

STUDENTS  
HANDBOOK  
2023-24



**ST. ANTONY'S COLLEGE  
PERUVANTHANAM**



Sri. Benny Thomas Puthuparambil  
Chairman & Manager

# St. Antony's College

PERUVANTHANAM

**Peruvanthanam P.O. Idukki - 685532**

**Ph: 04869 – 281191, 7994188191**

**9947281191, 9562581191**

[www.stantonyscollegepeerumade.ac.in](http://www.stantonyscollegepeerumade.ac.in)

e-mail: [principal@stantonyscollegepeerumade.ac.in](mailto:principal@stantonyscollegepeerumade.ac.in)

Approved by the Govt. of Kerala &

Affiliated to M.G. University Kottayam



**Chairman & Manager : Mr. Benny Thomas Puthuparambil**  
**Principal : Dr. Antony Joseph**

## **HANDBOOK & DIARY 2023 - 2024**

Name .....

Course .....

Semester..... Roll No.....

Address .....

## COLLEGE TIMING

### College

Forenoon : 9.45 a.m. to 1.00 p.m. Lunch

Break : 1.00 p.m. to 1.30 p.m.

Afternoon : 1.30 p.m. to 3.30 p.m.

### Office

Forenoon : 9.00 a.m. to 1.30 p.m.

Afternoon : 2.00 p.m. to 5.00 p.m.

Closed on Public Holidays

## CONTACT NUMBERS

Office 04869 – 281191  
7994188191  
9947281191  
9562581191

# St. Antony's College

## Peruvanthanam

### *Affiliated to M.G. University*

St. Antony's College Peruvanthanam, was founded under the initiative of Late Rev. Dr. Antony Nirappel for the educational advancement of the people in rural areas. Rev. Dr. Antony Nirappel, who has made his mark in the field of education through his 56 years of experience, can be described as a legend in the field of education. He obtained his Ph.D. from the University of Luvaine, Belgium in 1970 and established educational institutions in various parishes where he served as Vicar, many of which have grown into some of the most well-known institutions in Kerala. St. Antony's College, Peruvanthanam was formed in 2013 under the leadership of St. Antony's Educational and Charitable Society which had 32 years of experience in the field of education. The College was established with the aim of providing education at low cost to all sections of the society. The College currently offers degree courses such as B.Com Finance and Taxation, B.Com. Logistics Management, B.Com Computer Application, B.Com Co-operation, Bachelor of Computer Application (BCA), BA English, Bachelor of Business Administration (BBA), B.Sc Mathematics, Bachelor of Fashion Technology (BFT), B.Sc Cyber Forensics, BSc Hotel Management and offers PG in M.Com (Finance and Taxation). The College, which is on the cusp of growth, was also awarded the rank of Mahatma Gandhi University in B.Com Co-operation in 2019 and in Bachelor of Computer Application and B.Com Finance and Taxation in 2020-21. In the year of 2021 the college started CA,CMA (Ind) course along with B.Com. Finance and Taxation and in the year of 2022 the college also started ACCA (UK) and CMA (US). The College attained III Ranks Including Ist Rank for bachelor of Fashion Technology during 2023. The College continues to make progress by attaining commendable achievements.

# **THE CONSTITUTION OF INDIA**

## **PREAMBLE**

**WE, THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a **'[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens :

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity and to promote among them all;

**FRATERNITY** assuring the dignity of the individual and the <sup>2</sup>[unity and integrity of the Nation];

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949 do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

1. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
2. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Unity of the Nation" (w.e.f. 3.1.1977)

# St. Antony's College

## Peruvanthanam

### VISION

To transform the youth into visionaries and inspired leaders with integrity and refined character to excel in life and aid individuals of all backgrounds and abilities in order to accomplish their aspirations through learning and advancement.

### MISSION

- To foster an environment that enlighten, equip and empower the students with holistic education.
- To inculcate in students the highest ideals of service and train them for being responsible global citizens.
- To elevate underprivileged students with affordable education and empower them by instilling skills and confidence.
- To supplement students' formal curricular programs with a full range of opportunities for academic development and social growth through participation in extra-curricular activities.
- To mould students into civically minded well beings through an intellectually inclined, socially committed and future oriented strategies of learning.

## PERSONAL DATA

Name .....

Course.....Batch .....

Admission No. ....

Course No. ....

Address .....

.....

..... Pin .....

Mobile .....,..... Land Phone .....

E-mail .....

Emergency Contact No. ....

Father's Name & Occupation .....

Mother's Name & Occupation .....

Official Address .....

.....

Date of Birth ..... Blood Group.....

Hostler ..... Day Scholar.....

Hostler: Name of the Hostel .....

Day Scholar : Bus point . ....

Religion & Caste .....

Whether SC/ST/OBC/OEC .....

\_\_\_\_\_

\_\_\_\_\_

Signature of the Student

Signature of the Parent

Affix here the latest photograph of the student



## **Students' Prayer**

O, my Divine Master, teach me how to  
learn wisely and well  
Help me to master the subjects I need to Study.  
Make me strong against temptations,  
Resolute before distraction  
Humble before the truth, and  
Gracious to the less gifted  
Teach me to use my opportunities gratefully  
Develop my talents responsibly.  
And place my learning  
At the service of Truth and Justice.  
Make me wise and strong, that I may  
learn from life itself,  
consider everyone as my teacher  
and never turn away from the light of your face. Amen

## **Teachers' Prayer**

Give us Divine Master,  
a sincere love for our students.  
We accept each student from Your hands  
Give us the strength to admit our limitations,  
the courage to start each day with hope,  
and the patience and humour we need in teaching.  
May we impart knowledge humbly,  
Listen attentively, Collaborate willingly,  
and seek the lasting good of those we teach.  
We seek Your blessing as we start yet another day.  
We ask You to bless us and our students  
And our dreams and hopes. Amen.

## **St. Antony of Padua**

St. Antony of Padua, the wonder worker, was a Franciscan monk and contemporary of St Francis of Assisi. He was a zealous preacher of the word of God. He led a life of complete surrender to God who made him an instrument of healing the sick and even in raising the dead. The devotion to St Antony is alive all over the world even today,

St. Antony (Fernando Martins de Bulhoes) was born in Lisbon to Vicente Martins de Bulhoes and Teresa Pais Taveira on 15 August 1195. Noted by his contemporaries for his forceful preaching and expert knowledge of the Scriptures, he was proclaimed a Doctor of the Church on 16 January, 1946. The monastery at Coimbra was a centre of learning and Fernando was ordained priest in 1219. He was in charge of the reception of the Abbey and that brought him into contact with the friars of Francis of Assisi who called themselves 'little brothers'.

Antony fell ill with edema and on 13 June, 1231 on his way back to Padua he was called to his heavenly abode at Poor Clare monastery at Arcella, aged 36.

When his body was exhumed thirty years after his death, his tongue glistened and looked as if it was still alive and moist, indicating his gift of preaching.

Antony was canonized by Pope Gregory IX on 30 May 1232, at Spoleto, Italy, less than one year after his death. He is venerated all over the world as the Patron Saint for lost articles, and is credited with many miracles involving lost people, lost things and even lost spirituality. The saint is the second most quickly canonised saint after Peter of Verona.

## Aims and Objectives

1. St Antony's College, Peruvanthanam was set in 2013 under the able leadership of Late Rev. Dr Antony Nirappel, to cater to the higher educational needs of the high-land society.
2. The College is committed to impart education to all who seek higher learning at its portals irrespective of caste, creed and community. This shrine of learning focuses on the intellectual, cultural and moral advancement of the locality.
3. The College tries to inculcate in its students, moral and spiritual values upholding academic excellence.
4. The College aims at enlightening the students with knowledge and values to excel in life and in social commitment.

## Historical Notes

24 July, 2013 : St Antony's College Peruvanthanam, affiliated to M.G. University and approved by the Govt of Kerala started operating as an institution for excellent through learning.

9 May 2014: The formal inauguration of the construction of college building was done by the Honourable Chief Minister Mr Oommen Chandy in the presence of Mr. P J Joseph ( Minister for Water Resources) Mrs. E S Bijimol MLA and Mr. MT Thomas ( District Panchayath President) and the foundation stone was blessed by Late Rev. Dr. Antony Nirappel, the Founder of the institution.

