and 7 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. Joseph Kalathiparambil, 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 ഉൽക്കലബംഗ!
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
മദ്ധ്യസ്ഥനായിരുന്നു ശക്തി നൽകിട്ടും

* കൊളോണിൽ സ്വാബിയം 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 Archdiocese, under the direction from then Archbishop of Verapoly, His Grace the Most Rev. Dr. Leonardo Mellano.
- 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, Zoology 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 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. started.
- 1983 M.Sc. Chemistry 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 3rd Patron.
- 1987 Rev. Dr. Joseph Thaikoodan took charge as the Manager.
- 1987 Prof. A. J. Benjamin appointed as the seventh Principal.
- 1988 Albertian Centre for Computer Studies started.
- 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 & Fisheries started.
- 1996 Purchased 3.25 acres of land at Pizhala and developed a modern aquaculture demonstration Farm.
- 1996 New College Auditorium Pappali Hall inaugurated.

- 1996 Celebrated Golden Jubilee Year.
- 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 Centres in Commerce & Mathematics 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 in Chemistry started.
- 2000 New Seminar Hall (Archbishop Bernard Hall) opened.
- 2000 B.A. English started.
- 2001 B.Sc. Industrial Chemistry started.
- 2002 C.A. Professional Education – II started.
- 2002 College declared Complete Computer Literate.
- 2002 College Chapel Blessed.
- 2002 M.Sc. Aquaculture and Fisheries Started
- 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 the Art Basket Ball court 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.
- 2005 M.Sc. Zoology Started
- 2006 Diamond Jubilee Celebrations.
- 2006 Albertian Institute of Management (AIM) was blessed by the Most Rev. Dr. Daniel Acharuparambil on 17th May 2006 and started M.B.A.
- 2006 Co-education introduced to 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 Centres in Zoology & 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 postgraduate courses.
- 2009 26th 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 recertified 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 under the guidance of ISRO
- 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 scheme, 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 & Renewable Energy Started.
- 2014 Inauguration of Ornamental Fish Cultural Lab.
- 2014 Rev.Fr. Christy David Pathiala, took charge as Assistant Manager.
- 2015 Foundation laid for Platinum Jubilee Memorial Building.
- 2015 Immanuel Hall, Bernard Hall and Board Room inaugurated.

- 2015 APPLE MAC Lab inaugurated.
- 2015 Centralised FIST Instrumentation Lab inaugurated.
- 2015 M.S.W., B.Sc. Computer Science(SF) & B.Com. Taxation (SF) started.
- 2015 Research Centre in Aquaculture started.
- 2016 Five Year Long Platinum Jubilee Celebration Began.
- 2016 Blessing and Inauguration of First Phase of Platinum Jubilee Memorial Building.
- 2016 Dr. M.L. Joseph appointed as the 16th Principal.
- 2016 Dr. Sadanandan V S appointed as the Vice Principal.
- 2016 Dr. Titus Correya reappointed as the Vice Principal.
- 2016 College nationally accredited at 'A' Grade by NAAC for 2nd consecutive time.
- 2016 St. Albert's College was granted fresh Autonomous status by UGC.
- 2016 Albertian Centre for Language Studies started.
- 2016 Albertian Centre for Social Research and Civic Studies started.
- 2016 St. Albert's Voluntary Executive (SAVE) & Albertian English Learning Programme (AELP) started.
- 2016 Green Energy project, 40 kV solar power grid installed.
- 2017 Archbishop Dr. Joseph Kalathiparambil took charge as the 6th patron.
- 2017 Organised Albertian International Educational Expo & Knowledge Summit.
- 2017 Rev.Fr. Joseph Sherin Chemmayath took charge as Assistant Manager.
- 2017 Centre for Competitive Studies was established and started Civil Service Grooming Programme (Residential) in association with KRLCC.
- 2017 Best Albertian Student Award & Best Student Award for passing out batch of each programme was constituted.
- 2018 Albertian Academy for Sports and Health Studies started.
- 2018 Physical Education Centre inaugurated at Sports Campus, Kaloor.
- 2018 College ranked (NIRF) between 100 - 150 by MHRD.
- 2018 Albertian Centre for Culture and Heritage started.
- 2018 Albertian Centre for Spiritual Studies started.
- 2018 Albertian Incubation Centre was established.
- 2018 Albertian Centre for Human Resource Development &

- Research was established.
- 2018 Albertian Space Observatory installed.
- 2018 Rev. Fr. John Christopher Vadassery took charge as Bursar and Vice Principal.
- 2019 Rev. Fr. Jolly John Odathackal took charge as Vice Chairman and Assistant Manager.
- 2019 Ms. Rosalind Gonzaga took charge as Vice Principal.
- 2019 B.Voc.Retail Management, B.Voc. Travel and Tourism and B.Voc Fitness Management started.
- 2019 B.Voc. Commercial Aquaculture, B.Voc. Software Development and B.Voc. Professional Accounting & Taxation UGC approved
- 2019 Melano Hall (Seminar Hall) Inaugurated
- 2020 College ranked (NIRF) 97 by MHRD
- 2020 Dr. Nelson Rodrigues appointed as the 17th Principal
- 2020 Accordion (Video center) was inaugurated
- 2020 Integrated programme in Basic Sciences-Statistics started
- 2021 Dr. M. A. Solomon appointed as the 18th Principal
- 2021 Rev. Fr. Dr. Antony Thoppil took charge as Associate Manager
- 2021 Rev. Fr. John Christopher Vadassery took charge as Registrar
- 2021 Rev. Fr. Jolly John Odathackal took charge as Bursar
- 2021 Dr. Sabu M. C. took charge as Vice Principal
- 2021 Rev. Fr. Dr. Antony Thoppil took charge as Manager
- 2021 Rev. Fr. Christy David Pathiala took charge as Associate Manager
- 2022 Rev. Fr. Vincent Naduvilaparambil took charge as Bursar
- 2022 Renovated D-Block of the College blessed
- 2022 Dr. Bijoy V. M. appointed as the 19th Principal
- 2022 Dr. Augustine K. J. took charge as Vice Principal
- 2022 Dr. Retina I. Cleetus took charge as Vice Principal

ACADEMIC PROGRAMMES OFFERED

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

A. Arts

1. **B. A. Economics**, Social formations in Pre-modern India and Transition to the Contemporary World & Political Science
2. **B. A. English** Language and Literature in English
Politics & Evolution of Literary Movements
3. **B. A. English Triple Main** - Literature, Communication and Journalism (SF) (AN)
4. **B. Voc. Journalism and Mass Communication**(SF) (AN)

B. Commerce

5. **B. Com. Taxation**
6. **B. Com. Computer Applications** (SF)
7. **B. Com. Taxation**(SF) (AN & FN)
8. **B. Com. Cooperation** (SF) (AN)
9. **B. Voc. Professional Accounting and Taxation** (SF) (AN)

C. Science

10. **B. Sc. Mathematics** (Statistics & Physics)
11. **B. Sc. Physics** (Mathematics & Chemistry)
12. **B. Sc. Chemistry** (Mathematics & Physics)
13. **B. Sc. Industrial Chemistry** (Mathematics)
14. **B. Sc. Botany** (Chemistry & Zoology)
15. **B. Sc. Zoology** (Chemistry & Botany)
16. **B. Sc. Aquaculture** (Biochemistry & Zoology)
17. **B. Sc. Industrial Fisheries** (Biochemistry & Zoology) (SF)
18. **B. Voc. Renewable Energy** (SF)
19. **Integrated Programme in Basic Sciences** - Statistics
(5 years)

20. **B. Voc. Commercial Aquaculture** (SF) (AN)
21. **B. Voc. Fish Post Harvest Technology and Management** (SF) (AN)

D. Management Studies

22. **B. B. A.** (SF)
23. **B. B. M.** (SF)
24. **B. Voc. Logistics Management** (SF)
25. **B. Voc. Travel & Tourism** (SF)
26. **B. Voc. Retail Management** (SF)

E. Professional

27. **B. Voc. Fitness Management and Personal Training** (SF)
28. **B. Voc. Medical & Psychiatric Social work** (SF)
29. **B. Voc. Sports Nutrition and Physiotherapy** (SF) (AN)

F. Computer & IT

30. **B. Sc. Computer Science**
31. **B. Voc. Software Development**

TWO YEAR POST GRADUATE COURSES (4 Semesters)

A. Arts

1. **M. A. Economics**
2. **M. A. English** (SF)

B. Commerce

3. **M. Com. Financial Management**
M. Com. Financial Management (SF)

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 (SF)
9. **M. Sc. Applied Fisheries & Aquaculture** (SF)
11. **M. Sc. Space Science and Technology** (SF)
12. **M. Sc. Computer Science** (SF)
13. **M. Voc. Renewable Energy** (SF)

D. Management Studies

14. **M. B. A.** with specialisation in Finance, Marketing, Information Systems, Human Resource Management, and Operations Management
15. **M. Voc. Logistics & Supply Chain Management** (SF)

E. Professional

16. **M. S. W.** with specialisation in medical and psychiatry, Family and Child Welfare, Community Development.

