

ST DOMINIC'S COLLEGE KANJIRAPALLY

Parathodu - 686 512, Kottayam, Kerala

Affiliated to MAHATMA GANDHI UNIVERSITY

Re-accredited with **A+** Grade by NAAC in 2023



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HANDBOOK 2025 - 2026

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HIS EXCELLENCY MAR JOSE PULICKAL

(Bishop, Kanjirapally Diocese)

MANAGER

ARCHPRIEST Very Rev. Dr KURIAN THAMARASSERY

(Vicar, St Dominic's Cathedral, Kanjirapally)

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, Kanjirapally. 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. Two of its departments, viz., the Departments of Commerce and Economics, are research centers whereas the other departments are soon to join the status. The college maintains a unique position in the Mahatma Gandhi University both in the curricular and co-curricular areas. 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 so far; Three Star in 1999, 'B++' in 2007, 'A' Grade in 2017 and 'A+' Grade in 2023.

The College offers a lively campus life for its students by providing good teaching-learning environment, sound assessment systems and fair and equitable treatment to all. In view of these goals, students are given myriad opportunities to find their calling and realize their aspirations and dreams. The college provides ample facilities for its students to enhance their aesthetic, emotional, intellectual, physical, social and moral capabilities in a holistic manner. It offers numerous scholarships and endowments to promote 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 transmit 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 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 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 permanent building.
- 1968** *Nov. 14* - Inauguration of 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.
- 1977** *May 12* - Starts B.A. Economics Degree course.
Oct. 10 - Starts Pre-Degree - IVth 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 Excellency 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 festivities.
Oct. 20 - Mahatma Gandhi University grants permanent affiliation to the college with effect from the academic year 1989-1990.

- 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 (college 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 college gets accredited at the 'Three Star' level by NAAC.
- 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 programme.
- 2015** July 31 - Valedictory meeting of Golden Jubilee Celebrations and visit of UGC Vice Chairman Dr H. Devaraj.
- 2017** March 28 - 3rd cycle 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 Science Research Lab by Dr Sabu Thomas, 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.
Aug. 8 - NCC (Army) Unit re-established.
Nov. 2 - 4th cycle re-accreditation of the college with A+ Grade by NAAC.
Dec. 7 - Research centre in Economics established.
- 2024** *May 20 -* BFM is renamed as B. Com with Specialisation in Financial Markets.
July 1 - Four year Honours Degree Programs introduced by the University.
Sep 26-28 - Diamond Jubilee Expo - SPECTRA
Oct 28 - Diamond Jubilee Celebrations inauguration by Adv. George Kurian, Minister of State for Fisheries, Animal Husbandry and Dairying and Minority Affairs
Auditorium and halls dedicated to forefathers for their remembrance.
Oct 30 - Installed 20KVA solar panels (under RUSA-2 Project)
Nov 1 - Blessing of Fr. Cyriac Thuruthumalil Memorial Hall.
Dec 27 - 31 - All India Inter University 3X3 basket ball championship organised in collaboration with M.G University.
- 2025** *Feb 18 -* Blessing of AKS Memorial seminar hall by Mar Sebastian Vaniyapurackal
Inauguration of AKS Memorial seminar hall by Rev. Fr. Varghese Parinthricksal.
Apr 26 - Handing over the keys of 14 Houses constructed for the poor under the auspices of NSS.
Apr 28 - Research Centre in Botany established.

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 |
| 13. Rev. Fr. Varghese Parinthricksal | 2016 - 2025 |

PRINCIPALS

- | | |
|-------------------------------------|--|
| 1. Rev. Fr Kuriakose Aenekatt | 1 st May 1965 – 1968 |
| 2. Rev. Fr Nestore C M I | 1 st July - 1968 – 1969 |
| 3. Prof. D. Varghese | 23 rd June - 1969 – 31 st March 1974 |
| 4. Rev. Msgr Peter Uralil | 1 st April - 1974 – 28 th Oct. 1980 |
| 5. Prof. K. J. Scaria | 4 th Dec. 1980 – 3 rd Dec. 1984 |
| 6. Rev. Fr. Jose Puthenkaduppil | 4 th Dec. 1984 – 31 st March 1990 |
| 7. Prof. P. T. Joseph | 1 st April 1990 – 31 st March 1998 |
| 8. Rev. Fr Cherian Thalakulam C M I | 1 st April 1998 – 31 st March 2001 |
| 9. Prof. Augustin Thomas | 1 st April 2001 – 31 st March 2005 |



10. Prof. P. T. Jose	1 st April 2005 – 31 st May 2007
11. Dr Ancykutty Joseph	1 st June 2007 – 31 st March 2010
12. Dr Sunnykutty Thomas	7 th June 2010 – 16 th May 2011
13. Prof. V. A. Emmanuel	16 th May 2011 – 31 st March 2013
14. Dr K. Alexander	20 th June 2013 – 31 st May 2017
15. Rev. Dr James Philip	1 st June 2017 – 31 st 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

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AGRO FOOD PROCESSING (VOCATIONAL)

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1. Ms Deumy John <i>M.Lib.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. Mr Tomin V. Thomas <i>Diploma in EC</i> tomvt07@gmail.com	<i>Library Assistant</i>	7559864171

LABORATORY ASSISTANTS

1. Dr Tojo Jose <i>M.Sc., B.Ed., Ph.D.</i> tojojose11@gmail.com	Botany	9656186947
2. Mr Jobin Jose <i>ITI</i> jobinsdc@gmail.com	Chemistry	9961018449
3. Mr Tony Thomas <i>B. A.</i> tonythomas1939@gmail.com	Botany	9744941939
4. Mr Robin Joseph <i>M. C. A.</i> robinjoseph111@gmail.com	Physics	9946168114

6. Mr Justin Joseph <i>Plus Two</i> justinj352@gmail.com	Chemistry	9895581973
7. Mr. Goodwin James <i>M.Com.</i> goodwin.james.p@gmail.com	Physics	8078102276
8. Mr. Alvin Antony <i>ITI</i> albinantony043@gmail.com	Botany	8589869879

HERBARIUM KEEPER

Mr George Bastian <i>M.Sc.</i> georgebastian8@gmail.com	6238540568
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MECHANIC

Mr Sachin Kurian <i>ITI</i> sachinkuriansdc@gmail.com	9656041770, 9048101487
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GARDENER

Mr Gigo George <i>B.Com.</i> gigopulickal@gmail.com	9895343360
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OFFICE ASSISTANTS

Mr. Doni Sabu <i>B.A.</i> donisabu1999@gmail.com	9746596317
Mr. Suresh Gopi <i>VHSC</i> sureshgopi.cg@gmail.com	9895100062

KERALA STATE SPORTS COUNCIL ACADEMY

Mr Julius J. Manayani <i>M.P.Ed., NIS</i> juliusjjm@yahoo.co.in	Athletics Coach	9446925001
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(HOSTEL SCHEME)

Teachers in the Expert Committees of Mahatma Gandhi University

Dr Jaimol James, Chairperson (Economics - PG)
 Ms Mary Pitunia C. Mathew, Member (Chemistry - PG)
 Dr. Prasanthkumar S. Member (Botany - PG)
 Mr Nelson Kuriakose, Member (Physics - UG)
 Mr Praveen Thariyan, Member (Physical Education - UG)
 Dr Naiju M Thomas, Member (Statistics - UG)
 Ms Anu Joy, Member (Mathematics - UG)

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

B.Sc. CHEMISTRY

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

B.Sc. BOTANY

I & II Sem	Dr Prasanthkumar S	9746414687
III & IV Sem	Ms Anita Joy	9207882463
V & VI Sem	Mr Michael Thomas	9495365554

B.A. ENGLISH

I & II Sem	Ms Theresa John	8547105714
III & IV Sem	Mr Harry C. Joseph	8606276049
V & VI Sem	Ms Stephy Thomas	8289977607

B.A. ECONOMICS

I & II Sem	Dr Jaimol James	9447356702
III & IV Sem	Ms Soumya Maria	9400316071
V & VI Sem	Dr Jinu Elizabeth Sebastian	9447705455