7 October 2014 : P.G. Course in Commerce was initiated.

14 May, 2015 : The College is shifted to Peruvanthanam.

28 May, 2015 : The College is formally blessed by the founder Late Rev. Dr. Antony Nirappel.

2019 : Got Mahatma Gandhi University Rank for B.Com Co-operation

2020 : Started Bachelor of Fashion Technology

2020 : Started B.Sc Mathematics

2021 : Started B.Sc Cyber Forensic

: Mahatma Gandhi University Rank for BCA & B.Com. Finance & Taxation

: Started B.Com. Professional with CA, CMA

2022 : Started B.Com. Professional with CMA (US)

Started B.Com./BBA with ACCA

2022 : Started B.Sc. Hotel Management

2023 : The College attained Ist, IInd & VIIth Rank for Bachelor of Fashion Technology

: Enlistment of UGC 2 (f)

## **SPECIAL FEATURES**

- \* **World Class Leadership**
- \* **E-Learning & E-Exam**
- \* **Module Exams**
- \* **One to one counselling**
- \* **Remedial Classes**
- \* **Add - on Courses**
- \* **Eco-friendly Campus**
- \* **Digital Library**
- \* **Bridge Courses**
- \* **Cultural Fest and Fashion Show**
- \* **Free Language Skill Development Programme**
- \* **Communication Skills Development Programmes**
- \* **National Service Scheme (Aided)**
- \* **Industrial Visit (I.V.)**
- \* **Career Guidance**
- \* **National and International Campus Recruitment**
- \* **Tally Centre**
- \* **STED Council Courses**
- \* **ASAP**
- \* **BECIL**
- \* **Hostel and Bus facilities**
- \* **International Internship**

## FACULTY & STAFF

### TEACHING STAFF

#### Dept. of English

1. Mrs. Anjaly R Nair MA, B.Ed. (HOD) 8086115661
2. Mrs. Shantimol S, MA, B.Ed. 7907113764
3. Mrs. Bindhu P R, MA (Eng., His.), B.Ed. 9048378066
4. Mr. Thomas Alex MA, B.Ed. 9605636540
5. Ms. Mekha M, MA 6235633254

#### Dept. of Malayalam

1. Mr. Basil P N, MA, B.Ed. (HOD) 9656697432
2. Mr. Bobby K Mathew MA, B.Ed. M.Phil 9895380625

#### Dept. of Hindi

1. Mrs. Dona Chandy BA, LTTC 9446854829

#### Dept. of Tamil

1. Dr. Jeya S. MA, B.Ed., M.Phil, Ph.D 9544345316

#### Dept. of Commerce

1. Mr. Tijomon Jacob M.Com (HOD, PG Dept.) 9495604275
2. Mr. Ratheesh P R M.Com, MBA, MA Eco, B.Ed.  
(HOD, B.Com Computer & Logistics Management) 9847725246
3. Mrs. Resnymol E A M.Com, B.Ed.  
(HOD, B.Com Finance & Taxation) 9496268575
4. Mr. Binu Kurian M.Com  
(HOD, B.Com Co-operation) 9544438381
5. Mr. Wilfred Chacko M.Com, B.Ed. 9947076993
6. Mrs. Beena P R M.Com, B.Ed. 7306764285
7. Mrs. Shijimol Thomas M.Com, MBA 9447807137
8. Mrs. Suneesha Mohanan M.Com, MBA 9562884063
9. Mrs. Sumy K M M.Com, B.Ed. 9846749944
10. Mr. Kishor Baby M.Com 9744166210
11. Mrs. Anjala Ayub M.Com 6238405497

- |                                       |            |
|---------------------------------------|------------|
| 12. Adv. Jaya Vijayan B.Sc. B.Ed, LLM | 9744280803 |
| 13. Mrs. Sherin Varkey M.Com          | 9656342539 |
| 14. Mrs. Sinimol Mathew M.Com         | 9605602094 |

**Dept. of Management**

- |                                 |            |
|---------------------------------|------------|
| 1. Mrs. Ashwini Jaisy MBA (HOD) | 7034969170 |
| 2. Mrs. Jinu Thomas MBA         | 8129863406 |
| 3. Mr. Akshay Mohandas M.Com    | 9746712239 |
| 4. Ms. Athira Lalu M.Com        | 9846554581 |

**Dept. of Computer Application & Cyber Forensic**

- |                                             |            |
|---------------------------------------------|------------|
| 1. Mrs. Jintumol John MCA (HOD)             | 9496724085 |
| 2. Mrs. Praicy Antony M.Sc Computer Science | 9747330004 |
| 3. Mrs. Rintamol Mathew M.Tech              | 8943050866 |
| 4. Ms. Roshni Rachel Chacko MCA             | 8606679525 |
| 5. Ms. Nazrin Naushad M.Tech                | 9188367379 |
| 6. Ms. Gopika V S M.Sc. Cyber Forensic      | 7907567020 |
| 7. Mrs. Suby Sebastian                      | 9847921113 |
| 8. Ms. Silpa Prem MCA                       | 7306189925 |
| 9. Ms. Sigina Soman M.Sc. Cyber Forensic    | 9074569067 |

**Dept. of Fashion Technology**

- |                                                                    |            |
|--------------------------------------------------------------------|------------|
| 1. Mrs. Christy Jose M.Sc Costume Design and Fashion,<br>MBA (HOD) | 8086913266 |
| 2. Mrs. Princy Mathews<br>M.Sc. Costume Design and Fashion         | 9961277437 |
| 3. Mrs. Leenamol Mathew<br>M.Sc. Costume Design & Fashion          | 9656132624 |
| 4. Mrs. Subimol Babu M.Sc. Textile Science                         | 7902939294 |

**Dept. of Professional Courses (CA, CMA, ACCA, CPA, EA)**

- |                                            |            |
|--------------------------------------------|------------|
| 1. Mrs. Shafnam Jamal (CA Inter Qualified) | 9495809274 |
|--------------------------------------------|------------|

**Dept. of Mathematics**

1. Mrs. Suparna Raju M.Sc. (HOD) 9961516466
2. Mr. Varghese Antony M.Sc. 9447601245
3. Mrs. Manju S Nair M.Sc. Mathematics 6282724072
4. Ms. Aayishamol Saiju M.Sc. Mathematics 6282999654

**Dept. of Hotel Management**

1. Mr. Tomy Joseph  
M.Sc. Hotel Management (HOD) 9747191078
2. Mr. Ligy P Abraham  
M.Sc. Hotel Management 9446352691

**Dept. of Economics**

1. Mr. Nice Jose MA Economics, B.Ed., DCA 9446121565

**Library**

1. Mr. Toby Sunny 8129926067

**Non Teaching Staff**

1. Mr. Justin Jose Superintendent 9961276798
2. Mr. Bibin Pious Office Assistant 9072950656
3. Mrs. Neji P Nazar Front Office 9495349272
4. Mr. Muhammed Vimals Aboobakker  
Office Assistant 8078943562
5. Mr. Shibin Sebastian Accountant 9947372076
6. Mrs. Annamma Francis Office Assistant 8590319913
7. Ms. Sinchu Sebastian Office Assistant 9074086837
8. Mr. Ajith A Lab Assistant 8086904949
9. Mrs. Suseela K M 9745372829
10. Mrs. Subhashini Vijayan 9995637905
11. Mrs. Alice Joseph 9605578334
12. Mrs. Sini Mathew 8606374554

## CLASS TEACHERS

### Commerce

S3 M.com	: Mr. Tijomon Jacob
S1 M.com	: Mrs. Beena P R
S5 B.com Professional	: Mrs. Resnymol E A
S5 B.com F & T	: Mr. Wilfred Chacko
S5 B.com Co-operation	: Mrs. Sumy K M
S5 B.com Computer	: Mr. Ratheesh P R, : Ms. Sinimol Mathew
S3 B.com Co-op/F & T	: Mr. Binu Kurian
S3 B.com Logistics	: Mr. Kishor Baby
S3 B.com ACCA	: Mrs. Shijimol Thomas
S3 B.com professional	: Mrs. Suneesha Mohanan
S1 B.com Logistics	: Mrs. Anjala Ayub
S1 B.com Co-op/F & T	: Ms. Sherin Varkey
S1 B.com Professional	: Ms. Shafnam Jamal
S1 B.com ACCA	: Adv. Jaya Vijayan

### BBA

S5 BBA	: Mr. Akshay Mohandas
S3 BBA	: Mrs. Ashwini Jaisy
S1 BBA with ACCA	: Mr. Akshay Mohandas
S1 BBA	: Mrs. Jinu Thomas

### BCA

S5 BCA	: Mrs. Praicy Antony
S3 BCA	: Mrs. Roshni Rachel Chacko
S1 BCA	: Mrs. Jintumul John

### Cyber Forensic

S5 Cyber	: Mrs. Rintamol Mathew
S3 Cyber	: Ms. Nezrin Noushad
S1 Cyber	: Ms. Sigina Soman

### BA ENGLISH

S5 BA	: Mrs. Bindhu P.R.
S3 BA	: Mrs. Anjaly R. Nair
S1 BA	: Mrs. Shantimol S.

### FASHION TECHNOLOGY

S5 BFT	: Mrs. Princy Mathews
S3 BFT	: Mrs. Christy Jose
S1 BFT	: Mrs. Leenamol Mathew

### HOTEL MANAGEMENT

S3HM	: Mr. Tomy Mathew
S1HM	: Mr. Ligy P Abraham



## COURSES OF STUDY

B.Com. (Finance & Taxation) (Model I)  
B.Com. (Co-operation) (Model I)  
B.Com. Logistics Management (Model II)  
B.Com Professional with CA, CMA  
B.Com Professional with CMA (US)  
B.Com /BBA with ACCA  
B.Com (Computer Application) (Model II)  
BBA  
BCA  
BA English (Language & Literature) (Model I)  
BSc. Mathematics  
BFT  
B.Sc. Cyber Forensic  
B.Sc. Hotel Management  
M.Com (Finance and Taxation)  
M.Com (Marketing & IB)  
MSW\*

### Open Courses for Students (Semester V)

B.Com	Fundamentals of Accounting
BCA	Computer Fundamentals, Internet & MS Office
BBA	Brand Management
BA English	English for Careers
BFT	Fashion Fundamentals and Concepts

Admission to the programmes are strictly in accordance with the rules and regulations of the UGC and MG University.

## ADD - ON COURSES

- **Diploma in Professional Accounting**

This Add on Course is offered to B.Com/ BBA students.

