

# ST. GREGORIOS COLLEGE

**KOTTARAKARA, PULAMON - 691 531**

*(Govt. aided, Affiliated to the University of Kerala and  
Re-Accredited by NAAC with B Grade) Founded in 1964*

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**Phone : 0474-2650133 (Principal), 2651972 (Off.)**

**E-mail: gregorioscolle@yahoo.co.in**

**Website : [www.gregorioscollege.org](http://www.gregorioscollege.org)**

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*Founder Manager*

**The Late Lamented His Holiness Moran Mar Baselios  
Marthoma Mathews II**

*Manager*

**Rev. Fr. Baby Thomas**

**Mob : +91 9447773535**

*Administrator*

**Rev. Fr. J. Mathewkutty**

**Mob : +91 9447113132**

*Principal*

**Dr. Suman Alexander**

**Mob : +91 9446523728**

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**OUR PATRON SAINT**



**ST. GREGORIOS OF PARUMALA**



## **OUR FOUNDER MANAGER**



**The Late Lamented  
His Holiness Moran Mar Baselios  
Marthoma Mathews II**





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*Study, Serve and Sanctify in God*

# CALENDAR

**2020-21**

Name .....

Class ..... Class No. ....

Subject .....

Address .....

.....

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## **Prayer Before Class**

*Almighty God/ Who art Truth itself and the origin of all knowledge / bless my studies which i consecrate to Thee / enlighten my mind / strengthen my memory and direct my will / towards what is right / Grant me Thy grace / to seek truth always/and make me truly wise /Give me the gift of knowledge / and the grace to use it wisely. Let me not be led astray from Thee/who art the Way / the Truth and the Life. Amen.*



## **Prayer After Class**

*O My God, I infinite Wisdom and source of all knowledge / grant that I may remember / what I have learned / and recall it when necessary / I offer Thee my work and my endeavours / my failures and success. Forgive me my shortcomings / and give me the courage to follow 'Thy Holy will' in all things.*



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## OUR PATRON SAINT

Our college is the first and the only Christian higher education institution in Kerala, named after St. Gregorios of Parumala, the first canonized saint of Malankara Orthodox Church, which is as old as Christianity itself with St. Thomas's heritage.

**Early Life** His Grace was born on 15th June 1848 as Benjamin of the family of 'Chathuruthy' house in Mulanthuruthy, near Cochin. Fondly called 'Kochaipora', he showed signs of austere spirituality, religious devotion and piety even as a child. His father Sri. Kochumathai and mother Smt. Mariam brought up the child in great religious devotion and fear of the Lord. The boy showed keen interest in Bible reading, fasting, saying the prayers stipulated by canon and listening to biographies of saints and martyrs. Kochoipora was a model of humility, charity, and empathy. Always respectful of his teachers and elders, he was an example to all. After schooling, Kochoipora had a divine call to learn theology and Syriac which is the liturgical language of the Orthodox Church. He was ordained as a deacon by this time. Simultaneously, the deacon received coaching for his vocation viz. priesthood under the tutelage of his uncle Rev. Geevarghese Malpan.

**Heavenly Blessings** The Almighty God showered blessings on His absolute devotee. On completion of training, Rev. Dn. Kochoipora was ordained as a priest. He was then honoured by the Church with the title of 'Cor-Episcopa'. All his life, the celibate priest led a life of strict asceticism in the serene atmosphere of Vettical Dayara (Monastery). The austere asceticism of the 'Cor-Episcopa' inspired the Hierarchy to confer the status of Remban on him. Taking the vow of permanent celibacy Very. Rev.

Geevarghese Remban basked in divine grace and grew into a beacon of spiritual brilliance and divine guidance to all people, irrespective of caste, creed and community.

**Consecration as Metropolitan** On the visit of the Syrian Patriarch H. H. Peter III to the Malankara Church, Very. Rev. Geevarghese Remban was consecrated 'Metropolitan' (Bishop). As it is the custom of the church, the Metropolitan was renamed 'Geevarghese Mar Gregorios' and entrusted with the administration of Niranam Diocese. His Grace, the youngest of the metropolitans, stayed at Parumala Seminary and came to be popularly known as '**Parumala Kochu Thirumeni**'.

His Grace led a saintly life of penitence, prayers and meditation. His Grace was never arrogant, irrationally authoritative or adamant in convictions. His Grace ministered to the sick, cured their illness, and allayed the agonies of the aggrieved and stood as shelter and shade to the needy.

**An Educationalist** Parumala Kochu Thirumeni was a farsighted and prudent pedagogue and an educationalist. "Grow with learning and learn to grow" was his maxim. Thirumeni not only founded many schools for secular education but also inspired many to establish educational institutions. It was during one of his visits to Kottappuram Seminary Church, Kottarakara, that as his Grace was taking a stroll, the beautiful hillock south of the Kottappuram Church, lush with green flora and lulled by the whistling of casuarinas blended with myriads of voices of small animals and birds, arrested his Grace's attention. He prophetically uttered the words, "Pallikkodathinu Kollaam" (This place is ideal for a school) which came to fulfilment in 1964. St. Gregorios College founded by H.H. Mathews Mar Coorilos, the then Metropolitan of the Diocese of

Kollam and run by the Community of St. George (Bethlehem Ashramam) stands on this hillock, later named as Gregorios Mount. **The Metropolitan laid to rest and Canonized** Holy men are said to have an intuition of their final moments. Two days before his demise Thirumeni hinted of his departure. His Grace's soul took leave of the earthly abode on 2nd November 1902. In conformity with the ancient custom in the Eastern Church, the body was donned with all official vestments and insignia, seated on the throne and entombed inside the Parumala Seminary Church, a place chosen earlier by the saint himself. Mar Gregorios was canonized as a saint by the Holy Episcopal Synod of the Malankara Church on 2nd November 1947.

