

# ST DOMINIC'S COLLEGE KANJIRAPALLY

Parathodu - 686 512, Kottayam, Kerala

Affiliated to MAHATMA GANDHI UNIVERSITY

Re-accredited with A Grade by NAAC in 2017



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## HANDBOOK 2023 - 2024

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(Bishop, Kanjirappally Diocese)

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(Vicar, St Dominic's Cathedral, Kanjirappally)

PRINCIPAL

**Dr SEEMON THOMAS**

BURSAR

**Rev. Dr MANOJ JOSEPH PALAKUDY**

Name : .....

Class : .....

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# ST DOMINIC'S COLLEGE

## INTRODUCTION

St Dominic's College was established in 1965 as an affiliated college of the University of Kerala by the catholic management of St. Dominic's Forane Church, Kanjirappally. Later, with the establishment of the Mahatma Gandhi University in 1983, the college became one of the A grade colleges affiliated to it. The college has been rendering yeoman service to generations of students ever since its inception. At present, the college has 13 undergraduate and 6 postgraduate programs. One of its departments, viz., the Department of Commerce, is a research center whereas the other departments are continuously striving to attain that status. *Both in the curricular and co-curricular areas, the college maintains a unique position in the Mahatma Gandhi University. Every year UG and PG students of the college secure top positions in various university examinations. In the arena of Sports and Games too the college wins laurels every year. The phased development of the college is well attested in the accreditation and assessment grades that the college has received earlier, Three Star in 1999, 'B++' in 2007 and 'A' Grade in 2017.*

A lively campus life for students is an essential component of good teaching-learning environment, sound assessment systems, and fair and equitable treatment to all. In view of these goals, students will be given plenty of opportunities to understand their inner calling and realize their aspirations and dreams. It provides ample facilities for its students to develop their intellectual, physical, aesthetic, social, emotional, and moral capacities in an integrated manner. The college has instituted numerous scholarships and endowments in view of promoting the aforesaid capacities of the students. Various clubs covering a wide range of activities play a vital role in the campus life of students.

True to the adage "Fear of God is the Beginning of Wisdom", the college keeps the highest christian ideals along with academic wisdom.

## MOTTO

**Absorb and Radiate'** - absorb the light of knowledge and values, and ansmit what they imbibe, thereby expanding the frontiers of truth and wisdom.

## VISION

**A centre of learning that moulds refined individuals, quality leaders and a society of committed human beings.**

## MISSION

**To build up a student community that is intellectually competent, morally upright and sensitive to the needs of fellow human beings.**

**To serve economically and socially disadvantaged students by providing high-quality education to all and thereby transforming our nation sustainably into an equitable and vibrant knowledge society.**

**To train the students in clarity of thought and accuracy of expression and to develop leadership qualities in them.**

**To instil in the students a sense of responsibility to the nation and ensure their creative involvement in building up a new India.**



## MILESTONES ON THE PATH OF PROGRESS

- 1965**      *March 25* - Laying of the foundation stone of the college building by Mar Mathew Kavukattu, Archbishop of Changanacherry.
- June 15* - The syndicate of the Kerala University gives sanction to start the college.
- July 8* - Mar Mathew Kavukattu formally inaugurates and blesses the college. The college starts functioning in a temporary building as a junior college affiliated to the university of Kerala, offering I, II and III Groups of the Pre-degree Course, with an enrollment of 400 students in five batches.
- 1966**      *Jan. 3* - The functioning of the college shifted to the partially completed permanent building.
- 1968**      *Nov. 14* - Inaugurates Carmel Hostel for girls.
- 1976**      *Aug.3* - The college gets upgraded to a Degree college. Dr S. Krishnan, Vice Chancellor of Kerala University, presides over the function organised to mark the occasion of starting B.Sc. Physics Degree course.
- May 12* - Starts B.A. Economics Degree course.
- Oct. 10* - Starts Pre-Degree - IV<sup>th</sup> group.
- 1980**      *Dec.4* - Starts B.A. History and B.Com. Degree courses.
- 1981**      Shift System is introduced for the Pre-degree Course. Three additional batches - one in I Group and two in II Group - are sanctioned.
- Starts B. Sc. Chemistry.
- Dec.12* - Starts the first P. G. course - M. A. Economics.
- 1982**      *Dec.26* - Starts B. Sc. Mathematics
- 1983**      *Oct. 2* - The college gets affiliated to the newly established Mahatma Gandhi University, Kottayam.
- Oct.20* - The shift system is done away with.



- 1985**      *Jan. 25* - Starts M. Com. course.
- 1989**      *July 7* - His Grace Mar Joseph Powathil inaugurates the Silver Jubilee celebrations of the college. Mar Mathew Vattakuzhy lays the foundation stone of the auditorium.
- 1990**      *Feb. 17-22* - Jubilee celebrations. Dr Sankar Dayal Sharma, the Vice President of India, inaugurates the festival.
- Oct. 20* - Mahatma Gandhi University grants permanent affiliation to the college with effect from the academic year 1989-90.
- 1994**      *Feb. 4* - The college is recognised under Section 2 (f) and 12- B of the UGC Act 1956.
- 1995**      *Nov. 14* - Starts M. Sc. Mathematics course.
- 1996**      *Oct. 5* -The inauguration of the Silver Jubilee Hall (auditorium) by Mr P. J. Joseph, the State Minister of Education, in a function presided over by Mar Mathew Vattakuzhy.
- 1997**      *June 19* - The Department of Commerce is upgraded as a Research Centre in Commerce.
- 1998**      *Nov. 30* - Introduces B. Sc. Botany (Vocational).
- 1999**      *Aug. 2* - Starts B. Com. (Vocational).
- Nov. 29* - The NAAC peer team visits the college and awards accreditation at the 'Three Star' level.
- 2000**      *Jan. 5* - Introduces B. A. English (Vocational).
- 2001**      *July 1* - Semester system for Post Graduate courses is introduced.
- Aug. 4* - Starts M. Sc. Chemistry.
- 2003**      *Jan. 1* - The newly constructed Library Block is blessed by Mar Mathew Arackal and inaugurated jointly by Mr P.C. Thomas M.P. and Mr Vackachan Mattathil M.P.
- Jan. 29* - Blessing of the College Chapel by Mar Mathew Arackal.
- 2007**      *Feb. 10* - Reaccredited by NAAC with B++ Level.



- 2008**      *May 27* - Blessing of the renovated college office.
- 2013**      *Sep. 23* - M.Sc. Botany (Unaided) & M.A. English (Unaided) Programs begin.
- 2014**      *Feb. 24* - Foundation stone laid for the Golden Jubilee Memorial Block by Mar Mathew Arackal.  
*July 25* - Inauguration of the year long Golden Jubilee Celebrations by Sri Oommen Chandy, Hon. Chief Minister of Kerala.  
*Oct. 10* - M.Sc. Botany becomes an aided course.
- 2015**      *July 31* - Valedictory meeting of Golden Jubilee Celebrations and visit of UGC Vice Chairman Dr H. Devaraj.
- 2017**      *Feb.20* - Visit of NAAC peer team and re-accreditation of the college with A Grade.
- 2018**      *July 12* - Blessing of Pavanamatha Women's Hostel by Mar Mathew Arackal.  
*Aug. 1* - UGC sanctions two B. Voc. Programmes under NSQF scheme:  
 (1) Agriculture Technology (2) Agro-Food Processing
- 2020**      *Jan. 31* - Inauguration & blessing of Golden Jubilee Block by Mar Mathew Arackal & Mar Jose Pulickal.  
 Inauguration of DST lab by Dr SabuThomas, Vice Chancellor of M.G. University.  
*Dec.5* - Introduces new generation aided program - Bachelor of Financial Markets (BFM).
- 2021**      *Aug. 9* - Blessing of renovated (under RUSA) College Library by Mar Jose Pulickal.
- 2022**      *March 21* - Blessing of Student Amenity Centre by Mar Jose Pulickal.  
 Inauguration of Student Amenity Centre (constructed under RUSA 2 Project) by Dr. R. Bindu, Hon'ble Minister of Higher Education, Kerala.  
*June 1* - Installed 120 KVA diesel Generator for uninterrupted power supply.  
*August 10* - Installed 5 KVA solar panels.  
*Sep.1* - Blessing of Toilet complex constructed as annexe of administrative block.
- 2023**      *Feb. 13* - Blessing of Prof. P. T. Joseph memorial conference hall by Mar Jose Pulickal.



## AT THE HELM IN THE PAST

### PATRONS

1. Mar Mathew Kavukatt (Archbishop of Changanacherry) 1965 – 1970
2. Mar Antony Padiyara (Archbishop of Changanacherry) 1970 – 1977
3. Mar Joseph Powathil (Bishop of Kanjirappally) 1977 – 1985
4. Mar Mathew Vattakuzhy 1985 – 2001
5. Mar Mathew Arackal 2001 – 2020

### MANAGERS

1. Rev. Fr CyriacThuruthumalil 1965 - 1969
2. Rev. Fr John Mullankuzhy 1969 - 1973
3. Rev. Fr Joseph Meprakarott 1973 - 1980
4. Rev. Fr JosephThyparampil 1980 - 1982
5. Rev. Fr Stanislaus Njalliyil 1982 - 1988
6. Rev. Fr John Thommithazhe 1988 - 1992
7. Rev. Fr JosephThyparampil 1992 - 1996
8. Rev. Dr Joseph Marutholil 1996 - 1999
9. Rev. Prof Emeritus Dr Xavier Koodapuzha 1999 - 2003
10. Rev. Fr Mathew Aerathedom 2003 - 2006
11. Rev. Dr Joseph Nagaroor 2006 - 2009
12. Rev. Fr George Alunkal 2009 - 2016

### PRINCIPALS

1. Rev. Fr Kuriakose Aenekatt 1<sup>st</sup> May 1965 – 1968
2. Rev. Fr Nestore C M I 1<sup>st</sup> July - 1968 – 1969
3. Prof. D. Varghese 23<sup>rd</sup> June - 1969 – 31<sup>st</sup> March 1974
4. Rev. Msgr Peter Uralil 1<sup>st</sup> April - 1974 – 28<sup>th</sup> Oct. 1980
5. Prof. K. J. Scaria 4<sup>th</sup> Dec. 1980 – 3<sup>rd</sup> Dec. 1984
6. Rev. Fr. Jose Puthenkaduppil 4<sup>th</sup> Dec. 1984 – 31<sup>st</sup> March 1990



7. Prof. P. T. Joseph	1 <sup>st</sup> April 1990 – 31 <sup>st</sup> March 1998
8. Rev. Fr Cherian Thalakulam C M I	1 <sup>st</sup> April 1998 –31 <sup>st</sup> March 2001
9. Prof. Augustin Thomas	1 <sup>st</sup> April 2001 – 31 <sup>st</sup> March 2005
10. Prof. P. T. Jose	1 <sup>st</sup> April 2005 – 31 <sup>st</sup> May 2007
11. Dr Ancykutty Joseph	1 <sup>st</sup> June 2007 – 31 <sup>st</sup> March 2010
12. Dr Sunnykutty Thomas	7 <sup>th</sup> June 2010 – 16 <sup>th</sup> May 2011
13. Prof. V. A. Emmanuel	16 <sup>th</sup> May 2011 – 31 <sup>st</sup> March 2013
14. Dr K. Alexander	20 <sup>th</sup> June 2013 –31 <sup>st</sup> May 2017
15. Rev. Dr James Philip	1 <sup>st</sup> June 2017 – 31 <sup>st</sup> May 2020

## VICE PRINCIPALS

1. Prof. Abraham K. Sebastian	1965-1968
2. Rev. Fr Jose Puthenkaduppil	1980-1984
3. Prof. Augustine Thomas	1994-1997
4. Prof. Joseph Augustine	2004-2005
5. Dr. Jojo George	2018-2020

## GOVERNING BODY

1. Archpriest Very Rev. Fr Varghese Parinthrackal (Manager)	9446222377
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5. Sri. Varkey George	9961404371
6. Prof. P. K. Kuruvilla	9447659725
7. Sri. Joseph Michael	9447400603
8. Rev. Dr Manoj Palakkudy (Bursar)	9446137438
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## AGRO FOOD PROCESSING (VOCATIONAL EDUCATION)

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- 5 Ms Aleena T. Mathews *B.Tech. M.Sc. (Food technology and quality assurance)* 7012074535  
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## ADMINISTRATIVE STAFF

### OFFICE

1. Ms Jesna Jose <i>M. Com.</i> jesnajos3@gmail.com	Junior Superintendent	9995348206
Ms Laly Kutty Thomas <i>M. Sc., B. Ed.</i> lalyparayil@gmail.com	Head Accountant	9544439081
2. Mr Tojo Thomas <i>M. Com.</i> tojothomas007@gmail.com	LDC	8086025117
3. Ms Shoneymol P. Thomas <i>M. Com.</i> shoneyptomas@gmail.com	LDC	7012215377, 9495484656
4. Rev Sr Rony K.C. <i>M. A., B. Ed.</i> kcarchana25@gmail.com	LDC	9562922396, 8590174877
5. Mr Binu Thomas <i>B.A., MSW</i> binu.salmiya@gmail.com	LDC	9061063272
6. Ms Priyamol Abraham <i>B. Sc., B. Ed.</i> diyajaison29@gmail.com	<i>LD Computer Asst.</i>	9544398052
7. Mr. Littin Thomas littinthomas05@gmail.com	<i>LD Store Keeper</i>	7012723917

### LIBRARY

library@sdck.in

1. Ms Deumy John <i>M.Li.Sc.</i> deumyjince@gmail.com, deumyjohn@sdck.in	<i>Librarian (UGC)</i>	8547437375
2. Mr Sam N. Sebastian <i>B.A.</i> samsebastian21@gmail.com	<i>Library Assistant</i>	9605033327
3. Tomin V Thomas <i>Diploma in EC</i> tomvt07@gmail.com	<i>Library Assistant</i>	7559864171

### LABORATORY ASSISTANTS

1. Mr Mijo K. Joseph <i>M.A., B. Ed.</i> mijokjoseph@gmail.com	Chemistry	9605108005
2. Mr Tojo Jose <i>M.Sc., B. Ed.</i> tojojose11@gmail.com	Botany	9656186947