RESEARCH CENTRES AND AREAS

1. Commerce
2. Mathematics
3. Chemistry
4. Zoology
5. Botany
6. Ocean Science and Technology
(Bio Chemistry, Aquaculture and Microbiology)
7. Management & Entrepreneurship

Certificate / Diploma Programme offered by various Departments

Sl. No.	Certificate Course in	Department	Credit	Duration
1	R Programming	Mathematics	2	3 Months
2	Numerical and Reasoning Ability	Mathematics	2	3 Months
3	PYTHON Programming for Beginners	Mathematics	2	3 Months

4	Herbarium Methodology	Botany	2	30 hrs (18 hour Theory & 12 hour practical)
5	Basic Microbial Techniques	Zoology	2	30 hrs (15 hour Theory & 15hour practical)
6	Water Quality Management	Chemistry	2	30 hrs (15 hour Theory & 15hour practical)
7	LATEX	Physics	1	15 Hours
8	Introduction to Observational Astronomy	Space Science and Technology	2	30 hrs (15 hour Theory & 15hour practical)
9	Entrepreneurship in Solar Photovoltaic System	Renewable Energy	2	30 hours (6 months)
10	Aquarium Keeping & Ornamental Fish Rearing	Fisheries and Aquaculture	8	165 hrs (75 hour Theory & 90 hour practical)
11	Aquaponic Recirculatory Aquaculture Systems	Fisheries and Aquaculture	8	165 hrs (80 hour Theory & 80 hour practical)
12	Internet of Things (Iot)	Computer Science	3	45 Hours
13	English Language Communication-AELP	English	2	30 Hrs
14	Bank Management	Economics	4	60 Hrs
15	Human Rights	Economics		6 months
16	Entrepreneurship Development	Economics	2	30 Hrs

17	Online Trading and Mutual Fund Management	Commerce	2	30 hrs (20 hour Theory & 10 hour practical)
18	Taxation	Commerce (SF)	3	45 hrs (20 hour Theory & 25 hour practical)
19	Computerized Accounting	Commerce (SF)	3	45 hrs (21 hour Theory & 24 hour practical)
20	Personal Enhancement Lab	Logistics	2	30 hrs
21	Counseling Skills	AIM	2	32 Hrs
22	Digital Marketing	AIM	2	32 Hrs
23	Research Analyst	AIM	2	22 Hrs
24	Equity Derivatives	AIM	2	22 Hrs
25	Venture Management	BBA	2	30 Hrs
26	Cosmetics & Sanitary Formulation	Chemistry	2	30 hrs (15 hour Theory & 15hour practical)

PROGRAMMES OFFERED BY CENTRES / INSTITUTES

ALBERTIAN CENTRE FOR COMPUTER STUDIES

Office Ph: (0484)2394225, 8330887772, 8330887774

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

Courses offered

Sl. No.	Course	Qualification	Duration
1	Certificate Course in Computer Basics	S.S.L.C	1 month (30 hours practical)

2	Certificate Course in MS Office (Windows, Ms Word, Ms Excel & Ms Power point)	S.S.L.C	2 months (50 hours Practical)
3	Certificate Course in Financial accounting - Tally ERP9	S.S.L.C. / Plus Two	3 months(15 hours Theory and 45 hours Practical)
4	Certificate Course in Peachtree Accounting - Foreign Accounting	S.S.L.C. / Plus Two, Tally	1 month (30 hours Practical)
5	Certificate Course in Adobe PageMaker	S.S.L.C., awareness of computer basics	1 month (30 hours Practical)
6	Certificate Course in Computer Typing (English / Malayalam)	Awareness of computer basics	As per the performance
7	Certificate Course in 'C' programming	Plus Two, awareness of computer basics	1 month (30 hours Practical)
8	Certificate Course in C++ programming	Plus Two, awareness of computer basics	2 months (50 Hours Practical)
9	Certificate course in Desk Top Publishing (DTP) (Adobe PageMaker, Corel Draw, Photoshop & Malayalam Typing)	S.S.L.C/ Plus Two	3 months (75 Hours Practical)
10	Certificate Course in Web designing (HTML, CMS, Word Press, CSS)	Plus Two and awareness of computer basics	1 month (10 Hours Theory & 20 Hours Practical)

11	Diploma in computer applications (DCA) (MS Office, Computer Typing - Malayalam & English, Hardware, & PageMaker)	Plus Two	6 months (120 Hours Practical)
12	Diploma in Financial Accounting (DFA) (MS Office, Tally)	Plus Two	6 months (15 Hours Theory & 95 Hours Practical)
13	Certificate course in Apple Mac Operating System	Awareness of Windows Operating System, MS Office	1 month (25 Hours Practical)

ALBERTIAN CENTRE FOR CULTURE AND HERITAGE

Office Ph: (0484)2394225, 8330887772, 8330887774

E-mail: acch@alberts.edu.in, mail@alberts.edu.in

Courses offered

Sl. No.	Course	Duration
1	Certificate course in Vocal(Eastern)	5 Months (40 Hours)
2	Certificate course in Vocal(Western)	5 Months (40 Hours)
3	Certificate course in Violin	5 Months (40 Hours)
4	Certificate course in Key board & Piano	5 Months (40 Hours)
5	Certificate course in Guitar	5 Months (40 Hours)
6	Certificate course in Tabala	5 Months (40 Hours)
7	Certificate course in Drums	5 Months (40 Hours)
8	Certificate course in Vocal	5 Months (40 Hours)
9	Certificate course in Drawing	5 Months (40 Hours)
10	Certificate course in Dance	5 Months (40 Hours)

ALBERTIAN CENTRE FOR LANGUAGE STUDIES

Office Ph: (0484)2394225, 8330887772, 8330887774

E-mail: acsls@alberts.edu.in, mail@alberts.edu.in

The Albertian English Language Programme (AELP)

The AELP is a compulsory certificate course in English for the first year undergraduate students of the college. The aim of the course is to acquaint the learners with the English language, especially the spoken component. At the end of the course, the learner is expected to use English language fluently.

Total Credits: 02	Class Days: Mondays & Thursdays
Contact Hours: 36	Time: 2 - 3 pm

ALBERTIAN CENTRE FOR SOCIAL RESEARCH AND CIVIC STUDIES

Office Ph: (0484)2394225, 8330887772, 8330887774

E-mail: acsrrcs@alberts.edu.in, mail@alberts.edu.in

SAVE for Social Welfare

SAVE is one of the initiatives of the centre through which the college encourages students to go beyond curriculum. The value of education is now a day measured in terms of the students' impact society. Hence knowledge about the society where the student is also a member is important. This programme aims at making the students committed to the cause of social welfare. The major objectives of this programme are to develop social commitment and civic responsibility for arousing social consciousness, to develop a sense of ethical responsibility and empowering youth, to develop overall personality through empathy, non possessive warmth and genuineness through collective cooperation.

ALBERTIAN CENTRE FOR SPIRITUAL STUDIES

Office Ph: (0484)2394225, 8330887772, 8330887774

E-mail: acss@alberts.edu.in, mail@alberts.edu.in

The Albertian Centre for Spiritual Studies focuses on formation of those in pastoral ministries (clergy, catechists, youth workers and religious). It includes spiritual development and faith-based leadership in their respective areas. Through their course of study and their spiritual formation leaders in ministry are equipped to be influential in the lives of those they touch and the community in which they live.

ALBERTIAN ACADEMY FOR SPORTS AND HEALTH STUDIES

Office Ph: (0484)2394225, 8330887772, 8330887774

E-mail: asa@alberts.edu.in, mail@alberts.edu.in

The Sports Campus of St. Albert's College (Autonomous) is located near Jawaharlal Nehru International Stadium, Kaloor with separate facilities for indoor and outdoor games. Separate play grounds for Cricket, Football, Hockey, Basket Ball, Hand ball, Volley Ball, Tennis, Kabaddi, Kho-Kho and for various track and field sports indoor courts for Badminton, Table Tennis, Chess, Judo, Taekwondo Wrestling and Caroms is available in the college sports campus. A state of the art multi gymnasium is another of the highlights.