Today St. Gregorios is a venerated saint for people irrespective of religion, caste and community. Many churches, shrines and altars have been dedicated in the name of St. Parumala Mar Gregorios. Many educational institutions have been established in the name of Mar Gregorios.

Let us cherish the memory of the saint now and forever. Let us rely on his intercession with the Lord.

## OUR FOUNDER MANAGER

His Holiness Moran Mar Baselios Marthoma Mathews II, Catholicos of the East and Malankara Metropolitan from 1991 to 2006, is the founder manager of this college.

E. Mathews, born on 30 January 1915 as the eldest son of late Sri. Idiculla and late Smt Annamma, Puthen Veettil, Perinad, Kollam was ordained a Sub-deacon on 17 April 1938, Deacon on 6 May 1941 and Priest of the Malankara Orthodox Church on 25 May in the same year. After his studies in Bishop's college, Calcutta, Fr. E. Mathews taught Theology at Kottayam Theological Seminary during 1941-42. The celibate priest Rev. Fr. E. Mathews decided to lead a life of fasting and austerity at St. George Dayara, Othara, Thiruvalla. He was raised to the Ecclesiastic position of Remban in 1951 and to the Episcopal status on 15 May 1953. According to the tradition of the Orthodox Church, Rev. Fr. E Mathews was renamed His Grace The Most Rev. Mathews Mar Coorilos. His Grace was appointed the Assistant Bishop of Kollam Diocese from 1958. In that capacity His Grace founded the community of St. George (Bethlehem) Ashram, Chengamanadu. Later, the University of Serampore conferred on His Holinesses an honorary doctorate degree.

His Grace, a visionary, versatile theologian, philanthropist, social reformer, missionary, and educationalist, grabbed the spirit of the post- independence period and ventured to revitalize the field of education. The arena of education remained an area of special interest to His Holiness, who was very eager to make full use of the existing opportunities and was ready to live up to the

expectations that existed during the changing times. His Holiness successfully oversaw the functioning of numerous pre-primaries, primaries, high schools, industrial training centres, teacher training centres, training colleges, arts and science colleges, nursing colleges and professional colleges. He served humanity by running hospitals, orphanages and institutions for the handicapped.

On 29 April 1991 His Grace Mathews Mar Coorilos, by the Divine Will, became His Holiness Moran Mar Baselios Marthoma Mathews II, the Head Shepherd, the Catholicos of the Orthodox Church in all continents. This spiritual successor of St. Thomas in Malankara minds, swayed over the flock from his Episcopal Throne at Devalokam, Kottayam. An undiminishing, magnetic and imposing personality with angelic grace, mesmerizing smile, bewitching behaviour and honey-sweet tongue, enabled His Holiness to capably hold the reins of the Orthodox Church.

After extending a very strong leadership to the holy church for more than six decades His Holiness was called back to inherit the unwithering crown on 26 January 2006. In accordance with his will and desire, his Holy remains was laid to rest within the beautiful chapel at the serene place called Sasthamcotta, near Kollam, a place he often chose for meditation with the Lord. May the Almighty grant us celestial blessings through his eternal intercession.



## OUR COLLEGE

### 1. History

St. Gregorios College takes its name from Saint Gregorios of Parumala who is our patron Saint. The college was founded in 1964 by His Grace Mathews Mar Coorilos, the Bishop of Kollam Diocese who later became His Holiness Moran Mar Baselios Marthoma Mathews II, the Catholicos of the East. The founding of the college was the successful realization of a long cherished dream. His Grace Mathews Mar Coorilos who always desired to increase and expand the educational facilities within the diocese, worked tirelessly in that direction surmounting various difficulties. It was certain that the establishment of the college would immensely benefit students from Kottarakara and its neighbouring localities.

The foundation stone of the college was laid by His Grace Thoma Mar Dionysius the then Metropolitan of Niranom Diocese at 10am on Monday, 22 June 1964 and the college was declared open on Monday, 6 July 1964 by Late Lamented His Holiness Moran Mar Baselios Ougen I the erstwhile Catholicos.

### 2. Aims and Objectives

The college, a Christian institution draws its inspiration from the life and teachings of Jesus Christ and His humble follower, Saint Gregorios of Parumala. The college has various aims and objectives which can be broadly stated as Educational, social and moral. They are as follows:-

- ▶ To become an institution of higher learning open to all and founded on God's Purpose and His Providence.
- ▶ To become a source of light and life to many and a blessing to the land.

- ▶ To inculcate in the students, the spirit of enquiry and the thirst for knowledge.
- ▶ To instil excellence in the field of education.
- ▶ To become an institution for moulding the students as responsible citizens who will integrate themselves into the national fabric without prejudices and complexes.
- ▶ To produce dedicated young men and women with proper leadership qualities and for social service commitment.
- ▶ To inculcate a true spirit of tolerance and co-operation among those belonging to various communities, religions and ideologies.
- ▶ To foster in students, love, brotherhood, moral uprightness, courage, service, sacrifice, discipline, nationalism and concern for the environment

### **3. Academic Excellence**

St. Gregorios College, Kottarakara has made its incredible mark as a committed Christian institution in the field of higher education in Kerala all through the last four decades. In spite of many constraints throughout its development, the college was able to maintain its excellence in all the fields of its activities. This institution has moulded over sixty thousand students who have blossomed out to our vast world. Thousands of our alumni are working in many parts of India and abroad. We have given much emphasis on the intellectual and moral development of our students, so as to empower young people with life skills to face the challenges in the changing global environment. The college community has been passionately attempting to produce worthy citizens for nation

building with a sense of social commitment and humanitarian outlook. In the new era we are facing many challenges and quality education has become costlier and unaffordable for many. We stand committed to bringing the benefits of higher education within the reach of the less fortunate segments in the society.