B.A. HISTORY

I & II Sem	Mr Bino P Jose	9495750916
III & IV Sem	Ms Arsha Maria Sabu	9188051249
V & VI Sem	Dr Jojy Thomas	9496577407

B.Com. FINANCE AND TAXATION

I & II Sem	Ms Reshmi Tom	9645004094
III & IV Sem	Mr Abyson Kurian	9745913111
V & VI Sem	Ms Deepa Tes George	9495108794

B.Com. (FINANCIAL MARKETS)

I & II Sem	Mr Sebin Sebastian	9020394502
III & IV Sem	Dr Rejitha V.K.	8075253197
V & VI Sem	Dr Vishak Vijayan	9400677052

B.Com. (ACCOUNTING)

I & II Sem	Ms Jilu Elizabeth Antony	8113056997
III & IV Sem	Ms Varshamol P.V.	9048063928
V & VI Sem	Ms Reema Abraham	9544439359

B.Com. (LOGISTICS)

I & II Sem	Ms Jessymol Jose	8113854053
III & IV Sem	Mr Akhil Xavier	8606562601
V & VI Sem	Ms Shint Joy	9895586646

B. Voc. Agriculture Technology

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

B. Voc. Agro Food Processing

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

CLASS TEACHERS - Postgraduate Programs

M.Sc. MATHEMATICS

I & II Sem	Ms Anu Joy	9446786700
III & IV Sem	Mr Pratheesh Abraham	8157896479

M.Sc.CHEMISTRY

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

M.Sc. BOTANY

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

M.A. ECONOMICS

I & II Sem	Ms Rekha Jose	9847037223
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	
III & IV Sem	Dr Saju Joseph	9495848213

UG HONOURS PROGRAMS - INSTITUTIONAL STRUCTURE

Programme	Major DSC A		Preferred Minors	
	SUBJECT	SEATS	DSC B	DSC C
B.Sc. Honours	Mathematics	32	Statistics	Physics
	Physics	32	Chemistry	Mathematics
	Chemistry	32	Physics	Mathematics
	Botany	24	Horticulture	Zoology
B.A. Honours	English	24	Literary History Translation Studies	Political Science History
	Economics	50	Political Science Malayalam	History Commerce
	History	40	Economics Malayalam	Political Science
B.Com. Honours	Commerce Specialization - Finance & Taxation	55	Business Laws	Statistics Economics English
	Commerce Specialization - Financial Markets	40	Business Studies	
	Commerce(SF) Specialization - Accounting	32	Business Laws	Computer Applications
	Commerce(SF) Specialization - Logistics Management	40	Computer Applications	Business Laws

Available Institutional Minors

DSC B	DSC C	
Statistics Chemistry Physics Horticulture Economics Political Science Literary History Translation Studies Business Laws Business Studies Malayalam *Computer Applications (SF) Business Laws (SF)	Physics Mathematics Zoology Political Science History Statistics Economics English Commerce *Computer Applications (SF) Business Laws (SF)	<p>NB: 1 Students opting minors other than the preferred minors must consult the respective Faculty Advisor (FA) / Senior faculty Advisor (SFA).</p> <p>NB: 2 Students of Aided stream can opt Minors/MDC/SEC/VAC from Self Financing Departments also on payment mode.</p>





MULTIDISCIPLINARY COURSES (MDC) OFFERED

FOR B.Sc. (HONS) (Major: BOTANY, CHEMISTRY, MATHEMATICS, PHYSICS)	FOR B.A. (HONS) (Major: ECONOMICS, ENGLISH, HISTORY)	FOR B.Com (HONS) (Major: COMMERCE)
Economics and Finance in Everyday Life (ECONOMICS) Science and Society (HISTORY) Business Organization and Entrepreneurship (COMMERCE) Narratives of Humour (ENGLISH) Content Writing (ENGLISH) ധ്യാനി ഹിന്ദി (Pyari Hindi) (HINDI) സിനിമയും സാഹിത്യവും (MALAYALAM) Information Literacy (LIBRARY) Basic First Aid and CPR (PHYSICAL EDUCATION) Statistical Data Collection (STATISTICS) *Mathematics for Competitive Examinations (MATHEMATICS) *Ecotourism (BOTANY) *Internet and Web Technologies (COMPUTER APPLICATION) (SF) *Ornamental Fish Farming and Aquarium keeping (ZOOLOGY)	Business Organization and Entrepreneurship (COMMERCE) Ecotourism (BOTANY) Food Chemistry and Nutrition (CHEMISTRY) Mathematics for Competitive Examinations (MATHEMATICS) Physics Around You (PHYSICS) Narratives of Humour (ENGLISH) Content Writing (ENGLISH) ധ്യാനി ഹിന്ദി (Pyari Hindi) (HINDI) സിനിമയും സാഹിത്യവും (MALAYALAM) Information Literacy (LIBRARY) Basic First Aid and CPR (PHYSICAL EDUCATION) Statistical Data Collection (STATISTICS) Internet and Web Technologies (COMPUTER APPLICATION) (SF) *Ornamental Fish Farming and Aquarium keeping (ZOOLOGY)	Ecotourism (BOTANY) Food Chemistry and Nutrition (CHEMISTRY) Mathematics for Competitive Examinations (MATHEMATICS) Physics Around You (PHYSICS) Science and Society (HISTORY) Narratives of Humour (ENGLISH) Content Writing (ENGLISH) ധ്യാനി ഹിന്ദി (Pyari Hindi) (HINDI) സിനിമയും സാഹിത്യവും (MALAYALAM) Information Literacy (LIBRARY) Basic First Aid and CPR (PHYSICAL EDUCATION) Statistical Data Collection (STATISTICS) *Economics and Finance in Everyday Life (ECONOMICS) *Internet and Web Technologies (COMPUTER APPLICATION) (SF) *Ornamental Fish Farming and Aquarium keeping (ZOOLOGY)

* This MDC can be taken only by the students who had not studied the concerned subject in Higher Secondary Syllabus.

AVAILABLE MDCs - MULTI DISCIPLINARY COURSES

SEMESTER 1		
	DISCIPLINE	COURSE
AIDED	ENGLISH	1. Content Writing 2. Narratives of Humour
	MALAYALAM	Cinemayum Sahithyavum
	HINDI	Lovely Hindi
	STATISTICS	Statistical Data Collection
	LIBRARY	Informative Literacy
	PHYSICAL EDUCATION	Basic First Aid and CPR
	BOTANY	*Ecotourism
	CHEMISTRY	*Food Chemistry and Nutrition
	MATHEMATICS	*Mathematics for Competitive Examinations
	PHYSICS	*Physics Around You
	ZOOLOGY	*Ornamental Fish Farming & Aquarium Keeping
	ECONOMICS	*Economics and Finance in Everyday Life
	HISTORY	*Science and History
	COMMERCE	*Business Organization and Entrepreneurship
SELF FINANCING	ENGLISH	Content Writing
	STATISTICS	*Data Analysis Using Libre Calc
	COMPUTER APPLICATIONS	*Cyber Laws and Online Safety
N.B. : Starred courses can be opted by students who have not studied the subject as part III Optional subject in Plus Two.		

SEMESTER 2		
	DISCIPLINE	COURSE
AIDED	ENGLISH	1. Fundamentals of Advertising and Public Relations 2. Sports Literature and Cinema
	MALAYALAM	Ciber Ezhuthum Vayanayum
	HINDI	Women in Contemporary Hindi Cinema
	LIBRARY	Academic Writing
	PHYSICAL EDUCATION	Physical Education- Foundation and Career Prospects
	BOTANY	*Gardening and Landscaping
	CHEMISTRY	*Dairy Chemistry
	MATHEMATICS	*Applicable Mathematics
	PHYSICS	*Observational Astronomy
	ECONOMICS	*Understanding Indian Economy

	HISTORY	*Human and Society
	COMMERCE	*Fundamentals of Accounting
SELF FINANCING	ENGLISH	Fundamentals of Advertising and Public Relations
	STATISTICS	*Time Series Methods and their Applications
	COMPUTER APPLICATIONS	*Mastering Spreadsheets
N.B. : Starred courses can be opted by students who have not studied the subject as part III Optional subject in Plus Two.		