3. Mr Jobin Jose <i>ITI</i> jobinsdc@gmail.com	Chemistry	9961018449
2. Mr Tony Thomas <i>B. A.</i> tonythomas1939@gmail.com	Botany	9744941939
3. Mr Robin Joseph <i>M. C. A.</i> robinjoseph111@gmail.com	Physics	9946168114

### HERBARIUM KEEPER

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### MECHANIC

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### OFFICE ASSISTANT

Mr Sunny Joseph 9847205764

## KERALA STATE SPORTS COUNCIL ACADEMY (HOSTEL SCHEME)

Mr Julius J. Manayani *M.P.Ed., NIS* Athletics Coach 9446925001  
juliusjjm@yahoo.co.in



## CLASS TEACHERS

### Undergraduate Programs

#### B.Sc. MATHEMATICS

I & II Sem	Ms Jisha Jacob	9495095230
III & IV Sem	Dr Naiju M Thomas	9961674771
V & VI Sem	Ms Rani Jose	8281982460

#### B.Sc. PHYSICS

I & II Sem	Mr Nelson Kuriakose	9747321513
III & IV Sem	Dr Jesby George	9037462326
V & VI Sem	Dr Vimal G.	9747321998

#### B.Sc. CHEMISTRY

I & II Sem	Mr Francis Thomas	9495045619
III & IV Sem	Ms Jyolsna Abraham	9207114519
V & VI Sem	Mr Nidhin Joy	8547145226

#### B.Sc. BOTANY

I & II Sem	Dr Prasanthkumar S	9746414687
III & IV Sem	Dr Jyothi Abraham	9495053043
V & VI Sem	Mr Michael Thomas	9495365554

#### B.A. ENGLISH

I & II Sem	Ms Dona Maria Saju	8281163871
III & IV Sem	Ms Theresa John	8547105714
V & VI Sem	Ms Lekha Francis	9495705751

#### B.A. ECONOMICS

I & II Sem	Ms Rekha Jose	9847037223
III & IV Sem	Dr Gikson Varghese	9560860768
V & VI Sem	Dr Jinu Elizabeth Sebastian	9447705455



## **B.A. HISTORY**

I & II Sem	Mr Bino P Jose	9495750916
III & IV Sem	Ms Anitta Mathew	7590249553
V & VI Sem	Dr Jojy Thomas	9496577407

## **B.F.M. (BACHELOR OF FINANCIAL MARKETS)**

I & II Sem	Ms Kerrthana Unni	7736915325
III & IV Sem	Mr Vishak Vijayan	9400677052
V & VI Sem	Ms Rintu Mariya Scria	9497203644

## **B.Com. FINANCE AND TAXATION - Model I**

I & II Sem	Mr Sebin Sebastian	9809752575
III & IV Sem	Ms Reshmi Tom	9645004094
V & VI Sem	Ms Deepa Tes George	9495108794

## **B.Com. COMPUTER APPLICATION - Model - II**

I & II Sem	Ms Reema Abraham	9544439359
III & IV Sem	Ms Varshamol P.V.	9048063928
V & VI Sem	Ms Jisha Mary James	9605230600

## **B.Com. COMPUTER APPLICATION - Model - III**

I & II Sem	Ms Jessymol Jose	8113854053
III & IV Sem	Ms Riya James	8921464168
V & VI Sem	Ms Shint Joy	9895586646

## **B Voc. Agriculture Technology**

I & II Sem	Ms Aswathy Venugopal	7025257803
III & IV Sem	Ms Anu Sebastian	6238333126
V & VI Sem	Ms Kitty Rajan	9497857992

## **B. Voc. Agro Food Processing**

I & II Sem	.....
III & IV Sem	.....
V & VI Sem	.....



## Postgraduate Programs

### M.Sc. MATHEMATICS

I & II Sem	Ms Anu Joy	9446786700
III & IV Sem	Mr Sony Joseph	9447528092

### M.Sc.CHEMISTRY

I & II Sem	Ms Mary Pitunia C Mathew	8547330308
III & IV Sem	Dr Renjini Joseph	9447355577

### M.Sc. BOTANY

I & II Sem	Dr Arunraj R.D.	9744356244
III & IV Sem	Dr R.B Smitha	9446100148

### M.A. ECONOMICS

I & II Sem	Ms Soumya Maria	9400316071
III & IV Sem	Ms Imme Maria Thomas	9895524832

### M.Com.

I & II Sem	Dr Honey Thomas	9605962672
III & IV Sem	Mr Joseph Vineeth Joy	8086204275

### M. A. ENGLISH

I & II Sem	Ms Nancy Satheesh	9447448268
III & IV Sem	Dr Saju Joseph	9495848213

### Academic Calendar

Odd Semester	Starting	Ending	Working days	Even Semester	Starting	Ending	Working days
<b>Undergraduate Programs</b>							
I	10.7.2023	17.11.2023		II	20.11.2023	27.3.2024	
III	1.6.2023	31.10.2023	93	IV	1.11.2023	27.3.2024	97
V	1.6.2023	31.10.2023	93	VI	1.11.2023	27.3.2024	97
<b>Postgraduate Programs</b>							
I	13.7.2023	24.11.2023		II	27.11.2023	27.3.2024	
III	1.6.2023	31.10.2023	93	IV	1.11.2023	27.03.2024	97



## UNDERGRADUATE PROGRAMS

S.No.	Programme	Seats	Started in	Complementary courses	Choice based courses
1	B.Sc. Mathematics	32	1982	Physics, Statistics	Operations Research
2	B.Sc. Physics	32	1976	Mathematics, Chemistry	Material Science
3	B.Sc. Chemistry	32	1981	Mathematics, Physics	Nanochemistry & Nano technology
4	B.Sc. Botany (Model II Voc.)	24	1998	Horticulture & Nursery Management (Voc) Zoology (Complementary)	Agribusiness
5	B.A. English (Model II Voc.)	24	2000	Education Psychology Education in India Evolution of Literary Movements I & II	Regional Literatures in Translation
6	B.A. Economics	50	1976	History, Political Science	Mathematical Economics
7	B.A. History	40	1980	Economics, Political Science	Archaeology in India
8	B.Com. (Finance and Taxation)	55	1980	Electives: Banking and Insurance Principles of Business Decisions	Goods and Service Tax, Financial Services, Income Tax-1, Income Tax-2
9	B.F.M. (Bachelor of Financial Markets)	40	2020	Economics for Finance Business Economics	Business Ethics and Corporate Governance, Currency Derivatives and Interest Rate Derivatives
10	B.Com. Model II (Computer Application) Self Financing	32	1999	Banking and Insurance Principles of Business Decisions Programming in C Database Management Systems	Fundamentals of Economics
11	B.Com. Model III (Computer Application) Self Financing	40	1999	Business Communication and MIS Banking and Insurance Business Environment Principles of Business Decisions	Fundamentals of Economics





				Business Ethics and Corporate Social Responsibility Logistics and Supply Chain Management Programming in C Database Management Systems	
12	B. Voc. Agro Food Processing Self financing	50	2018	Fundamentals of Horticulture Cultivation of coconut, pepper and banana (AOC) Protected Cultivation of Horticultural crops	
13	B. Voc. Agriculture Technology Self financing	50	2018	Commercial vegetable production Basic Principles of Food Processing Fruit and Vegetable Processing Technology Cereals and Pulses Processing Technology Fat and Oil Processing Technology	

### Common courses

1. English language courses in each semester for first four semesters except for B.Com. Model III, B.F.M. & B.Voc. programs. For B.Com. Model III, B.F.M. & B.Voc. programs English language courses are there in the first two semesters.
2. Additional language courses (Malayalam / Hindi) except for B.Com. Model III, B.F.M. & B.Voc. programs.

Sl. No.	Open courses during semester V	Offering Department
1	Applicable Mathematics	Mathematics
2	Our Universe	Physics
3	Chemistry in Everyday Life	Chemistry
4	Agribased Micro enterprises	Botany
5	English for Careers	English
6	Fundamentals of Economics	Economics
7	Social Implications of the Modern Revolutions	History
8	Fundamentals of Accounting	Commerce
9	Foundation of Environment Economics	Commerce (SF)
10	Physical Health and Life Skill Education	Physical Education
11	Investment Management and Financial Markets	Financial Markets

## ADD ON COURSES OFFERED

Department	Name of the Course	Coordinator
English	Learning English for Academic and Professional Purpose - LEAP	Ms Lekha Francis
Mathematics	Typesetting in LaTeX Basic Applied Mathematics	Ms Anu Joy Ms Rani Jose
Statistics	R Programming	Dr Naiju M. Thomas
Physics	Electrical Safety and Maintenance Training	Dr Vimal G
Chemistry	Instrumentation Tools in Chemistry.	Dr Rani Alphonsa Jose
Botany	Mushroom Cultivation	Dr Sallykutty Thomas
Economics	Entrepreneurship Development Certificate Course in Data Analysis using SPSS and Gretl Software	Dr Gipson Varghese Dr Jinu Elizabeth Sebastian & Ms Soumya Maria
Commerce	Digital Literacy Computerized Accounting Research Methodology	Dr Honey Thomas Mr Abyson Kurian Ms Deepa Tes George
Commerce (SF)	Business Communication Digital Marketing SPSS Essentials Tally ERP 9 with GST (Exclusivley for Commerce SF Students)	Ms Jessymol Jose Ms Shint Joy Ms Manjusha SG Ms Reema Abraham
B.Voc	ANNAM BRAHMA - Agricultural and Food Processing Technologies	Ms Renu Mathew





## POSTGRADUATE PROGRAMS

S. No	Programme	Seats	Started in	Elective Courses Selected
1.	M.Sc. Mathematics	10	1995	Differential Geometry; Combinatorics; Algorithmic Graph Theory
2.	M.Sc. Chemistry (Pure)	10	2001	Advanced Inorganic Chemistry; Advanced Organic Chemistry; Advanced Physical Chemistry
3.	M.Sc. Botany	12	2013	Plant Tissue culture & Microbial Biotechnology; Genetic engineering, genome editing and immunology; Genomics, transcriptomics, proteomics and Bioinformatics
4.	M.A. Economics	15	1981	Agricultural Economics; Industrial Economics; Labour Economics
5.	M.Com.	15	1985	Indirect Tax Laws; Derivatives and Risk Management; Personal Investment and Behavioural Finance.
6.	M.A. English (Self Financing)	12	2013	Modern European Fiction; Modern European Drama; Indian Poetics: Theories and Texts

## III DOCTORAL STUDIES – Ph.D. (By Research)

Department of Commerce is an approved research centre of Mahatma Gandhi University.

### Research Guides

Dr Seemon Thomas	Statistics	St Thomas College, Palai.
Dr Naiju M. Thomas	Statistics	St Thomas College, Palai.
Dr. Jaimol James	Economics	B.K. College, Amalagiri
Dr. Rani Alphonsa Jose	Chemistry	St Thomas College, Palai.
Fr. Dr. Abhilash Dominic	Malayalam	St. Thomas College, Palai



## GUIDELINES AND RULES OF CAMPUS LIFE

Rules and regulations alone cannot make a good College or Hostel; the most important aspect is that students, staff and authorities alike should have a spirit of loyalty and friendliness, and an earnest desire to join together in making their College and Hostel everything that they ought to be. But when a number of people are attempting to work or live together in a community, they have to be willing to be guided by certain rules or accepted traditions, so as to prevent disorder and confusion. Life in the campus should enable students to acquire good conduct, pleasing manners and gentlemanly behavior. It is meant to teach students to be courteous by considering others or those less privileged, as equals or superior than themselves. In this respect, particularly in the matter of teacher - student relationships, our country has a great and noble tradition and it is the duty of all members of the college as cultured and educated citizens to be worthy of our great traditions.

Campus life cannot be entirely taken up with study. It is hoped that every student will get much pleasure and profit from games, debates, discussions and in the company of other students. We should try to make sure that whatever we do to amuse ourselves in our leisure moments does not interfere with other people's studies or with their liberty. Rules and regulations are formulated with this purpose in view and should not be regarded as something imposed mechanically from outside.

All stakeholders (students, parents and staff) of the college are requested to read the 'Code of Conduct' given in the college website [www.sdck.in](http://www.sdck.in) (browse in About us).

The following guidelines are formed to train the students to behave themselves in a dignified and courteous manner. To supervise and promote general discipline, a Discipline Committee, a Grievance Redressal Cell, an Anti-ragging cell and an Internal Complaints Committee are functioning in the college.

1. Students shall observe good manners and decorum at all times and be respectful to the teachers. He/She shall have the seriousness of purpose and shall follow strict ethical standards. Please note, it is rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into someone.
2. Students shall occupy their seats in the classroom before the second bell.
3. Every morning classes begin with a prayer song. Keep standing till it ends, wherever you are in the campus whether in the class or outside. Forenoon session will be from 9.45 am to 12.45 pm and afternoon session will be from 1.30 pm to 3.30 pm. 8.30 am to 9.30 am and 3.30 pm to 4.30 pm will be tutorial time.



4. Rise from your seats and greet your teachers appropriately when the teacher enters the classroom. Rise again and say 'Thank you' when the teacher leaves.
5. Students are requested not to litter the campus, and to use the separate containers/ bins meant for the waste material, the biodegradable, and the plastic waste. This campus is yours and you are duty bound to keep it clean.
6. Consumption or possession of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus. Stringent action will be taken against those who are found to have consumed or possessed them.
7. Students are expected to speak English in the classroom and on the campus. They are encouraged to develop excellent communication skills both in English and Malayalam.
8. Students shall not enter or leave a class in session without permission.
9. Students are not allowed to enter other classes without the permission of the principal / any teacher. Each student must keep his/her valuable items under safe custody. The college authorities will not be responsible for loss of any item.
10. The Management and the Principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interests of students, academic community, parents and the general public. Students and staff shall cooperate with all such measures including mode of college union elections.
11. Without specific permission of the authorities, students shall not bring outsiders to the campus.
12. Students who are charged with criminal offence or are under suspension will not be allowed to enter the college campus without the permission of the principal.
13. Any case of criminal activity or violation of law and order in the campus will be reported to the police.
14. Conduct certificate will not be issued as matter of fact. It has to be earned by student's good conduct. Issue of conduct certificate to a student is a matter absolutely within the statutory and discretionary powers of the principal.
15. There shall not be any discrimination against any community or category of students of the college. Stringent action will be taken against the erring students / staff.
16. Any form of sexual harassment will invite immediate punishments as per the norms of the State.
17. Students can express their difference in opinion or suggestions in appropriate forms or teachers concerned in a courteous manner. Stakeholders of the college can submit their



suggestions/ complaints in the box provided in front of the office. Students are not allowed to address the college authorities in a body / gathering, social media or to behave in any way that is subversive to orderly campus life.