The college, during the course of its history has achieved distinction by securing ranks at the university examination in the degree and post graduate levels repeatedly over the years.

#### **4. The Management**

The college was founded and managed by The Late Lamented His Holiness Moran Mar Baselios Marthoma Mathews II, the Catholicos of the East and Malankara Metropolitan. The Educational agency known as the community of St. George (Bethlehem Ashram) Chengamanadu, Kottarakara is the sponsoring body of the college and Rev. Fr. Baby Thomas (Rtd. Prof. S.G. College and Superior, Community of St. George Bethlehem, Chengamanadu) is the manager and executes the administration of the college through the Managing Body.

#### **5. Land - Marks of Development**

- 1964 - Starting of the college with Pre - Degree course
- 1976 - Upgraded as first grade college
- 1978 - B.Sc. (Botany) started
- 1979 - B.Sc. (Chemistry) & B.Com. started
- 1980 - B.A. (Politics) & B.Sc. Physics started
- 1981 - B.Sc. (Maths) started
- 1982 - B.Sc. (Zoology) started
- 1986 - Gained recognition under 2 (f) and 12 (B) of the U.G.C.
- 1995 - M.Sc. (Chemistry) started
- 1998 - M.Sc. (Mathematics) started

- 1999 - M.Sc. (Physics) started
- 2001 - B.A. (Communicative English) started
- 2006 - Accredited with B++ level by NAAC
- 2010 - Choice based credit and semester system introduced at U.G. level
- 2013 - Minority recognition.
- 2013 - M.Com. (Finance) started
- 2014 - B.Com. (Computer Application) started
- 2015 - Re-accredited with B Grade by NAAC (2.85 on four point scale)
- 2020 - Commerce Research Centre
- 2021 - Physics Research Centre  
M.Sc. Zoology (Bio Systematics and Biodiversity)  
Started

## **6. Minority Institutional Status**

The National Minority Commission, New Delhi granted minority status to our College on October 2013.

## AFFILIATION AND ACCREDITATION

The College is Govt. aided and is affiliated to the University of Kerala . It is under the jurisdiction of the Deputy Director of Collegiate Education, Kollam and comes under the 2 (f) & 12 (b) category of the University Grants Commission. The college was accredited by National Assessment and Accreditation Council (NAAC) in 2006 with B++ Grade and re-accredited in 2015 at B Grade (02.85 score.)



## OUR MOTTO

The motto of the college is '**Study, Serve and Sanctify in God**'. It envisages that the individual should attain his full potential by the acquisition of knowledge. However, this would be of no use unless it is put to the service of humanity. Study is both a period of service and a means of service. Neither study nor service can truly succeed without a spiritual direction. Hence the last part of the motto 'sanctify in God' reflects the aspiration that the students and teachers of the college will dedicate their work to God.

## OUR VISION

Our vision is to provide committed service in the cause of high quality and technology-supported education aimed at the holistic development of young women and men for gainful employment and to empower them to navigate the multifaceted challenges of the global society. We also seek to inculcate in them a deep spirit of service, love, and compassion for fellow beings.

## OUR MISSION

To be a student-centric institution that promotes academic excellence and value orientation in young scholars, thereby empowering them to live productive lives.

To be a reliable institution for higher education that promotes quality and consistency in teaching-learning, research and community outreach.

To instill in the students a tolerant, inclusive world view that emphasizes eco-consciousness and gender sensitivity.

To be a safe, welcoming space that provides students, including those facing various financial and familial challenges, the tools to thrive and excel in academics, sports, culture, or philanthropy.

To work conscientiously towards the fulfillment of the educational vision of the founding fathers inspired by the life and teachings of Jesus Christ.

### **SUCCESSION LIST OF PRINCIPALS**

1. Prof. (late) V.K. Kurien	1964 - 65
2. Rev. Fr. Prof. (late) P. George	1965 - 71
3. Rev. Prof. (late) Mathew P. Koshy	1971 - 74
4. Rev. Fr. Prof. (late) John V. John Cor Episcopa	1974 - 77
5. Rev. Fr. Prof. (late) Koshy Chacko	1977 - 78
6. Very. Rev. Prof. (late) John V. John Cor Episcopa	1978 - 82
7. Rev. Fr. Prof. (late) V. Varghese	1982 - 96
8. Prof. P. S. George	1997 - 01
9. Prof. T. J. Johnson	2001 - 02
10. Dr. P.G. Thomas Panicker	2002 - 06
11. Dr. K.C. Raju	2006 - 11
12. Dr. P. K. Josekutty	2011 - 17
13. Dr. Suman Alexander	2017 -

### **GOVERNING BODY**

1. Rev. Fr. Baby Thomas  
(Manager, S.G. College, Kottarakara)
2. Rev. Fr. J. Mathewkutty  
(Administrator, S.G. College, Kottarakara)
3. Rev. Fr. Thomas Varghese  
(Rtd. Prof., S.G. College, Kottarakara)
4. Very Rev. A.J. Samuel Remban
5. Very Rev. K. Zachariya Remban
6. Rev. Fr. C. K. Geevarghese
7. Dr. Suman Alexander - Ex. Officio  
(Principal, S.G. College, Kottarakara)

## **COLLEGE COUNCIL**

The College Council is a statutory body consisting of the principal, the various heads of departments, two elected members of the teaching staff and the administrative Assistant. The Council conducts a regular assessment of curricular and co-curricular activities in the campus and make relevant proposals concerning planning and development.