SEMESTER 3		
KERALA SPECIFIC CONTENT		
	DISCIPLINE	COURSE
AIDED	ENGLISH	Literature and Kerala Renaissance
	MALAYALAM	Kerala Patanam
SELF FINANCING	ENGLISH	Literature and Kerala Renaissance
	MALAYALAM	Kerala Patanam

AVAILABLE VACs - VALUE ADDITION COURSES

SEMESTER 3		
*Students are supposed to select a course different from their major discipline.		
	DISCIPLINE	COURSE
AIDED	ENGLISH	1. Literature and Gender 2. Literature, Technology and AI
	MALAYALAM	Athijeevana Patangal
	HINDI	We are One
	BOTANY	Bioethics and IPR
	ZOOLOGY	Science of Happiness and Human Rights
	ECONOMICS	Gender and Economics
	COMMERCE	Consumer Affairs and Protection
SELF FINANCING	STATISTICS	Applied Statistical Analysis
	COMPUTER APPLICATIONS	White Hat Hacking
SEMESTER 4		
*Students are supposed to select a course different from their major discipline.		
	DISCIPLINE	COURSE
AIDED	ENGLISH	1. Literature and Environment 2. Literature and Law
	MALAYALAM	Sargatmaka Rachana

SELF FINANCING	BOTANY	Conservation Biology and Sustainable Development
	ECONOMICS	Sustainable Development Strategies and Governance
	COMMERCE	Intellectual Property Rights
	STATISTICS	Ethical Dimensions in Statistical Machine Learning
	COMPUTER APPLICATIONS	Green Computing Techniques

AVAILABLE SECs - SKILL ENHANCEMENT COURSES

SEMESTER 4		
*Students are supposed to select a course different from their major discipline.		
	DISCIPLINE	COURSE
AIDED	ENGLISH	1. English for International Careers 2. English for Professional Purposes 3. English for Financial Sector
	MALAYALAM	Thirakkatha Rachana
	HINDI	Let's speak Hindi
	BOTANY	Biofertilizers and Bio-control Agents
	ZOOLOGY	Emergency Life Support and First Aid
	ECONOMICS	Digital Economy skills for Enterprise Development
	COMMERCE	Salesmanship and Personal Selling
SELF FINANCING	STATISTICS	Introduction to Spreadsheets and LaTeX Typing
	COMPUTER APPLICATIONS	Visualization Tools for Data Analysis

Note:

One more VAC (in the 5th semester) and two more SECs (one in the 5th and 6th semesters each) from the Major discipline are mandatory for graduation.

VOCATIONAL DEGREE PROGRAMS

1	B. Voc. Agro Food Processing (Seats 30) Self financing
2	B. Voc. Agriculture Technology (Seats 30) Self financing

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	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. Finance and Taxation	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

DOCTORAL STUDIES – Ph.D. (By Research)

Departments of Commerce, Economics and Botany are approved research centres of Mahatma Gandhi University.

Research Guides		Subject		Research Centre			
Dr Seemon Thomas	Statistics	St Thomas College, Palai					
Dr Naiju M. Thomas	Statistics	St Thomas College, Palai					
Dr Jaimol James	Economics	St. Dominic's College Kanjirapally					
Dr Gipson Varghese	Economics	St. Dominic's College Kanjirapally					
Dr Rani Alphonsa Jose	Chemistry	St Thomas College, Palai					
Rev Dr: Abhilaash Dominic	Malayalam	St. Thomas College, Palai					
Dr Vimal G.	Physics	Government College, Kottayam					
Dr Jesby George	Physics	Government College, Kottayam					
Dr Smitha R.B	Botany	St. Dominic's College, Kanjirapally					
Dr. Arun Raj R.D	Botany	St. Dominic's College, Kanjirapally					
Dr. Prasanthkumar S	Botany	St. Dominic's College, Kanjirapally					

Academic Calendar						
Odd Semester	Starting	Ending	Working days	Even Semester	Starting	Ending
I	1.7.2025	26.11.2025	95	II	27.11.2025	31.3.2026
III	2.6.2025	26.11.2025	95	IV	27.11.2025	31.3.2026
V	3.6.2025	30.10.2025	95	VI	1.11.2025	31.3.2026
I	8.7.2025	5.11.2025	95	Postgraduate Programs		
III	2.6.2025	30.10.2025	95	II	2.12.2025	31.03.2026
				IV	1.11.2025	31.03.2026
Onam Holidays			College re-opens on 23.09.2024			
Christmas Holidays			College re-opens on 30.12.2024			
Mid Summer Vacation						



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 come together in making their College and Hostel, an ideal one. 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 confusion and chaos. 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 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 (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 is from 9.45 am to 12.45 pm and afternoon session, from 1.30 pm to 3.30 pm. 8.30 am to 9.30 am and 3.30 pm to 4.30 pm is 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 separate containers/bins meant for biodegradable and plastic wastes. 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 anyway 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. A student must produce the identity card before any staff of the college whenever asked for. A student has no right to stay in the campus without the identity card or receipt of the fine paid for the same.
19. No religious activity or ritual is allowed in the campus. However, Catholic students may use the chapel for prayer and meditation.
20. Catholic students are encouraged to participate in the Holy Mass on special occasions/ First Fridays, arranged in the chapel.
21. Students must obey traffic rules and are instructed to park their vehicles only in the allotted area. A maximum speed limit of 20Km/Hr must be observed within the campus. Vehicle rally of any kind (two/four wheeler) is strictly prohibited. Students are not allowed to take their vehicles inside the campus during celebrations. Failure to comply with these regulations will result in strict disciplinary action against the offenders. Staff and students are encouraged to use public transportation as far as possible.
22. 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.
23. 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.
24. Fire crackers or explosives should not be brought to the college campus.
25. 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.
26. Students are expected to spend their free hours in the Library.
27. 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.
28. Students are encouraged to bring lunch in lunch boxes. If not, students can have food from the canteen.
29. Common fine will be deducted from the caution deposit of each student for damaging furniture and other valuables in the campus.
30. Unauthorized photography and videography in the campus are strictly prohibited.



30. **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 **Nectos** 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% (73% for ladies students) 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.

31. **Uniform**

- (a) Both boys and girls have the same dress code. Students shall wear uniform on all days 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 the campus / 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.

32. **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.

33. **Cell Phones**

- (a) The use of cell phones in the college campus is highly restricted. 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.
- (b) 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.
- (b) 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.
- (d) Cell phones are strictly prohibited in the examination halls.

34. ***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 vacate the hostel room.
- (g) Dismissal from the Hostel for grave misconduct will invoke similar punishment from the college and vice-versa.

35. ***Mahatma Gandhi University students' code of conduct - 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 the college, 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.

36. 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 Bharatiya Nyaya Sanhita 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.

37. UGC Regulations to Curb Ragging

In June 2009, the UGC had 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 that 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 the health of any 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.

Punishment

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.

Round the Clock Helpline

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

38. Issue of Certificates

- (a) 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.
- (b) A Conduct Certificate is something a student has to earn. It will not be issued as a matter of fact.
- (c) Transfer Certificate will be issued only after the student has paid up all the dues to the college.
- (d) 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.

- (e) No certificate of any kind will be issued unless the student produces his / her Identity Card.
- (f) Original certificates surrendered at the college office at the time of admission will not be returned during the course of study.
- (g) 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.
- (h) Students shall also collect mark lists and certificates received at the office from the university within two weeks from the date of receipt.

37. **Insurance for Students and Parents**

Accident/Death insurance under the aegis of Department of Student Services, Mahatma Gandhi University, is constituted for all students and their parents. It covers OP treatment of Rs. 5000/- if fracture or stitched wound occurs. IP treatment expense up to Rs. 25000/- is covered if admitted in the hospital for more than 24 hours. If there is partial/full disability, then Rs. 25000/50000 to the student or parent as the case may be. If the student or parent dies in an accident, the legal heir/dependant is eligible for a death claim of Rs 100000/- and an additional amount of Rs. 10000/- for funeral.

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. 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.