ALBERTIAN INCUBATION CENTRE

Office Ph: (0484)2394225, 8330887773, 8330887774

E- mail: aic@alberts.edu.in, mail@alberts.edu.in

Albertian Incubation Centre coordinates and leverages the synergies in various strands of excellence driving innovation and entrepreneurship at St. Albert's College, consisting of cutting edge research, industrial interactions, business acumen etc. Our Incubation Centre offers opportunity to budding entrepreneurs to set up their business through training programs, seminars, and through various initiatives for starting enterprises. IEDC-St. Albert's, gets the support of Kerala Start-Up Mission, Kerala Start-Ups, KSIDC etc.

ALBERTIAN CENTRE FOR HUMAN RESOURCE DEVELOPMENT AND RESEARCH

Office Ph: (0484)2394225, 8330887773, 8330887774

E- mail: hrdr@alberts.edu.in, mail@alberts.edu.in

Albertian Centre for HRDR focuses to organize workshops, seminars and training programmes for human resource development. The other functions of HRDR include carrying out consultancy in human resource development for various companies, institutions and corporate offices and carrying out research in the field of human resource development. HRDR tries to build up a network with various higher educational institutions at state, national and international levels.

ALBERTIAN CENTRE FOR E- LEARNING

Office Ph: (0484)2394225, 8330887774, 8330887775

E- mail: el@alberts.edu.in, mail@alberts.edu.in

The Albertian Centre for E-learning offers the ability to share material in all kinds of formats such as videos, slideshows, word documents, and PDFs. Conducting webinars (live online classes) and communicating with professors via chat and message forums is also an option available to users. There is a plethora of different e-learning systems (otherwise known as Learning Management Systems, or LMSs for short) and

methods, which allow for courses to be delivered. With the right tool, various processes can be automated such as a course with set materials and automatically marked tests. The Albertian Centre for E-learning makes E-learning is an affordable (and often free) solution which provides the learners with the ability to fit learning around their lifestyles, effectively allowing even the busiest person to further a career and gain new qualifications.

SUCCESSION LIST OF MANAGERS

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|--|--------------|
| 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., L.L.B. | 2013 -2021 |
| 10. Rev. Fr. Dr. Antony Thoppil, M. A., S.L.D. | 2021 onwards |

SUCCESSION LIST OF ASSOCIATE MANAGERS

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| 1. Rev. Fr. Dr. Antony Thoppil, M. A., S.L.D. | 2021-2021 |
| 2. Rev. Fr. Christy David P, M.C.A. | 2021 onwards |

SUCCESSION LIST OF ASSISTANT MANAGERS

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| 1. Rev. Fr. Christy David P, M.C.A. | 2015-2021 |
| 2. Rev. Fr. Joseph Sherin Chemmayath M.A., M.S.W. | 2017-2019 |
| 3. Rev. Fr. Jolly John Odathakal, B.A., B.Ed., M.Sc., M.S.W. | 2019-2021 |
| 4. Rev. Fr. Vincent Naduvilaparambil B.A., M.S.W. | 2021 onwards |

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| 2. Rev. Dr. Luke Burke, O.F.M., M.A., Ph.D. | 1947-1949 |
| 3. Prof. and Grand Chevalier L. M. Pylee, M.A., B.L. | 1949-1956 |

4. Very Rev. Msgr. Xavier Kaniampurath, M.A., L.Ph., LD.	1956-1973
5. Rev. Dr. Augustine O. Konnullu, M.A., Ph.D., L.Ph., LD.	1973-1978
6. Rev. Fr. Antony J. Panackal, M.A., L.Ph., LD.	1978-1985
7. Prof. C. B. Peter, M.Sc.	1985-1987
8. Prof. A. J. Benjamin, M.A.	1987-1992
9. Prof. Joseph Leslie Nedungadan, M.A.	1992-1993
10. Prof. Mathew Pylee, M.A.	1993-1994
11. Prof. P. G. Michael, M.Sc.	1994-1996
12. Prof. Mathew J. Vaz, M.Com., M.B.A.	1996-1999
13. Prof. M.R. Joseph, M.Sc.	1999-2003
14. Prof. P. J. Leslie, M.A.	2003-2007
15. Prof. Robert Stanley, T.P., M.Sc.	2007-2012
16. Prof. Harry Cleetus, M.Sc.	2012-2016
17. Dr. M.L. Joseph, M.Sc., Ph.D.	2016-2020
18. Dr. Nelson Rodrigues M.Sc., Ph.D.	2020-2021
19. Dr. M. A. Solomon M.Sc., Ph.D.	2021-2022
20. Dr. Bijoy V. M. M.F.Sc., Ph.D.	2022 onwards

SUCCESSION LIST OF VICE PRINCIPALS

1. Prof. Robert Stanley T.P., M.Sc.	2003-2007
2. Dr. Titus Correya, M.A., M.Phil, Ph.D.	2007-2010
3. Prof. Harry Cleetus, M.Sc.	2010-2012
4. Dr. Cyriac Mathew, M.Sc, PhD.	2012-2014
5. Dr. Jude Martin Mendez, M.Sc., Ph.D.	2014-2016
6. Dr. V.S. Sadanadan, M.A., Ph.D.	2016-2019
7. Dr. Titus Correya, M.A., M.Phil., Ph.D.	2016 -2018
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9. Dr. Rosalind Gonzaga, M.Com, M.B.A, B.Ed., Ph.D.	2019-2022
10. Dr. Sabu M. C., M.Sc., Ph.D.	2021-2022
11. Dr. Augustine K. J., M.A., B.Ed., Ph. D.	2022 onwards
12. Dr. Retina I. Cleetus M.Sc., Ph.D.	2022 onwards

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3. M.G.U. Finance Officer
4. Dr. Louie Frobél P. G.

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6. Mr. T. I. Joseph
7. Mr. Vincent Pinto
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25. Ms. Arsha Sathyan
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24. Ms. Nimmy Joseph
25. Ms. Amrutha Raveendran
26. Ms. Govind Pradeep
27. Ms. Krishnendu R.

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2. Dr. Bijoy V. M.
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4. Dr. Anna Ancy Antony
5. Dr. Arun Babu
6. Dr. Divya Mary iase
7. Mr. Nidhin Johny
8. Ms. Asha Maria Thomas
9. Mr. T. I. Joseph
10. Mr. Vincent Pinto
11. Ms. Leeben Ann
12. Ms. Amy Varghese

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4. Mr. Sivakumar G.
5. Mr. Abinash John Peter
6. Dr. Shobita P. S.

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6. Ms. Subitha Sudheer
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21. Ms Akhila Lal
22. Dr. Jitha G. Nair
23. Ms. Minitha Susan Joseph
24. Ms. Deena Joseph Arackkal
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1. Dr. Bijoy V. M.
2. Fr. Vincent Naduvilaparambil

3. Dr. Augustine K. J.
4. Dr. Retina I. Cleetus
5. Dr. Sabu M. C.
6. Fr. Varghese John Christopher
7. Dr. Rosalind Gonzaga
8. Ms. Jeema Jose

Internal Account Audit Committee

1. Dr. Antony Thoppil
2. Fr. Vincent Naduvilaparambil
3. Ms. Leeben Ann
4. Fr. Varghese John Christopher
5. Mr. T. I. Joseph
6. Mr. Vincent Pinto
7. Ms. Amy Varghese
8. Department Treasures

Staff Grievance Redressal Cell

1. Dr. Antony Thoppil
2. Fr. Christy David Pathiala
3. Fr. Vincent Naduvilaparambil
4. Dr. Bijoy V. M.
5. Fr. Varghese John Christopher

College Grievance Redressal Cell

1. Dr. Bijoy V. M.
2. Fr. Vincent Naduvilaparambil
3. Fr. Varghese John Christopher
4. Dr. Augustine K. J.
5. Dr. Retina I. Cleetus
6. Concerned HoD

7. Concerned Tutor

Department Grievance Redressal Cell

1. HoD (Chairman)
2. Department Secretary
3. Tutor

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1. Ms. Drishya K. Reghuvaran (Presiding Officer)
2. Dr. Retina I. Cleetus (Faculty Member)
3. Dr. Nisha Thomji (Faculty Member)
4. Dr. Augustine K. J. (Faculty Member)
5. Dr. Geo Jos Fernandez (Faculty Member)
6. Dr. Deepthi Augustine (Faculty Member)
7. Mr. Sharan Hilary (Faculty Member)
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9. Ms. Franciya Joseph U. (Non-Faculty Member)
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10. Dr. Anna Ancy Antony
11. Dr. Arun Babu K. P.
12. Dr. Divya Mary Diase
13. Mr. Shine Antony
14. Mr. Nidhin Johny
15. Ms. Asha Maria Thomas