### **MEMBERS OF THE COUNCIL**

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. Dr. Suman Alexander    | Principal (Chairperson)           |
| 2. Dr. V. John Panicker   | Head, Dept of Oriental Languages  |
| 3. Dr. Archana G. R.      | Head, Dept. of Botany (Secretary) |
| 4. Dr. Jino Nainan        | Head, Dept. of Mathematics        |
| 5. Dr. Rani S. Dharan     | Head, Dept. of Zoology            |
| 6. Dr. Sumi Alex          | Head, Dept. of Commerce           |
| 7. Ms. Jiji Peter         | Head, Dept. of English            |
| 8. Dr. Fergy John         | Head, Dept. of Physics            |
| 9. Dr. Francis Chacko     | Head, Dept. of Chemistry          |
| 10. Ms. Sreelakshmi Jayan | Head, Dept. of Political Science  |
| 11. Dr. Paul John         | Librarian                         |
| 12. Ms. Asha G.           | Elected Representative            |
| 13. Ms. Rejani V. Koshy   | Elected Representative            |
| 14. Dr. Lt. Indulal C.R.  | N.C.C. Officer                    |
| 15. Mr. Johnson Koshy     | Office Superintendent             |



## MEMBERS OF VARIOUS ACADEMIC AND ADMINISTRATIVE BODIES

<b>UNIVERSITY OF KERALA</b>		
SI.No.	Name of Faculty	Designation
1.	Dr. Sumi Alex	Member, Senate, University of Kerala
2.	Dr. Jino Nainan	Member, Academic Council
3.	Fr. Biji P.	Member, Board of Studies, Syriac
4.	Dr. V. John Panicker	Member, Board of Studies, Hindi
5.	Dr. Rani S Dharan	Member, Board of Studies, Aquatic Biology and Fisheries

### PROGRAMMES OFFERED

#### UNDER GRADUATE PROGRAMMES

<b>ARTS</b>			
SI. No.	Name of Programme	Complementary Courses	Sanctioned Strength
1.	<b>B. A. Communicative English</b>	History of English Literature, History of English Language	30
2.	<b>B. A. Political Science</b>	Economics, History	40
<b>COMMERCE</b>			
3.	<b>B.Com. Computer Applications</b>	Managerial Economics, Business Mathematics,	40
4.	<b>B. Com. Finance</b>	e-Business, Business Statistics	
<b>SCIENCE</b>			
5.	<b>B. Sc. Botany</b>	Zoology, Chemistry	40
6.	<b>B. Sc. Chemistry</b>	Physics, Mathematics	40
7.	<b>B. Sc. Mathematics</b>	Physics, Statistics	32
8.	<b>B. Sc. Physics</b>	Chemistry, Mathematics	32
9.	<b>B. Sc. Zoology</b>	Botany, Chemistry	40

**POST GRADUATE PROGRAMMES**

<b>COMMERCE</b>		
<b>Sl. No.</b>	<b>Name of Programme</b>	<b>Sanctioned Strength</b>
1.	<b>M.Com. Finance</b>	15
<b>SCIENCE</b>		
2.	<b>M.Sc. Chemistry</b>	10
3.	<b>M.Sc. Mathematics</b>	12
4.	<b>M.Sc. Physics</b>	10
5.	<b>M.Sc. Zoology</b>	10

**HEADS OF DEPARTMENTS**

1.	Department of Botany	Dr. Archana G. R.
2.	Department of Chemistry	Dr. Francis Chacko
3.	Department of Commerce	Dr. Sumi Alex
4.	Department of English	Ms. Jiji Peter
5.	Department of Mathematics	Dr. Jino Nainan
6.	Department of Oriental Languages	Dr. V. John Panicker
7.	Department of Physical Education	Mr. Thomas P. George (Guest Faculty)
8.	Department of Physics	Dr. Fergy John
9.	Department of Political Science	Ms. Sreelakshmi Jayan
10.	Department of Zoology	Dr. Rani S. Dharan

## DEPARTMENTS AND FACULTY

**Dr. Suman Alexander** (Principal) Ph : 9446523728

### **DEPARTMENT OF ENGLISH**

The Department of English was established in 1964. It offers the undergraduate programme in English and Communicative English (Career Related), as well as General English classes for undergraduate programmes in other departments of the college. The department currently has five permanent faculty, and three guest faculty. The fully digitalised language laboratory run by the department facilitates an in- depth learning of the English language by students.

#### **Activities of Note:**

- 1) The department spearheads a Community Extension Activity entitled ***C.E.L.T.S.: Communicative English Language Training in Schools***. Students of the department conduct regular LSRW sessions for high school students as part of this endeavour.
- 2) The bridge course offered by the department, ***Elixir: Eliminating Challenges to the Learning of English***, aims at providing newly inducted students with a strong foundation in English.
- 3) An add-on course titled ***Pathway to IELTS*** is also offered by the department to help interested students master the skills tested in IELTS.