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|----|-----------------------------|---|--|
| 1. | Dr Seemon Thomas | - | Principal |
| 2. | Dr Shibu Manuel | - | Head, Department of Mathematics |
| 3. | Mr Praveen Thariyan | - | Head, Department of Physical Education |
| 4. | Ms Rani Thomas | - | Head, Department of Economics |
| 5. | Dr Anoop Tom Thomas | - | IQAC Coordinator (Special Invitee) |
| 6. | Ms Joicey Jose | - | Head, Department of Commerce |
| 7. | Dr Sallykutty Thomas | - | Head, Department of Botany |
| 8. | Dr Jinu Elizabeth Sebastian | - | Elected Member |
| 9. | Rev Dr Abhilash Dominic | - | Head, Department of Malayalam |

- | | | | |
|-----|--------------------------|---|---|
| 10. | Ms Juno Jose | - | Head, Department of English (Secretary) |
| 11. | Dr Rani Alphonsa Jose | - | Head, Department of Chemistry |
| 12. | Ms Mary Pitunia C Mathew | - | Elected Member |
| 13. | Dr Jojy Thomas | - | Head, Department of History |
| 14. | Ms Smitha Mathew | - | Head, Department of Physics |
| 15. | Ms Deumy John | - | Librarian |
| 16. | Ms Jesna Jose | - | Junior Superintendent |

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 (Joint Coordinator)

Ms Stephy Thomas
Ms Rani Jose (Joint Coordinator)
Mr Joseph Vineeth Joy
Dr Jyothi Abraham
Ms Reema Abraham (Alumni nominee)
Ms Jesna Jose (Administrative Officer)
Ms Deumy John (Librarian)
Mr Albin Koshy Cherian III B.Sc. Mathematics (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, 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.

THE CENTRE FOR SKILL DEVELOPMENT COURSES AND CAREER PLANNING (CSDCCP)

The Centre for Skill Development Courses and Career Planning (CSDCCP) is to be established in all Higher Education Institutions (HEIs) in Kerala, in accordance with UGC guidelines (December 2023) and Government Orders (G.O. Rt. No. 724/HEDN Dated 24.06.2024 and GO(Rt) No 1601/2023/HEDN dated 30-10-2023). The CSDCCP aims to integrate short-term, credit-linked, skill development courses into higher education, bridge the skill gap, and foster employability and lifelong learning.

Skill Development Centre Committee

1. Dr Seemon Thomas (Chairman)
2. Rev Dr Manoj Palakkudy (Bursar)
3. Laiju P Nair (Business Head-Skill Demand Aggregators & CoE, ASAP Kerala)
4. Faisal K K (Industries Extension Officer, Kanjirappally Block Panchayat)
5. Dr Geevarghese K Mathew (Founder Chief Trainer, The Walnut Training)
6. Dr Anoop Tom Thomas (IQAC Coordinator)
7. Dr Rani Alphonsa Jose (Director)

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. 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.

Nodal Officer :

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 thereby finding a way to mitigate the problem of unemployment in the state.

Coordinator : Ms Lekha Francis

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, will he become 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 list. 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

SPORTS COUNCIL

Dr Seemon Thomas (Principal)

Mr Praveen Thariyan (Associate Professor, Physical Education)

Rev. Dr Manoj Joseph (Asst. Professor, Malayalam)

Ms Reshmi Tom (Asst. Professor, Commerce)

Mr Nidhin Joy (Asst. Professor, Chemistry)

(College Union Chairman)

(Sports Secretary)

Rev. Sr Rony K.C. (Alumni Representative)

Mr Bennet Joseph (PTA Representative)

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 Prasanthkumar S.

NATIONAL CADET CORPS (NCC)

The NCC unit of the College operates under the 15 (K) Battalion in Thiruvalla, with a total strength of 108 Cadets. This unit is functioning in the self financing mode. To participate in NCC camps and activities, students must maintain a minimum attendance of 75% each year. Only those meeting this requirement will receive benefits as per University rules.

Aims

- To develop the qualities like- Comradeship, Discipline, Secular Outlook, Spirit of Adventure, Sportsmanship and ideals of selfless service among the youth of the country.
- To create a human resource of Organized, Trained and Motivated youth capable of providing leadership in all walks of life and always be available for the service of the nation.
- To provide a suitable environment that motivates youth to consider a career in the Armed Forces.

Cadets are evaluated through both practical and theoretical examinations, including:

- B Certificate Exam (second-year cadets)
- C Certificate Exam (third-year cadets)

NCC Officer : Lt. Dr Gipson Varghese, ANO

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

Public Relation Officer (PRO)	: Mr Bino P. Jose
Nodal Officer for Degree Programs	: Ms Jisha Jacob
NIRF and KIRF Coordinator	: Mr. Prathish Abraham
University Examinations	: Dr Shibu Manuel (Senior Assistant Superintendent) Ms Lally Kutty Thomas
Continuous Evaluation Monitoring Cell:	Ms Lekha Francis (Coordinator), Ms Reshmi Tom, Ms Rani Jose Mr Francis Thomas, Dr Prasanthkumar Ms Shint Joy, Ms Jisha Mary James
Academic Coordinator	: Dr Naiju M. Thomas
Internal Assessment	: Ms Imme Maria Thomas
CCA Coordinator (FYUGP)	: Mr Nelson Kuriakose
Scholarships	: Mr Nidhin Joy
College Website & Office Automation	: Mr Francis Thomas & Rev.Dr Manoj Joseph (Bursar)
College Handbook	: Ms Theresa John
College Journal (Reflection)	: Dr Vimal G.
St Dominics Team of Advertisement and Multimedia Promotion (STAMP)	: Dr Arun Raj R.D.
Debate Club	: Ms Anita Joy
Add-on/ Certificate Courses	: Mr Abyson Kurian
College Magazine Staff Editors	: Rev. Dr Abhilash Dominic (Chief Editor) Mr Jomon Joseph, Mr Harry C Joseph
Tourism Club (Reg. No. TC/05/1014):	Dr Naiju M. Thomas (Program Manager)
Forestry Club	: Dr Jyothi Abraham
Blood Donors' Forum	: Dr Jinu Elizabeth Sebastian & Dr Prasanthkumar S.
Student Welfare Coordinator	: Mr Harry C Joseph
Dominican Voice (YouTube Channel)	: Dr Naiju M. Thomas & Mr Francis Thomas

ACADEMIC COMMITTEE FOR HONOURS DEGREE PROGRAMS

It is constituted as per the Mahatma Gandhi University undergraduate programs (Hons.) regulations 2024. In addition to the following members all the HoDs and three nominees of the university are also included in the committee.

Chairman : Dr. Seemon Thomas (Principal)

- Members : Ms Jisha Jacob (Nodal Officer)
 Mr Abyson Kurian (Commerce)
 Dr Naiju M Thomas (Academic Coordinator)
 Mr Prathish Abraham (Science)
 Ms Theresa John (Language)
 Lt. Dr Gipson Varghese (Social Science)
 Dr Jose K Manual (Director, School of Letters, MGU)
 Dr G Ajith Kumar (Prof. Dept.of Physics, A & M University, Texas)
 Dr San Mohan (Data Analyst, Vestas, Denmark)

INSTITUTIONAL RISK MANAGEMENT COMMITTEE

- Dr Seemon Thomas (Principal)
 Mr. Bino P. Jose (Staff adviser)
 Mr. Sony Joseph
 Mr. Praveen Tharian
 Ms. Jesna Jose (Junior Superintendent)
 (Representative of student union)
 (Member of District Disaster Management Authority)

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

It is constituted as per UGC (Redressal of Grievances of Students) Regulation 2023. The committee consists of a professor (Chairman), four senior faculty members and a student representative. The students can submit their grievances in writing to the principal. It shall exercise the following role and perform the following functions:

1. To receive the applications of the students from the portal available in the website of 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 required and take suitable measures for the grievances addressed to it.