Sports Campus Committee

1. Rev. Dr. Antony Thoppil
2. Fr. Vincent Naduvilaparambil
3. Mr. Anty T. J.
4. Mr. B. J. Josey
5. Dr. Sajeev Jose

6. Dr. Sabu M. C.
7. Dr. Vibin M.
8. Mr. John Sinoj

Accordion: Educational Digital Multimedia Centre

1. Rev. Dr. Antony Thoppil
2. Fr. Varghese John Christopher
3. Mr. Arun Zion
4. Ms. Krishnendhu R.
5. Ms. Carol Savio Fernandez
6. Mr. Evan Elvin Figarado

Digital Infrastructure Development Cell

1. Rev. Dr. Antony Thoppil
2. Fr. Vincent Naduvilaparambil
3. Mr. Sibin Joseph
4. Mr. Arun Zion
5. Ms. Jini Ambrose
6. Fr. Varghese John Christopher

Website Management Committee

1. Fr. Christy David P.
2. Fr. Varghese John Christopher
3. Ms. Jini Ambrose
4. Dr. Nisha Thomji Varghese
5. Mr. Arun Zion
6. Ms. Francia Joseph

CLUBS & ASSOCIATIONS

Foot Ball Club (FOTC)

1. Fr. Vincent Naduvilaparambil
2. Fr. Varghese John Christopher

3. Dr. Sajeev Jose
4. Mr. Lanson Xavier
5. Dr. Sabu M.C.

Tennis Club (TENC)

1. Dr. Sabu M. C.
2. Fr. Varghese John Christopher
3. Mr. Anty T. J.
4. Dr. Rajesh K.
5. Mr. Shine Antony

Hockey Club (HOCC)

1. Fr. Vincent Naduvilaparambil
2. Fr. Varghese John Christopher
3. Mr. Anty T. J.
4. Mr. Augustine Sumesh C. J.
5. Dr. Francis M. C.

Cricket Club (CRIC)

1. Fr. Vincent Naduvilaparambil
2. Fr. Varghese John Christopher
3. Dr. Sajeev Jos
4. Mr. Augustine Sumesh C. J.
5. Dr. Arun Babu K. P.

Basket Ball Club (BASC)

1. Dr. Sabu M. C.
2. Fr. Varghese John Christopher
3. Dr. Sajeev Jos
4. Mr. Joseph Prince D.
5. Ms. Jayashree T. J.

Volley Ball Club (VOLC)

1. Fr. Varghese John Christopher
2. Dr. Sajeev Jos
3. Mr. Augustine Sumesh C. J.

4. Mr. John Varghese P. X.
5. Mr. Sharan Hilary

Athletic Club(ATHC)

1. Dr. Augustine K. J.
2. Fr. Varghese John Christopher
3. Mr. Sajeev Jos
4. Mr. Sivakumar G.
5. Mr. Sayeed Mohammed

Indoor Games (INDG)

1. Fr. Varghese John Christopher
2. Dr. Vijay John Gerson
3. Mr. Anty T. J.
4. Mr. Augustine Sumesh
5. Mr. John Sinoj

Gymnasium (GYMN)

1. Dr. Sajeev Jos
2. Mr. Anty T.J.
3. Ms. Jayashree T. J.
4. Mr. Lanson Xavier
5. Dr. Arun Babu K. P.

Martial Arts (MARA)

1. Dr. Vijay John Gerson
2. Dr. Sajeev Jos
3. Mr. Anty T. J.
4. Mr. Antony Jimmy
5. Mr. Ambrose T. J.

Badminton Club (BADC)

1. Dr. Vijay John Gerson
2. Dr. Sabu M.C.
3. Dr. Sajeev Jose
4. Mr. Sebastian A. V.

5. Dr. Rajesh K.

Tables Tennis Club (TATC)

1. Fr. John Christopher
2. Dr. Sajeev Jose
3. Ms. Minitha Susan Jooseph
4. Mr. Abinash John Peter
5. Mr. Amal M. R.

Mind Sports (MINS)

1. Dr. Vijay John Gerson
2. Dr. Sabu M.C.
3. Dr. Sajeev Jose
4. Ms. Dhanya G. S.
5. Ms. Varsha Felsy

Film Club (FILC)

1. Dr. Augustine K. J.
2. Dr. Vijay John Gerson
3. Mr. Shine Antony
4. Ms. Neeraja James
5. Dr. Liz Mary Antony

Quiz Club (QUZC)

1. Fr. Varghese John Christopher
2. Mr. Rosalind Gonzaga
3. Ms. Drishya K. Reghuvaran
4. Ms. Sumisha E. S.
5. Dr. Anto A. M.

Debate – Oratory Club (DIOC)

1. Dr. Vijay John Gerson
2. Dr. J. Jameson
3. Mr. Sebastian A. V.
4. Ms. Mary Jain Jose K.
5. Dr. Helen Mary

Literary Club (LITC) /

Sahityavedi (SAHV)

1. Dr. Augustine K. J.
2. Ms. Mary Jain Jos
3. Dr. Helen Mary
4. Mr. John Sinoj
5. Ms. Jeema Jos

Music Club (MUSC)

1. Fr. Varghese John Christopher
2. Dr. Nisha Thomji Varghese
3. Ms. Jeema Jose
4. Mr. Sharan Hilary
5. Dr. Soumya Salas

Fine Arts Club (FINC)

1. Dr. Rosalind Gonzaga
2. Dr. Nisha Thomji Varghese
3. Ms. Asha Maria Thomas
4. Dr. Soumya Salas
5. Ms. Elizabeth Jini Ambrose

Nature Club (NATC)

1. Dr. Siju M. Varghese
2. Ms. Mary Joseph
3. Dr. Jithu Paul Jacob
4. Dr. Deepthi Augustine
5. Dr. Saji John K.

Photography Club (PHOC)

1. Dr. Vijay John Gerson
2. Mr. Abinash John Peter
3. Ms. Meera G. Nair
4. Mr. Arjun Thomas
5. Mr. Arun Zion
6. Mr. Evan Elvin Figarado

Encon Club (ENCC)

1. Dr. Vijay John Gerson
2. Dr. Vibin M.
3. Dr. K. Madhusudanan
4. Mr. Joseph Prince D.
5. Dr. Rajesh K.

Tourism Club (TOUC)

1. Dr. Vijay John Gerson
2. Dr. Tia Mathews
3. Mr. Shine Antony
4. Ms. Arya M. S.
5. Mr. Rahul Reghu

Theatre Club (THRC)

1. Dr. Vijay John Gerson
2. Dr. Augustine K. J.
3. Ms. Mary Jain Jose K.
4. Mr. Sebastian A. V.
5. Dr. Jincy Joseph K.

Painting & Sculpturing (PASC)

1. Dr. Vijay John Gerson
2. Dr. Sajeew Jose
3. Ms. Nimila P.J.
4. Dr. Anjana R.
5. Dr. Lijo Thomas George

ASSOCIATIONS**Vincent de Paul (VIDP)**

1. Fr. Varghese John Christopher
2. Dr. Sabu M. C.
3. Dr. Augustine K. J.
4. Dr. Rosalind Gonzaga
5. Mr. Alex Kuriakose V. J.

Jesus Youth (JESY)

1. Fr. Varghese John Christopher
2. Dr. Retina I. Cleetus
3. Dr. Tia Mathews
4. Mr. Joseph Prince D.
5. Ms. Silda George
6. Ms. Rosy K. J.

AICUF (AICF)

1. Fr. Varghese John Christopher
2. Dr. Rosalind Gonzaga
3. Dr. Augustine K. J.
4. Dr. Saji John K.
5. Dr. Neeraja James

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

1. Fr. Vincent Naduvilaparambil
2. Dr. Bijoy V. M.
3. Fr. Varghese John Christopher
4. Dr. Geo Jos Fernandez
5. Dr. Sabu M. C.
6. Ms. Lency Michael

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

1. Chairman
2. Vice Chairman
3. Co-ordinator
4. Secretary
5. Joint secretary
6. 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 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 on the college campus and produce it on demand by the authorities or persons authorized to do that. Students who come to College without their ID Cards will have to face disciplinary action
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 timings are from **8.00am to 3.00pm** (for morning batches) and from **1.30pm to 6.00pm** (for evening batches). 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 5 minutes before the class begins. After the second bell, during the time of the College Anthem as well as the National Anthem, all should remain 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 maintain silence and decorum.
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 Library.
 8. Students shall not enter any class rooms other than the ones 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 mere completion of the Academic Programme. 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 and in writing from the HoD/Principal 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 he/she should submit the leave form on the next 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.
5. Students 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 a week 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 the 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, the student will miss half a day's attendance. If a student misses one teaching hour in first to third period and in the fourth or fifth, the student will be considered absent for the full day.
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 states that the student's progress and conduct have been satisfactory.
12. Students should get a minimum of 75% of the attendance in a semester to appear for end semester examinations.
13. Students having attendance between 65% and 75% other than the permitted leave can apply for condonation of shortage to the Principal only if the absence is on medical grounds or reasons beyond the control of the student. The relevant Medical Certificate has to be attached along with the application form. Condonation of shortage of attendance can be availed only once for a two year Programme and twice for a three year Programme. Candidates less than 65% is not eligible for condonation.
14. Students cannot approach the Principal or the Vice Principals/ CoE/ College Office in person for enquiry on attendance. In case of any doubts or grievances, they may approach the Tutor who can take the matter to the HoD, if required.