- 4) Additionally, the department maintains an online blog, ***The English Dossier***, which can be accessed at this link: [sgcenglish.wordpress.com](http://sgcenglish.wordpress.com). The blog provides timely updates on significant departmental activities and achievements

### **Faculty Details**

- |   |            |
|---|------------|
| 1. Ms. Jiji Peter, M.A, M.Phil.<br>(Head & Assoc. Prof.)                | 9605234872 |
| 2. Ms. Geethu Thomas, M. A.<br>(Asst.Prof.)                             | 8129590450 |
| 2. Dr. Sajeesh S., M.A, M.Sc. (Psy), B.D. B.Ed., Ph.D<br>(Asst.Prof.)   | 9544524713 |
| 4. Ms. Lancy Thomas Kurakar, M. A., M.A. Philo. (IGNOU)<br>(Asst. Prof) | 9497397292 |
| 5. Ms. Reshma Elizabeth Jacob, M.A, M.Phil.<br>(Asst. Prof)             | 8304022774 |
| 6. Dr. Saumy Syamchand, M.A, M.Phil., Ph.D<br>(Guest Faculty)           |            |
| 7. Ms. Jiby Jose, M.A<br>(Guest Faculty)                                |            |
| 8. Ms. Shalin, M.A<br>(Guest Faculty)                                   |            |

<p style="text-align: center;"><b>DEPARTMENT OF ORIENTAL LANGUAGES</b> <b>DEPARTMENT OF MALAYALAM</b></p>
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The Department of Malayalam came into being in 1964. Currently the department offers Part II - additional language courses for the students of all first Degree programmes.

**Activities of Note:****1. Kathakali Museum****2. Daksha - Quadri Lingual Research Publication****Faculty Details**

- |   |            |
|---|------------|
| 1. Dr. Jubin Mattappallil, M.A., B.Ed., Ph.D<br>(Asst. Prof.) | 9846708495 |
| 2. Ms. Sindhu R. Nair, M.A., B.Ed.<br>(Guest Faculty)         | 8075714934 |

**DEPARTMENT OF HINDI**

The department came into being 1964. Currently, the department offers Part II additional language course for the students of all First and Second year Degree Programmes. The earliest faculty were Prof. Rev. A. Daniel and Prof. C. Annamma who served meritoriously in their capacity till 1993 and 1996 respectively. Later Prof. K.S. Leelamma and Prof. Molly Jacob showcased exemplary service till 2000 and 2011 respectively.

**Activities of Note:**

The department offers an add-on course titled ***Certificate Course in Communicative Hindi*** (six months duration)

**Faculty Details**

- |  |            |
|--|------------|
| 1. Dr. V. John Panicker, M.A., B.Ed., PGDT, Ph.D<br>(Head & Asst. Prof.) | 9447454089 |
|--|------------|

**DEPARTMENT OF SYRIAC**

- |  |            |
|--|------------|
| 1. Fr. Biji P., M.A., B.Ed.<br>(Asst. Prof.) | 9961321680 |
|--|------------|

## RESEARCH AND PG DEPARTMENT OF COMMERCE

The Post Graduate Department of Commerce, established in 1964, is the largest department in the college, with around Three hundred and eighty students and Eleven faculty members. The department offers two undergraduate programmes (B.Com. with Finance and B.Com. with Computer Application) and a post graduate programme (M.Com. with Finance). The department has maintained an excellent record of academic performance since its inception by producing University rank holders and other meritorious students with very good academic and extracurricular achievements. The department has been upgraded to an approved research centre under the University of Kerala.

### Faculty Details

- |   |            |
|---|------------|
| 1. Dr. Sumi Alex, M.Com., M.Phil., B.Ed, D.I.M, Ph.D<br>(Head & Asst.Prof.) | 9495823291 |
| 2. Mr. Kevin Thomas Villoth, M. Com.<br>(Asst.Prof.)                        | 8606595801 |
| 3. Mr. Arun Mohan, M.Com.<br>(Asst. Prof)                                   | 9447790839 |
| 4. Dr. Deeja S., M.Com., M.Phil., B.Ed, Ph.D<br>(Guest Faculty)             | 9400405550 |
| 5. Ms. Josymole T.J., M.Com.<br>(Guest Faculty)                             | 8606031147 |
| 6. Mr. Sarath Sajan, M.Com.<br>(Guest Faculty)                              | 7999371766 |
| 7. Mr. Soju L. Johnson, M.Com., B.Ed<br>(Guest Faculty)                     | 8547735715 |

- 
- |   |            |
|---|------------|
| 8. Dr. Anu Anna Ninan M.Com., Ph.D<br>(Guest Faculty)   | 9446080785 |
| 9. Mr. Ganesh B Nair, M.Com., PGDGST<br>(Guest Faculty) | 9995238001 |

**Activities of note:**

- Luca Pacioli Inter-departmental Quiz Competition:**  
The competition is conducted every year under the auspices of the Commerce Association. The quiz is general and interdisciplinary in nature, with a special focus on business, economy, and commerce-related current events.
- Career Guidance Seminars:** The Commerce Association holds career guidance seminars each year to make the students aware of opportunities for them in higher education and employment.
- Entrepreneurship Development seminars and Industrial Visits:**  
The department of Commerce in association with the Entrepreneurship Development Club organizes seminars and Industrial Visits every year to promote awareness and stimulate interest towards entrepreneurship.
- Counselling sessions:** The department organizes counselling sessions every year to promote the all-round well-being of students.
- Alen John Sony Memorial Ever-Rolling Trophy:**  
The Commerce Association conducts an intra-collegiate Commerce and Management fest which comprises several different game shows, contests and quiz, fully co-ordinated by a student committee.

6. In collaboration with ISDC the Department offers **B.Com. CMA (US)** Programme to UG Students

### PG DEPARTMENT OF MATHEMATICS

The Department of Mathematics was established in 1964. Since 1981, it has been offering the undergraduate programme B.Sc Mathematics as well as Complementary Courses for B.Sc. Physics and B.Sc. Chemistry programmes. Subsequently, the post graduate programme M.Sc. Mathematics was began 1998. Prof. A.C. Kunjoonjamma was the first Head of the Department. The department currently has seven permanent faculty members and a guest faculty. Furthermore, the department maintains a graduate level reference room. The department has been organising seminars and workshops both at the state and national levels since its inception, particularly in association with National Mathematics Day (NMD) celebrations since 2016. Both B.Sc. and M.Sc. students of the department have bagged top positions at the University Level Examination.