- Chairperson : Dr Shibu Manuel
 Members : Ms Imme Maria Thomas
 Mr Bino P. Jose
 Ms Reshmi Tom
 Dr Renjini Joseph
 Ms Litta Rose Sijo III *B.A English*



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 ambience 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 the 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' 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	: Ms Elizabeth Alex (PTA Vice President)
	Mr Sony Joseph
	Dr Jinu Elizabeth Sebastian (NSS Program Officer)
	Rev. Dr Manoj Joseph (Bursar)
	Ms Dona Maria Saju (Women Empowerment Cell)
	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	: Dr Sallykutty Thomas (Science)
	Mr Abyson Kurian (Commerce)
	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 Sony Joseph (Convener)
	Dr Jaimol James
	Mr Praveen Thariyan
	Mr Bino P. Jose
	Ms Joicey Jose
	Ms Lekha Francis (PTA Representative)
	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 "Hon'ble Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the student concerned shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

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 Nithya Krishnan
	Rev. Sr Ancilla FCC (Hostel Warden)
	Rev. Dr Manoj Joseph (Bursar)
	Circle Inspector of Police, Kanjirapally,
	Mr Goodwin James (Administrative Staff Representative)
	Mr. Biju Thomas (Deepika)
	Ms Elizabeth Alex (PTA)
	Ms Shalamma James (Panchayat Member)

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 Soumya Maria
	Ms Anu Joy
	Ms Smitha Mathew
	Ms Jesna Jose

Rev. Sr Ancilla FCC, Warden, Pavanamatha Women's Hostel
Rev. Fr Roy Mathew Vadakkal, Secretary, We Care Centre, Kanjirapally
Ms Risana Rasheed B.Com (F&T)
Ms Devi Nandhana M.Com

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 : Dr Jaimol James
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 2nd 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 educational practices. In case of any grievance, students with disability may submit it 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. SC/ST students can write their complaints in the register kept in the office. 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).

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.

Coordinator : Mr Abyson Kurian
Members : Dr Rani Alphonsa Jose
Ms Mary Pitunia C. Mathew
Mr Prathish Abraham
Ms Soumya Maria
Dr Jesby George
Mr Harry C Joseph
Dr Prasanthkumar S.
Ms Varshamol P.V.

RESEARCH ADVISORY COUNCIL (RAC)

The cell is constituted with reference to the UGC notification dtd. 4th March 2022 with the following objectives:

- To strengthen 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 methods 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 Seemon Thomas (Chairman)
Dr Shibu Manuel
Dr Jaimol James
Dr Sallykutty Thomas
Rev. Dr Manoj Joseph

RESEARCH DEVELOPMENT CELL (RDC)

Director : Dr. Jaimol James

Finance & Infrastructure Committee : Dr Anoop Thomas, Rev. Dr Abhilash Dominic,
Dr Renjini Joseph

Research Programme and Policy Development : Dr Vimal G.,
Lt. Dr Gipson Varghese, Dr. Arun Raj R.D

Collaboration and Community : Dr Rani Alphonsa Jose, Dr Joji Thomas,
Dr Prasanthkumar S

Product Development, Monitoring and Commercialisation : Dr Smitha R.B,
Dr Jyothi Abraham, Dr. Jesby George.

IPR, Legal and Ethical : Dr Honey Thomas, Dr Naiju M. Thomas

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 Anoop Thomas Concerned teachers and their HoDs in the purchase of equipments to Departments Mr Tojo Thomas

HUMAN RESOURCE DEVELOPMENT (HRD) CELL

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

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 it's 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
 Coordinator : Mr Prathish Abraham
 Members : Ms Anu Joy, Ms Soumya Maria
 Mr Joseph Vineeth Joy (Coordinator, MS Office Course)
 Mr Harry C Joseph (Coordinator, Everyday English Course)
 Ms Anita Joy
 Ms Delna Jose

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 and campus interviews.

Coordinator : Mr Sebin Sebastian
 Members : Dr Honey Thomas
 Dr Vimal G
 Ms Theresa John
 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.

Teachers-in-charge : Dr Jaimol James & Dr Naiju M. Thomas

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.

THRIFT STORE

The store functions with the motto “reduce, reuse, recycle”.

When you buy used products, 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 keep 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 to grab high-quality goods at low prices.

Office bearers : Dr Seemon Thomas (President)
 Dr Anoop TomThomas (Internship Activity Coordinator)
 Dr Rani Alphonsa Jose (Innovation and Startup Activity Coordinator)
 Mr Prathish Abraham (NIRF Coordinator)

Rev. Dr Manoj Joseph (Vice President)
Lt. Dr Gipson Varghese (Convener)
Mr Joseph Vineeth Joy (Faculty Social Media Coordinator)
Dr Jesby George (IPR Activity Coordinator)
Ms Anita Joy (Thrift Store 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 member 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. All programs and celebrations shall be conducted as per circular No. G.O. (Ms) No. 252/2024/ HEDN dated 9.4.2024.
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 out with the order and dignity befitting an academic society.

College Union Advisor : Mr Bino P. Jose

CLUBS AND CELLS

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. It emphasizes on the Indian knowledge system, Indian values, art and culture for creating awareness amongst students about our rich heritage.

Coordinators: Mr Sony Joseph
Ms Stephy Thomas

FILM CLUB

A film club in memorial of Thambi Kannathanam, an alumnus of the college, is instituted for cinema enthusiasts to explore and appreciate the art of filmmaking. Named in honor of the renowned filmmaker Thambi Kannathanam, the club organizes regular screenings, discussions, and workshops to foster a deeper understanding of both classic and contemporary films. It serves as a creative hub where students can engage with diverse cinematic cultures and develop critical thinking skills. Through its activities, the club aims to inspire budding filmmakers and promote a love for the visual arts among the college community.

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 are 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 Rony K. Baby (Convenor)
 Rev. Dr Abhilash Dominic
 Ms Deumy John, Ms Stephy Thomas,
 Mr Jomon Joseph

QUIZ CLUB

The Quiz Club is a vibrant community of students who share a passion for quizzing and learning. The club works with a mission to hone the critical acumen and to enhance the problem solving skills of the students. As part of the diamond jubilee celebrations of the college, the club intends to introduce an All Kerala inter- collegiate quiz competition and also to institute an ever rolling trophy in memory of Mar Joseph Powathil, the first Bishop of Eparchy of Kanjirapally.

Coordinator : Dr Jesby George
 Members : Dr Arun Raj R.D.
 Ms Anita Joy
 Mr Harry C Joseph
 Ms Dona Maria Saju

ANTI-NARCOTIC CLUB

'Assad Sena' comprising NSS volunteers and NCC cadets is functioning in the college to create awareness against drugs. 'SRADHA' Committee is constituted for special attention in college hostel. The possession, sale and use of narcotic drugs and psychotropic substances are punishable under the NDPS Act 1986.

Any information about drug trafficking can be directly reported to telephone number 1090 (toll free) or 'Yodhav' -(War against narcotics) Whatapp no. 9995966666.

Co-ordinator : Mr Bino P. Jose 9495750916

KARUTHAL (Population Education, Charity & Student Welfare)

Life Skills refer 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 the 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 in the college as conduits for creating awareness in 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 Joji Thomas (NSS Program Officer)

Dr Arun Raj R.D. (Teacher-in-charge of Bhoomitrasena)

NSS Volunteer Secretaries

Augustine Reji // *M.Sc Botany* (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	:	Dr Anoop Tom Thomas Mr Prathish Abraham Rev. Dr Manoj Joseph (Bursar) Mr Tojo Thomas

EK BHARAT SHRESHTHA BHARAT

The initiative 'Ek Bharat Shreshtha Bharat' was announced by the 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 Jojoy 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 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 : Lt. Dr Gipson Varghese

WOMEN EMPOWERMENT CELL (WEC)

Women Empowerment Cell 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 female 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 to 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.

Coordinator : Ms Dona Maria Saju

Members : Ms Jisha Mary James

Ms Minu Mary Sebastian

Ms Rintu Maria Scaria

Ms Malavika S. III B.Com. (F&T)

Ms Asmi Fathima III B.A. English

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. This cell is supported by *Jeevani Centre* for Students' Well-being, an initiative by the Kerala State Dpt. of Collegiate Education to provide mental health services to students in Arts and Science Colleges. The service of Jeevani counsellor is available two days a week.