- **Diploma in Foreign Accounting**

This Add on Course is offered to B.Com/ BBA students.

- **Aviation Management**

This add on course is offered to Bachelor of Business Administration (BBA) students.

- **Enrolled Agent**

This add on course is offered to B.Com students.

- **Diploma in Airline Management**

This add on course is offered to B.Com logistics students.

- **Artificial Intelligence**

This Add on Course is offered to B.com Computer Application Students.

- **Cloud Computing**

This add on Course is offered to Bachelor of Computer Application Students.

- **AWS Cloud Computing**

This add on Course is offered to Bachelor of Computer Application Students.

- **Film Studies**

This add on course is offered to BA English students.

- **Multi Media**

This add on course is offered to degree students.

- **E- Journalism**

This add on Course is offered to BA English students

- **Data Science**

This add on Course is offered to B.Sc. Mathematics students.

- **Surface Embellishment, Pattern Making, Garment Construction**

This add on Course is offered to Bachelor of Fashion Technology students.

**Co-operative Bank Coaching**

This add on Course is offered to B.Com Co-operation students.

- **Diploma in Hotel Management**

This add on Course is offered to B.Sc. Mathematics students.

## OFFICE BEARERS 2023-24

- Chairman** : Mr. Benny Thomas  
**Principal** : Dr. Antony Joseph M.Com, MPhil PhD  
**Vice Principals** : Mrs. Suparna Raju M.Sc Mathematics  
: Mrs. Resnymol E A M.Com, B.Ed.  
: Mr. Boby K Mathew MA, MPhil, B.Ed.  
: Mr. Ratheesh P R M.Com, MBA, MA Eco.B.Ed.

### College Council

- : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
: Mr. Tijomon Jacob  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Boby K Mathew  
: Mr. Ratheesh P R  
: Mrs. Shantimol S (Staff Secretary)  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
: Mrs. Rintamol Mathew  
: Mrs. Christy Jose  
: Mr. Basil P N  
: Mr. Akshay Mohandas (Staff Secretary)  
: Mr. Nice Jose (IQAC)  
: Mr. Justin Jose

### Students welfare Committee

- Chairman & Manager : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Boby K Mathew  
: Mr. Ratheesh P R

: Mr. Wilfred Chacko  
: Mr. Justin Jose  
: Mr. Jose Antony  
: Mr. Binu Kurian  
: Mrs. Bindhu P R  
: Ms. Roshni Rachel Chacko  
: Mrs. Praicy Antony  
: Mrs. Leenamol Mathew  
: Mrs. Neji Nazar  
: Mrs. Sini Mathew  
: Mr. Bibin Pious

### **Anti-Ragging Committee**

Chairman & Manager : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
Nodal Officer : Mr. Ratheesh P R  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Boby K Mathew  
: Mrs. Rintamol Mathew  
: Mrs. Jintumol John  
: Mrs. Beena P R  
: Mrs. Anjaly R Nair  
: Ms. Mekha M  
: Mrs. Leenamol Mathew  
: Mr. Justin Jose  
: Mrs. Suneesha Mohanan  
: Mrs. Subhashini Vijayan  
: Mr. Bibin Pious

### **Students Redressal Committee**

Chairman & Manager : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
: Mr. Tijomon Jacob  
: Mr. Ratheesh P R  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A

: Mr. Bobby K Mathew  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
: Mrs. Ashwini Jaisy  
: Mrs. Rintamol Mathew  
: Mrs. Christy Jose  
: Mr. Basil P N

### **Extension Programme**

Convener : Dr. Antony Joseph (Principal)  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Bobby K Mathew  
: Mr. Ratheesh P R  
: Mrs. Shantimol S  
: Mr. Binu Kurian  
: Mrs. Beena P R  
: Mrs. SherinVarkey  
: Mr. Wilfred Chacko  
: Mr. Jose Antony  
: Mrs. Christy Jose  
: Mrs. Leenamol Mathew  
: Mrs. Subimol Baby  
: Mr. Justin Jose

### **Anti- Drug Cell**

Convener : Mr. Binu Kurian  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Ratheesh P R  
: Mr. Thomas Alex  
: Mrs. SherinVarkey  
: Mrs. Suneesha Mohanan

### **Staff Secretary**

: Mrs. Shantimol S  
: Mr. Akshay Mohandas

**Women Cell**

Co-ordinator's : Mrs. Shantimol S &  
Mrs. Christy Jose  
: Mrs. Shijimol Thomas  
: Mrs. Praicy Antony  
: Mrs. Dona Chandy  
: Mrs. Jinu Thomas  
: Ms. Nezrin Noushad

**NSS****Programme Officers**

: Mr. Binu Kurian  
: Mr. Thomas Alex

**Assistant Programme Officers**

: Mr. Akshay Mohandas  
: Ms. Mekha M

**ED Club**

Co-ordinator : Mr. Wilfred Chacko  
: Mr. Akshay Mohandas  
: Ms. Roshni Rachel Chacko  
: Mrs. Sumy K M

**External Examination**

Convener : Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mrs. Rintamol Mathew  
: Mrs. Bindhu P R  
: Mrs. Shijimol Thomas

**Open Course**

Co-ordinator : Ms. Roshni Rachel Chacko  
: Mrs. Bindhu P R  
: Mrs. Ashwini Jaisy  
: Mrs. Shijimol Thomas  
: Mrs. Leenamol Mathew  
: Mr. Muhammed Vimals Aboobakker

**Add- on Course**

Convener : Mrs. Resnymol E A

Co-ordinator : Mrs. Suby Sebastian  
: Mrs. Suneesha Mohanan  
: Mrs. Anjaly R Nair  
: Mrs. Jinu Thomas  
: Ms. Roshni Rachel Chacko  
: Mrs. Leenamol Mathew

### **Placement Cell**

Convener : Mr. Akshay Mohandas  
: Mrs. Shijimol Thomas  
: Ms. Roshni Rachel Chacko  
: Mr. Justin Jose  
: Mr. Bibin Pious

### **Nature & Tourism Club**

Convener : Mr. Akshay Mohandas  
: Ms. Nezrin Noushad  
: Ms. Mekha M  
: Adv. Jaya Vijayan  
: Mrs. Praicy Antony  
: Mr. Jose Antony

### **Store**

Co-ordinator : Mr. Binu Kurian  
: Mr. Biju Mathew

### **Admission**

Chairman & Manager : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
Convener : Mrs. Resnymol E A  
Joint Convener : Mr. Akshay Mohandas  
: Mr. Tijomon Jacob  
: Mrs. Suparna Raju  
: Mr. Jose Antony  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
: Mrs. Ashwini Jaisy  
: Mrs. Suby Sebastian



: Mr. Wilfred Chacko  
: Mrs. Rintamol Mathew  
: Mrs. Princy Mathews  
: Mrs. Christy Jose  
: Mr. Basil P N  
: Mr. Justin Jose  
: Mr. Bibin Pious  
: Mrs. Neji Nazar  
: Mr. Muhammed Vimals Aboobakker

### **PTA**

Secretary : Mrs. Suparna Raju  
: Mrs. Resnymol E A

### **Time Table**

Convener : Mrs. Suparna Raju  
: Mr. Ratheesh P R  
: Mrs. Anjaly R Nair

**Counselling** : Sr. Cicy SABS

### **EFA (English for All)**

: Mrs. Anjaly R Nair  
: Mrs. Shantimol S

### **Website/ Software/ Online Management**

: Ms. Roshni Rachel Chacko  
: Mr. Akshay Mohandas  
: Mrs. Suby Sebastian  
: Mr. Justin Jose  
: Mr. Bibin Pious  
: Mr. Ajith A

### **Staff Advisors**

: Mr. Basil P N  
: Mr. Ratheesh P R

### **Hand Book**

Chairman & Manager : Mr. Benny Thomas  
: Dr. Antony Joseph (Principal)  
Convener : Mr. Binu Kurian

: Mr. Tijomon Jacob  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Ratheesh P R  
: Mrs. Christy Jose  
: Mrs. Rintamol Mathew  
: Mr. Justin Jose  
: Mr. Tomy Joseph  
: Mrs. Neji Nazar  
: Mr. Bibin Pious

### **Year Planner**

Convener : Mrs. Suparna Raju  
: Mr. Tijomon Jacob  
: Mrs. Resnymol E A  
: Mr. Boby K Mathew  
: Mr. Ratheesh P R  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
: Mrs. Princy Mathews  
: Mrs. Christy Jose  
: Mr. Basil P N  
: Ms. Roshni Rachel Chacko  
: Mr. Varghese Antony  
: Mrs. Suby Sebastian

### **Research Journal**

Convener : Mr. Binu Kurian  
: Mr. Nice Jose  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
: Mrs. Ashwini Jaisy  
: Mrs. Shijimol Thomas  
: Mrs. Bindhu P R

## **Magazine**

Convener : Mr. Basil P N  
: Mrs. Anjaly R Nair  
: Mr. Ratheesh P R  
: Mrs. Ashwini Jaisy  
: Mrs. Dona Chandy  
: Mrs. Beena P R  
: Mr. Thomas Alex  
: Ms. Aayishamol Saiju  
: Mr. Toby Antony