18. Students shall always wear their identity badges on the campus. Those who fail to do so shall pay a fine of Rs.50.
19. Students must obey traffic rules and are instructed to park their vehicles only in the allotted area. Staff and students are encouraged to use public transportation as far as possible.
20. Any student who is persistently insubordinate/ repeatedly or willfully mischievous / likely to have an unwholesome influence on fellow students in the opinion of the principal/ guilty of any serious misconduct, shall be expelled from the college or served with a compulsory T.C., or suspended from the college, in accordance to the gravity of the offence.
21. It may be specially noted that in the event of any misconduct, students are obligated to forfeit the educational concessions extended and the scholarships awarded. The concessions and scholarships may be withdrawn from students who resort to or participate in strikes or misbehave in any other manner.
22. Fire crackers or explosives should not be brought to the college campus.
23. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
24. Students are expected to spend their free hours in the Library.
25. In case the students have any grievance or complaint, they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell/ appropriate forum. In the matter of internal discipline the decision of the principal shall be final.
26. Students are encouraged to bring lunch in lunch boxes. If not, students can have food from the canteen.
27. ***Attendance and Leave of Absence***
  - (a) Attendance will be marked at the beginning of each period. Absence for one period will be treated as absence for half a day and absence for two or more periods will be treated as absence for the whole day. Students must check the daily attendance marked in the deQ application.
  - (b) No student shall absent himself / herself from any class without the permission of the teacher in charge. If leave is required for a single period, application may be made to the teacher concerned.
  - (c) Students absenting themselves from class without leave for more than 10 working days will have their names removed from the rolls. They may be readmitted at the



discretion of the principal in which case they will have to pay the readmission fee and all other dues.

- (d) Application for leave of absence should be made to the principal through the teacher-in-charge. Application / intimation for leaves must be submitted to the teacher-in-charge in the prescribed leave-form duly signed by Parent / Guardian and in the case of hostellers, signed / countersigned by the Warden.
- (e) No absence of any kind will ipso facto exempt any student from doing assignments, test papers, examinations, or other exercises due on those days.
- (f) In the case of sick leave for more than three days, application should be supported by a medical certificate.
- (g) All applications of duty leave duly recommended by the concerned teacher must be submitted within one week after the event.
- (h) A student who has been absent for five or more consecutive working days, whether with leave or without it, should, on return, report in person to the HoD.
- (i) The annual certificate of attendance required to appear for university examinations will not be granted unless (a) the student has attended not less than 75% of the total number of working days of the academic year, and (b) the principal is satisfied with the student's progress and conduct. 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 the program may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending university / college union co-curricular activities by treating them as present for the days of absence, on production of participation / attendance certificate, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

## 28. **Uniform**

- (a) Both boys and girls have the same dress code. Students shall wear uniform on all days from Monday to Friday unless otherwise permitted by the Principal. Students should always keep dignity and decency in dressing even while they are exempted from uniforms.
- (b) Staff members shall have the power to deny admission to students to classes / offices / labs / library / meetings / cultural programmes and other programmes in the case of violation of the dress code of the college.



- (c) During study holidays, examination days and other days, even if there are no regular classes for a particular section of students, they shall be in full uniform on campus, if it is a regular working day.
- (d) Alteration of uniforms (Narrow fit, Pencil Fit) are not allowed. They must have proper inseam length, which means neither too short nor too long. They must have the right circumference around your waist, seat, thigh, knee and ankle. They shouldn't be too loose and baggy, nor skin tight.
- (e) Only catholic priests and nuns are exempted from wearing uniforms.

### 29. **Honesty shop**

Essential stationery items are displayed with the price tag attached. Students can take them and deposit its price in the cash box kept there.

### 30. **Cell Phones**

- (a) The use of cell phones in the college campus is highly restricted. Cell phones may be used with specific permissions from the class teacher or any teacher of the college during special events and academic purposes.
- (b) If any student wants to make a call for urgent reasons, it shall be done only with the explicit permission from any teacher of the Department. In such cases the student shall make the phone call in the presence of the teacher.
- (c) Unauthorized photography and videography using cell phones are strictly prohibited.
- (d) Vibration or ringing of bell during the class or meetings or even during the intervals are considered serious insubordination and in such cases phones will be confiscated and will be returned only at the end of the academic year.
- (e) Any misuse of cellphone would entail seizure of the same with a fine of Rs 1000. Misuse of IT including e-mails and social media is also strictly prohibited.

### 31. **Residence of Students**

- (a) Students who are not residing with their parents or relatives shall stay only in lodgings approved by the Principal.
- (b) Any change in residence shall be intimated to the Principal.
- (c) For admission to Hostel, application should be made directly to the Warden. Admission to hostel is only for one year and is renewable.
- (d) In all matters of admission, accommodation and disciplinary actions against boarders, the Principal's decision shall be final.
- (e) A boarder leaving the college shall not be entitled to her TC, caution money or both unless she produces a 'No dues Certificate' from the hostel.



- (f) A boarder who remains in the Hostel by absenting herself from class without valid reasons will be directed to quit the Hostel.
- (g) Dismissal from the Hostel for grave misconduct will invoke similar punishment from the college and vice-versa.

### 32. ***Mahatma Gandhi University students' code of conduct rules - 2005***

Mahatma Gandhi University Students' Code of Conduct Rules-2005 introduced vide UO. No. 162/2004/2Elen. dated 16 February 2005 has laid down rules for maintaining discipline in all colleges affiliated to the university, which will be binding on all students of the college. The university order prohibits political activity inside the campus. Political activity is defined as "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".

Prohibition of political activity inside the campus means the following:-

- (a) No student of a college shall get himself/ herself involved in any political activity by himself/ herself 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 gathering inside the college campus for the purpose of doing any political activity as defined above 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 has the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
- (d) No student of a college shall stage or indulge in any activity like dharna, gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct.



- (e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.

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

The students shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on 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/ her, to be fixed by the Principal of the college after evaluating the extent and magnitude of damages so caused. The aforesaid imposed fine is without prejudice to the liability of 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 non-payment, the recovery proceedings shall be taken against the person responsible.

### 34. ***UGC Regulations to Curb Ragging***

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

What is Ragging?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts.

- (a) 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.
- (b) Indulging in rowdy or indisciplined 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.
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in 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;
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.



- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- (g) Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person.
- (h) 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.
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

As per the UGC regulations, a student found guilty of ragging shall be expelled from the institution. Further, he/she shall be debarred from taking admission elsewhere, upto a specified period of time. A fine upto Rs.2.5 lakhs may also be imposed.

On 30th June 2009 a national helpline started operation. Victims of ragging may register their complaints at **1800-180-5522 (toll-free)** or e-mail to helpline @antiragging.in

#### Teachers in the Board of Studies (BoS) of Mahatma Gandhi University

Dr Jaimol James, Member of PG BoS in Economics  
 Ms Mary Pitunia C. Mathew, Member of PG BoS in Chemistry  
 Mr Praveen Thariyan, Member of UG BoS in Physical Education  
 Dr Naiju M Thomas, Member of UG BoS in Statistics  
 Mr Nelson Kuriakose, Member of UG BoS in Physics





## ISSUE OF CERTIFICATES

1. A student who desires to obtain an Identification / Character / Age / Program / Transfer Certificate shall apply to the principal, stating his / her class, roll number, and other relevant details. Normally, a notice of 24 hours is necessary for the issue of a certificate.
2. A Conduct Certificate is something a student has to earn. It will not be issued as a matter of fact.
3. Transfer Certificate will be issued only after the student has paid up all the dues to the college.
4. In the case of a student who is expelled from the college, or is served with a compulsory T.C. for serious misconduct, the T.C. will be sent to the Registrar of the University and the parent / guardian will be intimated about it.
5. No certificate of any kind will be issued unless the student produces his / her Identity Card.
6. Original certificates surrendered at the college office at the time of admission will not be returned during the course of study.
7. As soon as the program is over the students shall collect these certificates from the office. Delay in doing so may result in the loss of such certificates for which the college will not be responsible.
8. Students shall also collect mark lists and certificates received at the office from the university within two weeks from the date of receipt.

## COLLEGE LIBRARY

A fully automated library management system became functional in the golden jubilee year. The library has a good collection of books, journals, popular magazines, newspapers, N-List consortium, WEBOPAC, E- Repository and DELNET service. The library will be open from 8.30 am to 4.30 pm on all working days. N-List, E- Repository, WEBOPAC and several open access resources can be accessed through college website [www.sdck.in](http://www.sdck.in). To ensure maximum utilization of the various facilities provided by the library, the following regulations are to be strictly observed.



1. Silence must be strictly observed in the library.
2. Staff and students must scan their ID card at the electronic check point.
3. UG students can borrow a maximum of 4 books at a time and PG students 6 books.
4. Books are issued for a maximum period of 14 days after which they can be renewed for 14 days more by bringing the books and ID card to the library.
5. A fine of Rs.1 will be levied for each day after the due date.
6. Books damaged or lost must be replaced or paid for by the borrower.
7. All services of the library may be withheld to a user for violation of the regulations.
8. Do not bring any article/ eatables/ book/ paper into the library without the permission of the Librarian. All the belongings should be kept in the shelf at the entrance.
9. Sub-lending of books is strictly prohibited.
10. Books in the reference section, journals and magazines will not be lend in any case.
11. Before leaving the counter, the borrowers shall point out any damage or mutilation on the books they are taking, to the librarian. The borrowers will be held responsible for point out any damage or mutilation observed at the time of return. Marking on the books, folding of pages etc. shall be viewed as serious offence.
12. All final year students have to return the library books and their issue cards before the commencement of their final semester examinations.
13. Books should not be misplaced. Book taken from the rack must be placed back at the same position. For this, 'rack cards' provided must be placed at the position from which the book is taken. When the book is placed back, the rack card can be removed.

## COLLEGE COUNCIL

It is constituted as per the Statute (Chapter 23, item 20) of Mahatma Gandhi University and government of Kerala G.O.(Rt) No. 3490/2016/H.Edn. dated 22.12.2016 in order to advise the Principal in the internal affairs of the college. It consists of the Principal, Heads of Departments, the IQAC Co-ordinator (Special Invitee without voting right) and the Librarian.



- |     |                             |   |                                    |
|-----|-----------------------------|---|------------------------------------|
| 1.  | Dr Seemon Thomas            | - | Principal                          |
| 2.  | Dr Shibu Manuel             | - | Head, Mathematics                  |
| 3.  | Mr Praveen Thariyan         | - | Head, Physical Education           |
| 4.  | Ms Rani Thomas              | - | Head, Economics                    |
| 5.  | Dr Anoop Tom Thomas         | - | IQAC Coordinator (Special Invitee) |
| 6.  | Ms Joicey Jose              | - | Head, Commerce                     |
| 7.  | Dr Sallykutty Thomas        | - | Head, Botany                       |
| 8.  | Ms Lekha Francis            | - | Head, English                      |
| 9.  | Dr Jinu Elizabeth Sebastian | - | Elected Member                     |
| 10. | Rev Dr Abhilash Dominic     | - | Head, Malayalam                    |
| 11. | Dr Rani Alphonsa Jose       | - | Head, Chemistry                    |
| 12. | Ms Mary Pitunia C Mathew    | - | Elected Member                     |
| 13. | Dr Jojy Thomas              | - | Head, History                      |
| 14. | Ms Smitha Mathew            | - | Head, Physics                      |
| 15. | Ms Deumy John               | - | Librarian                          |

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

As per the National Assessment and Accreditation Council (NAAC) guidelines, every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to establish procedures and modalities to collect data and information on various aspects of institutional functioning. SDC was accredited by NAAC in 1999 for the first cycle, in 2007 for the second cycle and in 2017 for the third cycle. The visit of the NAAC team for the fourth cycle of accreditation will be at the beginning of the next academic year. The institution needs to submit the Annual Quality Assurance Report (AQAR) to NAAC by the end of December every year.

The objectives of IQAC are the following:

- ▶ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ▶ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.



Chairman	:	Principal
Coordinator	:	Dr Anoop Tom Thomas
Members	:	Mr Jose K.A. (Management Representative)
		Rev. Dr Manoj Joseph (Employer's nominee)
		Mr Sunny Jacob (Industrialist)
		President, Parathodu Grama Panchayat (Local Society nominee)
		Ms Rekha Jose
		Ms Smitha Mathew
		Mr Francis Thomas
		Ms Stephy Thomas
		Ms Rani Jose
		Mr Joseph Vineeth Joy
		Dr Jyothi Abraham
		Ms Reema Abraham (Alumni nominee)
		Ms Jesna Jose (Administrative Officer)
		Ms Deumy John (Librarian)
		Tessa Shajan, <i>B.Com.</i> (Student nominee)

## RIGHT TO INFORMATION (RTI)

The RTI Act, 2005 has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. All universities and colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the ambit of a Public Authority under this Act. Full text of the act is available in the website <https://rti.gov.in/>

Citizens can seek information regarding the activities of the college by submitting a written request with details like name, address, contact telephone number and particulars of the information sought. The reason for seeking information need not be given.

Public Information Officer : Mr Bino P. Jose, Head, Department of History, St. Dominic's College, Kanjirappally, Parathode, Kottayam-686 512.

Assistant Information Officer : Mr Tojo Thomas, Clerk, St Dominic's College,



Kanjirappally, Parathode, Kottayam-686 512.

Appellate Authority : The Principal, St Dominic's College, Kanjirappally,  
Parathode, Kottayam-686 512.

## **NATIONAL SKILLS QUALIFICATIONS FRAMEWORK (NSQF)**

Government of India, considering the requirement for skill development among students, launched National Vocational Education Qualification Framework (NVEQF) which was later on assimilated into National Skills Qualifications Framework (NSQF). NSQF organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning. In that sense, the NSQF is a quality assurance framework. It is, therefore, a nationally integrated education and competency-based skill framework that will provide for multiple pathways, horizontal as well as vertical, both within vocational education and vocational training and general and technical education, thus linking one level of learning to another higher level. This will enable a person to acquire desired competency levels, transit to the job market and at an opportune time, return for acquiring additional skills to further upgrade their competencies. The college has two NSQF programs, namely, B.Voc. Agriculture Technology and B.Voc. Agro Food Processing. These programs have the following objectives:

- To provide opportunities to promote lifelong learning and skill development.
- To establish partnership with industry/employers.
- To develop a transparent, accountable and credible mechanism for skill development across various sectors.
- To create increased potential for recognition of prior learning.