D. Mobile Phones (High Court of Kerala [WP(c)23377/09]

1. The use of mobile phone is strictly prohibited on the college campus based on 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 exists in the college to see to it that the rule is implemented.

2. Breach of the law will invite disciplinary action along with fine as follows.
 - a. If caught for the first time, a simple fine of Rs. 500/-.
 - b. If caught for the second time, a fine of Rs. 1000/- will be levied and the Mobile Phone will be confiscated for three months but the SIM Card will be returned.
 - c. If caught for a third time the mobile phone will be confiscated permanently and necessary disciplinary action will also be initiated.

E. Dress Code

1. Students should dress modestly and decently. Lungies, shorts, 3/4ths/capris, Bermudas, round neck printed T-shirts, low waist and lacerated /torn pants, revealing and skin tight costumes are not entertained on the campus. Wearing of caps in classrooms is not allowed. Students shall not tuck up their dhoti while they are on the college campus. Girls students are not allowed to wear sleeveless, deep neck T-shirts or tops, leggings paired with T-shirts or short tops, skirts or dresses above the knees. Modest and decent clothing is a must on the campus. Students can wear a veil covering their head but not a burqa or chador covering the entire length of the body as well as entire face.
2. Uniform Dress code expresses professionalism. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Wherever a uniform dress code has been proposed, all the students should 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 on the college campus without the permission of the Principal.
3. Other than staff members, present students and permitted personnels, no one is allowed to enter the class rooms, laboratories and hostel in any case.

G. Political/Organisational Activities

Court Verdict Banning Political Activities on 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 and around the college campus.
2. Students 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 or fix flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political party or any organization in and around the campus. Any political campaigning/propaganda/exhibiting allegiance to political parties through social media or otherwise is strictly prohibited. Violation of that will lead to cancellation of candidature and invoke disciplinary actions.
4. No political /organizational 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.

All expressions or activities which are immoral, anti-social, communal and anti-national are strictly prohibited on 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 fellow students of 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 students are strictly warned against getting involved in such an unbailable crimes and are requested to desist from such activities so as not to endanger their future. Collection of contribution in any form or demanding anything in kind from any student is strictly prohibited.

KERALA RAGGING PROHIBITION ACT 1998

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

1. അതിൽ അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തിചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി 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 ചെയ്യൽ: മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാ പിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ, ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു. ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമ ദൃഷ്ടാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.
7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ടാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു. 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 the exit slip. In case of an 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 of the same will lead to disciplinary action.
3. No student can come to the college campus having consumed alcohol or drugs. Any student who is found to have consumed alcohol or drugs will be suspended with immediate effect and further disciplinary action will be initiated. If found guilty, the student will be dismissed.
4. Students shall not go on tours, picnics, excursions and study tours without the prior sanction and approval of the Principal. Tours are restricted to one in the entire period of the Programme and it is also advised to plan the tour towards 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 class hours .
6. Prior written permission of the Principal is necessary for organizing any meeting, entertainment programme/function in the college; and also for distributing notices or putting up any notice on the notice board.
7. Prior sanction should be obtained from the management for using halls, class rooms or any other infrastructure of the college for meetings / entertainment programmes / functions.
8. Students shall not write or make any marks or stick posters on 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 the 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 on campus.
11. Congregating at the entrance of the college gate and sitting under the portico and on the stairs 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. The breach of this law will summon legal and disciplinary action.
13. Students are prohibited from defaming the college, college authorities, staff or students through any media (online/social/printed/verbal etc.)or otherwise. Disciplinary action will be taken against those students who disobey this rule.
14. Any student who is persistently insolent and insubordinate or who 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. If a student has any grievance or complaint he/she shall approach the tutor first. On receipt of the complaint the matter will be discussed in the Department level grievance redressal committee and necessary action may be taken. In cases where the matter is not resolved at the 1st level the same will be forwarded to the College level grievance redressal committee headed by the Principal who will take the appropriate decision. The Governing Council will be the appeal authority and the decision of the Governing Council shall be final on all such matters.
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 against 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. The decision of Governing Council shall be final and binding.
18. Students who possess a criminal background/have a police case initiated against them are not eligible for admissions. If the same is brought to light post admissions the students will be expelled without further notice.

19. If a student is found using the ID card of another student, both will summarily be fined a sum of Rs. 2000/- and further disciplinary action will be initiated against them.

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 of 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 and around the college premises, is liable to be prosecuted 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 action.
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.

Disciplinary procedure:

Normally any act of indiscipline shall be reported to the respective class tutors by a student, a teacher, or any person inside or outside the Institution. On receipt of the complaint the matter will be discussed in the department level committee and necessary action will be taken. In cases where the matter is not concluded at the 1st level, the same may be forwarded to the disciplinary committee headed by the Principal who will take the appropriate decision. The Governing Council will be the appeal authority and the decision of the Governing Council shall be final on all such matters.

K. Rules Regarding Malpractices in Examinations

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

1. Bringing any material relevant into the Examination Hall with the intention of copying or attaching unauthorized sheets in the answer scripts or tampering with 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 a

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 with 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.
10. Students are strictly prohibited from carrying bags/mobile phones into the Examination Hall. Violation of the same will invoke disciplinary measures.

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. The General Library follows the 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 directions of the staff of the

open access section for its smooth running.

7. 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.
8. 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.
9. 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.
10. A student who damages a book shall be fined in proportion to the damage.
11. 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 certificate.
2. Certificates will be issued only 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/her TC at the end of the Programme and produce it when he/she is admitted to the next Programme.
5. Applications 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.
6. Students should surrender the college ID Card along with TC Application.
7. TC should be collected within one month of the declaration of results, and after which the TC will be issued only on Saturdays.

N. Fee Regulations

- 1 Tuition fee for all Programmes should be paid in lump sum at the beginning of the semester / 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/- will be levied. If the 10th day happens to be public holiday, the next working day will be counted as the 10th day. Rs. 500/- will be exacted as re-admission 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. The re-admitted students will get the benefit of attendance only from the date of re-admission.
4. Every student is liable to pay the prescribed fee for the whole term.
5. Fees shall be paid on the dates notified even if discontinues. All cash transactions will be closed at 3.30 p.m. every day.
6. The student shall preserve receipts of fee payments and produce them whenever required by the Principal.

LIST OF FACULTY MEMBERS & RESEARCH GUIDES

DEPARTMENT OF BOTANY

Academic Programmes Offered (For certificate courses, please refer page no.16)	B. Sc. Botany M. Sc. Botany Research leading to Ph.D.
E-mail	botany@alberts.edu.in

1	Dr. Siju M. Varghese, M. Sc., B. Ed., Ph. D.	HoD	Ph: 9496577506 sijumv@alberts.edu.in
2	Dr. J. Jameson, M. Sc., Ph. D.	CoE	Ph: 8547379554 jjameson@alberts.edu.in
3	Dr. K. Madhusudhanan, M. Sc., M. Phil., Ph.D.	Associate Prof.	Ph: 9447285640 madhusudhanan@alberts. edu.in
4	Ms. Drishya K. Reghuvaran, M. Sc.	Assistant Prof.	Ph: 9895625477 drishyak@alberts.edu.in
5	Ms. Mary Joseph, M. Sc., B. Ed.	Assistant Prof.	Ph: 9895237258 maryjoseph@alberts.edu.in
6	Dr. Anna Ancy Antony A., M. Sc., Ph. D.	Assistant Prof.	Ph: 9497205145 annaancy@alberts.edu.in
7	Dr. Anisha S., M. Sc., Ph. D.	Assistant Prof.	Ph: 9895087856 anishas@alberts.edu.in

BOTANY RESEARCH CENTRE

Research Group	Algal Research Group
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Research Guides and Area of Research

Sl. No.	Name of Research Guide	Area of Research	Email ID and Mobile No.
1	Dr. J. Jameson, M. Sc., Ph. D.	<ul style="list-style-type: none"> Plant Physiology Ecology and Environmental Studies Bryology 	Ph : 8547379554 jjameson@alberts. edu.in