## **News Letter**

Convener : Mrs. Anjaly R Nair  
: Mr. Tijomon Jacob  
: Mr. Wilfred Chacko  
: Mrs. Ashwini Jaisy  
: Ms. Roshni Rachel Chacko  
: Mrs. Suneesha Mohanan  
: Mrs. Leenamol Mathew  
: Mr. Justin Jose  
: Mr. Bibin Pious  
: Mrs. Neji Nazar  
: Mr. Toby Sunny

## **Brochure**

Convener : Mr. Tijomon Jacob  
: Mr. Akshay Mohandas  
: Mr. Justin Jose  
: Mr. Jose Antony  
: Mrs. Anjaly R Nair  
: Mr. Basil P N  
: Mrs. Christy Jose  
: Mrs. Shantimol S  
: Ms. Roshni Rachel Chacko

## **MOOC Courses – Organic Farming**

Co-ordinator : Mrs. Shantimol S  
: Mrs. Suparna Raju  
: Mrs. Shijimol Thomas  
: Mrs. Ashwini Jaisy  
: Mrs. Sumy K M  
: Mrs. Suneesha Mohanan  
: Mrs. Jintumol John  
: Mrs. Princy Mathews  
: Mr. Binu Kurian  
: Mr. Justin Jose

## **IT & Management Committee**

: Ms. Roshni Rachel Chacko  
: Mr. Akshay Mohandas  
: Mr. Justin Jose  
: Mr. Bibin Pious  
: Mr. Muhammed Vimals Aboobakker  
: Ms. Sinchu Sebastian

## **Cultural Programmes**

Convener : Mr. Basil P N  
: Mrs. Christy Jose  
: Ms. Roshni Rachel Chacko  
: Mrs. Leenamol Mathew  
: Mrs. Suneesha Mohanan  
: Mrs. Jinu Thomas  
: Adv. Jaya Vijayan  
: Mrs. Sumy K M  
: Mrs. Dona Chandy  
: Mrs. Subimol Babu

## **Community College**

Chairman & Manager  
: Mr. Benny Thomas

: Dr. Antony Joseph (Principal)  
: Mr. Jose Antony  
: Mr. Tijomon Jacob  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Bobby K Mathew  
: Mr. Ratheesh P R  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mr. Akshay Mohandas  
: Mrs. Ashwini Jaisy  
: Mrs. Jintumol John  
: Mr. Tomy Joseph  
: Mrs. Praicy Antony  
: Mrs. Christy Jose  
: Mr. Justin Jose

### **Campus Youth**

: Ms. Roshni Rachel Chacko  
: Mr. Thomas Alex  
: Mrs. Rintamol Mathew

### **IQAC**

1. Sri. Benny Thomas Puthuparambil – Chairman & Manager
2. Dr. Antony Joseph – Principal

### **III. Members from the local Society**

1. Dr. N Jayaraj (Chief Whip- Govt. of Kerala)
2. Sri. Dean Kuriakose (MP-Iduckki)
3. Sri. Vazhoor Soman (MLA-Peerumade)
4. Dr. Tharsis George (Former NAAC Peer Team Member)
5. Smt. Domina Saji (President, Peruvanthanam Grama Panchayath)

#### **IV. Nominees from the Industry / Employers / Stakeholder Alumni/ PTA**

1. Sri. Sabu Jacob – Chairman & Managing Director  
Kitex Ltd. Ernakulam
2. Sri. Ronaldo Berman  
G.M – Ronaldo Spago International, Dubai, UAE
3. Sri. Lenka Slavikova  
M.D. Ronaldo International Recruiters, Dubai, UAE
4. Sri. Umar Farook O S – Alumni Representative
5. Mr. Joseph Mathew - PTA President

#### **V. Co-ordinator**

1. Mr. Nice Jose
2. Mrs. Merin Jose

#### **VI. Teaching Faculty Representatives**

1. Mr. Tijomon Jacob (HOD, PG Department of Commerce)
2. Mr. Ratheesh P R (HOD, Dept.of Computer & Logistics  
Management)
3. Mrs. Suparna Raju (HOD, Dept. of Mathematics)
4. Mrs. Resnymol E A (HOD, Dept.of Finance & Taxation)
5. Mr. Binu Kurian (HOD, Dept.of Co-operation)
6. Mrs. Anjaly R Nair (HOD, Dept. of English)
7. Mrs. Jintumol John (HOD, Dept. of Computer Science)
8. Mrs. Ashwini Jaisy (HOD, Dept. of Management)
9. Mrs. Christy Jose (HOD, Dept. of Fashion Technology)
10. Mr. Basil P N (HOD, Dept. of Malayalam)
11. Mrs. Shantimol S (Staff Secretary)
12. Mr. AkshayMohnadas (Staff secretary)
13. Mrs. Shijimol Thomas (Dept. of Commerce)

#### **VII. Representatives from Administrative Staff**

1. Mr. Justin Jose (Office Superintendent)

### **VIII. Students Representatives**

1. Mr. Amal George - S5 B.Com Professional
2. Ms. Devu Vinod - S5 BA

### **Innovative Courses (Professional Courses – CA, CMA, ACCA, EA)**

Convener : Mrs. Resnymol E A  
Co-ordinator : Mrs. Shafnam Jamal

### **Internal Examination Committee (IEC)**

Convener : Mrs. Suparna Raju  
: Mrs. Manju S Nair  
: Mrs. Sumy K M  
: Mrs. Shijimol Thomas  
: Mrs. Jintumol john  
: Mr: Mr. Justin Jose  
: Mr. Toby Sunny  
: Mr. Bibin Pious

### **Library Advisory Committee**

Convener : Mr. Justin Jose  
: Dr. Antony Joseph (Principal)  
: Mr. Tijomon Jacob  
: Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mr. Bobby K Mathew  
: Mr. Ratheesh P R  
: Mr. Binu Kurian  
: Mrs. Anjaly R Nair  
: Mrs. Jintumol John  
Mrs. Rintamol Mathew  
: Mrs. Leenamol Mathew  
: Mr. Basil P N  
: Mrs. Shantimol S

: Mr. Varghese Antony  
: Mr. Toby Sunny  
: Mr. Tomy Joseph

### **Adventure Club**

Co-ordinator : Mr. Akshay Mohandas  
: Ms. Nezrin Noushad

### **Folklore Club**

Co-ordinator : Mr. Boby K Mathew  
: Mrs. Shantimol S

### **SC, ST, OBC Cell**

: Mr. Basil P.N.

### **Internal Complaint's Committee (ICC)**

Chairperson : Mrs. Suparna Raju  
: Mrs. Resnymol E A  
: Mrs. Shantimol S  
: Mrs. Jintumol John  
: Mrs. Rintamol Mathew  
: Mrs. Neji Nazar  
: Adv. Jaya Vijayan  
: Ms. Jissmol Varghese (PG Student)  
: Ms. Vineetha E B (UG Student)



## **Students' responsibilities**

- Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations. Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other services available in the institution.
- Prepare seriously for continuous internal assessments and termly examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning. Live as worthy alumni of the institution.

## **Admission and withdrawal**

1. The College admits qualified students of all castes and creeds. Criteria for admission include the applicant's academic record and evidence of good character. The Principal reserves the right to refuse admission to any applicant, if he feels that the admission of that person is detrimental to the interest and discipline of the College.
2. Application for admission should be made in the prescribed application form available from the college office on payment of the prescribed fee.
3. Candidates for admission to the Degree courses must present
  - (1) Transfer Certificate from the school/college last attended (2) Course and Conduct Certificate (3) Pass Certificate (4) Migration Certificate or Eligibility Certificate (for students coming from other universities) (5) S.S.L.C. Book (for reference only) and (6) Three passport size photographs.
4. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting

the original for admission.

5. The first instalment of tuition fee and other fees are collected on the day of admission. No student will be enrolled or allowed to attend the classes until the fees due from him/her has been paid.
6. Students who are admitted after the re-opening day will lose attendance for the days preceding admission and the days so- lost will be counted as days of absence for recording attendance for the year.

### **ISSUE OF CERTIFICATES**

1. Application for the issue of any certificate shall be made in the prescribed form.
2. Transfer certificate shall be issued only after the payment of all dues to the college and the college hostel. The conduct certificate is a document which the student has to earn and it is not a right.
3. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. No certificate will be sent by post unless the transmission charges are prepaid.
4. S.S.L.C. book, mark list, etc. have to be claimed at least within a year after leaving the college. The college office will not be responsible for any damage or loss to the certificates left unclaimed by the student.

### **ATTENDANCE AND LEAVE**

1. The working day is divided into two sessions and each session into periods of one hour - three periods in the forenoon and two in the afternoon. There are five working days a week. Attendance will be marked at the beginning of each period.
2. Latecomers may be given or refused attendance for the period or marked late at the discretion of the teacher concerned.
3. Students shall not absent themselves without leave for the whole class or part of a day. Absence without leave for part of a session shall be considered as absence for half a day.
4. A student who is absent from the college for more than 10 consecutive working days without satisfactory explanation is liable to have his name removed from the rolls. A student seeking re-admission after such a removal should pay the prescribed re-admission fee.