The department has a vision to become a nationally recognisable one through high quality academic pursuits, and a mission to produce well trained professionals in Mathematics with excellent academic standards, ethics and integrity.

#### Activities of Note:

1. The department offers a bridge course to newly inducted students titled ***Basics of Arithmetic and Algebra***
2. The department also spearheads an add on course on ***Skills in Basic Arithmetic, Reasoning and Logic***



## Faculty Details

- |    |   |            |
|----|---|------------|
| 1  | Dr. Jino Nainan, M.Sc. (Maths & Stat.), B.Ed., Ph.D<br>(Head & Asst. Prof.) | 9497272158 |
| 2. | Ms. Beena G.P., M.Sc., B.Ed., M. Phil.<br>(Asst.Prof.)                      | 9747457252 |
| 3. | Ms. Anslin T. M., M.Sc. M.Phil.<br>(Asst. Prof.)                            | 9446974587 |
| 4. | Ms. Jolly George, M.Sc. B.Ed.<br>(Asst. Prof.)                              | 9495341249 |
| 5. | Ms. Reshma U., M.Sc., B.Ed., M.Phil.<br>(Asst. Prof.)                       | 9447955599 |
| 6. | Mr. Nevin John, M.Sc., B.Ed.<br>(Asst. Prof)                                | 9447784502 |

## DEPARTMENT OF STATISTICS

The department began functioning in 1981 with the introduction of the undergraduate course in Mathematics. The first faculty member was Prof. Jayaraj whose exemplary service is remembered with gratitude. Statistics is offered as a Complementary Course for students of the B. Sc. Mathematics programme.

### Activities of Note:

Currently the department offers an add-on course on ***Data Analysis Using Statistical Techniques.***

## Faculty Details

- |    |   |            |
|----|---|------------|
| 1. | Dr. Seema S. Nair, M.Sc., Ph.D<br>(Asst. Prof.) | 9495256635 |
|----|---|------------|

**RESEARCH AND PG DEPARTMENT OF PHYSICS**

The Department of Physics has been offering undergraduate and post graduate programmes in Physics since 1981 and 1999 respectively. Additionally, the department offers Complementary Courses in Physics for students of B.Sc. Mathematics and Chemistry. Currently, there are eight permanent faculty in the department, of whom five are Ph.D holders. The department has four research guides who recognised by the University of Kerala. Around seven students are registered with them for their Ph.Ds.

**Activities of Note:**

1. The department offers an add-on course titled ***Certificate Course on Rainwater Harvesting and Management.***
2. The department has a well equipped Material Science Research laboratory with optical characterisation equipments.
3. The department has a centre for Material Science and Atmospheric Studies funded by FIST - DST. The department offers facilities to students of other colleges to pursue their Post Graduate project works.
4. The department faculty have undertaken and successfully completed projects from KSCSTE, UGC and DST.
5. In the last five years, a total of ten research publications in peer reviewed journals have been produced by the department.

**Faculty Details**

1. Dr. Fergy John, M.Sc, M. Phil., B.Ed., PhD      9037765115  
(Head & Asst. Prof.)

2. Ms. Asha G., M.Sc, M. Phil., B.Ed. 9497280998  
(Asst. Prof.)
3. Dr. Krishnakumar V., M.Sc., M. Phil., Ph.D 9895673537  
(Asst. Prof.)
4. Lt. Dr. Indulal C.R., GDIT, CWHM, M.Sc., B.Ed., Ph.D 9446592949  
(Asst. Prof.)
5. Dr. Aswathy Aromal, M.Sc., M.Phil., B.Ed., Ph.D 8547583746  
(Asst. Prof.)
6. Ms. Rejani V. Koshy, M.Sc., M. Ed. 9495700991  
(Asst. Prof.)
7. Dr. Rinu Sam S., M.Sc., M.Phil., Ph.D 9946038575  
(Asst. Prof.)

### PG DEPARTMENT OF CHEMISTRY

The Department of Chemistry marked its beginning in 1964. It offers both undergraduate and postgraduate programmes in Chemistry, of which the P.G. programme was begun in 1995. Additionally, the department offers Complementary Courses to students of B.Sc. Botany, Physics and Zoology.

#### **Activities of Note:**

1. The department offers an add-on course titled ***Chemistry of Household Cleaning Products.***
2. Regular training programmes for Joint Admission for M.Sc. (J.A.M.) and National Eligibility Test (N.E.T) are also conducted by the department.
3. To increase the job prospects of its students, the department also provides coaching classes for P.S.C. examinations.

**Faculty Details**

- |   |            |
|---|------------|
| 1. Dr. Francis Chacko, M.Sc., B.Ed., Ph.D<br>(Head & Asst. Prof.) | 9446181434 |
| 2. Ms. Anju Alex, M.Sc.<br>(Asst. Prof.)                          | 9497456087 |
| 3. Dr. Pinky Abraham, M.Sc., M.Ed., Ph.D<br>(Asst. Prof.)         | 9400551149 |
| 4. Ms. Bency John, M.Sc. B.Ed.<br>(Asst. Prof.)                   | 9495240136 |
| 5. Dr. Remya R., M.Sc., M.Phil., B.Ed., Ph.D<br>(Asst. Prof.)     | 9847180110 |
| 6. Dr. Jisha K. R., M.Sc., Ph.D<br>(Asst. Prof.)                  | 9539410062 |
| 7. Dr. Manu V., M.Sc., Ph.D<br>(Asst. Prof.)                      | 9562214729 |
| 8. Dr. Binil P. Sasidharan, M.Sc., Ph.D<br>(Asst. Prof.)          | 9497377210 |
| 9. Mr. Shiju Thomas, M.Sc<br>(Asst. Prof.)                        | 9946293620 |
| 10. Ms. Bindhya M. Babu, M.Sc.<br>(Asst. Prof.)                   | 8111953694 |