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	<i>To be elected</i>
Secretary	Ms.Rani Jose
Treasurer	Ms. Joicey Jose
Joint Secretary	<i>To be elected</i>
Members	<i>To be elected</i>
	Mr. Bennet Joseph
	Ms. Lekha Francis
	Ms. Soumya Maria
	Mr. Harry C Joseph

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.

Board of Directors : Mr Joseph Vineeth Joy (Secretary)
Dr Najju M. Thomas
Ms Theresa John
Dr Smitha R.B
Ms Laly Kutty Thomas
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 : Lt. 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. The University Grants Commission (UGC) has issued a notice urging higher education institutions to sensitive students about the rising prevalence of obesity, diabetes and non-communicable diseases (NCDs) by prohibiting the sale of unhealthy food on campus premises and promoting healthier options in canteens. To ensure a healthy and satisfying dining experience, students are recommended to eat at the college canteen, which prioritises food quality and safety.

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 Ancilla FCC

9544352692



FEATURES OF UNDERGRADUATE HONOURS PROGRAMS

(Extract of Regulations of MG University)

1. Students who choose to exit after 3 years shall be awarded UG Degree in their respective Discipline/ Disciplines after the successful completion of the required minimum Courses with 133 credits.
2. A 4-year UG Degree (Honours) in the Discipline/ Disciplines shall be awarded to those who complete the program with a specific number of Courses with 177 credits including 8 credits from a graduate project/ dissertation in their major discipline.
3. Students who acquire minimum 75% in their graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, university may conduct screening test for the honours with research programme in accordance with University Regulations time to time.
4. 4-year UG Degree (Honours with Research): Students who aspire to pursue research as a career may opt for 4-year UG Degree Honours with Research stream under FYUGP with a specific number of Courses with 177 credits including 12 credits from a research project in their major discipline.
5. Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a mentor.
6. The curriculum comprises three broad parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/ Minor), and c) Discipline Specific Capstone Components.
7. The Foundation component shall consists of a set of General Foundation Courses and a set of Discipline Specific Foundation Courses.
8. General Foundation Courses shall be grouped into 4 major baskets as Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Addition Courses (VAC), and Multi-Disciplinary Courses (MDC).
9. Minor Courses can be selected from any discipline that may supplement or complement the Major Courses.
10. Students who complete a sufficient number of Courses in a discipline or an interdisciplinary area of study other than their chosen Major shall qualify for a Minor in that discipline or in a chosen interdisciplinary area of study.



11. Major Components shall be the main focus of study. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.
12. **Students can opt for a change of Major at the end of the second semester to any Minor discipline studied among the foundation level courses. Students also can opt for a change of Major at the end of the second semester to any MDC.**
13. Students should opt their 5th and 6th semester VAC and SEC from their Major disciplines only.
14. *Course cum Credits Certificate*: After the successful completion of a semester as proof for re-entry to another institution, this certificate is essential. This will help the learner for preserving the credits in the Academic Bank of Credits.
15. All students shall undergo Summer Internship or Apprenticeship in a Firm, Industry or Organization; or Training in labs with faculty and researchers or other Higher Education Institutions (HEIs) or Research Institutions. University will publish a separate guideline for Internship Programmes.
16. Additional Credits will be awarded for those who actively participate in Social Activities, which may include participation in National Service Scheme (NSS), Sports and Games, Arts, participation in University/ college union related activities (for respective elected/ nominated members), National Cadet Corps (NCC), adult education/ literacy initiatives, mentoring school students, and engaging in similar social service organizations that are deemed appropriate to the University.
17. Options will be made available for students to earn credit by completing quality- assured remote learning modes, including Online programmes offered on the Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) or other Online Educational Platforms approved by the competent body/university from time to time.
18. Students shall be entitled to gain credits from courses offered by other recognized institutions directly as well as through distance learning.
19. *Academic Monitoring and Student Support*

The academic monitoring and student support shall be in the following manner, namely

i) College should appoint a Senior Faculty member as Academic Co-ordinator/ Nodal officer for the smooth conduct of FYUGP.

ii) Advisory System: There shall be one Senior Faculty Advisor (SFA) for each department and one Faculty Advisor (FA) for 20 to 30 students of the class to provide advice

in all relevant matters. The Head of the Department, in consultation with the SFA, shall assign FA for each student.

iii) The documents regarding all academic activities of students in a class shall be kept under the custody of the FA/ SFA.

iv) All requests/ applications from a student or parent to higher offices are to be forwarded/ recommended by FA/ SFA. Students shall first approach their FA/ SFA for all kinds of advice, clarifications, and permissions on academic matters. The SFA shall arrange separate or combined meetings with FA, faculty members, parents, and students as and when required and discuss the academic progress of students. The FA/ SFA shall also offer guidance and help to solve the issues on academic and non-academic matters, including personal issues of the students.

v) The FA/ SFA shall be the custodian of the minutes and action taken reports of the advisory meetings. The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce them before the University as and when required.

20. *Continuous Comprehensive Assessment*

i) Regular advisory meetings shall be convened immediately after the commencement of the semester and immediately after announcing the marks of the Continuous Comprehensive Assessment (CCA).

ii) The CCA related results shall be uploaded on the University portal only after displaying the same on the department notice board/ other official digital platforms of the college at least for two working days.

iii) Any concern raised by the students regarding CCA shall be looked into in the combined meetings of advisors, HoD, course faculty, and the students concerned.

iv) If the concerns are not resolved at the advisor's level, the same can be referred to the properly constituted college-level grievance redressal committees as per the existing UGC/ University/ Government norms.

v) The Principal/ HOD shall ensure the proper redressal of the concerns raised by the students regarding CCA. If the students raise further concerns about the issue, the Principal shall refer the issue to the University- level grievance committee with proper documents and minutes of all the committees.

21. *Course Registration*

- i) Based on consultations and advice from the faculty adviser, each student shall complete course registration within one week from the commencement of each semester.
- ii) The number of credits that a student can take in a semester is governed by the provisions in these Regulations, subject to a minimum of 16 and a maximum of 30 Credits.
- iii) A student can opt out of a Course or Courses registered, subject to the minimum Credit/ Course requirement, if he/she/they feels that he/she/they has registered for more Courses than he/she/they can handle, within 30 days from the commencement of the semester.

22. *Re-admission and Migration*

- i) Students who opt out before the completion of the third year shall be provided with a 'Course cum Credits Certificate' after the successful completion of a semester as proof for re-entry to another institution.
- ii) Students who have successfully completed a particular programme pathway may be permitted to take an additional minor or second major.
- iii) Those students who are opting for a second major are eligible for getting certain credit transfer/ credit exemption from their previous minor programs of study, subject to the prior recommendation of the BoS that, those credits are relevant for the present major programme of study.

23. *Duration of Programmes, Credits Requirements and Options*

- i) Students will be offered the opportunity to take breaks during the programme and resume after the break, but the total duration for completing the FYUG programme shall not exceed 7 years.
- ii) Students who wish to complete the undergraduate programmes faster may do so by completing different courses equivalent to the required number of credits and fulfilling all other requirements in N-1 semesters, where N is the number of semesters in the FYUGP.
- iii) Provided further that the students may complete the undergraduate programme in slower pace, they may pursue the three years or six semester programme in 4 to 5 years (8 to 10 semesters), and four years, or eight semester programme in 5 to 6 years (10 to 12 semesters) without obtaining readmission.
- iv) For students who crossed 6 semesters at a slower pace, the requirement of 16 credits per semester from the institutions where they enrolled may be relaxed.