2	Dr. K. Madhusudhanan M. Sc., M. Phil, Ph. D.	<ul style="list-style-type: none"> • Applied Botany • Mycology • Ecology and Environmental Studies 	Ph : 9447285640 madhusudhanan@alberts.edu.in
3	Dr. Anna Ancy Antony A., M. Sc., Ph. D.	<ul style="list-style-type: none"> • Plant Taxonomy • Molecular Phylogenetics 	Ph: 9497205145 annaancy@alberts.edu.in
4	Dr. Anisha S., M. Sc., Ph. D.	<ul style="list-style-type: none"> • Molecular biology and Genetic Engineering 	Ph: 9895087856 anishas@alberts.edu.in

DEPARTMENT OF BUSINESS ADMINISTRATION

Academic Programmes Offered <i>(For certificate courses, please refer page no.17)</i>	B.B.A. (SF) B.B.M. (SF) M.B.A. (SF)
E-mail	mail@aim.edu.in bba@alberts.edu.in bbm@alberts.edu.in

MBA

1	Dr. Geo Jos Fernandez, M. B. A., Ph. D.	HoD & Dean (Inter-national Affairs)	Ph: 9411341059 gfernandez@aim.edu.in
2	Fr. Antony Arackal M. C. A., M. B. A., L. L.B.	Assistant Prof.	Ph: 9020301030 antony@aim.edu.in
3	Ms. Indu George M. A, M. B. A., PGD-C, M. Phil.	Assistant Prof.	Ph: 9496119591 indu@aim.edu.in
4	Mr. Nidhin Johny, M. B. A.	Assistant Prof.	Ph: 9995771112 nidhin@aim.edu.in
4	Dr. Jitha G. Nair M. B. A., Ph. D.	Assistant Prof.	Ph: 9605477888 jitha@aim.edu.in

5	Dr. Manju Das M. B. A., Ph. D.	Assistant Prof. & Placement Coordinator	Ph: 9388196479 manju@aim.edu.in
6	Dr. Jithin Benedict, M. B. A., Ph. D.	Dean (Train- ing & Devel- opment)	Ph: 9747006070 jithin@aim.edu.in
7	Dr. Mahalakshmi Sankar, M. B. A., M. Sc., PGDBA, Ph. D.	Assistant Prof.	Ph: 9920194334 mahalakshmi.sankar@aim.edu.in
8	Dr. Sreenish S. Ramaswamy M. B. A., Ph. D.	Assistant Prof.	Ph: 9847824893 sreenish@aim.edu.in

BBA

1	Dr. Shobitha P. S., Ph. D.	HoD in Charge	Ph: 9567702596 shobitha@alberts.edu.in
2	Ms. Akhila Lal M. Com.	Assistant Prof.	Ph: 9567702596 shobitha@alberts.edu.in
3	Dr. Ajitha H., M. B. A., Ph. D.	Assistant Prof.	Ph: 8667488664 ajitha@alberts.edu.in
4	Ms. Sruthi Dinesh, M. B. A.	Assistant Prof.	Ph: 9495895212 sruthidinesh@alberts.edu.in

BBM

1	Ms. Niya Eddin M. B. A.	HoD in Charge	Ph: 8129373441 niyaeddin@alberts.edu.in
2	Mr. Sunil Joy M. B. A	Assistant Prof.	Ph: 9744033445 suniljoy@alberts.edu.in
3	Ms. Riya Biju M. Sc.	Assistant Prof.	Ph: 9746338729 riyabiju@alberts.edu.in
4	Ms. Gopika G., M. B. A.	Assistant Prof.	Ph: 6282575225 gopikag@alberts.edu.in

MANAGEMENT RESEARCH CENTRE

Research Groups	1. Management 2. Entrepreneurship
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Research Guides and Area of Research

Sl. No.	Name of Research Guide	Area of Research	Email ID and Mobile No.
1	Dr. Geo Jos Fernandez, M.B.A., Ph. D.	<ul style="list-style-type: none"> • Management • Managerial Economics • Entrepreneurship 	Ph : 9411341059 gfernandez@aim.edu.in
2	Dr. Tia Mathews, M. Com., B. Ed., Ph. D.	<ul style="list-style-type: none"> • Management • Finance 	Ph : 9562946903 tiamathews@alberts.edu.in
3	Dr. Shiny C. M, M.B.A., PGDHRM, Ph.D.	<ul style="list-style-type: none"> • Management • Marketing 	Ph: 9446345377 shiny@aim.edu.in
4	Dr. Jitha G. Nair M.B.A., Ph.D.	<ul style="list-style-type: none"> • Management • HR 	Ph: 9605477888 jitha@aim.edu.in

DEPARTMENT OF CHEMISTRY

Academic Programmes Offered <i>(For certificate courses, please refer page no.16)</i>	B. Sc. Chemistry B. Sc. Industrial Chemistry M. Sc. Chemistry Research leading to Ph.D.
E-mail	chemistry@alberts.edu.in

1	Dr. Vijay John Ger-son, M. Sc., B. Ed., Ph. D., DIM, PGDMM	HoD	Ph: 9446564246 vijayjohn@alberts.edu.in
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2	Dr. Krishnakumar K. S., M. Sc., Ph. D.	Assistant Prof.	Ph: 9645738753 krishnakumarks@alberts.edu.in
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RESEARCH CENTRE OF CHEMICAL SCIENCE

Research Groups	1. Organo Metallics 2. Polymers 3. Organic Synthesis
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Research Guides and Area of Research

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COMMERCE RESEARCH CENTRE

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3.	Dr. A. M. Viswambharan	• All Commerce Area	9447155580 amviswambharan@gmail.com
4.	Dr. Bino Thomas	• Marketing • Management • Finance	9447116565 binovavolickal@gmail.com
5.	Dr. Philo Francis	• Financial Management	9496698654 drphilofrancis@gmail.com
6.	Dr. Vasanthakumari P.	• Financial Management • Tourism management • Micro Finance	9447795387 drvasanthakumari@yahoo.com

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Academic Programmes Offered (For certificate courses, please refer page no.17)	B. Sc. Computer Science M. Sc. Computer Science
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AQUACULTURE RESEARCH CENTRE

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DEPARTMENT OF LINGUISTICS

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4	Mr. Sooraj M. V. M. S. W., M. Phil.	Assistant Prof.	Ph:9744806534 ssorajmv@alberts.edu.in
5	Ms. Shamroc Dcouto M. S. W.	Assistant Prof.	Ph:6238753292 shamrocdcouto@alberts.edu.in

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ZOOLOGY RESEARCH CENTRE

Research Groups	Toxicology
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Research Guides and Area of Research

	Name of Research Guide	Area of Research	Email ID and Mobile No.
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2	Dr. Vincent Terrence Rebello, M.Sc., M.Phil., Ph.D.	<ul style="list-style-type: none"> • Biochemical Genetics • Population Genetics 	Ph: 2426304, 9447410294 vincentterrence@alberts.edu.in
3	Dr. Deepthi Augustine M. Sc., Ph.D	<ul style="list-style-type: none"> • Microbial Taxonomy • Microbial Biotechnology 	Ph: 9496428328 deepthiaugustine@alberts.edu.in

VOCATIONAL STUDIES

DEPARTMENT OF AQUACULTURE & FISH POST HARVEST TECHNOLOGY

Academic Programmes Offered (For certificate courses, please refer page no.16)	B.Voc. Commercial Aquaculture (SF) B.Voc. Fish Post Harvest Technology & Management (SF)
E-mail	aquaculture@alberts.edu.in

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DEPARTMENT OF JOURNALISM

Academic Programmes Offered <i>(For certificate courses, please refer page no.17)</i>	B. Voc. Journalism And Mass Communication
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DEPARTMENT OF LOGISTICS

Academic Programmes Offered <i>(For certificate courses, please refer page no.17)</i>	B. Voc. Logistics Management M. Voc. Logistics & Supply Chain Management
E-mail	logistics@alberts.edu.in

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DEPARTMENT OF RENEWABLE ENERGY

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DEPARTMENT OF RETAIL MANAGEMENT

Academic Programmes Offered	B.Voc. Retail Management
E-mail	retail@alberts.edu.in

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4	Dr Sreeja S., M. B. A, Ph. D.	Assistant Prof.	Ph: 8807073849 sreejas@alberts.edu.in

DEPARTMENT OF SOCIAL WORK

Academic Programmes Offered	B. Voc. Medical & Psychiatric Social Work
E-mail	msw@alberts.edu.in

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DEPARTMENT OF SOFTWARE DEVELOPMENT

Academic Programmes Offered (For certificate courses, please refer page no.16)	B. Voc. Software Development
E-mail	sd@alberts.edu.in

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DEPARTMENT OF SPORTS SCIENCE & FITNESS MANAGEMENT

Academic Programmes Offered	B.Voc. Fitness Management & Personal Training B. Voc. Sports Nutrition & Physiotherapy
E-mail	fitness@alberts.edu.in sportsnutrition@alberts.edu.in

Sports Science

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DEPARTMENT OF TRAVEL & TOURISM

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3	Dr. Nisha Thomji Varghese	Coordinator
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MEDICAL OFFICER

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EXAMINATION REGULATIONS

UNDERGRADUATE PROGRAMMES

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 M. G. University website, 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 at the end of each semester. 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. 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 papers (2x5=10)	10
Total	20

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 : 15

c) Marks of Practical –External Examination : 40
(only in even semesters)

d) Marks of Practical- Internal Evaluation : 10

(odd and even semesters combined annually)

Components of Theory – Internal Evaluation	Marks	Components of Practical-Internal evaluation	Marks
Attendance	5	Attendance	2
Assignment/ Seminar/Viva	2	Test paper (1x4)	4
Test papers (2x4)	8	Record	4
Total	15	Total	10

Project evaluation

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

Components of Project-Evaluation	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

Components of internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
76 - 79	2
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 Controller of Examinations of the College may condone shortage to some extent if the candidate applies for it, as laid down in University regulations.