5. All applications for leave must be made beforehand to the Principal. In the case of hostel students the application for leave must be signed by the warden and those who live in approved lodges will have the application countersigned by the local guardian.
6. Leave for illness for more than three consecutive days should be supported by medical certificate.
7. Leave will be granted only for proper and adequate reasons. Leave application should be submitted to the Principal through the teacher in charge.
8. When previous permission for absence cannot be obtained because of unavoidable circumstances, an application for leave must be submitted to the Principal at the earliest and in no case later than the first or second day of return to the college.
9. Leave form should be given to the Principal in the prescribed form obtainable from the college office.
10. As leave is granted for all reasonable causes no student shall absent himself/herself from class without leave.
11. Those who apply for leave to represent the college in extra- curricular activities should submit their application for leave beforehand to the Principal through the Head of the Department. In no case applications submitted later than the first or second day of their return to college will be considered. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days.
12. For the purpose of attendance all working days, irrespective of the number of working periods shall be considered full working days.
13. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will not be granted unless the student has attended not less than 75% of the number of working days of the academic year and the Principal is satisfied with the student's progress and conduct.
14. Students whose attendance falls below this minimum shall have to apply for condonation of shortage through the Principal to the university. The application for condonation shall be accompanied by a chalan receipt along with the prescribed fee. Reason for each day's absence will have to be given and in case of absence on account of sickness medical certificate also has to be submitted.

Condonation for shortage of attendance will not be granted for more than one semester in a programme of study, nor will condonation permitted if the shortage exceeds twenty days.

## GENERAL REGULATIONS

With their enrolment in the college the students have the obligation to obey the rules and adhere to the discipline of the college. Students are enjoined to obey the following rules:

1. Students shall join the morning prayer with devotion.
2. Students must be neat and clean in body and spirit and should behave with courtesy and dignity. They should show due respect to all the members of the staff. Disobedience and misconduct will be seriously dealt with.
3. Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the verandahs during the class hours. They must go to the reading room.
4. Students must attend classes with regularity and punctuality and shall refrain from any action that may disturb the smooth functioning of the college.
5. No student shall enter or leave the classroom during the class time without the permission of the teacher concerned.
6. No student shall enter other classrooms without the permission of the Principal during the class time or intervals.
7. Students are not permitted to approach any college authority in groups as such action is subversive of orderly academic life.
8. All college property should be handled with great care and should keep the campus clean. Scribbling and spoiling the walls in any way are strictly prohibited. Loss or destruction of college property will be chargeable individually or collectively. No article or furniture shall be displaced.
9. Students must observe the rules of the college. Complaints if any must be brought to the notice of the Principal through the class teacher.
10. Students should keep their identity cards with them while in the campus and produce it on demand for inspection by any member of the staff or other college authorities. Identity card is to be produced to the office for the issuance of any certificate from the college, for remitting fees etc. If the card is lost, duplicate may be issued at the students' expense with the special permission of the Principal.

**11. Political activity is strictly banned in the campus. Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus. (See item 5 the University Students' Code of Conduct Rules 2005)**

**12. Dress Code**

**GIRLS**

- Kurtas for girls must be decent with sleeves and no transparent material Allowed.
- The fabric should not be tight.
- Length of skirt should be below the knees and should not be transparent.
- Slits in skirts or kurtis should not facilitate a view of the legs.
- The top should be knee length, the sides should be cut open and the bottom should not be tight fitting the leg.
- T-Shirts Revealing deep tops is not allowed.
- Short shirts/tops exposing body parts is not allowed.

**BOYS**

- Lungis are not allowed.
- Students should button up their shirts completely. However, the collar may not be buttoned up.
- Tight fitting dirty jeans is not allowed.
- Low waist trousers exposing body parts is not allowed.

13. Without prior sanction of the Principal, students are not permitted  
(a) to convene or attend meetings of any sort in any circumstance anywhere in the college buildings or its premises,  
(b) to set up entertainments or organise social functions in the college, (c) to make use of megaphones and loudspeakers in the campus, (d) to invite for any function in the college persons who are not on the faculty of the college, (e) to collect subscriptions of any kind, (f) to put up notices or host flags of any organisation or to display banners, posters etc. anywhere in the campus, (g) to place

any paper, periodical or book in the reading room or circulate them in the college.

14. Smoking, consumption of alcohol and drugs are strictly forbidden in the campus and such acts shall invite serious disciplinary action.
15. All correspondence officially addressed to the Principal should contain reply postage.
16. All notices to the students will be displayed on the notice board.
17. Any student (1) who is persistently insubordinate (2) who is repeatedly or wilfully mischievous and (3) who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students shall be removed from the rolls temporarily or permanently or may be served with a compulsory TC according to the gravity of the offence. The Principal may refuse the grant of the term certificate for a specified period and may also report their case to the University for disciplinary action.
18. **Students are not allowed to use mobile phones in the college campus and Hostels as per G.O.No.RT/No.346/05 Higher Edn.Dtd.01.03.2005.** Students who violate this rule shall be penalised and the phones will be confiscated.
19. **Ragging:** Ragging of students is forbidden and is punishable by rustication or expulsion from the college. As per directives of the Honorable Supreme Court and M. G. University Letter No. ACA1/2/1647/07 Anti Ragging Squads are made each year to ensure that no ragging takes place. (See page No 62) **M.G. University Students' Code of Conduct Rules 2005.**

## **M.G UNIVERSITY STUDENTS' CODE OF CONDUCT RULES - 2005**

### **1. Title**

These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules-2005. It shall come into force with immediate effect.

### **2. Objective**

These rules are framed with a view to maintaining and enforcing good conduct inside the class rooms and campus in the affiliated colleges, Departments of teaching and Research and self-financing schools of the Mahatma Gandhi University.

### **3. Application**

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self-financing school of the University.

#### **4. Definitions**

- i. College:- means a college as defined in Section 2 (2) and Section 2(7) of the M.G. University Act 1985.
- ii. Vice Chancellor:- means the Vice Chancellor of the Mahatma Gandhi University.
- iii. Students' Grievance Redressal Committee:- **Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.**
- iv. **Student**:- means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.
- v. **Principal**:- means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
- vi. **Political activity**:- Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

#### **5. Prohibition on Political Activity inside the campus**

- a. No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b. Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- c. It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

- d. No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

## **6. Procedure for imposition of punishment**

- a. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b. If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- c. If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/ teachers to enquire into the matter and to submit the report immediately.
- d. The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit, including the imposition of the following punishments.
  - 1. Imposition of fine
  - 2. Issuance of compulsory transfer certificate
  - 3. Dismissal from the college

In the event of imposition of punishment, of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.



## **7. Prohibition of damage to property**

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, the recovery proceedings shall be taken against the person responsible.

## **8. Students' Grievance Redressal Committee**

In every college there shall be a Students' Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of 13 members nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

## **9. Right to Appeal**

A student against whom the disciplinary orders had been passed shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statutes 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

## RESIDENCE OF STUDENTS

1. Students who do not live with their parents should as a rule reside in the college hostel or approved lodges. Only students who are on the rolls of the college alone will be permitted to reside in the hostel. The warden shall be the sole authority in the management and day to day administration of the hostel who will be appointed by the Director. All matters connected with the hostel will be dealt with by the warden and appeals may be made only to the Director..
2. Students who want to live in lodges must get the permission of the Principal before any lodge is chosen.
3. Students shall forward to the college office in the prescribed form complete information regarding their residence.
4. Any subsequent change in residence may be made only with the previous written permission of the Principal.
5. Students not living in the hostel or with their parents or guardians will be placed under the supervision of the members of the staff to conduct inspection of the residences.

## VISITORS, LETTERS etc.

Students are not allowed to receive visitors in the college during the working hours without the permission of the Principal. They will have their letters and other communications addressed to their home or hostels. College office will not be responsible for the distribution of postal articles addressed otherwise.

## The College Union

Students enrolled in the college are ipso facto members of the College Union and shall have the right to vote and contest the election to the College Union.

Every ordinary member of the Union can become a member of other associations or forums according to his / her optional subject or interest.

All the members of the teaching staff of the college shall be honorary members of the Union and of all affiliated associations.

The Principal shall be the patron of the College Union and affiliated associations and he shall be the final authority in all matters relating to

the Union and the affiliated associations. A Pro-patron may be nominated from the teaching staff who shall exercise such powers as are delegated to him by the patron.

The election to the college union in parliamentary model will be conducted according to the direction of the university.

## **College Bus Regulations**

Nobody without a bus pass will be allowed to board the bus. Loss of the pass shall be reported promptly to the office.

Commuting by college bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, team spirit, co-operation and consideration for others.

Gentlemanly and exemplary behavior is expected in the bus and at the boarding points where they wait for the bus.

Singing or shouting, throwing articles out of the bus or making comments on the people outside are not allowed in the college bus.

In order to maintain order and discipline in the bus, students are to co-operate with the bus staff.

Strong and prompt disciplinary action will be taken against the students who do not behave themselves in the bus.

If the college bus fails to ply on any day on account of some unforeseen reason, the students should come to college by other means. No complaint will be entertained on such issues.

Those who avail themselves of the college bus facilities must pay the bus fee for 12 months.

Bus fee should be paid before the 10th of every month in the college office. For the payment of bus fee the Bus pass must be brought along with fee.

## **Canteen**

Students should take their meals coupon before 9.20 a.m. The lunch timing is from 12.30 p.m. to 1.15 p.m.

Students are not permitted to visit the canteen during the short breaks.

While in the canteen, students should maintain decorum and discipline.

## **Punctuality**

For every activity in the college punctuality is enforced. The students are to be on time for every programme.

Latecomers to the college may be given /denied attendance at the discretion of the teacher. In the event of your leaving the college early for any reason, get the prior sanction from the Principal.