24. Credit Structure

- i) The proposed number of credits per course and the credit distribution of them for the (FYUG Programmes are given below)
- ii) An academic year shall consist of 200 working days; one semester consists of 90 working days; and an academic year consists of two semesters.
- iii) Ten working days in a semester shall be used for extracurricular activities. One semester consists of 18 weeks with 5 working days per week. In each semester, 15 days (3 weeks) should be kept aside for End Semester Evaluation (ESE) and CCA.
- iv) The maximum number of available weeks for curriculum transactions should be fixed at 15 in each semester. A minimum of 5 teaching or tutorial hours could be made available for a day in a 5-day week.
- v) A course that includes one hour of lecture/ tutorial or two hours of lab work/ practical work/ field work/ practicum per week is given one credit hour.
- vi) One credit in a semester should be designed for 15 hours of lectures/ tutorials or 30 hours of lab work/ practical work/ field work/ practicum and 30 hours of learner engagement in terms of course-related activities such as seminar preparation, submitting assignments, etc.
- vii) A one-credit seminar or internship or studio activities or field work/ projects or community engagement and service will have two-hour engagements per week (30 hours of engagement per semester). A course can have a combination of lecture credits, tutorial credits, and practicum credits. Minimum credit for one Course should be 2 (Two), and the maximum credit should be 4 (Four). All Discipline Specific Major/ Minor Courses shall be of 4 (Four) credits. For all Discipline Specific Major/ Minor Courses, there may be practical/ practicum of two or four hours per week.
- viii) All Courses under the Multi-Disciplinary, Ability Enhancement, Value Addition and Skill Enhancement categories are of 3 credits. Summer Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours (or as appropriate) of engagement for acquiring one credit.
- ix) A student shall be able to opt for a certain number of extra credits over and above the requirements for the award of a degree.
- x) Maximum number of credits that a student can earn per semester shall be restricted to 30. Hence, a student shall have the option of acquiring credits to a maximum of 180 credits for 6-semester UG programmes and 240 credits for 4-year (8-semester) programmes.

25. Course Structure of the MGU-UGP Programmes

The MGU-UGP consists of the following categories of courses and the minimum credit requirements for pathway option-one shall be as follows;

Sl. No.	Categorization of Courses for all Programmes	Minimum Number of Credit Required	
		3-year UG	4-year UG
1	Major	68	88
2	Minor	24	24+12*
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field based learning etc.		
8	Research Project / Dissertation		12/8**
	Total Credits	133	177

* The students can acquire advanced/ capstone level courses with 12 credits from their DSC/ DSE/ Minor courses depending up on their pathway choice. The Minor courses can be of level 300 or above.

** The students pursuing the 4-year honours with research have to complete a project with 12 credits and for the 4-year honours degree students have to complete a project with 8 credits and DSC/ DSE capstone/ advanced level course in the 8th semester.

i) 20% syllabus of each course will be prepared by the teacher as 'Teacher Specific Content' and will be evaluated under CCA.

26. Academic Levels of Pathway Courses

Semester	Difficulty level	Nature of Course
1 & 2	100-199	Foundation level or introductory courses
3 & 4	200-299	Intermediate level courses
5 & 6	300-399	Higher level courses
7 & 8	400-499	Advanced/Capstone level courses

27. Programme Pathways and Curriculum Structure

Degree Major with Minor: If a student pursuing the programme is awarded a Major Degree in a particular discipline, he/she is eligible to be awarded a Minor in another discipline of his / her choice, if he/she earns a minimum of 32 credits (approximately 25%

of credit required for the three-year programme) from 8 pathway courses in that discipline.

Example: Physics Major with Chemistry Minor/ Chemistry Major with English Minor/ Commerce Major with Economics Minor/ English Major with Functional English Minor/ Hindi Major with Malayalam Minor etc.

Pathway Option 2 - Major with Minor

BoS can include 2 practical courses in 5th semester and 3 practical courses in 6th semester in any of the 6 courses distributed in each semester.

28. *Guidelines for Acquiring Credit from Other Institutions/Online/Distance Mode*

A student shall register to a minimum of 16 credit per semester from the college/ department where he/she is officially admitted for a particular programme. However, students enrolled for a particular programme in one institution can simultaneously enroll for additional credits from other HEIs within the University or outside University subject to a maximum of 30 credits per semester including the 16 institutional credits.

At the end of each semester university will include the credit acquired by the student through online courses in their semester grade card subject to a maximum of 30 credits.

29. *Attendance*

A student shall be permitted to register for the end-semester evaluation of a specific course to acquire the credits only if he has completed 75% of the prescribed classroom activities in physical, online, or blended modes, including any makeup activities as specified by the course faculty of that particular course.

30. *Credit Transfer and Credit Accumulation*

i) University will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with ABC.

ii) The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the university/ UGC regulations.

iii) The students shall be required to earn at least 50% of the credits from the university.

iv) Students shall be required to earn the required number of credits as per any of the pathway structure specified in this regulation for the award of the degree.

31. *Assessment and Evaluation*

i) The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE).

ii) 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

Summative Assessments (SA) are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period- typically at the end of a project, unit, module, course or semester. SA may be class tests, assignments, or project, used to determine whether students have learned what they were expected to learn. It will be based on evidence, collected using single or multiple ways of assessment. The systematically collected evidences should be kept in record by course faculty/ course coordinator and the marks should be displayed on the college notice board/ other official digital platforms of the college before the end semester examinations.

A student may repeat SA only if for any compulsive reason due to which the student could not attend the assessment. Odd semester examinations will be conducted by the university and will be evaluated at the institution level. However, even semester examinations will be conducted and evaluated by the university itself.

32. Practical Examination

- i) The end semester practical examination will be conducted and evaluated by the institution.
- ii) There shall be a CCA of practical courses conducted by the course faculty/ course coordinator.
- iii) The scheme of evaluation of practical courses will be as given below:

Components for the Evaluation of Practical Courses	Weightage
CCA of practical/practicum	30%
ESE conducted under the supervision of internal examiner	70%

- iv) Those who have completed the CCA alone will be permitted to appear for the ESE.
- v) For grievance redressal purpose, the university shall have the right to call for all the records of CCA.
- vi) Duration of Examination

Questions shall be set as per the defined Outcome. The question setter shall ensure that there will be Time and Mode (T & M) flexibility for all External Examinations. BoS can recommend the T & M from the following list.

Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	1	1.5
Open Book	1	2
Any Other Mode	1	2

33. Evaluation of Project/ Dissertation

The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:

Project type	Maximum Marks	CCA	ESE
Research Project of Honours with Research (12 credits)	200	60	140
Project of Honours (8 credits)	100	30	70

34. Evaluation of Internship

The evaluation of internship shall be done by a committee constituted by the Department Council. The scheme of CCA and ESE is given below:

Components of Evaluation of Internship 2 Credits/ 50 Marks	Weightage	Marks for Internship
CCA	30%	15
ESE	70%	35

The department council may decide any mode for the completion of the Internship. If in case evaluation is not specified in any of the selected internship programme, institution can adopt a proper evaluation method as per the weightage specified in the table above.

Course Components	No. of Courses										Total
	Semester 1	Semester 2	Semester 3	Semester 4	Internship of 2 Credits						Total
	1(P)	1(P)	3 (2P)	3 (2P)	Semester 5#	Semester 6#	Total	Remarks	Semester 7	Semester 8	Total
DSC A (4 Credit /Course)	1(P)	1(P)	3 (2P)	3 (2P)	4	3	15	7 Out of 15 can be opted as DSE	3	2	22
DSC B (4 Credit /Course)	2(P)	2(P)	1(P)	1(P)	1	1	8	1 Out of 8 can be opted as DSE	3		11
Multidisciplinary Courses (MDC)/ (3 Credit /Course)	1(P)	1(P)	1*				3	*Cannot opt from DSC			3
Ability Enhancement Courses (AEC) (3 Credit /Course)	1 (English) 1 (English) 1 (OL)	1 (English) 1 (English) 1 (OL)					4				4
Skill Enhancement Courses (SEC) (3 Credit /Course)				1*	1**	1**	3	*Cannot opt from DSC A ** From DSC A only			3
Value Addition Courses (VAC) (3 Credit /Course)			1*	1*		1**	3	*Cannot opt from DSC A ** From DSC A only			3
Project/ Dissertation 12 credits for Honours with Research & 8 for Honours										12/8 (1 DSC/ DSE for Honours)	
Total Courses	6	6	6	6	6	6	36		6	2+1	
Total Credits	21	21	22	22	23	22		Total Credits 133	24	20	Total Credits 177
Total Hours per Week	25	25	25	25	25	25		Exit option available	25	25	

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	Weight
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 therefore 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 fixes the fee 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 2025- 2026