Students can register for end semester examination only if they pass in the internal examination.

External or End-Semester Assessment (ESA) Pattern of Questions:

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

Pattern	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Short Answer/ problem type	12	10	2	20
Short essay/ problem	9	6	5	30
Essay/problem	4	2	15	30
	25	18		80

Pattern of questions for external examination for theory papers with practical

Pattern	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Short Answer/ problem type	12	10	1	10
Short essay/ problem	9	6	5	30
Essay/problem	4	2	10	20
Total	25	18		60

**All papers (theory & practical),
grades are given on a 7-point scale based on the total**

percentage of marks, (ISA+ESA) as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A+ - Excellent	9
75 to below 85	A - Very Good	8

65 to below 75	B+ - Good	7
55 to below 65	B- above Average	6
45 to below 55	C - Satisfactory	5
35 to below 45	D-Pass	4
Below 35	F - Failure	0
	Ab- absent	0

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a Programme, a separate minimum of Grade **D** 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 **D** grade or above within the permitted period. Candidate who secures **D** 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

GPA	GRADE
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

For B. Voc. Courses

percentage of marks, **(ISA+ESA)** as given below:-

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80 to 89	A - Excellent	9
70 to 79	B - Very Good	8
60 to 69	C - Good	7
50 to 59	D - Satisfactory	6

40 to 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

GPA	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 year onwards. 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:

Components of Theory – Internal Evaluation	Components of Practical- Internal evaluation
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.

Students can register for end semester examination only if they pass in the internal examination.

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 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.

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 x C**

Semester Grade Point Average (SGPA) : 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 x 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 Controller of Examinations of the College as the case may be.

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. The 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. 100/- and life membership on a (lump sum) payment of Rs. 250/-. The annual meeting of the Association is held on the Old Students’ Day, i.e., the 26th of January. All outgoing Albertians are earnestly exhorted to enroll themselves as members of this Association. Scholarships for curricular and extra-curricular excellence are also instituted by the Association. Email: alumni@alberts.ac.in

Executive Members

Name	Office of Duty	Contact No.
Rev. Fr. Antony Thoppil	Chairman (Ex-officio)	9447979338
Dr. Bijoy V. M.	Principal (Ex-officio)	9497024627
Mr. Manu C Mathew	President	9020222244
Dr. Vijay John Kannikkal	Secretary	9895403578
Mr. Jefrin Johnson	Treasurer	9496461683
Mr. Joseph E. A.	Vice President	9447039458
Mr. James P. C.	Vice President	9846012741
Mr. Henry Austin	Joint Secretary	9847430499

NATIONAL CADET CORPS (NCC)- 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) has 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.	Lt. John Sinoj Dept. of English	Army Wing	108

2.	Dr. Vibin M. Dept. of Industrial Fisheries	Naval Wing	50
3.	Lt. 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 helps students utilize their leisure time effectively for two years of their college life by helping them get involved in various activities 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 organized 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, national goals, social and economic processes.

The main objectives are :

- ❖ To work with/among people
- ❖ To engage in creative and constructive social activities.
- ❖ To enhance the student’s knowledge of himself/herself and the community
- ❖ To put the student’s scholarship to practical views in mitigating at least some of the problems.
- ❖ To gain skills in Programme development to enable the student 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

Best Albertian Student Award

This is a competition aimed at selecting a final year student as the best outgoing student/Albertian Star. There will be five levels to this competition and the focus will be on selecting a student, who excels not only in academics but holistically, someone who possesses those life skills that would help him/her handle challenges in life.

Any final year (UG & PG) Albertian who has no back papers, has above 90% of attendance, is an active participant of the curricular, co-curricular and extra-curricular activities in and outside the college and has had no disciplinary action initiated against him/her can apply for the contest.

There will be five levels to this competition. At Level 1, eligible candidates can apply online by filling in the relevant details given. After the applications are verified and validated, a list of all possible candidates for the contest would be published on the notice board. These students would be called **STAR COMPETITION NOMINEES**

At Level II, a 30 question long MCQ (Current Affairs, Basic Science & Math, History, English, Logical Reasoning) would be administered to the candidates. At the end of level II, four students from each course (2 in PG and 2 in UG) would be selected to the next level. In case of a tie, the candidate who has the higher score in extra-curricular activities would be selected. These students would be called the **GEMS** of the Course.

Level III would have a power point presentation (PPT) round before an expert panel on a given topic. At the end of Level III, 2 students from each course (1 UG and 1 PG) would be selected. They would be declared as the outstanding students of the Course and would be called the **LUMINARY** of the Course.

Level IV would see a group discussion round wherein students would be assessed on various parameters. The end result would be 10 students who move into the final round. These 10 students would be called the **STARLETS** of St Albert's College.

The final round would be a presentation round before an external peer team who would interact with the students asking them questions on general issues and also based on their presentation. The winner would be declared as the **ALBERTIAN STAR**. The First and the Second Runners Up would also be selected.

ACADEMIC CALENDAR

01-Jun	Wed	UG Semester V Classes Begins
02-Jun	Thu	
03-Jun	Fri	
04-Jun	Sat	
05-Jun	Sun	World Environmental 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 Donor Day
15-Jun	Wed	
16-Jun	Thu	
17-Jun	Fri	
18-Jun	Sat	
19-Jun	Sun	
20-Jun	Mon	
21-Jun	Tue	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	UG Semester III Classes Begins
05-Jul	Tue	
06-Jul	Wed	
07-Jul	Thu	PG Semester III Classes Begins
08-Jul	Fri	
09-Jul	Sat	
10-Jul	Sun	
11-Jul	Mon	World Population Day
12-Jul	Tue	
13-Jul	Wed	
14-Jul	Thu	
15-Jul	Fri	World Youth Skill Day
16-Jul	Sat	Research Scholars Meet
17-Jul	Sun	
18-Jul	Mon	I Internal Examination of UG Semester V begins
19-Jul	Tue	
20-Jul	Wed	
21-Jul	Thu	
22-Jul	Fri	I Internal Examination of UG Semester III begins
23-Jul	Sat	
24-Jul	Sun	
25-Jul	Mon	PG Semester I Classes Begins
26-Jul	Tue	
27-Jul	Wed	
28-Jul	Thu	Karkidakavavu
29-Jul	Fri	

30-Jul	Sat	
31-Jul	Sun	International Day of Friendship
01-Aug	Mon	
02-Aug	Tue	
03-Aug	Wed	
04-Aug	Thu	
05-Aug	Fri	
06-Aug	Sat	
07-Aug	Sun	
08-Aug	Mon	Muharam
09-Aug	Tue	
10-Aug	Wed	
11-Aug	Thu	
12-Aug	Fri	
13-Aug	Sat	
14-Aug	Sun	
15-Aug	Mon	Independence Day
16-Aug	Tue	
17-Aug	Wed	
18-Aug	Thu	Sree Krishna Jayanthi
19-Aug	Fri	World's Humanitarian Day, World Photography Day
20-Aug	Sat	
21-Aug	Sun	
22-Aug	Mon	I Internal Examination of PG Semester III begins
23-Aug	Tue	
24-Aug	Wed	
25-Aug	Thu	
26-Aug	Fri	
27-Aug	Sat	
28-Aug	Sun	Ayyankali Jayanthi