## **STUDENT MENTORING POLICY**

The college ensures that proper mentoring is extended to all its students. The students of each class is divided and equally assigned to the teachers of the concerned departments. Mentors will interact with their mentees at regular intervals and progress will be assessed accordingly. The mentors are supposed to communicate and listen to mentees with



patience and care. Mentees can share emotional, intellectual, academic, career related and general issues with their mentor. The college will provide training, advice and on-going guidance to the mentors. The department heads, class teachers and the mentors will discuss the outcomes of mentoring activities and take remedial measures on the general issues raised by the mentees.

The objectives of the mentoring policy of the college includes:

- ▶ Creating a space for listening to the students' issues with patience and care.
- ▶ Providing individual counseling on academic, career related and emotional matters.
- ▶ Understanding the capabilities and limitations of each student and supporting them with proper guidance.
- ▶ Encouraging students to set up academic and career goals and motivating them towards the attainment of goals.
- ▶ Familiarizing students with academic resources and referral sources.
- ▶ Providing guidance on future prospects, institutions for higher studies and preparatory techniques.
- ▶ Encouraging students to participate in co- curricular, extracurricular, extension and outreach activities and ensuring overall development.

## STUDENTS SERVICES CENTRE (SSC)

The centre is established in tune with the guidelines of UGC to ensure equitable access to quality mental health services to all the students of the college with special emphasis on (1) **promoting** physical fitness and sports activities for students (2) creating safeguards against academic pressure, peer-pressure, behavioural issues, stress, career concerns, depression and other issues pertaining to mental health of students; (3) to inculcate positive thinking & emotions in student community and (4) to promote positive and supportive network for students.

St. Dominic's College has a long tradition of excellence in sports and games. Every year Sports Day is celebrated in the middle of the academic year. Competitions in track and field as well as recreational items are held for the students and the staff. The college has produced sportsmen who have participated in national and international events. The **physical education** department stands pre-eminent with its grand track records and infrastructural facilities. The college has government sponsored sports academy for athletes.



The college offers sports and games facilities to every student who desires to develop his or her potential abilities and qualities of sportsmanship, team spirit and physique. The Department of Physical Education, in keeping with the mission of the College, provides the best preparation for life by empowering students to reach their physical, social, and intellectual potential outside the classroom through a wide range of sports and physical activities.

It is most desirable that every student play some open-air game in the evening. Those who play matches as well as those who watch need to remember that it is a part of a sportsman's training to take victory with good grace avoiding arrogance and accept defeat honourably without despair and ill will. During the inter-collegiate and inter-departmental matches / games, players and spectators are expected to maintain the decorum and show appreciation to all teams. Those who excel in sports and games could get grace marks awarded by the university. The university also awards a number of Scholarships on the basis of the performances of students in sports and games.

Besides educating students, we focus on physical activity for all students to help them stay physically fit and mentally healthy. Since body and mind are deeply interconnected, healthy bodies foster healthy minds. It has been demonstrated that physical activity of an hour a day reduces the risk of obesity and helps to be smart, happy, and less prone to depression and other mood disorders. Indeed, vigour comes from being fit and the challenge is to make exercise necessary and fun. Knowledge of any area implanted in an unfit student will not benefit the society. The physically fit learner will imbibe more knowledge in his cognitive domain and will also be able to effectively apply and implement that knowledge for the benefit of the society a lot more than an unfit student. The more emphasis on all time reading, writing, thinking for expanding the knowledge base of students in higher education students with no importance given to participation in physical activity is affecting very adversely the health status of the students. The foremost requirement of an individual is good health, and only then, with his knowledge, he is an asset for the society. Otherwise, he becomes a liability to society with poor health resulting from a sedentary lifestyle.

The institution has provisions for organisation of intramural sports tournaments. Competitions are designed to provide spirited participation in various sports for enjoyment and physical activity. Emphasis is placed on social interaction and fun.



**Fitness Programs:** The Department offers our students and staff the opportunity to learn the skills of Yoga and promote wellness through other programmes.

**Tournaments:** The college has all the essential facilities for all the major items of games and athletics. Every year the college organizes various intercollegiate tournaments of the University. It regularly organises training camps for students willing to participate in various levels of inter-university, state or national level tournament of sports activities in AIU. The teams are regularly sent for participation in these tournaments and winners of these tournaments have been felicitated with honours and cash awards.

The college has a dedicated physical education director and provides the necessary outdoor and indoor sports facilities and infrastructure on the campus. There is a state-of-art gymnasium and yoga centre. NSS creates avenues to engage students meaningfully. Women empowerment cell organizes self-defence training programmes especially for girl students. Tourism club promotes local adventure and excursion activities.

Teachers in-charge : Mr Praveen Thariyan, Ms Reshmi Tom, Mr Nidhin Joy

### NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) is functioning under the Ministry of Youth Affairs and Sports, Government of India for developing the personality of the students through community service. Members are selected on the basis of their aptitude. There are two units of the NSS functioning in the college with a sanctioned strength of 200 volunteers. Admission to the Scheme is open to I DC and II DC students only. The duration of the membership of a student in NSS is two years. NSS activities have been divided into two major groups: regular activities and special camping programs. In order to be eligible for the NSS certificate, the volunteers have to put in 240 hours of regular activities and attend a seven-day special camp. The NSS units of our college are engaged in social awareness and cultural programs. Members get opportunities to take part in various constructive projects and community development programs. Camps are organized during holidays for creative social service activities. Training programs are conducted for personality development and for raising civic consciousness among students. Two students are elected as volunteer secretaries when UG admissions are over.

NSS Program Officers : Dr Jinu Elizabeth Sebastian & Dr Jojo Thomas





## COMMITTEES & COORDINATORS OF CURRICULAR/ CO-CURRICULAR / EXTRACURRICULAR ACTIVITIES

Public Relation Officer (PRO)	: Mr Bino P. Jose
Nodal Officer for NEP 2020	: Ms Jisha Jacob
NIRF Coordinator	: Mr. Prathish Abraham
University Examinations	: Dr Shibu Manuel (Senior Assistant Superintendent) Ms Lally Kutty Thomas
Continuous evaluation monitoring cell:	Ms Rekha Jose (Coordinator), Ms Joicey Jose, Ms Anu Joy, Ms Juno Jose, Mr Nelson Kuriakose, Mr Francis Thomas, Ms Jessymol Jose, Ms Jisha Mary James
Mobilization of funds from Government & other agencies	: Dr Jojo George (Chairman) Mr Praveen Thariyan, Dr Prasanthkumar S. Dr Rani Alphonsa Jose
General Time Table	: Dr Naiju M. Thomas
Internal Assessment	: Ms Imme Maria Thomas
Nodal officer for Scholarships	: Mr Nidhin Joy
College Website & Office Automation	: Mr Francis Thomas & Rev.Dr Manoj Joseph (Bursar)
College Handbook	: Ms Theresa John
Dominican Voice (YouTube Channel)	: Dr Naiju M. Thomas & Mr Francis Thomas
College Journal (Reflection)	: Dr Vimal G.
Debate Club	: Ms Juno Jose
Quiz Club	: Ms Anita Joy
Add on/ Certificate Courses	: Ms Deepa Tes George (Commerce) Ms Soumya Maria (Arts) Ms Jyolsna Abraham (Science) Mr Harry C Joseph (Languages) Ms Renu Mathew (B.Voc.)
College Magazine Staff Editors	: Rev. Dr Abhilash Dominic (Chief Editor) Mr Jomon Joseph, Mr Harry C Joseph



Anti-narcotic Club	: Mr Bino P. Jose
Tourism Club	: Dr Naiju M Thomas (Convenor), Dr Jyothi Abraham
Forestry Club	: Dr Jyothi Abraham
Blood Donors' Forum	: Dr Jinu Elizabeth Sebastian & Dr Joji Thomas

## STUDENT GRIEVANCE REDRESSAL COMMITTEE

It is constituted as per GO (Ms) 344/2023/HEDN dated 9.6.2023. The students can submit their grievances in writing to the principal. It

shall exercise the following role and perform the following functions, namely-

1. To receive the applications of the students from the portal available in the website of the college and process them further.
2. To hear all the concerned parties and settle grievances amicably as early as possible.
3. To counsel the students whenever necessary to resolve their grievances.
4. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
5. To consider and submit recommendations and suggestion in respect of reforms in the working of various cells/units/departments of the College relating to the redressal of grievances of students.

The cell will meet as and when it is required and take suitable measures for the grievances addressed to it.

Chairperson	: Principal
Members	: Mr Bino P Jose, Ms Reshmi Tom (nominees of teachers) Ms Devika P Ajo, <i>B.Sc. Mathematics</i> (SC/ST nominee) Ms Bhadra Rajesh, <i>B.A. History</i> (differently abled nominee) Mr Romy Xavier (PTA Nominee) Two elected student representatives of which one must be a lady Nominee of the syndicate

## ETHICS COMMITTEE

Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize his/her potentials as a human being.



Values are to be learned through practices. Hence, the administrators and teachers in higher education need to bear in mind that they are being watched and observed by their peers and learners in general and they (peers/learners) are learning values by observing them (seniors and peer learners). So, the ambiance in and around higher educational institutions should be such as would be conducive to value education and bring qualitative change in life and work at home and workplace with professional ethics. The end of higher education is knowledge, and the end of knowledge is to know about life. The end of life is happiness, though some may think that it is a success. Success does not necessarily ensure happiness or greatness. Happiness and greatness are attained only when success is attended by values and professional ethics. Human values and professional ethics, thus, are indispensable steps in the odyssey of transformational learning and life of happiness and greatness.

The success of an educational institution's mission and vision is driven by value-based ethical behaviour of its staff and students. Thus, the institute thrives for imbibing core value and ethical behaviour into the daily interactions of stakeholder groups. The stakeholders of the institution, administrators or others are guided by the following core values:

- (1) Integrity –adhering to conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
- (2) Trusteeship- Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within the institution.
- (3) Harmony- Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders
- (4) Accountability - Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one's action.
- (5) Inclusiveness – adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group, for education, employment, promotion and other activities in the institution
- (6) Commitment – Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries.
- (7) Respectfulness – Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.
- (8) Belongingness- fostering a shared vision of the college to make everyone feel secure, supported, accepted and included.



- (9) Sustainability – Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

As per G.O. No. 1102/05 dated 24.06.2005, a committee with the following members is formed to ensure ethics in the use of IT resources and conduct of cultural activities.

Chairman	: Principal
Members	: Mr Romy Xavier, PTA Vice President Mr Sony Joseph Ms Anita Joy (Women Empowerment Cell) Dr Jinu Elizabeth Sebastian (NSS Program Officer) Rev. Dr. Manoj Joseph (Bursar) College Union Chairman, College Union Vice Chairman

#### **ADMISSION COMMITTEE**

It is constituted as per letter No. 4860/AcA1/2022/MGU dated 10.05.2022

Chairman	: Principal
Nodal Officer & Secretary	: Mr Praveen Thariyan
Members	: Mr Abyson Kurian (Commerce) Dr Sallykutty Thomas (Science) Rev. Dr. Manoj Joseph (Arts & Humanities) Mr Littin Thomas

#### **DISCIPLINE COMMITTEE**

The committee is formed with the following views:

- To create awareness against and to prevent any ill incidents taking place in the campus
- To ensure the prevalence of a healthy environment by regulating discipline among the students.
- To take cognizance of any indisciplinary and unruly behaviour of students both in the College and in the Hostel by inflicting penalties commensurate with the acts of misdemeanour by the students.

Chairman	: Principal
Members	: Mr Praveen Thariyan (Convener)



Dr Jaimol James  
Mr Bino P. Jose  
Mr Michael Thomas (PTA Representative)  
Ms Lekha Francis  
Mr Nelson Kuriakose  
Rev. Dr Manoj Joseph (Bursar)  
Ms Manjusha S.G.  
Ms Rejitha V.K.

## ANTI-RAGGING COMMITTEE

The University Grants Commission framed “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” that should be mandatorily followed by all universities and colleges. A nationwide anti-ragging toll-free helpline **1800-180-5522** in 12 languages has been established which can be accessed by students in distress due to ragging. The Anti-ragging committee of the college shall make surprise raids in the hostel and other hotspots and is empowered to inspect places of potential ragging. It shall take appropriate actions including suitable punishments to those who are found guilty. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: (a) Suspension from attending classes and academic privileges. (b) Withholding/withdrawing scholarship/fellowship and other benefits. (c) Debarring from appearing in any test/examination or other evaluation process. (d) Withholding results. (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc. (f) Suspension/expulsion from the hostel (g) Cancellation of admission (h) Rustication from the institution for periods ranging from 1 to 4 semesters (i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period (j) Fine ranging between Rupees 25,000/- and Rupees 2,50,000/-. (k) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Chairman : Principal  
Members : Dr Jaimol James (Convener)



Mr Rony K. Baby  
Rev. Dr Abhilash Dominic  
Ms Renu Mathew  
Rev. Sr Ranitta FCC (Hostel Warden)  
Rev. Dr Manoj Joseph (Bursar)  
Circle Inspector of Police, Kanjirappally,  
Mr Binu Thomas (Administrative Staff Representative)  
Student Representative of fresher's category  
Student Representative of senior's category

### INTERNAL COMPLAINTS COMMITTEE

The committee is constituted in view of UGC letter No.F-91-3/2014(GS) dated 06.06.2017 and in accordance with the provisions of the Sexual Harassment of Women Employees and Students in Higher Educational Institutions (Prevention, Prohibition and Redress) Act 2013. Any woman, (employee or student) of the college can approach the committee if she has any grievance of harassment of the nature stipulated in the Act. Any woman can submit their grievances in written form to the members of the committee. The cell functions with the following objectives:

- To prevent gender based violence and sexual harassment by promoting gender amity amongst all.
- To conduct gender sensitization programs and awareness lectures/workshops for students and staff on different aspects of gender amity.
- To make recommendations to the Principal for changes/elaborations in the existing gender sensitive practices.
- To recommend appropriate punitive action against the guilty party to the Principal.

Chairman : Principal

Members : Dr Renjini Joseph (Convener)

Ms Manjusha S.G.