ST.DOMINICS COLLEGE KANJIRAPPALLY

- (1) G.O. (Rt) No. 1836/2019/HEDN dated 17/10/2019
(2) Order No. K2/64889/2019/Coll. Edn. dated 22/10/2019, w.e.f. 17/10/2019
(3) U.O. No. 2978/AC AI/2024/MGU dated 02/04/2024
(4) Circular No. DCEIVM/3839/2024-K2 dated 05/06/2024

2025-2026	Admn.Fee	Lib.Fee	Lab.Fee	Sports	Sports Affm. Coll.	Stationary	Calendar	Medical	Magazine	Vis. Edn	Asso.	Unity Union	SWF	MFR	Stdns Affm.	Sports Affm.	SSIP	SAP	W.org	Tuition Fee	Caution Deposit	TOTAL
																						4505
I st Maths	95	135	190	135	135	70	50	25	70	45	70	70	50	310	995	270	100	25	25	1220	420	4505
I st Phys/Chem	95	135	495	135	135	70	50	25	70	45	70	70	50	310	995	270	100	25	25	1220	420	4810
I Botany	95	135	680	135	135	70	50	25	70	45	70	70	50	310	995	270	100	25	25	1220	420	4995
I Yr Others	95	135	*	135	135	70	50	25	70	45	70	70	50	310	995	270	100	25	25	1220	420	4315
II nd Maths	*	135	190	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	1220	*	2660
II nd Phys/Chem	*	135	495	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	1220	*	2965
II nd Botany	*	135	680	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	1220	*	3150
II Yr Others	*	135		135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	1220	*	2470
III rd Maths	*	135		135	135	70	50	25	70	45	70	70	50	*	*	270	100	25	25	1220	*	2495
III rd Phys	*	135	495	135	135	70	50	25	70	45	70	70	50	*	*	270	100	25	25	1220	*	2990
III rd Chem	*	135	495	135	135	70	50	25	70	45	70	70	50	*	*	270	100	25	25	1220	*	2990
III rd Botany	*	135	680	135	135	70	50	25	70	45	70	70	50	*	*	270	100	25	25	1220	*	3175
III Yr Others	*	135		135	135	70	50	25	70	45	70	70	50	*	*	270	100	25	25	1220	*	2495
I PG Chem/Bot	190	135	1465	135	135	70	50	25	70	45	70	70	50	*	995	270	100	25	25	2190	735	6850
I PG Others	190	135	*	135	135	70	50	25	70	45	70	70	50	*	995	270	100	25	25	2190	735	5385
II PG Bot	*	135	1465	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	2190	*	4905
II PG Chem	*	135	1100	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	2190	*	4540
II PG Others	*	135	*	135	135	70	50	*	70	45	70	70	50	*	*	270	100	25	25	2190	*	3440



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 Scholarship	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 interdepartmental contest organized by the Department of Mathematics
13.	Prof. Thomaskutty Scaria Memorial Endowment	The Staff Association	For conducting memorial lecture once in two years
14.	Prof. Sony Chacko Memorial Endowment	The Staff Association	For conducting a Memorial Lecture 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 Year 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 second year BA Economics student who secures the highest marks 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. Rosalin Abraham Thomas Endowment	The family of Prof. Rosalin Abraham	To organise lecture series
35.	Tom and Joel Nellarikayil Endowment	Abin Thomas Nellarikayil	Best Quiz Master (Student) in weekly quizzes organised by the Quiz Club

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

FORMER TEACHING STAFF

ENGLISH

Contact Numbers

- | | |
|--------------------------------------|------------------------|
| 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. Johnny | 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 |

MALAYALAM

- | | |
|--------------------------------|------------|
| 19. Prof. E. D. Joseph (Late) | |
| 20. Prof. M. T. Philip (Late) | |
| 21. Prof. Jeas 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
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. K.T. Dominic (Late)	
89. Prof. P. Paul	9447208801
90. Prof. E. M. Gracy	9496113436
91. Prof. Mathew M. Kadavil	8547673367, 9447037758
92. Prof. Joseph Augustine	9495685934
93. Prof. Vijayam Joseph	93495013827
94. Prof. P. K. Kuruvilla	9447659725
95. Prof. Roselind George	9446562653
96. Prof. Prema Mathews	9496723193
97. Dr Jose J. Naduthotty	9895853210
98. Prof. Tessy Kurian	9495665189
99. Dr Ruby A. J.	9495686641

HISTORY

100. Prof. Joseph Sebastian (Late)	
101. Prof. N. M. George (Late)	
102. Prof. C. A. Joseph	9446403363

103. Prof. K. O. John	9446401808
104. Rev. Fr Cheriyan Thalakkulam	9446492827
105. Prof. Elizabeth Job	9446313413
106. Dr Sheila Antony	9745404231
107. Prof. Rejinamma Joseph	9496724118
108. Prof. Shajan Sebastian	9846491810, 9447453526

POLITICAL SCIENCE

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

PHYSICAL EDUCATION

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

COMMERCE

113. Prof. Augustin Thomas	9447129867
114. Prof. James K. George	9447572546
115. Dr Thomas C. A.	9447572763
116. Prof. Joykutty Abraham	9400634097
117. Prof. Mathew Varghese	9496187801
118. Dr Kurian Joseph	9447180377, 9074720870
119. Dr Cyriac Mathew	9447421117
120. Dr Sunnykutty Thomas	9495394607
121. Dr Baby M. D.	09447572670
122. Dr K. S. Kurian	9447367927
123. Dr M. M. George	9645445023, 9387278900
124. 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 (Late)	
6. Mr M.P Devasia (Late)	
7 Mr M.J. Chandy (Late)	
8. Mr Joseph Mathew	9895406047
9. Mr A. C. Francis	9446475630
10. Mr P. C. Varkey	9496221880
11. Mr P. M. Mathew	9446561011
12. Sr K. A. Annamma	8078831260
13. Mr A. K. George	7510698043
14. Mr P. J. Joseph (Late)	
15. Mr P. C. Vincent	8943087256
16. Mr K. F. George	04828209959
17. Mr P. S. George	9847824590
18 Mr A. V. Paul (Late)	
19. Mr C. A. Peter (Late)	
20. Ms Saramma V. C.	8606642344
21. Ms Annamma N. A. (Late)	
22. Mr M.E. Dominic (Late)	
23. Ms M. V. Thresiamma	9846473034
24. Mr Sebastian Philip	9497320921
25. Mr T. T. Lukose	9495488469
26. Sr Lissyamma John	9495284803
27. Mr K. I. Joseph	9446057138
28. Mr Jose K. Varkey	04828234103
29. Mr P. J. Antony	9562937186
30. Mr George Jose	9447153139

31. Mr S. J. Joseph	9048011025
32. Mr M. J. Joseph	9400716710, 9946060939
33. Mr Chacko Peter (Late)	
34. Mr. Thomas Sebastian (Late)	
35. Mr M. J. Devasia	9495111321
36. Mr K. C. Jose (Late)	
37. Mr V. D. Jose	9946651881
38. Ms Molly Mathew M.	8289856338
39. Mr M. T. Chacko	9495849620
40. Mr George Mathew	9447808823
41. Mr P. C. Johnson	9562936256
42. Mr Niclavose Suhrut (Late)	
43. Mr Sebastian Thomas	9446602339
44. Mr V. J. Joseph	9895087840
45. Mr George Thomas	94466049222
46. Mr Jacob T.	9961684316
47. Mr K. A. Joseph	9446123326
48. Mr K. M. Joseph	9961514474
49. Ms Jessykutty Sebastian	9846106807
50. Ms Molly Mathew	9605602305
51. Mr T. M. Michael	9446602203
52. Mr M. C. John	9605532191
53. Mr P. V. John	9400706676
54. Ms Alicekutty Joseph	9400090979
55. Mr N. T. James	9605279431
56. Ms Beenamma Mathew	9400606353
57. Mr Benny A. J.	9495480841
58. Mr Joseph Chacko	9446275088
59. Mr Dominic Varghese	9947197047
60. Mr Joseph M.M.	8848246326
61. Ms Elsy Dominic	9526445028
62. Mr Cherian Joseph	9995290412
63. Mr C V Dominic	9496592647
64. Mr Sunny Joseph	9847205764

ST. DOMINIC'S COLLEGE, KANJIRAPALLY

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 :