29-Aug	Mon	UG Semester I Classes Begins, National Sports Day, I Internal Examination of UG Semester V begins
30-Aug	Tue	
31-Aug	Wed	
01-Sep	Thu	
02-Sep	Fri	
03-Sep	Sat	
04-Sep	Sun	
05-Sep	Mon	
06-Sep	Tue	
07-Sep	Wed	First Onam
08-Sep	Thu	Thiruvonam
09-Sep	Fri	Third Onam
10-Sep	Sat	Sree Narayana Guru Jayanthi
11-Sep	Sun	
12-Sep	Mon	II Internal Examination of UG Semester III begins
13-Sep	Tue	
14-Sep	Wed	
15-Sep	Thu	International Day of Democracy, I Internal Examination of PG Semester I begins
16-Sep	Fri	World Ozone Day
17-Sep	Sat	
18-Sep	Sun	
19-Sep	Mon	
20-Sep	Tue	Model Examination of UG Semester V begins
21-Sep	Wed	Sree Narayana Guru Samadhi, International Day of Peace
22-Sep	Thu	
23-Sep	Fri	World River Day
24-Sep	Sat	
25-Sep	Sun	
26-Sep	Mon	World Maritime Day

27-Sep	Tue	World Tourism Day
28-Sep	Wed	
29-Sep	Thu	
30-Sep	Fri	
01-Oct	Sat	
02-Oct	Sun	Gandhi Jayanthi, International Day of Non-Violence
03-Oct	Mon	
04-Oct	Tue	Mahanavami, World Animal Day
05-Oct	Wed	Vijayadashmi
06-Oct	Thu	
07-Oct	Fri	
08-Oct	Sat	Milad – I - Sherif
09-Oct	Sun	
10-Oct	Mon	World Mental Health Day
11-Oct	Tue	International Day of the Girl Child
12-Oct	Wed	II Internal Examination of PG Semester III begins
13-Oct	Thu	
14-Oct	Fri	
15-Oct	Sat	
16-Oct	Sun	World Food Day
17-Oct	Mon	End Semester Examination of UG Semester V begins
18-Oct	Tue	
19-Oct	Wed	I Internal Examination of UG Semester I begins
20-Oct	Thu	World Statistics Day
21-Oct	Fri	
22-Oct	Sat	
23-Oct	Sun	Mole Day
24-Oct	Mon	Deepavali
25-Oct	Tue	
26-Oct	Wed	Model Examination of UG& PG Semester III begins

27-Oct	Thu	
28-Oct	Fri	
29-Oct	Sat	
30-Oct	Sun	
31-Oct	Mon	
01-Nov	Tue	Kerala Piravi
02-Nov	Wed	II Internal Examination of PG Semester I begins
03-Nov	Thu	
04-Nov	Fri	
05-Nov	Sat	
06-Nov	Sun	
07-Nov	Mon	UG Semester VI Classes Begins
08-Nov	Tue	
09-Nov	Wed	
10-Nov	Thu	
11-Nov	Fri	
12-Nov	Sat	
13-Nov	Sun	
14-Nov	Mon	
15-Nov	Tue	St. Albert's Feast Day
16-Nov	Wed	Model Internal Examination of PG Semester I begins
17-Nov	Thu	End Semester Examination of UG& PG Semester III begins
18-Nov	Fri	
19-Nov	Sat	
20-Nov	Sun	
21-Nov	Mon	
22-Nov	Tue	
23-Nov	Wed	
24-Nov	Thu	

25-Nov	Fri	
26-Nov	Sat	
27-Nov	Sun	
28-Nov	Mon	
29-Nov	Tue	
30-Nov	Wed	
01-Dec	Thu	World AIDS day, II Internal Examination of UG Semester I begins
02-Dec	Fri	
03-Dec	Sat	
04-Dec	Sun	
05-Dec	Mon	UG Semester IV Classes Begins
06-Dec	Tue	
07-Dec	Wed	
08-Dec	Thu	
09-Dec	Fri	
10-Dec	Sat	Human Rights day
11-Dec	Sun	
12-Dec	Mon	PG Semester IV Classes Begins
13-Dec	Tue	
14-Dec	Wed	
15-Dec	Thu	Model Examination of UG Semester I begins
16-Dec	Fri	I Internal Examination of UG Semester VI begins
17-Dec	Sat	
18-Dec	Sun	
19-Dec	Mon	
20-Dec	Tue	
21-Dec	Wed	
22-Dec	Thu	
23-Dec	Fri	
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	
02-Jan	Mon	Mannam Jayanthi
03-Jan	Tue	End Semester Examination of PG Semester I begins
04-Jan	Wed	
05-Jan	Thu	
06-Jan	Fri	
07-Jan	Sat	
08-Jan	Sun	
09-Jan	Mon	
10-Jan	Tue	
11-Jan	Wed	
12-Jan	Thu	
13-Jan	Fri	
14-Jan	Sat	
15-Jan	Sun	
16-Jan	Mon	PG Semester II Classes Begins, End Semester Examination of UG Semester I begins
17-Jan	Tue	
18-Jan	Wed	
19-Jan	Thu	
20-Jan	Fri	
21-Jan	Sat	
22-Jan	Sun	

23-Jan	Mon	I Internal Examination of UG Semester IV begins
24-Jan	Tue	
25-Jan	Wed	
26-Jan	Thu	Republic Day
27-Jan	Fri	
28-Jan	Sat	
29-Jan	Sun	
30-Jan	Mon	
31-Jan	Tue	I Internal Examination of PG Semester IV begins
01-Feb	Wed	UG Semester II Classes Begins
02-Feb	Thu	World Wetland Day, II Internal Examination of UG Semester VI begins
03-Feb	Fri	
04-Feb	Sat	World Cancer day
05-Feb	Sun	
06-Feb	Mon	
07-Feb	Tue	
08-Feb	Wed	
09-Feb	Thu	
10-Feb	Fri	
11-Feb	Sat	
12-Feb	Sun	
13-Feb	Mon	
14-Feb	Tue	
15-Feb	Wed	
16-Feb	Thu	
17-Feb	Fri	
18-Feb	Sat	Shivarathri
19-Feb	Sun	
20-Feb	Mon	World Day of Social Justice, Model Examination of UG Semester VI begins

21-Feb	Tue	I Internal Examination of PG Semester II begins
22-Feb	Wed	
23-Feb	Thu	
24-Feb	Fri	
25-Feb	Sat	
26-Feb	Sun	
27-Feb	Mon	
28-Feb	Tue	National Science Day,
01-Mar	Wed	
02-Mar	Thu	II Internal Examination of UG Semester IV begins
03-Mar	Fri	World Wildlife Day
04-Mar	Sat	
05-Mar	Sun	
06-Mar	Mon	I Internal Examination of UG Semester II begins, End Semester Examination of UG Semester VI begins
07-Mar	Tue	
08-Mar	Wed	International Women's day
09-Mar	Thu	
10-Mar	Fri	
11-Mar	Sat	
12-Mar	Sun	
13-Mar	Mon	II Internal Examination of PG Semester IV begins
14-Mar	Tue	
15-Mar	Wed	
16-Mar	Thu	Model Examination of UG Semester IV begins
17-Mar	Fri	
18-Mar	Sat	
19-Mar	Sun	World Social Work Day
20-Mar	Mon	
21-Mar	Tue	World Poetry Day, International Day of Forest

22-Mar	Wed	World Water Day
23-Mar	Thu	
24-Mar	Fri	
25-Mar	Sat	
26-Mar	Sun	
27-Mar	Mon	Model Examination of PG Semester IV begins II Internal Examination of PG Semester II begins
28-Mar	Tue	
29-Mar	Wed	
30-Mar	Thu	
31-Mar	Fri	
01-Apr	Sat	
02-Apr	Sun	
03-Apr	Mon	
04-Apr	Tue	End Semester Examination of UG Semester IV begins
05-Apr	Wed	
06-Apr	Thu	Maundy Thursday
07-Apr	Fri	Good Friday
08-Apr	Sat	
09-Apr	Sun	Easter
10-Apr	Mon	End Semester Examination of PG Semester IV begins
11-Apr	Tue	
12-Apr	Wed	
13-Apr	Thu	
14-Apr	Fri	Dr.Ambedkar Jayanthi
15-Apr	Sat	Vishu
16-Apr	Sun	
17-Apr	Mon	Model Examination of PG Semester II begins
18-Apr	Tue	

19-Apr	Wed	
20-Apr	Thu	II Internal Examination of UG Semester II begins
21-Apr	Fri	Id-ul-Fitr (Ramzan)
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	
30-Apr	Sun	
01-May	Mon	May Day, World Labour Day
02-May	Tue	
03-May	Wed	
04-May	Thu	
05-May	Fri	Model Examination of UG Semester II begins
06-May	Sat	
07-May	Sun	
08-May	Mon	
09-May	Tue	
10-May	Wed	
11-May	Thu	National Technology Day, World Migratory Bird 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 Day for Biological Diversity
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	