Ms Anu Joy

Ms Soumya Maria

Ms Jesna Jose

Rev. Sr Ranitta FCC, Warden, Pavanamatha Women's Hostel

Rev. Fr Roy Mathew Vadakkal, Secretary, We Care Centre, Kanjirappally



Ms Elizebeth Mathew, *B.Sc. Mathematics*  
Ms Rose Mary Tom, *M.Sc Chemistry*

### **GENDER JUSTICE FORUM**

We acknowledge that people of all genders are equally capable of making valuable contributions and promoting excellence in all areas of human enterprise. The forum is constituted as per G.O.(Ord.) No.973/2021/H.Edn. dated 29.07.2021.

Chairperson : Ms Jisha Jacob  
Members : Dr Prasanthkumar S.  
Ms Dona Maria Saju  
Mr Mijo K. Joseph  
Ms Shoneymol P. Thomas

### **EQUAL OPPORTUNITY CELL**

The cell is constituted as per UGC letter D.O. No. F.6-1/2018 (SCT) dated 2<sup>nd</sup> September 2020 for taking care of day to day needs of disadvantaged groups as well as for the implementation of policies and programs for them. The cell looks at concerns and solutions for effective inclusive education practices. In case of any grievance by students with disability it can be addressed to this cell.

Chairman : Principal  
Members : Ms Deepa Tes George (Coordinator)  
Mr Aby Johny  
Parents' Representatives of disadvantaged groups.

### **SC/ST MONITORING CELL**

The cell is constituted as per MGU letter No. 2634/SCST CELL dated 12.04.22

The cell functions with the following objectives:

- To guide the students who belong to the weaker section to avail all permissible scholarships and financial assistance and other facilities and privileges.
- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationship among the students coming from various social backgrounds.
- To help individuals or a group of students belonging to the disadvantaged section of the



society to contain the problems related to discrimination.

- To organize periodic meetings to monitor the progress of different schemes

Chairman	: Principal
Members	: President, Parathode Grama Panchayath
	: Dr Sallykutty Thomas (Secretary)
	Mr Rony K Baby
	: Rev. Sr Rony K.C.

### PLANNING COMMITTEE

It is constituted to make suggestions regarding introduction of new programs, improvement of infrastructure facilities, effective use of existing facilities and measures to assure stakeholders the accountability of the institution for its own quality and probity.

Chairman	: Principal
Convener	: Rev. Dr Manoj Joseph (Bursar)
Members	: Dr Anoop Tom Thomas (IQAC Coordinator)
	Mr Prathish Abraham
	Dr R.B. Smitha
	Dr Jesby George

### VALUE EDUCATION CELL

*Value is a process which enable us to realise Satyam Shivam Sundaram- Mahatma Gandhi*

The college always strives to form a community that is intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed. It also organizes retreats, seminars and orientation programs both for the students and the staff.

Coordinators : Mr Bino P. Jose & Rev. Dr Abhilash Dominic

### VIRTUAL & DISTANCE LEARNING (SWAYAM, NPTEL, MOOC)

Study Webs of Active-Learning for Young Aspiring Minds (**SWAYAM**) is a program held under the auspices of the HRD ministry which is designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to make the best teaching learning resources accessible to all. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and





have not been able to join the mainstream of the knowledge economy. We have got the local chapter status of National Program for Technology Enhanced Learning (NPTEL).

Coordinator	Dr Rani Alphonsa Jose Ms Deepa Tes George Mr Prathish Abraham Ms Soumya Maria Dr Jesby George Mr Harry C Joseph Dr Presanthkumar S. Ms Varshamol P.V. Ms Kitty Rajan Mr Hemanth Vijayan
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### MASSIVE OPEN ONLINE COURSES (MOOCS)

MOOCs are free online courses available for anyone to enroll. They provide an affordable and flexible way for college preparations, supplemental learning and career development.

Teacher-in-charge : Ms Mary Pitunia C. Mathew

### RESEARCH AND DEVELOPMENT CELL

The cell is constituted with the following objectives:

- ▶ To strength research ecosystem of the college.
- ▶ To develop training programs for teachers and postgraduate students, to help them be familiarized with research integrity, potential pitfalls and how to avoid and address them.
- ▶ To keep track of grant proposals, research projects and publications.
- ▶ To keep abreast of current good practices of promoting research.

Research Coordinators : Dr Najju M Thomas (Mathematical Science)  
Dr Jaimol James (Humanities)  
Dr Rani Alphonsa Jose (Chemical Science)  
Rev Fr Abhilash Dominic (Literature)  
Dr Anoop Tom Thomas (Commerce)  
Dr R. B. Smitha (Life Science)

### PURCHASE COMMITTEE



It is constituted to examine and ensure that the purchases of the college are in accordance with the general financial rules.

Chairman : Principal

Convener : Rev. Dr Manoj Joseph (Bursar)

Members : Dr Honey Thomas

Concerned teachers and their HoDs in the purchase of equipments to Departments

Mr Tojo Thomas

### HUMAN RESOURCE DEVELOPMENT (HRD) CELL

The proper functioning of any organization depends upon how effectively its manpower is utilized. It is the duty of the cell to propose measures to bring greater coherence to HR planning, policy making and practice to make maximum contribution to the institution. The following are its objectives:

- ▶ To organise skill enhancement and competitive examination training programs.
- ▶ To provide support system to the College Administration for continuous growth and development of its human resources by way of identifying the strengths and weaknesses of existing system and providing an objective mechanism for its monitoring.
- ▶ To revisit the existing system and explore its fine tuning (without structural changes).
- ▶ To identify the requirements of stakeholders and organize training programs.
- ▶ To study best human resource practices and explore innovations in human resource development.
- ▶ To evolve measures to address the need of encouragement, motivation, appreciation etc.
- ▶ To equip the students with the necessary soft skills to resolve problems pertaining to educational and career accomplishments and provide exposure to a variety of issues and activities ranging from local to national significance.
- ▶ To motivate the newly joined faculty members to adopt innovative teaching, learning and research strategies
- ▶ To establish the web-based networks of academicians for knowledge sharing.

Chairman : Mr J. C. Kappen

Members : Mr Abyson Kurian (Coordinator)

Ms Soumya Maria

Mr Francis Thomas

Ms Rani Jose

Ms Anita Joy



Ms Ann Maria Sebastian  
Ms Delna Jose

## LANGUAGE AND COMMUNICATION SKILLS

Language and Communication skill trainings are aimed at enabling students to attain fluency and proficiency in professional communication and to meet the growing demand in the field of global communication. It enables students to improve their lexical, grammatical and communicative competence.

**Language Lab** is established to hone the listening, speaking and thinking skills of the students.

**Everyday English Course** is designed to prepare the students for a classroom atmosphere in which English is the medium of instruction.

Coordinator : Mr Harry C Joseph

**A course in MS office of 30 hours duration is given to all students and certificate is issued to them on successful completion.**

Coordinator : Mr Joseph Vineeth Joy

## CAREER GUIDANCE AND PLACEMENT CELL

The cell works with the aim of providing assistance and guidance to all students to develop their career, making information available regarding opportunities in career and higher studies. It also organizes orientation programs, communication skill development programs, campus interviews, coaching for various competitive examinations.

Coordinator : Dr Gipson Varghese

Members : Ms Theresa John  
Mr Sebin Sebastian  
Ms Shint Joy

## CIVIL SERVICE ASPIRING STUDENTS CLUB

Students who wish to appear for civil service/ Indian Economics Service or any other UPSC examination can join the club. It aims at motivating and equipping students for civil service and other UPSC examinations. It organizes orientation and coaching programs by



external experts. An MoU is signed with Civil Service Institute, Palai, according to which coaching will be made available to the students of the college at a subsidized rate.

Teacher-in-charge : Dr Jaimol James

## **BUSINESS INCUBATION AND INNOVATION CENTER (BIIC)**

It is constituted in tune with the vision and mission of National Science and Technology Entrepreneurship Development Board (NSTEDB) and Young Innovators Program (YIP) of Kerala Development and Innovation Strategic Council (K-DISC). An entrepreneurship development club also functions under it. BIIC has the following objectives:

- ◆ To identify creative and collaborative youngsters with design thinking, problem solving and leadership skills.
- ◆ To identify and motivate students having potential for setting up MSMEs and to lead them towards self-employment.
- ◆ To impart training on scientific management practice system in order to improve the decision-making capabilities resulting in higher productivity and profitability.
- ◆ To foster better linkages between the Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises.
- ◆ To provide need-based consultancy services to industries.
- ◆ To assist students in getting financial support for start-ups.
- ◆ To act as an institutional mechanism for providing various information to budding student entrepreneurs and to promote programs related to women and weaker sections of the society.
- ◆ To inculcate entrepreneurial spirit and culture in the institution and among the students.
- ◆ To provide inputs on a variety of topics of managerial functions to the students in short term training programs/ talks by successful entrepreneurs.
- ◆ To introduce various areas like Digital Marketing, Quality Management, Supply Chain Management, Retail Management, Logistics Management etc.

Office bearers : Dr Seemon Thomas (President)  
Rev Dr Manoj Joseph (Vice President)  
Dr Gipson Varghese (Convener)  
Mr Prathish Abraham (NIRF Coordinator)  
Dr Anoop Tom Thomas (Internship Activity Coordinator)  
Dr Rani Alphonsa Jose (Innovation and Startup Activity Coordinator)  
Mr Joseph Vineeth Joy (Faculty Social Media Coordinator)



## COLLEGE UNION

The college union is organized with the following objectives:

- (a) To train the students of the college in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- (b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- (c) To organize cultural programs, quizzes, debates, seminars, work squads etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- (d) To encourage extracurricular activities like Youth Festival, Sports Meet etc which are conducive to the aforesaid objectives.

The college follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and M G University to form the college union. The college union will have a students' general council and an executive. All students are members of general council. In order to conduct election to the executive council, an electoral council consisting of two elected representatives (one each from each gender) from each class will be formed. The electoral council will elect the executive committee consisting of the following office bearers:

- 1. Chairman
- 2. Vice- Chairperson (Female)
- 3. General Secretary
- 4. The Editor of the College Magazine
- 5. The Arts Club Secretary
- 6. Two University Union Councillors
- 7. Two Lady Representatives (elected by and from among the lady student representatives in the electoral council)
- 8. Secretary for Sports (to be nominated by the Executive Committee)
- 9. Class Representatives (elected by and from among the student representatives of the respective years in the electoral council)
- 10. An SC/ST representative (to be nominated if there is no SC/ST among those elected to the executive).

**The candidates contesting to the electoral council should possess a minimum of 75% attendance and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election. Similarly, anyone against whom disciplinary**



**action of any kind has been taken (inside or outside the campus, civil or criminal) ipso facto stands debarred from contesting elections to electoral council. Students are forbidden to contest in the union election on the label of student organizations.**

The union members are mentored and guided by Staff Advisor. The students' voice in the affiliated University is represented by the Union councillors. The Student Union is given enough freedom and support from the authorities to do various programs which go in line with the college discipline. Under the leadership of Union Chairman, the Arts club secretary co-ordinates cultural and literary initiatives. Magazine editor collects articles from talented students for the annual college magazine. University Union Councillors, Class representatives and Lady Representatives serve as the responsible voice of the whole students in the matters concerned.

**The College Union and the clubs are requested to observe the following rules:**

1. Do not invite speakers to the college without first consulting the Staff advisor or HoD, and the Principal.
2. Whenever a meeting is arranged in the college, give particulars about it to the Principal sufficiently early. This will also help to avoid conflict with other programmes in the college.
3. It is better to avoid entertainers from outside the college community since it is student enterprise that the college wants to encourage. If under special circumstances outside agencies have to be invited, the details of the performance must be explained to, and permission obtained from the Principal before appointments are fixed with those agencies.
4. Meetings and debates etc should be carried on with the order and dignity befitting an academic society.

College Union Advisor : Mr Bino P. Jose

## **ARTS CLUB**

It is a platform to enunciate the true spirit of creativity of students to concoct the next generation of maestros, performers, authors and many more. The club conducts interdepartmental competitions and occasional meet-ups of students during the noon interval to present and cosset any form of art they have expertise in. It is also a building of kinship among the students through flair.

Coordinators: Mr Sony Joseph & Ms Stephy Thomas

## **LIBRARY & LITERARY CLUB**

The Club tries to create awareness about books, magazines and e-resources. We aim to



promote reading for information and pleasure. It also aims to find out the budding talents among the students who may become the promising writers of tomorrow. Students were given opportunity to exhibit their talents through reciting poems, stories and book reviews written by them. Literary Club aims to foster love for language by enhancing literary creativity and provide an avenue for self-expression beyond the regular curriculum. Extensive reading and exposure to wide range of books make a vital contribution to every student's educational achievement

Its activities include:

- ❖ Review the content of new books so that the students get the flavor of reading books.
- ❖ Conduct various competitions for the promotion of reading habit
- ❖ Organize workshops and training programs on library management
- ❖ National library week observation
- ❖ Create awareness on various types of reference sources and how to refer them
- ❖ Create passion for creative writing and literature

Staff representatives : Mr Bino P. Jose

Fr Dr Abhilash Dominic (Convenor),  
Ms Deumy John, Ms Stephy Thomas,

Mr Jomon Joseph

## **KARUTHAL (Population Education, Charity & Student Welfare)**

Life Skills refers to the skills one need to make the most out of life. Any skill that is useful in one's life can be considered a life skill. SDC focuses on the holistic development of students and we implement various life skill programmes like Yoga, first aid training and so on. Every Monday, 100 meals are given to a destitute home using the contribution from the teaching staff of the college. The social service and extension activities of the Department of Economics are carried out through population education club (PEC). It also conducts social awareness talks on various topics. The activities of PEC are also included in this forum. It has the following objectives:

- ❖ To create awareness amongst the students about the suffering of the less fortunate and to inculcate a charity culture.
- ❖ To extend help to the needy students through the magnanimous stakeholders of the college. In addition, it provides noon meals to destitute homes in the nearby places.
- ❖ To create awareness among the students about traffic rules and road safety.
- ❖ To propose creative suggestions to improve the student amenities in the college.