## **ID Card**

An ID card will be issued to every student at the time of registration which he / she shall positively wear while in the college campus.

## **Academic Matters**

Academic Honesty and Plagiarism: The work submitted by any student for assessment should be the individual work of that student, except where group submissions are permitted. None of the following are acceptable and may result in disciplinary action.

Cheating in assessments, assisting others to cheat, Using any materials (including notes) not permitted in an assessment, Undertaking an assessment for someone else, Plagiarism, Colluding with another person to prepare an assignment which should be solely the work of an individual.

### **BOOKS & STUDY MATERIALS**

All study materials are available in the website. Text books are available in the store. You may also buy and/or use any other book that will help you for your studies. General resources are available for your use in the College Library.

Please note that some courses require you to have a calculator. The type of calculator may depend on the subject you are studying- please check with your subject teachers. You are not allowed to use electronic translators in examinations and their use in the classroom is at the discretion of the teacher.

### **ALCOHOL, DRUGS AND SUBSTANCE MISUSE:**

Tobacco / smoking is strictly prohibited in the campus. Consumption of alcohol and use of drug also are strictly banned in the college. The College will offer guidance and support to any student known to have an alcohol or drug related problem. However the College will report to the police all incidents involving the supply or taking of illegal substances in its premises, as required by the Misuse of Drugs Act.

## **COMPUTER USAGE AND MONITORING OF INTERNET ACCESS AND EMAILS:**

College computer equipment shall be used only to access Internet sites which are suitable as educational resources. Sites containing any defamatory, discriminatory, obscene or pornographic material must not be accessed. Students are referred to the St Antony's College Acceptable Use Policy. A breach of this policy may lead to disciplinary action.

The College reserves the right to monitor and check, at any time, all emails and Internet traffic.

## **GROSS MISCONDUCT:**

You should note that certain offences may lead to instant dismissal from the college:

Intimidation or threats against students and staff.

Breach of examination regulations or any other forms of cheating.

Matters of deception, dishonesty or break of trust between a student and the College

Any offence which has resulted in injury or harm to any person.

Any matters which result in criminal proceedings.

Any matter that constitutes harassment on the basis of race, sex, nationality, religion or social status.

In the case of any of these offences a student may be liable to instant dismissal, though the College may determine to impose a lesser measure.

## **Kerala Ragging Prohibition Act 1998**

1. For the information of the students and their parents, extracts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2(B) by Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, agitation in him/her.

It can be any harassment like insulting, teasing, bullying or manhandling.

It can also be forcing upon him/her to do something which he/ she voluntarily won't dare to do normally.

Prohibition or Ragging: Ragging is prohibited both inside and outside an educational institution.

Punishment for Ragging: Any student involved in ragging/ persuades others for ragging or advocated ragging/ either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000.00

Dismissal of Students: A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his/her dismissal order.

Suspension of students: If a student/parent/guardian or any teacher of the institution forwards a written complaint to the Head of the institution, he/she has to make an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter be referred to the police for further proceedings.

- 2(1) As is said in sub-section if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.
- 7 Abetting: If the head of the institution refuses to take action in the manner described under section B or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished.

### Ragging Prohibition Measures

Ragging is a criminal offence and is prohibited in the campus as per the guidelines of UGC and the government of Kerala. Anti- ragging committees monitor this. Relevant part of the Kerala Ragging Prohibition Act 1998 is attached herewith in Malayalam.

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

- 2 (ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ -

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേഷപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരു വെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിന്റെ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക് മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ സ്ഥാപനത്തിൽമേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

## Drug Prohibition Measures

സാമൂഹ്യ വിപത്തായ കഞ്ചാവിന്റെയും മറ്റ് ലഹരി മരുന്നുകളുടെയും ഉപയോഗം വിദ്യാർത്ഥികൾക്കിടയിലും ചെറുപ്പക്കാർക്കിടയിലും നടന്നു വരുന്നത് ഇല്ലാതാക്കുന്നതിന് താഴെ പറയുന്ന കാര്യങ്ങൾ സർവ്വകലാശാലയ്ക്ക് കീഴിലുള്ള എല്ലാ അഫിലിയേറ്റഡ് കോളേജുകളിലും ഹോസ്റ്റലുകളിലും പാലിക്കപ്പെടുന്നുണ്ടെന്ന് ഉറപ്പ് വരുത്തേണ്ടതാണ്.

1. ഹോസ്റ്റലുകളിൽ അനധികൃതമായി താമസിച്ചു വരുന്നവരെ എത്രയും വേഗം ഒഴിവാക്കുക.
2. ഹോസ്റ്റലുകളിൽ താമസിക്കാത്ത വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.

3. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികൾക്ക് ഹോസ്റ്റൽ ഐ.ഡി. കാർഡ് നൽകുക. ഐ.ഡി. കാർഡ് ഇല്ലാത്തവരെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
4. എല്ലാ ഹോസ്റ്റലുകൾക്കും സെക്യൂരിറ്റി ജീവനക്കാരെ രാത്രിയും പകലും നിർബന്ധമായും നിയോഗിക്കുക.
5. ഹോസ്റ്റലുകൾക്ക് ചുറ്റുമതിലും കവാടവും നിർമ്മിക്കുക.
6. സെക്യൂരിറ്റി ജീവനക്കാരേയും മറ്റും ഭീഷണിപ്പെടുത്തുന്ന വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽ നിന്നും ഒഴിപ്പിക്കുക.
7. ഹോസ്റ്റലുകളിൽ വിദ്യാർത്ഥി രാഷ്ട്രീയ പ്രവർത്തനം നിരോധിക്കുക.
8. ഹോസ്റ്റൽ മുറിയിൽ ലഹരി സാധനങ്ങൾ സൂക്ഷിച്ചുവെച്ചിട്ടുണ്ടോ എന്ന് ഇടയ്ക്കിടെ അധ്യാപകരും, ഹോസ്റ്റൽ ജീവനക്കാരും സംയുക്തമായി പരിശോധിക്കുക.
9. ഹോസ്റ്റലിൽ താമസിക്കുന്നവർക്ക് അതാത് ഹോസ്റ്റലിൽ നിന്നും ഭക്ഷണം തയ്യാറാക്കി നൽകുക.
10. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികളുടെ രക്ഷിതാക്കളുമായി കൃത്യമായ ഇടവേളകളിൽ ബന്ധപ്പെടുന്നതിനും, ഹോസ്റ്റൽ വിദ്യാർത്ഥികളുടേയും രക്ഷിതാക്കളുടേയും മീറ്റിംഗ് വിളിച്ചു കൂട്ടുകയും ചെയ്യുക.
11. അടിയന്തിര സാഹചര്യങ്ങളിലല്ലാതെ വിദ്യാർത്ഥികളെ രാത്രി 7 മണിക്കൂഴശേഷം ഹോസ്റ്റലിനു പുറത്തു പോകാൻ അനുവദിക്കാതിരിക്കുക.
12. പരീക്ഷാ കാലയളവ് ഒഴിച്ചുള്ള സമയങ്ങളിൽ രണ്ടോ അതിൽ കൂടുതലോ അവധി ദിവസങ്ങൾ ഉള്ളപ്പോൾ അന്യസംസ്ഥാനത്തു നിന്നും വന്ന് നിന്ന് പഠിക്കുന്നവരെ ഒഴിച്ചുള്ള എല്ലാ ആൺ വിദ്യാർത്ഥികളേയും നിർബന്ധമായും ഹോസ്റ്റലിൽ നിന്നും വീട്ടിലേക്ക് പറഞ്ഞയക്കുക. അവധി ദിവസങ്ങളിൽ അധ്യാപകരുടെ നിർദ്ദേശ പ്രകാരം പഠനകാര്യത്തിനല്ലാതെ ആരേയും കോളേജ് ക്യാമ്പസിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
13. ക്യാമ്പസിൽ ഒരു വാഹനവും (അംഗവൈകല്യമുള്ളവരുടെ ഒഴിച്ച്) കയറ്റാതിരിക്കുക എന്നുള്ളത് നിർബന്ധമായും പാലിക്കുക.

## Library Rules and Regulations

### Opening Hours

Monday - Friday      9 am. - 4.30 pm.      Saturday      9.00 am. - 3.30 pm.  
 Lunch Break      1.30 pm. - 2.00 pm.

(The Library remains closed on Sundays and on all public holidays)



## **DISCIPLINE**

1. Strict silence should be observed in the library.
2. Show your college ID cards for entry into the library.
3. No personal belongings shall be taken inside.
4. Borrowing period is strictly between 9.30 a.m. to 4.15 p.m. on week days and 9.30 a.m. to 3.00 p.m. on Saturdays.
5. Reference books and periodicals are not to be issued out.
6. One will be held responsible for any damage or loss to the Library materials in ones possession and will be required to meet the cost of replacement and processing.
7. Loss of books must be reported to the librarian immediately and replaced or paid for within ten days.
8. The library staff has the right to ask a student to leave the library if he/she is a nuisance to others.
9. Issued books alone shall be taken out of the library.

## **Admission**

1. All registered students of the college.
2. Faculty and other staff of the college
3. Spouses and children of staff or students (Do not have borrowing privileges)

## **Loan Period**

Students : 2 books for two weeks.

Faculty : 4 books for 3 weeks

Other Staff : 2 books for 2 weeks.

Issued books returned after due date attract overdue charges- Rs. 1 per day.