**DEPARTMENT OF BOTANY**

The Department of Botany was established in 1976. It offers a three year undergraduate programme in Botany, as well as Complementary Courses to the departments of Chemistry and Zoology. One of the chief assets of the department is its well maintained botanical garden with a wide array of medicinal plants,

star plants, xerophytes and hydrophytes. It is financially aided by the National Medical Plants Board, Dept. of Ayush, Govt. of India. The well equipped departmental laboratory and a museum with a number of preserved specimens enrich the learning experiences of students. Furthermore, the department also maintains a herbarium with more than 500 sheets arranged according to Bentham and Hookers classifications.

### **Activities of Note:**

1. The Department spearheads a number of research activities. Notably, it has facilitated new discoveries regarding the microfungus wealth of India from the Myristica Swamps of Kerala.
2. Dr. Archana G.R. has submitted the final report of UGC project entitled, "Biodiversity of Foliar Mycobionts of Myristica Swamps of Kerala - A Critically Endangered Eco System of Western Ghats"
3. The department successfully completed the First phase of the project entitled "Establishment of a Herbal Garden at St. Gregorios College Kottarakara", funded by Dept. of Ayush Govt. of India.
4. Dr. Lekshmi G.M. has submitted final report of the UGC Project entitled "Physico Chemical Parameters and identification of algae of Thettiyar River, Thiruvananthapuram"
5. The department offers an add-on course on ***Mushroom Cultivation and Marketing.***
6. The department has establish a Fungal Herbarium with 62 dry collections from various forest locations of Kerala State.

## Faculty Details

- |   |            |
|---|------------|
| 1. Dr. Archana G.R., M.Sc., Ph.D<br>(Head & Asst.Prof.)         | 9446407499 |
| 2. Dr. Lekshmi G.M., M.Sc., B.Ed, M.Phil, Ph.D<br>(Asst. Prof.) | 9495532270 |
| 3. Mr. Shalaj R., M.Sc., B.Ed.<br>(Asst. Prof.)                 | 8281318480 |
| 4. Ms. Lekshmi R.S., M.Sc.<br>(Guest Faculty)                   | 9846766546 |

### DEPARTMENT OF ZOOLOGY

The Department was established in 1977 and offers a six semester undergraduate programme in Zoology, a Post-Graduate Programme with specialization in Bio Systematics and Bio diversity and a complementary course in Zoology for B.Sc. Botany students. The department has been actively carrying out various research activities, student skill development programmes such as science exhibitions, quiz competitions, invited talks and celebration of science related days.

#### Activities of note:

1. In January 2017, the department organized an International Seminar on Coastal Biodiversity Assessment (COBIA 2017), the first of its kind in the history of St. Gregorios College .
2. In August 2018, the department organized a Lecture Workshop on Foundation Lectures in Biology sponsored by the Indian Academy of Science, Bengaluru.
3. The activities of the Butterfly Garden (Coordinator - Dr. Elizabeth John) provides students with an excellent

opportunity to gain an in-depth understanding of butterflies and their host plants.

4. The activities of Birds Club International (Coordinator - Dr. Jean Jose J.) is an asset to the department.
5. An add on course on ***Ornamental Fish keeping and Breeding*** (Co-ordinator - Ms. Lincy Alex) is also offered by the department.
6. The department provides an opportunity for students to showcase their creative and intellectual output through ***Archean***, the department magazine, which is published annually.

### Faculty Details

- |   |            |
|---|------------|
| 1. Dr. Rani S. Dharan, M.Sc., B.Ed., Ph.D<br>(Head & Asst.Prof.)        | 9446119463 |
| 2. Dr. Elizabeth John, M.Sc., B.Ed., M. Phil, Ph.D<br>(Asst. Prof.)     | 9847178399 |
| 3. Ms. Lincy Alex, M.Sc., B.Ed.<br>(Asst. Prof.)                        | 9447824204 |
| 4. Dr. Jean Jose J., M.Sc., Ph.D<br>(Asst. Prof.)                       | 9447696739 |
| 5. Ms. Gopika S.M., M.Sc.<br>(Guest Faculty)                            | 9567029450 |
| 6. Dr. Binsy M. Kesavan, M.Sc., B.Ed., M. Phil, Ph.D<br>(Guest Faculty) | 8304995808 |
| 7. Dr. Naziya Rasheed, M.Sc., B.Ed., Ph.D<br>(Guest Faculty)            | 9497271363 |
| 8. Dr. Remya Devi G.S., M.Sc., B.Ed., Ph.D<br>(Guest Faculty)           | 9633721729 |

## DEPARTMENT OF POLITICAL SCIENCE

The Department started functioning in 1980, with the introduction of B.A. Political Science at the under graduate level. The department of Economics and History are working in association with the department and offers complementary courses to the students of B.A. Political Science.

### Faculty Details

1. Ms. Sreelakshmi Jayan, M. A., B.Ed. 9037311987  
(Head & Asst.Prof)
2. Ms. Biji Baby, M.A., M.Ed. 9605268970  
(Guest Faculty)
3. Mr. Deepu S., M.A. 9633703943  
(Guest Faculty)

### Activities of note:

1. The department offers an add-on course on ***Threshold to the Indian Constitution***
2. Since 2016, the department has been conducting the Jijil Memorial Inter-departmental Quiz in memory of the late student Jijil Thomas.