- ◆ To identify and solve problems related to transportation of students.
- ◆ To serve as volunteers for programs organized by the college.
- ◆ To identify and render financial assistance to needy students.
- ◆ To identify and guide students under stress to the counsellor.
- ◆ To provide training on life saving skills like first aid, swimming etc.

and act as volunteers of disaster management

Members : Ms Imme Maria Thomas (Coordinator)  
 Ms Rekha Jose , Ms Soumya Maria  
 Mr Aby Johny,  
 NSS Program Officers

### **BHOO MITHRA SENA CLUB (BMSC)**

The club promotes responsible entrepreneurship among the students by promoting use of cloth bags, preservation of medicinal plants, creation of butterfly parks, rainwater harvesting, recharge pits, organic farming etc.

- To provide environmental education opportunities for college students and involve them in addressing environmental issues of the locality.
- To utilize the enormous manpower available with the college students as conduits for awareness of the society.
- To make students practice and advocate sustainable lifestyles.

Teacher- in-charge : Dr Arun Raj R.D.

### **GREEN, ENERGY AND ENVIRONMENT AUDITING CELL**

Higher education institutions are considered as role models in a community and should act as leaders in social and environmental responsibility. The college has adopted the 'Green Campus' system for environmental conservation and sustainability. The goal is to reduce pollution, manage natural resources in a sustainable manner, while creating an atmosphere where students can learn and be healthy. A team of faculty members comprising the Principal, Bursar, HoD of Botany, NSS program Officers and volunteer secretaries and teacher-in-charge of Bhoomitrasena and a student representative of Bhoomitrasena is constituted for the auditing. The following objectives were set for the audit:

- To educate the students about the need for environment friendly approach in every aspects of life.
- To train them and empower them to contribute and participate in the environmental protection.





- . To recognize, diagnose and resolve the environmental problems.
- . To recognize the initiative taken by the institution towards environment.
- . To reduce energy consumption to foster a green culture.
- . To set the procedure for eco-friendly disposal of all types of wastes.

Chairman : Dr Jojo George

Members : Dr Sallykutty Thomas (HoD of Botany)  
 Dr Jinu Elizabeth Sebastian (NSS Program Officer)  
 Dr Jojoy Thomas (NSS Program Officer)  
 Dr Arun Raj R.D. (Teacher-in-charge of Bhoomitrasena)  
 NSS Volunteer Secretaries  
 A student representative of Bhoomitrasena

### **RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)**

RUSA is a centrally sponsored scheme, launched in 2013, that aims at providing strategic funding to eligible state higher educational institutions. It provides infrastructural support to universities and colleges. Faculty recruitment support, faculty improvement programmes and leadership development of educational administrators are also an important part of the scheme. In order to enhance skill development, the existing central scheme of Polytechnics has been subsumed within RUSA. A separate component to synergise vocational education with higher education has also been included in RUSA. Besides these, RUSA also supports reforming, restructuring and building capacity of institutions in participating state. Under this scheme the college reserved an amount of two crores for the extension of the library and the construction of an amenity centre for students.

Chairman	:	Principal
Institutional Coordinator	:	Mr Praveen Thariyan
Members	:	Mr Prathish Abraham Mr Michael Thomas Rev. Dr Manoj Joseph (Bursar) Mr Tojo Thomas

### **EK BHARAT SHRESHTHA BHARAT**

The initiative 'Ek Bharat Shreshtha Bharat' was announced by Hon'ble Prime Minister on 31 October, 2015 on the occasion of the 140th birth anniversary of Sardar Vallabhbhai Patel. Through this innovative measure, the knowledge of the culture, traditions and practices of different states & UTs will lead to an enhanced understanding and bonding between the



states, thereby strengthening the unity and integrity of India. Under this scheme, SDC is paired with Govt College Amb, Himachal Pradesh.

Teacher-in-charge : Dr Jojy Thomas

### **UNNATHBAHARATH ABHIYAN (UBA)**

UBA is a flagship program of the Ministry for Human Resource Development (MHRD). The technological interventions under the UBA cover different subjects broadly categorized like in the area of sustainable agriculture; water resource management; artisans, industries and livelihood; basic amenities (infrastructure & services) and rural energy system. All students are encouraged to participate in this program. The objectives of UBA are the following:

- To engage the faculty and students of the institution in identifying development issues in rural areas and finding sustainable solutions for the same.
- To identify and select existing innovative technologies, enable customization of technologies, or devise implementation method for innovative solutions as per the local needs.
- To leverage the knowledge base of the institution to devise processes for effective implementation of various government programs.

Teacher-in-charge : Dr Gipson Varghese

### **SLOW LEARNERS SUPPORT PROGRAM**

It aims to overcome the academic weakness of students who belong to the bottom of the merit hierarchy. It imparts personalized additional support to needy students through tutorials, study materials, additional lectures and interactive sessions. Slow learners or their parents can contact class teacher or the coordinator for arranging remedial classes of bridge courses.

Coordinator : Ms Smitha Mathew 8547237383

### **ADDITIONAL SKILL ACQUISITION PROGRAM (ASAP) CELL**

The Higher Education Department of Kerala in collaboration with the General education department launched the Additional Skills Acquisition Program-ASAP- in 2012-13 with the intention of providing the students an opportunity to acquire additional skills alongside their usual curricular work. The objective of the program is to augment the employability of the youth and there by finding a way to mitigate the problem of unemployment in the state. The



membership to ASAP cell is purely voluntary. One student from the senior batch shall be the Chairperson of the cell. One student either from senior batch or junior batch shall be appointed as the Treasurer. The cell has the following objectives :

- ◆ To create a platform for the students to gather occasionally and have meaningful discussions and seminars on global trends in jobs and skill sets.
- ◆ To provide the industry connect support for the institution.
- ◆ To provide grooming sessions including interview preparations to students as part of placement support.
- ◆ To provide the members with training programmes/courses which will help them in their desired career path.
- ◆ To provide exclusive opportunities to the members for ASAP placement drives.
- ◆ To give opportunity for exemplary performers to attend the boot camps organized by ASAP.

Coordinator : Ms Lekha Francis

### **WOMEN EMPOWERMENT CELL (WEC)**

Women Empowerment Centre was constituted in the college as per circular no. 26483/G1/15/H.Edn.dated 12.10.2015. It was a part of the women's cell of the college and later they merged to form WEC. Panackal Charitable Trust, Ponkunnum and WEC jointly provides financial support to deserving students to pursue their higher studies (Thanalmaram Project). Dr Lillykutty Abraham, former teacher, is the coordinator of Thanalmaram Project. A thrift store is also functioning under the auspices of WEC.

WEC functions with the following objectives:

- ◆ To monitor and supervise the function of the girls hostel.
- ◆ To organize seminar/workshops on legal rights, government schemes and women safety to make the general public aware of the dignity and equality that women deserve.
- ◆ To assist them in overall development of their personality through skill acquisition training programs and be self-dependent.
- ◆ To develop decision making abilities and help them in raising their voice against all kinds of discrimination.
- ◆ To help them (women community) in knowing about reproductive health care and child care.
- ◆ To give training in self defense techniques.

### **THRIFT STORE**

The store functions with the motto "reduce, reuse, recycle".



When you buy used, you're not only saving money, you're helping to save the environment. Shopping at a local thrift store is a simple and easy way to go green! Manufacturing, producing, packaging, and distributing new clothing takes a lot of energy and water. Disposing of unwanted clothing also takes a toll on the environment. If we throw out textile waste it can take months and even years for these materials to fully break down in landfills! Donating and buying used items keeps them out of the trash while preserving the resources that go into making new goods. By choosing to buy secondhand clothing instead of brand new, you reduce waste and help the planet. In this way, thrift shopping is the ultimate way to reduce waste and score high-quality goods at low prices.

Coordinator : Ms Anita Joy  
Members : Ms Dona Maria Saju  
Ms Riya James  
Ms Minu Mary Sebastian  
Ms Rintu Maria Scaria  
Ms Anitta Mathew  
Ms Keerthana Unni  
Ms Kiran Shaji, *B.Sc. Botany*  
Ms Meenu Madhu, *M.A. Economics*

## COUNSELLING SERVICE

The frequent service of a professional counselor is made available to the students. It is the duty of the mentor to identify the needy students. Special attention is given to the students who fail in the semester examinations. Review sessions are also conducted for necessary cases. In certain situations, the parents of the students are also made part of the counselling session.

Teacher-in-charge : Ms Soumya Maria 9400316071

## WELFARE ASSOCIATIONS

### PARENT-TEACHER ASSOCIATION

It aims at the comprehensive development of the students. The PTA raises funds through donations from its members and spends them for the benefit of the students. It has instituted several attractive cash awards and scholarships to students who excel in academic and extracurricular activities. The PTA extended help to the families of needy students during COVID- 19 lockdown period. It also spends a considerable amount of money as incentive to sports students. It also runs an 'honesty shop' in the college where essential stationery items



are displayed with the price tag attached. The students can take them and deposit its price in the cash box kept there. It is meant to cultivate virtues like honesty, responsibility and integrity in students.

In case of medical emergency, the students are taken to Mary Queen's hospital. An MoU has been signed with the hospital for the same. The PTA bears the expense of the treatment at the casualty.

#### *Executive Committee*

President	:	Principal
Vice President	:	Mr Romy Xavier
Secretary	:	Ms Rani Jose
Treasurer	:	Mr Michael Thomas
Joint Secretary	:	Ms Ambily Rajesh
Members	:	Mr Haris T, Ms Elizabeth Alex, Mr Bino P. Jose, Ms Joicey Jose, Mr Francis Thomas

### **DEPARTMENT ASSOCIATIONS**

Students of each department are members of its association. Various curricular and extracurricular activities are organized by respective departments under the auspices of the department associations. A teacher-in-charge of the association is nominated by concerned HoD and a student coordinator, preferably from the final year, is nominated by the teacher-in-charge.

### **CATHOLIC STUDENTS MOVEMENT (CSM)**

CSM is an organization primarily, of the catholic students. Yet it extends services of formation to all students in the campus. It aims at the integral personality development of campus youth and offers training programs on value education and digital media awareness, organises charity activities, retreats and prayer meetings.

Spiritual Director	:	Rev. Dr Abhilash Dominic
Teacher-in-charge	:	Ms Deepa Tes George

### **FORMER STUDENTS ASSOCIATION (FOSA) REG. NO. KTM/TC/284/2022**

FOSA was started in 1972 as a forum for the alumni of the college to inculcate intimate fellowship and promote interaction among the former students of the college. It extends the required support in all the endeavors of the college including the infrastructural development.



Besides this, departments have their own alumni forums through which the alumni motivate and extend their expertise to the present students. The office bearers except the teacher-in-charge and the treasurer are elected by its members once in every three years.

President	:	Mr Bino P. Jose
Secretary	:	Adv. Sebastian Kulathinkal M.L.A.

### **ST. DOMINIC'S COLLEGE CO-OPERATIVE SOCIETY, NO. K-606**

St. Dominic's College Co-operative Society envisages the promotion of thrift and mutual help. Major functions of the society include granting of loans, accepting deposits and conducting group deposit and credit schemes. It is run by a board of directors elected for a period of four years from among the members of the staff. The Principal is the Honorary President and the board of directors elects the Honorary Secretary of the society.

<i>Board of Directors :</i>	Mr Praveen Tharyan (Secretary)
	Dr Sallykutty Thomas
	Dr Honey Thomas
	Mr Nelson Kuriakose
	Ms Deumy John
	Mr Tojo Jose

### **STAFF ASSOCIATION**

It is a forum of faculty members to rejuvenate the professional life in the campus. It works as a forum to discuss common problems of the faculty and communicate the same with the management. It conducts meetings to felicitate the retiring teachers, felicitate its members for their personal achievements and pay homage to the deceased. It also organizes tour programs and arrange gatherings to celebrate Onam and Christmas. Besides these, the association gives cash awards to meritorious students. The Principal is the President of the association and the other office bearers are elected for a period of one year.

President	:	Principal
Vice President	:	Ms Lekha Francis
Secretary	:	Dr Gipson Varghese

### **RETIRED STAFF ASSOCIATION**

It is a joint forum of retired teaching and non-teaching staff to maintain the relationship of persons who have worked for a long period in the institution. It extends necessary help to its members and also to the students in times of distress. It also provides support to the



management of the college for its smooth functioning and further development. This forum provides opportunity of meeting twice a year for the maintenance of the relationship among them.

President	:	Dr Thomas C.A	9447572763
Vice President	:	Ms Claramma Paul	9496697500
Secretary	:	Mr Joseph M.J.	9400716710
Treasurer	:	Mr Francis A.C.	9446475630

## OTHER FACILITIES

### ST. DOMINIC'S CHAPEL

For the spiritual upliftment of our teachers and students we have a beautiful chapel in the college. Holy Mass is conducted regularly on first Friday of every month and on feast days. The chapel also acts as a centre for personal prayer and meditation.

### CANTEEN

The college management is committed to ensure very healthy, spacious, neat and clean facilities for our students to dine in. It provides separate sections for students and staff with required seating facilities. The canteen kitchen is fitted with advanced facilities for cooking and preserving the food items. It is ensured that the canteen fulfills the expected standards in culinary arts.

### PAVANAMATHA WOMEN'S HOSTEL

Phone: 6282615410

The hostel is run by Rev. Sisters of the Franciscan Clarist Congregation (FCC). Admission to the hostel is restricted to the girl students of St.Dominic's College Kanjirapally. The Principal is the ex-officio warden of the hostel. The hostel warden appointed by the Manager will look after the discipline and day to day management of the hostel.

Warden : Rev. Sr Ranitta FCC

8547674822



## CHOICE BASED CREDIT SYSTEM (CBCS) FOR UG

(Extract of Regulations of MG University)

### Duration

The duration of U.G. programmes shall be 6 semesters. The duration of odd semesters shall be from June to October and that of even semesters from November to March. There shall be three days semester break after odd semesters and two months vacation during April and May in every academic year.

A student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

### Scheme and Syllabus

The U.G. programmes shall include (a) Common courses I & II, (b) Core courses, (c) Complementary Courses, (d) Open Course.

Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

### Programme Structure

There shall be a maximum of three credits for the open course and remaining one credit should be shifted to choice based course or any other core course.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Minimum credits required from common courses	38
d	Minimum credits required from Core + complementary + vocational* courses including Project	79
e	Minimum credits required from Open course	3
f	Minimum attendance required	75%

\*The credit distribution for vocational courses is to be decided separately.





## EXAMINATIONS

The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (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

## CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula:  $CP = C \times GP$ ,  
where C = Credit; GP = Grade point.