N.B. These rules and regulations are subject to review by the library committee from time to time.

## PROGRAMME STRUCTURE

### Model 1 BA/B.Sc.

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the programme	120
c.	Credits required from Common Course I	22
d.	Credit required from Common Course II	16
e.	Credits required from Core course and Complementary courses including Project	79
f.	Open Course	3
g.	Minimum attendance required	75%

### Model I/II B.Com

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the programme	120
c.	Credits required from Common Course I	14
d.	Credit required from Common Course II	8
e.	Credits required from Core course and Complementary courses including Project	95
f.	Open Course	3
g.	Minimum attendance required	75%

**A. The Internal to External Assessment ratio shall be 1: 4**

Both internal and external marks are to be rounded to the next integer.

All papers (Theory and Practical grades) are given on a 7 point scale based on the total percentage of marks (ISA+ESA) as given below:

Percentage of Marks Point	Grade	Grade
95 and Above	S - Outstanding	10
85 and 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

**2. Credit Point and Credit Point Average**

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

$CP = C \times GP$ , where C is the Credit and GP is the Grade Point

**Semester Grade point Average (SGPA)** of a Semester is calculated using the formula

$SGPA = TCP/TC$ , where TCP is the Total Credit point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the formula:

$CGPA = TCP/TC$ , where TCP is the Total Credit Point of that programme

**Grade Point Average (GPA)** of different category of courses viz Common Course 1, Common Course, Complementary Course I, Complementary Course II, Vocational Course, Core Course is calculated using the Formula.

GPA = TCP/TC, where TCP is the total Credit Point of a category of course

TC is the total credit of that category of course

Grades for the different courses semesters and overall programme are given based on the corresponding CPA as shown 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

### 3. Marks distribution for external and internal evaluations

The external theory examination of the semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examinations is 80 and total marks of internal evaluation is 20, Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below.

#### 3.1 For All courses without practical

- a.) Marks of External Examination : 80
- b.) Marks of Internal evaluations : 20

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment / Seminar / Viva	5
Test Papers (2x5=10)	10
Total	20

**3.2** For all courses with practical total marks for external examination is 60 and total marks for internal evaluation is 15.

For internal courses with practical

a.) **Marks of External Examination** : **60**

b) **Marks of Internal Evaluations** : **15**

<b>Components of Internal Evaluation of Theory</b>	<b>Marks</b>
Attendance	5
Assignment / Seminar / Viva	2
Test Papers (2x4=8)	8
<b>Total</b>	<b>15</b>

c. For practical examinations total marks for external evaluation is 40 and for internal evaluations is 10.

<b>Components of Internal Evaluation of practical</b>	<b>Marks</b>
Attendance	2
Test Paper (1 x 4)	4
Record	4
<b>Total</b>	<b>10</b>

Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

### **3.3 For Projects**

a.) **Marks of External Examination** : **80**

b) **Marks of Internal Evaluations** : **20**

<b>Components of Internal Evaluation of Project</b>	<b>Marks</b>
Dissertation (External)	50
Viva Voce (External)	30
<b>Total</b>	<b>80</b>

\*Marks for dissertation may include study tour report if proposed in the syllabus.

<i>Components of Internal Evaluation of practical</i>	<i>Marks</i>
Punctuality	5
Experimentation / Data Collection	5
Knowledge	5
Report	5
<b>Total</b>	<b>20</b>
<b>Attendance Evaluation for All papers</b>	
<i>% of attendance</i>	<i>Marks</i>
90 and above	5
85-89	4
80-84	3
76-79	2
75	1

*Decimals are to be rounded to the next higher whole number*

### **Rules of Examination & Promotion**

- The following points will receive special consideration in deciding promotion and selection of candidates for examinations: a) The Progress as testified by marks throughout the course. B) Regularity of attendance c) Conduct and behaviour.
- Candidates who do not register their names for the university examination or disqualify for the same due to shortage of attendance will not be permitted to continue the course of study during the next year / semester
- Candidates who register their names for the University examination and who do absent themselves will not be eligible for “improvement” as per provisions in the regulations. Such candidates can take the examination in the next year for the concerned semester. But in case they do not register their names for the IInd Year examination they will not be eligible for promotion to next year.
- Monthly exams will be conducted during the last week of every month.

### **Internal Examinations**

Internal assessment is conducted according to the instructions of university from time to time

1. Every student should take the internal examinations and test papers regularly and seriously. Progress of a student is judged mainly by the marks he / she obtains for internal examinations.
2. Leave application for days of examination should be submitted to the class warden prior to the examinations or test papers.
3. In case of ill health a medical certificate signed by a registered medical practitioner should be submitted along with the application for leave.
4. Absence without leave from examinations and test papers will be regarded as a serious breach of discipline and may entail heavy fines and forfeiture of promotions to higher class.
5. Two internal examinations will be held in a semester.

## **Remedial Teaching**

Weak students are given special preference by our Faculties. They are called for extra learning and individual attention on Saturdays and other holidays. Faculties are at the disposal of students from 9.00 a.m. to 4.30 p.m.

## **Co-curricular Activities**

For the all-round development of the student we offer a number of well-planned non-academic activities:

### **IQAC (Internal Quality Assurance Cell)**

IQAC is the monitoring cell for ensuring the quality of educational activity in the campus.

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

Membership in NSS is voluntary but is strictly selective. There are two units of 50 members. Application for enrolment will be called by the programme officer of the unit at the beginning of each academic year. Membership in NSS and certificate to that effect from the university will be treated as additional qualification while making recruitments to public services.

NSS Volunteers who have attended special camp for 7 days with 75% attendance and 240 regular working hours are eligible for grace marks of 2% of the marks of first four semesters. The duration of the regular activities shall be 4 semesters. Those who participate in the National camps are eligible for an additional grace mark of 3% of the marks of first four semesters.

## **Departmental Associations**

These associations function under the direct supervision of the Department concerned. Students of each Department are members of its association. The HOD acts as the president of the association a faculty member as the vice president and the student representative as the secretary. Various academic/non-academic/cultural activities and enrichment programmes are conducted under the auspices of these associations.

### **Former Student Association (FSA)**

Started in 2016 it acts as a forum for the alumni of the college to come together and keep contact with Alma Mater. It serves as a link between the former and the present students and orients activities towards the overall development of the college.

### **Departmental Alumni**

Former Students of each department meet annually, renewing and refreshing relationships. They also take part in and contribute to the developmental activities of the Department.

## **ASSOCIATIONS**

1. Commerce Association
2. English Association
3. Management Association
4. Computer Science Association
5. Mathematics Association
6. Fashion Technology Association
7. Cyber Forensic Association
8. Hotel Management Association

## **Endowments**

1. Rev Dr Antony Nirappal Sacerdotal Golden Jubilee memorial Ever Rolling Trophy and Cash Award for the winners in election competition

Ist Prize	Rs. 10,000
IInd Prize	Rs. 7,000
IIIrd Prize	Rs. 3,000



### **Women's Cell**

It aims at the intellectual and social culture of the girl students under the supervision of the teachers.

### **Counselling Centre**

With a view to give professional help to students who are passing through emotional tension, psychological and study related problems the college provides a counselling centre headed by a trained and experienced teacher.

### **Malayala Samajam**

Malayala Samajam is a very dynamic literary and Cultural association of the whole student community.

### **Value Education Cell**

It envisages to inculcate ethical and moral values in students. Classes are conducted on Wednesdays and toppers in the annual examination in value education are awarded prizes. The cell is also in-charge of the weekly prayer meetings, the annual retreat and seminars.

**Debate and Quiz Club** To enhance intellectual and communicative talents of the students and to encourage vast reading, this club conducts quiz and debates on issues of social, cultural and political relevance.

### **CLUBS**

1. Tourism Club
2. Nature Club
3. Oratory and Debate Club
4. Quiz Club
5. Skill Development Club
6. Commerce Club
7. ED Club
8. Adventure Club
9. Folklore Club

### **IGNOU Study Centre**

*Our study Centre offer following Courses:*

- MA (Rural Development)
- B.Com (General)
- B.Com A & F
- B.Com CA & A
- B.Com F & CA
- PGDEMA
- PGDRD
- CFE
- CDM
- CRD

## JUNE 2023

1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	Environment Day Celebrations (English, Management, Commerce)
6	Tue	
7	Wed	
8	Thu	PTA Meeting (BCA)
9	Fri	PTA (Management)
10	Sat	
11	Sun	
12	Mon	Commencement of 3 <sup>rd</sup> Semester PG & 5 <sup>th</sup> Semester Degree Classes
13	Tue	
14	Wed	English language and reaching program for 2 <sup>nd</sup> year students (BFT)
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Reading day celebrations & competition (English)
20	Tue	
21	Wed	Commencement of 3 <sup>rd</sup> Semester Degree & PG Classes (Management) World Music Day Celebration (Commerce)
22	Thu	Ayushman Bhava(Yoga Day Celebrations)
23	Fri	Project Orientation Class for Third year BCA and Cyber Students (BCA)
24	Sat	
25	Sun	
26	Mon	Awareness on Drug Abuse (Management)Anti- Drugs Day Celebration (Commerce)
27	Tue	
28	Wed	
29	Thu	
30	Fri	Orientation class (English)