Credit Point Average (CPA) of a Semester / Programme is calculated using the formula:  
 $CPA = TCP/TC$ , where TCP = Total Credit Point; TC = Total Credit.

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

CPA	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



Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and an 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.

## ASSIGNMENTS

Assignments are to be done from 1<sup>st</sup> to 4<sup>th</sup> Semesters. At least one assignment should be done in each semester.

## SEMINAR / VIVA

A student shall present a seminar in the 5<sup>th</sup> semester and appear for viva-voce in the 6<sup>th</sup> semester.

## INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester of each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for two years and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

## GRIEVANCE REDRESSAL MECHANISM

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

**Level 1: Dept. Level:** The department cell chaired by the Head; and Dept. coordinator and teacher in-charge, as members.

**Level 2: College level:** A committee with the Principal as Chairman, Dept. Coordinator, HoD of concerned Department and a senior teacher nominated by the College council as members.

**Level 3: University Level:** A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convenor - Syndicate sub-committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

The college council shall nominate a senior teacher as coordinator of internal evaluations.



This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after the commencement of first semester.

The internal evaluation report in the prescribed format should reach the University before the 4<sup>th</sup> week of October and March in every academic year.

### **External examination**

The external examination of all semesters shall be conducted by the University at the end of each semester.

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

All students are to do a **project**. This project can be done individually or as a group of 3 students. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.

There will be no supplementary exams. For reappearance/ improvement, the students can appear along with the next batch.

A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

All programmes and courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.



## MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all 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 examination 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:

**Marks for all courses without practical:** external examination-80, internal evaluation-20

**Marks for all courses with practical:** external examination-60, internal evaluation-15

Components of Internal Evaluation of	Marks (Without Practical)	Marks (With Practical)
Attendance	5	5
Assignment /Seminar/Viva	5	2
Test papers	10 (2x5)	8(2x4)
Total	20	15

For practical examinations total marks for external evaluation is 40; for internal evaluation is 10

Components of Internal Evaluation	Marks
Attendance	2
Test paper (1 x 4)	4
Record	4
Total	10

### For projects

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

Components of External Evaluation of Project	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

**PATTERN OF QUESTION PAPERS****(a) Without practical**

Sl. No.	Pattern	Marks	Choice of questions	Total Marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
Total				80

**(b) With practical**

Sl. No.	Pattern	Marks	Choice of questions	Total Marks
1	Short Answer/problem type	1	10/12	10
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
Total				60

**MARK CUM GRADE CARD**

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in the following table (Decimals are to be corrected to the next higher whole number).

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

Grades for the different Semesters and overall Programme are given based on the corresponding CPA.



# CREDIT SEMESTER SYSTEM FOR PG

(Extract of Regulations of MG University)

These Regulations shall come into force from the Academic Year 2019-2020 onwards.

## Programme Structure

A postgraduate programme shall include two types of courses, program core courses and programme elective courses. There shall be various groups of program elective courses for a program such as Group A, Group B etc. for the choice of students subject to the availability of faculty and infrastructure in the institution and the selected group shall be the subject of specialization of the program.

## Project work

Project work shall be completed by working outside the regular teaching hours and shall be carried out under the supervision of a teacher in the department concerned. A candidate may, however, in certain cases be permitted to work on the project in an industrial / research organization on the recommendation of the Supervisor. There should be an internal assessment and external assessment for the project work. The external evaluation of the Project work is followed by presentation of the work including dissertation and viva-voce.

## Assignments

Every student shall submit one assignment as an internal component for every course with a weightage one. The topic for the assignment shall be allotted within the 6th week of instruction.

## Seminar Lecture

Every PG student shall deliver one seminar lecture as an internal component for every course with a weight of 2. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

## Class Tests

Every student shall undergo at least two class tests as an internal component for every course with a weightage of one each. The best of two shall be taken for awarding the grade for class tests.

## Comprehensive Viva-voce

Comprehensive viva-voce shall be conducted at the end semester of the program. It covers questions from all courses in the programme.

## ATTENDANCE

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 15 days in a semester subject to a maximum of two times during the whole period of a programme may be granted by the University.

If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as college union / university union activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 15 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.

A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.

## EXAMINATIONS

There shall be a University examination at the end of each semester. The question paper may contain short answer type / annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weights to quantify their range. Weight can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of Studies.

Practical examinations shall be conducted by the University at the end of each semester.

Project evaluation and viva -voce shall be conducted at the end of the programme only. Practical examination, project evaluation and viva-voce shall be conducted by two external examiners and one internal examiner.

## EVALUATION AND GRADING

**Evaluation:** The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system.

**Internal evaluation:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is as follows:



### Components of Internal Evaluation and their Weightage

i) Assignment	1
ii) Seminar	2
iii) Best Two Test papers	2 (1 each)
Total	5

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

The class teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the college Principal and a copy should be kept in the college for at least two years for verification.

### External evaluation

The external Examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through *Centralized Valuation Photocopies* of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts shall be done as per the existing rules prevailing in the University.

### Direct grading system

For all courses (theory & practical) / semester / overall programme Letter grades and GPA / SGPA / CGPA is given on the following scale:

Letter Grade	Grade point(G)	Grade Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

The overall grade for a programme for certification shall be based on CGPA with a 7-point scale given below:





Indicator	Grade	Grade Range
Outstanding	A+	4.50 to 5.00
Excellent	A	4.00 to 4.49
Very Good	B+	3.50 to 3.99
Good (Average)	B	3.00 to 3.49
Fair	C+	2.50 to 2.99
Marginal (Pass)	C	2.00 to 2.49
Deficient (Fail)	D	Upto 1.99

There shall be no separate minimum grade point for internal evaluation of the theory, practical, project and comprehensive viva-voce, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course.

A student who fails to secure a minimum grade to pass in a course will be permitted to write the examination along with the next batch.

### **Grade card**

The University under its seal shall issue to the students, a grade card on completion of each semester.

The Final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The Final Grade Card shall show the CGPA and the overall letter grade of a student for the entire programme.

### **AWARD OF DEGREE**

The successful completion of all the courses with 'C' grade shall be the minimum requirement for the award of the degree.

### **GRIEVANCE REDRESSAL**

There is provision for redressal of grievance at four levels. Complaints regarding the evaluation shall be brought to the notice of the teacher concerned in the first instance. If the student is not satisfied with his decision, he may appeal to the Departmental Grievance Redressal Cell which has as members, the Head of Department, the teacher-in-charge of that particular class and the teacher concerned. The student will also have the freedom to make further appeal to the College level Grievance Redressal Cell which consists of the Principal, the General Co-ordinator and the concerned Head of the Department. There is a University Level Redressal Cell too.



### Pattern of Questions

Sl.No.	Type of questions	Weight	Number of Questions to be answered
1.	Short Answer type questions	1	8 out of 10
2	Short essay/ problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

### Theory-External

Maximum weight and Maximum Weighted Grade Point (WGP) for external evaluation are **30** and **150** respectively.

### Theory-Internal

Components	Weight
i. Assignment	2
ii Seminar	4
iii Best Two Test papers	4 (2 each)
Total	10

The maximum weight for internal evaluation is 10 and there for maximum weighted grade point is 50.

### Practical

Components	Weight (external)	Weight (internal)
Written / Lab test	7	2
Lab involvement and Record	3	1
Viva	5	2
Total	15	5

The components and the weightage of the components of the practical can be modified by the concerned BOS without changing the total weightage.

### Project

Components	Weight (external)	Weight (internal)
Relevance of the topic and analysis	3	2
Project content and presentation	7	2
Project viva	5	1
Total	15	5

### Comprehensive viva-voce

Weight of 15 and 5 for comprehensive (all courses from 1st semester to 4th semester) external viva - voce and internal viva - voce respectively.



## FEE REGULATIONS

The college will fix the fees for the self-financing programs as per the UGC and government regulations. Every student shall pay the fees for first semester at the time of admission along with other applicable special fees. The fees for odd semesters shall be paid in June and for the even semesters in December.

1. Tuition fees will be collected in lump or in two equal instalments at the beginning of each semester. The first instalment of fees including the special fee prescribed will be collected from the students of senior classes within a period of five consecutive working days beginning from the day of re-opening of the college. In the case of junior classes the instalments of tuition fee due till the date of admission with special fee and caution deposit will be collected at the time of admission.
2. Late payment of tuition or special fees can be made with a fine of Rs. 5/-, if paid within five consecutive working days from the due date, and there after with a fine of Rs.10/-. If an installment of fee with the fine is not paid within one month from the due date, the name of the student will be removed from the rolls of the college and the student will be denied the benefit of attendance from the date of removal. If the student is to be re-admitted he has to apply to the principal for special permission and also has to pay up all dues with fine and Rs. 50/- as re-admission fee. The re-admitted student will get the benefit of attendance only from the date of re-admission.
3. The names of defaulters of fees will be published on the notice board after the last date fixed for payment of that installment.
4. Every student is liable to pay the prescribed fee for the whole term during any part of which his/ her name is on the rolls of the college. If a student studying in an aided college, after obtaining transfer certificate from the institution, is admitted to same course of study in any similar college, he/ she shall pay only special fee and caution deposit at the new college. He/ she shall produce the fee receipt or remittance certificate at the college where he joins afresh.
5. Students belonging to Scheduled Castes, Scheduled Tribes, OBC and OEC securing admission to the college will be eligible for fee concession. They will be eligible for fee concession on presentation of necessary community and income certificates from the Tahsildar concerned. As the government gives E grant directly to the personal account of SC students they must pay tuition fee, examination fee and special fee when they receive grant from the government.
6. Students belonging to forward communities as well as socially and educationally backward communities who come under the prescribed income limit are eligible for fee concession under the Kumara Pillai Commission report.
7. Backward community students who discontinue their studies before the sanction of the concessions are liable to pay all fees before their transfer certificates are issued.





## FEE RATES 2023-2024

2022-2023	Admn.Fee	Reg.Fee	Lib.Fee	Lab.Fee	Sports	Sports Aff. Coll	Stationary	Calender	Medical	Magazine	Vis Edn	Asso.	Unity Union	SWF	MFR	Sidas Aff.	Sports Aff.	SSIP	SAF	W.org	Tuition Fee	Caution Deposit	TOTAL
I st Maths	85	60	115	170	115	115	60	40	15	60	35	60	60	40	280	700	240	23	15	15	1105	380	<b>3788</b>
I st Phys/Chem	85	60	115	445	115	115	60	40	15	60	35	60	60	40	280	700	240	23	15	15	1105	380	<b>4063</b>
I Botany	85	60	115	610	115	115	60	40	15	60	35	60	60	40	280	700	240	23	15	15	1105	380	<b>4228</b>
I Yr Others	85	90	115	*	115	115	60	40	15	60	35	60	60	40	280	700	240	23	15	15	1105	380	<b>3618</b>
II nd Maths	*	*	115	170	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2268</b>
II nd Phys/Chem	*	*	115	445	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2543</b>
II nd Botany	*	*	115	610	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2708</b>
II Yr Others	*	*	115	*	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2098</b>
III rd Maths	*	*	115	*	115	115	60	40	15	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2113</b>
III rd Phys	*	*	115	445	115	115	60	40	15	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2558</b>
III rd Chem	*	*	115	445	115	115	60	40	15	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2558</b>
III rd Botany	*	*	115	610	115	115	60	40	15	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2723</b>
III Yr Others	*	*	115	*	115	115	60	40	15	60	35	60	60	40	*	*	240	23	15	15	1105	*	<b>2113</b>
I PG Chem/Bot	170	60	115	1325	115	115	60	40	15	60	35	60	60	40	*	900	240	23	15	15	1985	665	<b>6113</b>
I PG Others	170	60	115	*	115	115	60	40	15	60	35	60	60	40	*	900	240	23	15	15	1985	665	<b>4788</b>
II PG Bot	*	*	115	1325	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1985	*	<b>4303</b>
II PG Chem	*	*	115	995	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1985	*	<b>3973</b>
II PG Others	*	*	115	*	115	115	60	40	*	60	35	60	60	40	*	*	240	23	15	15	1985	*	<b>2978</b>

## ENDOWMENTS & SCHOLARSHIPS

Sl. No.	Name of the Endowment/ Scholarship	Instituted by	Awarded to
1.	Prof. C.G. Philip Memorial Scholarship	The Staff and Students of 1970 – '71	The student who secures the highest mark in Hindi Additional Language Courses (aggregate GPA of the first four semesters)
2.	Prof. M. J. Scaria Memorial Scholarships	The Staff and Students of 1970 – '71	The student who secures the highest mark in M.A. Economics program
3.	Prof. M. T. Philip Memorial Scholarship	The Staff and Students of 1970 – '71	The student who secures the highest mark in Malayalam Additional Language courses (aggregate GPA of the first four semesters)
4.	Prof. A. V. Mathai Memorial Scholarship	The Staff Association of 1984	The student who secures the highest mark in English Common Courses (aggregate of the first four semesters) in the B.A. and B.Sc. programs
5.	Prof. Thomaskutty Scaria Memorial Scholarship	The Staff Association	The student who secures the highest mark in B.A. Economics program
6.	Prof. Marykutty Joseph Endowment	Prof. Marykutty Joseph	A student selected from final year B.Sc. Physics on merit cum means basis
7.	P T A Scholarship & Cash Awards	PTA	The students who stand first and second in each batch of each class in the Model Examinations. Special awards for the university rank holder
8.	Prof. Joy Cyriac Mappilaparampil Endowment	Mathematics Forum - 1997	The student who secures the highest score (aggregate mark in the four semesters) in M.Sc. Mathematics
9.	Prof. Sunny Mathew Endowment	Prof. Sunny Mathew in 2015	The student who secures the highest score (aggregate mark in the six semesters) in B.Sc. Mathematics
10.	Prof. Molly Abraham Endowment	Prof. Molly Abraham in 2015	The second year B.Sc. Mathematics student who secures the highest score in the first year (aggregate mark in the first two semesters) in B.Sc. Mathematics
11.	Prof. N. C. Jacob Endowment	Prof. N C Jacob in 2015	The final year B.Sc. Mathematics Student who secures the highest score in complementary Statistics (aggregate mark in the four semesters)



12.	Prof. George Zacharia Endowment	Prof. George Zacharia in 2017	The winner of inter departmental contest organized by the Department of Mathematics
13.	Prof. Thomaskutty Scaria Memorial Endowment	Staff Association	For conducting memorial lecture once in two years
14.	Prof. Sony Chacko Memorial Endowment	The Staff Association \	For conducting a Memorial Lecture in once in two years for the benefit of Chemistry students.
15.	Prof. K. D. Antony Memorial Endowment	The Staff Association	A student of BA English on a merit cum means basis
16.	Msgr Peter Uralil Memorial Endowment	Uralil family in memory of the former Principal, Msgr Peter Uralil	The student who stands first in the B.Sc. Physics program
17.	Prof. P. Narayana Swamy Endowment	Prof. P. Narayana Swamy – 2003	The final B.Sc. Chemistry student who secures the highest GPA in core and complementary of the first four semesters
18.	Prof. P. T. Joseph Memorial Endowment	The Association of the Retired Staff in 2003 in memory of Prof. P T Joseph, the former Principal	Two Students-One from the final B.A. and B.Com. programs and the other from the final B.Sc. programs – who secure the highest marks in Part III (Core and Complementary) for the first four semesters.
19.	Prof. James K. George Endowment	Commerce Alumni	For conducting a lecture once in three years for the benefit of Commerce students
20.	Saji George Kallada Endowment	Alumni UAE Chapter	The top scorers in B.Com. and M.Com. programs
21.	FOSA Ever rolling Trophy	Prof. Claramma Paul in 2009	The winners of the Intercollegiate Elocution Competition in Malayalam conducted by FOSA
22.	Prof. Abraham K. Sebastian Endowment	The Children of Prof. Abraham K Sebastian	The top scorer (aggregate marks of the four semesters) in the university examinations in English Common Course
23.	Dr Marykutty Zacharias Endowment	Dr. Marykutty Zacharias	The final semester B.A. English student who secures the highest mark in the ( Core & Complementary) courses of the first 5 semesters



24.	Dr M. D. Baby Mukalel Endowment	The family of Dr. M.D. Baby	Three cash awards equally to i. Second year B.Com. (Model I) student who secures the highest marks in the first two semesters (Under Part III Commerce Subject). ii. Final year B.Com (Model I) student who secures the highest marks in the third and fourth semesters (Under part III Commerce Subject). iii. Final year M.Com. student who secures the highest GPA in the first two semesters
25.	Prof. Alicekutty Dominic Mukalel Endowment	Prof. Alicekutty Dominic in 2015	The final year B.A./ B.Sc. student (Model I) who secures the highest mark in Malayalam in the first four semesters and to one second year B.Com. student (Model I) who secures the highest mark in Malayalam
26.	Golden Jubilee Endowment	The Teaching Staff of the College in the Golden Jubilee year	One student each (UG & PG) from each department will be awarded on merit-cum-means basis
27.	Prof. Tessy Kurian Endowment	Prof. Tessy Kurian	The second year M.A. Economics student who secures the highest mark in the first two semesters
28.	Prof. Roselind George Endowment	Prof. Roselind George	The 2 <sup>nd</sup> year BA Economics student who secures the highest mark in Economics in the University Examinations for the first 2 semesters.
29.	Prof. Baby Thomas Endowment	Prof. Baby Thomas in 2015	M.Sc. Chemistry Student who secures the highest marks
30.	Prof. Marykutty Chacko Endowment	Prof. Marykutty Chacko in 2016	The outstanding athlete of the College in the year
31.	Valsalyam.Sahaya Nidhi	Retired Lady Teachers of the College	A student selected on merit cum means basis, preferably to a girl student who has single parent
32.	Prof. Nirmala Joseph Endowment	Prof. Nirmala Joseph	The top scorer in B.Sc. Zoology Complementary Courses
33.	Rev. Fr. Jose Puthenkaduppil Memorial Endowment	Puthenkaduppil Family	To the best three outgoing students
34.	Prof. Roselin Thomas Endowment	The family of Prof. Roselin Thomas	To organise lecture series

In addition to the above endowments and scholarships at the college level, students are requested to apply for various scholarships available at state /national/inter national levels. For details of these scholarships, visit the site: [highereducation.kerala.gov.in](http://highereducation.kerala.gov.in) and click on *scholarship links*.



## FORMER TEACHING STAFF

Name	Contact Numbers
<b>ENGLISH</b>	
1. Prof. Abraham K. Sebastian (Late)	
2. Prof. Annamma Joseph	0481 2472012
3. Prof. K. D. Antony (Late)	
4. Prof. A. V. Mathai (Late)	
5. Prof. K. K. Kuriakose (Late)	
6. Prof. Thomas P. Joseph	9495114913
7. Prof. M. T. Johny	7736556693, 9447129444
8. Prof. Xavier T. John (Late)	
9. Prof. Thomas Antony (Late)	
10. Dr M. G. Emmanuel	9496265340
11. Dr Marykutty Zacharias	9744791182
12. Dr Roseline T. Mathew	9495686679
13. Prof. Mariamma George	9495611415
14. Prof. Joy Joseph	9447310212
15. Dr P. J. George	9895081271
16. Dr Saju Joseph	9495848213
17. Prof. Kappan J. C.	9446475373
18. Dr Ancy Joseph	9446984937
<b>MALAYALAM</b>	
19. Prof. E. D. Joseph (Late)	
20. Prof. M. T. Philip (Late)	
21. Prof. Jeese Joseph (Late)	
22. Prof. K. A. Dominic (Late)	
23. Prof. V. J. Mathew	9496113728
24. Dr Lillykutty Abraham	9447679908
25. Prof. M. C. Mathew	9446204680
26. Prof. Rev. Sr Aleykutty V. K.	04828 214461
27. Prof. Alicekutty Dominic (Late)	





## HINDI

28. Prof. C.G. Philip (Late)	
29. Prof. K. V. Anniamma (Late)	
30. Prof. Rajamma Joseph (Late)	
31. Dr T. A. Babu	9447164405
32. Prof. Molly Paul Mampilly	9495685934
33. Dr P. P. Alias	9495314152

## MATHEMATICS

34. Prof. Joy Cyriac	9446123791
35. Dr Ancykutty Joseph	9446471245
36. Prof. Reema Thomas	9446201095
37. Prof. Sunny Mathew	9447182447
38. Prof. Molly Abraham	9447600645
39. Prof. K. J. Sebastian	9447867760
40. Prof. George Zacharia	9447908964
41. Rev. Dr James Philip	9447868005

## STATISTICS

42. Prof. N. C. Jacob	9447133297
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## PHYSICS

43. Prof. P. T. Joseph (Late)	
44. Prof. M. A. Thomas (Late)	
45. Prof. M. M. Dominic	9447311002
46. Prof. Philomina Joseph	9447201510
47. Prof. Rev. Sr Thresiamma Thomas (Ancilla)	04862252165
48. Prof. Rajamma Babu	9847746019
49. Prof. Annisamma Cherian	9946855568
50. Dr Rosalin Abraham (Late)	
51. Prof. Dennis Michael	9961314123
52. Prof. Lovelykutty Antony	9496379686
53. Prof. Tessy Jacob	9446205017
54. Prof. Susamma P.K.	9495706469
55. Dr Suresh V. Vettoor	9447737580
56. Prof. Tom K. Mathew	9447909642
57. Prof. AleyammaVarkey	9447836083



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|----------------------------|------------|
| 58. Prof. Marykutty Joseph | 9495109078 |
| 59. Prof. Metilda Joseph   | 9496541216 |

### CHEMISTRY

- |                               |              |
|-------------------------------|--------------|
| 60. Prof. Sony Chacko (Late)  |              |
| 61. Prof. Mary Cyriac         | 0484 2427253 |
| 62. Prof. P. A. Mathew        | 04822 212083 |
| 63. Prof. P. Narayana Swamy   | 9447455699   |
| 64. Prof. M. A. Chacko        | 9446125625   |
| 65. Prof. Sebastian M. Thomas | 9446561030   |
| 66. Prof. P. T. Jose          | 9447473533   |
| 67. Prof. Liziamma Thomas     | 9496722453   |
| 68. Dr K. P. Sukumaran Nair   | 9447134637   |
| 69. Dr Baby Thomas            | 9446121571   |
| 70. Prof. T. A. Jose          | 9447375759   |
| 71. Prof. Babu Joseph         | 9447795143   |
| 72. Prof. Jessiamma John      | 9895522313   |
| 73. Prof. Neena Joseph        | 9446563484   |
| 74. Prof. Roselin Thomas      | 9447073188   |

### BOTANY

- |  |            |
|--|------------|
| 75. Rev. Fr. Jose Puthenkadupil (Late) |            |
| 76. Prof. Daisy Mathew                 | 9495445263 |
| 77. Prof. V. A. Emmanuel               | 9446123811 |
| 78. Dr Joseph Michael                  | 9446206165 |
| 79. Dr Jojo George                     | 9447125263 |

### ZOOLOGY

- |                                   |                        |
|-----------------------------------|------------------------|
| 80. Prof. Marykutty Joseph (Late) |                        |
| 81. Prof. G. P. George            | 9446602431             |
| 82. Prof. Claramma Paul           | 8848476116, 9496697500 |
| 83. Prof. Sheela Kuncheria C.     | 9495676960             |
| 84. Prof. Nirmala Joseph          | 9446821327             |

### ECONOMICS

- |                                     |            |
|-------------------------------------|------------|
| 85. Prof. Thomas Mathew             | 9495538445 |
| 86. Prof. M.J. Scaria (Late)        |            |
| 87. Prof. Thomaskutty Scaria (Late) |            |



88. Prof. P. Paul	9447208801
89. Prof. E. M. Gracy	9496113436
90. Prof. Mathew M. Kadavil	8547673367, 9447037758
91. Prof. Joseph Augustine	9495685934
92. Prof. Vijayam Joseph	93495013827
93. Prof. P. K. Kuruvilla	9447659725
94. Prof. Roselind George	9446562653
95. Prof. Prema Mathews	9496723193
96. Dr Jose J. Naduthotty	9895853210
97. Prof. Tessy Kurian	9495665189
98. Dr Ruby A. J.	9495686641

## **HISTORY**

99. Prof. Joseph Sebastian (Late)	
100. Prof. N. M. George (Late)	
101. Prof. C. A. Joseph	9446403363
102. Prof. K. O. John	9446401808
103. Rev. Fr Cheriyan Thalakkulam	+1 (803) 270-9359
104. Prof. Elizabeth Job	04828 234131, 234222
105. Dr Sheila Antony	9745404231
106. Prof. Rejinamma Joseph	9496724118
107. Prof. Shajan Sebastian	9846491810, 9447453526

## **POLITICAL SCIENCE**

108. Dr P. J. Varkey	9496323289
109. Dr K Alexander	9447555917

## **PHYSICAL EDUCATION**

110. Prof. T. J. Kurian (Late)	
111. Prof. Marykutty Chacko	9497681589

## **COMMERCE**

112. Prof. Augustin Thomas	9447129867
113. Prof. James K. George	9447572546
114. Dr Thomas C. A.	9447572763
115. Prof. Joykutty Abraham	9400634097
116. Prof. Mathew Varghese	9037396801



117. Dr Kurian Joseph	9447180377
118. Dr Cyriac Mathew	9447421117
119. Dr Sunnykutty Thomas	9495394607
120. Dr Baby M. D.	09447572670
121. Dr K. S. Kurian	9447367927
122. Dr M. M. George	9645445023, 9387278900
123. Dr Mendal Jose	9446126275

### FORMER NON-TEACHING STAFF

1. Mr C. S. Mathew	9496986340
2. Mr A. C. Joseph	9447056201
3. Mr. E. J. Varghese (Late)	
4. Mr. M. J. James	04828264390
5. Mr M. C. Sebastian	04828251399
6. Mr Joseph Mathew	9895406047
7. Mr A. C. Francis	9446475630
8. Mr P. C. Varkey	9496221880
9. Mr P. M. Mathew	9446561011
10. Sr K. A. Annamma	04869232214
11. Mr A. K. George	04828270759
12. Mr P. J. Joseph	9495252826
13. Mr P. C. Vincent	8943087256
14. Mr K. F. George	04828209959
15. Mr P. S. George	9847824590
16. Mr C. A. Peter (Late)	
17. Ms Saramma V. C.	04828329368
18. Ms Annamma N. A. (Late)	
19. Ms M. V. Thresiamma	9633120554
20. Mr Sebastian Philip	9497320921
21. Mr T. T. Lukose	9495488469
22. Sr Lissyamma John	04828230648
23. Mr K. I. Joseph	9446057138
24. Mr Jose Varkey	04828234103
25. Mr P. J. Antony	9562937186



26. Mr George Jose	9447153139
27. Mr S. J. Joseph	9048011025
28. Mr M. J. Joseph	9400716710, 9946060939
29. Mr M. J. Devasia	9495111321
30. Mr K. C. Jose (Late)	
31. Mr V. D. Jose	9946651881
32. Ms Molly Mathew M.	8289856338
33. Mr M. T. Chacko	9495849620
34. Mr George Mathew	9447808823
35. Mr P. C. Johnson	9562936256
36. Mr Niclavose Suhrut (Late)	
37. Mr Sebastian Thomas	9446602339
38. Mr V. J. Joseph	9895087840
39. Mr George Thomas	94466049222
40. Mr Jacob T.	9961684316
41. Mr K. A. Joseph	9446123326
42. Mr K. M. Joseph	9961514474
43. Ms Jessykutty Sebastian	9846106807
44. Ms Molly Mathew	9605602305
45. Mr T. M. Michael	9446602203
46. Mr M. C. John	9605532191
47. Mr P. V. John	9400706676
48. Ms Alicekutty Joseph	9400090979
49. Mr N T James	9605279431
50. Ms Beenamma Mathew	9400606353
51. Mr Benny A. J.	9495480841
52. Mr Joseph Chacko	9446275088
53. Mr Dominic Varghese	9947197047
54. Mr. Joseph M.M.	8848246326
55. Ms Elsy Dominic	9526445028
56. Mr Cherian Joseph	9995290412
57. Mr C V Dominic	9496592647



# ST. DOMINIC'S COLLEGE, KANJIRAPPALLY

## APPLICATION FOR LEAVE

1. Name of the Student :
2. Class and Class No. :
3. Local Address of the Student :
4. Dates and No. of days for which leave is required :
5. Reason for leave :
6. Test or exam if any :
7. Signature of the Student :
8. Name and signature of parent or guardian :
9. Signature of the Class teacher with date :
10. Principal's order :