## JULY 2023

1	Sat	Chartered Accountant Day Celebration (Commerce)
2	Sun	
3	Mon	Plastic Free Campus Day Celebrations (Management)
4	Tue	PTA (English)International Co-operative Day Celebration (Commerce)
5	Wed	Orientation programme for new batch students 10 days (BFT)
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	Commencement of 1st Semester Degree Classes
11	Tue	
12	Wed	
13	Thu	
14	Fri	Seminar on Research Methodology (Commerce)
15	Sat	
16	Sun	
17	Mon	Commencement of 1 <sup>st</sup> Semester PG Classes
18	Tue	Quiz Competition (English)Skill Development Class (Management)
19	Wed	
20	Thu	Two-day Workshop on Cyber Security for BCA and Cyber Students(BCA) Exhibition (Commerce)
21	Fri	Two-day Workshop on Cyber Security for BCA and Cyber Students (BCA)
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	Startup Visit (BCA)
28	Fri	Repertory (English)
29	Sat	
30	Sun	
31	Mon	

## AUGUST 2023

1	Tue	Association Inauguration (BCA)
2	Wed	Association inauguration (English)
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	In Semester Examination for 3rd & 5th Semester Degree Classes
8	Tue	
9	Wed	
10	Thu	
11	Fri	Commerce Association Inauguration & Seminar on Goods and Service Tax (Commerce)
12	Sat	
13	Sun	
14	Mon	Independence Day celebrations (Management)
15	Tue	
16	Wed	
17	Thu	
18	Fri	Kerala Kalamandalam visit (English)
19	Sat	Photography Day Celebration (Commerce)
20	Sun	
21	Mon	Competition of dress designing related to world fashion day (BFT)
22	Tue	
23	Wed	Orientation Programme (Management)
24	Thu	Design Presentation Competition related to Onam (BFT)
25	Fri	Onam Celebrations (Management) Drama competition (English)
26	Sat	
27	Sun	
28	Mon	Commencement of PTA Meeting for 3rd Semester Degree Classes
29	Tue	
30	Wed	
31	Thu	

## SEPTEMBER 2023

1	Fri	Colors Day Celebration (Commerce)
2	Sat	
3	Sun	
4	Mon	Commencement of PTA Meeting for 5th Semester Degree Classes
5	Tue	Teachers Day Celebration (BCA, Management) Teachers Day Celebration (Honoring Special School Teachers) (Commerce)
6	Wed	Teachers day celebration (English)
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	Language Development Programme (English)
15	Fri	Corporate Day Celebration (Commerce)
16	Sat	
17	Sun	
18	Mon	In Semester Examination for 1st Semester Degreeex Classes
19	Tue	Language Development Programme (English)
20	Wed	Industrial Visit (Management)
21	Thu	Career Orientation programme (BCA)
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	Aptitude Training for Third Year BCA and Cyber Students (BCA) Association inauguration (BFT)
27	Wed	
28	Thu	
29	Fri	
30	Sat	

## OCTOBER 2023

1	Sun	
2	Mon	
3	Tue	PTA Meeting for 1st Semester UG Classes
4	Wed	Choreography class for all the students of BFT department (BFT)
5	Thu	Cyber Security Awareness Month Celebration (BCA) Debate in connection with Gandhi Jayanthi (English)
6	Fri	PTA (Management)
7	Sat	
8	Sun	
9	Mon	
10	Tue	Seminar on Psychiatry Day (Commerce)
11	Wed	
12	Thu	
13	Fri	Project Orientation (Management) World Students Day Celebration & Food Fest (Commerce)
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Project guidelines (English)
19	Thu	
20	Fri	Seminar (English)
21	Sat	
22	Sun	
23	Mon	Model Examination for 5th & 3rd Semester Degree Classes
24	Tue	
25	Wed	
26	Thu	
27	Fri	Old Age Home Visit (Management) Craft documentation fashion show named Srishti (BFT)
28	Sat	
29	Sun	
30	Mon	
31	Tue	End of 5 <sup>th</sup> Semester Degree Classes

## NOVEMBER 2023

1	Wed	Kerala Piravi photoshoot and photo competition (BFT)
		Kerala Piravi Celebrations (Management)
		Commencement of 6th Semester Degree Classes
2	Thu	
3	Fri	Model Examination for 1st Semester Degree Classes
4	Sat	
5	Sun	
6	Mon	
7	Tue	Job Action Day (Commerce)
8	Wed	
9	Thu	
10	Fri	End of 1 <sup>st</sup> & 3 <sup>rd</sup> Semester Degree Classes & 1st & 3rd Semester PG Classes
11	Sat	Industrial visit (BFT)
12	Sun	
13	Mon	Commencement of 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Degree & 2nd & 4th Semester PG Classes
		Career guidance for final year students (English)
14	Tue	Co-operative Week Celebration (Commerce)
15	Wed	Co-operative Week Celebration (Commerce)
16	Thu	Co-operative Week Celebration (Commerce)
17	Fri	Industrial Visit for Cyber Students (BCA)
		Association Inauguration (Management)
		Co-operative Week Celebration (Commerce)
18	Sat	
19	Sun	
20	Mon	Co-operative Week Celebration (Commerce)
21	Tue	
22	Wed	
23	Thu	
24	Fri	Business Fay Quiz (Management)
25	Sat	
26	Sun	
27	Mon	Project Research Orientation (Management)
28	Tue	
29	Wed	
30	Thu	

## DECEMBER 2023

1	Fri	Inter Collegiate Fest (Commerce)
2	Sat	
3	Sun	
4	Mon	
5	Tue	College decoration competition theme Christmas (BFT)
6	Wed	Workshop for final collection and portfolio (BFT) Poster Making (Commerce)
7	Thu	Seminar (English)
8	Fri	Industrial Visit for BCA Students (BCA)
9	Sat	
10	Sun	
11	Mon	Human Rights Debate Competition (Management)
		In Semester Examination for 2nd, 4th & 6th Semester Degree Classes
12	Tue	Legal Awareness Class (Management)
		Personality Development Programme for English Literature students (English)
13	Wed	
14	Thu	
15	Fri	Personality Development Programme (BCA) Industrial Visit (Management)
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	



## JANUARY 2024

1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	Workshop on Communication Skills (English)
6	Sat	
7	Sun	
8	Mon	PTA Meeting for 2nd Semester Degree Classes
9	Tue	
10	Wed	
11	Thu	PTA Meeting for 4th Semester Degree Classes
12	Fri	Makeover workshop (BFT)
13	Sat	
14	Sun	
15	Mon	PTA Meeting for 6th Semester Degree Classes
16	Tue	Draping Exhibition (BFT)
		Entrepreneurship Development Programme (Management)
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	World art exhibition (BFT)
23	Tue	
24	Wed	Infesta 2k24 (BCA)
25	Thu	Republic Day Celebrations (Management)
		Commerce day Celebration & Manuscript Magazine Releasing (Commerce)
26	Fri	
27	Sat	
28	Sun	
29	Mon	GD and Interview Skills Enhancement Training (Management)
30	Tue	
31	Wed	

## FEBRUARY 2024

1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	Quiz competition (English)
		Project Submission (Management)
6	Tue	
7	Wed	
8	Thu	
9	Fri	Business Quiz (Commerce)
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	Accessory Exhibition (BFT)
15	Thu	Union Budget Presentation (Commerce)
16	Fri	Industrial visit (BFT)
17	Sat	
18	Sun	
19	Mon	Mock Interview (Management)
20	Tue	
21	Wed	
22	Thu	Paper Presentation (Commerce)
23	Fri	Infesta 2k24 Newsletter Releasing (BCA)
24	Sat	
25	Sun	
26	Mon	Model Exam (Management)
27	Tue	
28	Wed	Model Examination for 2nd, 4th & 6th Semester Degree Classes
29	Thu	

## MARCH 2024

1	Fri	
2	Sat	
3	Sun	
4	Mon	Placement Activities (BCA)
		Internal Project Viva (Management)
5	Tue	
6	Wed	
7	Thu	Workshop (Commerce)
8	Fri	End of 6th Semester Degree Classes
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Esperanza 2K 24 ultimate collection (BFT)
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	Elocution competition (English)
29	Fri	End of 2nd & 4th Semester Degree Classes & 2nd and 4th Semester PG Classes
30	Sat	
31	Sun	

## Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

## Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

## Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

## NOTES

## NOTES



**TIME TABLE**

	I	II	III	IV	V
I Day					
II Day					
III Day					
IV Day					
V Day					

**GOVERNMENT OF KERALA  
HIGHER EDUCATION (G) DEPARTMENT**

**HIGHER EDUCATION - Rules and Regulations for the Smooth  
Functioning of the Campus (extracts)**

0.26433/GI/15/H.Edn.

Dated, Thiruvananthapuram, 12.10.2015.

- All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
- Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HoDs and Discipline Committee members.
- All students have to wear identity tag in the college.
- No type of vehicles should be used during celebrations inside the college campus/ hostels.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
- CCTV Cameras will be installed in selected common places such as Entrance/ Exit gate of the College and Hostel.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
- Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus/hostels.
- In the interest of security of students, police may be informed in advance about all festival celebrations.
- For all students' programmes in the campus, presence of teachers is mandatory.



**Late Rev. Dr. Antony Nirappel**  
Founder

**St. Antony's Group of Colleges**



## ST. ANTONY'S COLLEGE PERUVANTHANAM

Approved by Govt. of Kerala &  
Affiliated to M.G. University, Kottayam  
Enlisted in the UGC 2(f) Schedule  
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