## DEPARTMENT OF ECONOMICS

The Department of Economics started functioning in the college from 1964, when the college began its operations as a junior college. At that time, the subject had been taught only at the Pre - Degree level. From 1981, with the introduction of the B.A. Degree course in Political Science, the department started handling a subsidiary course in Economics for the students of B.A. Political



Science. With the separation of the Pre-Degree programme from colleges, it remained the only course for the department to manage. Currently the department is handling four complementary courses in Economics, distributed over the first four semesters of the First Degree Programme in Political Science.

### **Faculty Details**

1. Dr. Leni V., M.A., Ph.D. 8547273612  
(Assoc. Prof.)

### **DEPARTMENT OF HISTORY**

### **Faculty Details**

1. Ms. Aswathi R Pillai, M.A., B.Ed. 9947402810  
(Guest Faculty)

### **DEPARTMENT OF PHYSICAL EDUCATION**

The Department of Physical Education started functioning right from the beginning of the college in 1964. The department has gifted many outstanding players to the college across the years. Our college trains various teams including the Volleyball team (men & women), Basketball team (men & women), Ballbadminton team (men & women), Cricket team (men) and Kabbadi team (men). Students participating in athletics are also trained by the department. The department has a table tennis court equipped 12 station multi-gym and an International level Basketball court. The PTA gives away cash prizes and trophies annually to the outstanding students and teams participating in District, State and University level.

### **Faculty Details**

1. Mr. Thomas P. George M.P.Ed 9447248933  
(Guest Faculty)

## Other activities

In 2016, the department hosted and sponsored the University of Kerala Inter Collegiate Women’s Basketball Tournament. The tournament is now known by the name of our Founder Manager as the HH Moran Mar Baselios Marthoma Mathews II Birth Centenary Memorial Everrolling Trophy.

### LIBRARY

The College Library is the central facility to support the teaching and learning needs of the college. The library has been functioning since the inception of the college in 1964. It is fully automated with a standard library management software. The library provides computer based Online Public Access Catalogue (OPAC) and web OPAC([www.sgc.libsoft.org](http://www.sgc.libsoft.org)) for searching documents available in the library. The library is also equipped with internet connectivity which the users could make use of for academic purpose. Additionally, the library offers an add-on course entitled “Basics of Library and Information Science.”

### Librarian Details

Dr. Paul John M.LISc., Ph.D (Librarian UGC) 9495554691

### ADMINISTRATIVE AND NON TEACHING STAFF

1. Mr. Johnson Koshy (Junior Superintendent) 9495434210
2. Mr. P. Prince (Head Accountant) 8086428069
3. Mr. K.K.Kuruvila (Sr. Clerk) 9447311010
4. Mr. Baby John (L.D. Clerk) 8281061804
5. Ms. Elezabeth Samuel (L.D. Clerk) 8078596966

- |                                    |            |
|------------------------------------|------------|
| 6. Ms. Sneha Thomas (L.D. Clerk)   | 8943636815 |
| 7. Mr. Sachu D. Saji (L.D. Clerk)  | 7559047305 |
| 8. Ms. Riya Elsa Sabu (L.D. Clerk) | 9747788477 |

**LABORATORY STAFF**

- |                                     |            |
|-------------------------------------|------------|
| 1. Ms. Asha K. John (Lab Assistant) | 9744182565 |
| 2. Mr. Jijumon Joy (Lab Assistant)  | 9645036683 |

**I. Q. A. C.**

The I.Q.A.C. plays a vital role in maintaining and enhancing the quality of education in the college. The current constitution of the IQAC is as follows.

- |                                   |  |
|-----------------------------------|--|
| 1. Dr. Suman Alexander            | Principal (Chairperson)                      |
| 2. Ms. Jiji Peter                 | Vice Principal                               |
| 3. Rev. Fr. J. Mathewkutty        | Administrator<br>(Management representative) |
| 4. Dr. Sumi Alex                  | IQAC Coordinator                             |
| 5. Mr. Johnson Koshy              | Senior Administrative Officer                |
| 6. Smt. Aisha Potty               | Eminent Person from Local Society            |
| 7. Ms. Geetha Sudhakaran          | Nominee from Stakeholders<br>(Parents)       |
| 8. Dr. Padma L Suresh             | Nominee from Industrialists                  |
| 9. Dr. V.S. Rajeev                | Nominee from Employers                       |
| 10. Dr. Jacob Varghese Vadakkedam | Alumni Representative                        |
| 11. Dr. Seema S Nair              | Faculty Member                               |
| 12. Dr. Francis Chacko            | Faculty Member                               |
| 13. Dr. Krishnakumar              | Faculty Member                               |
| 14. Dr. Remya R.                  | Faculty Member                               |
| 15. Dr. Sajeesh S.                | Faculty Member                               |
| 16. Dr. Jubin Mattappallil        | Faculty Member                               |
| 17. Dr. Paul John                 | Librarian                                    |
| 18. Mr. Reni Royson               | Nominee from Students                        |

**TEACHERS IN-CHARGE OF  
VARIOUS COMMITTEES/ CLUBS/ ASSOCIATION 2020-21**

1.	Staff Advisor to the College Union	Dr. Archana G.R.
2.	I.Q.A.C. Co-ordinator	Dr. Sumi Alex
3.	R.U.S.A. Co-ordinator	Dr. Francis Chacko
4.	F.I.S.T. Co-ordinator	Dr. Krishnakumar V.
5.	C.L.M.C. Co-ordinator	Mr. Shiju Thomas
6.	Department N.A.A.C. Co-ordinators Commerce Botany Chemistry English Physics Political Science Oriental Languages Mathematics Zoology	Mr. Arun Mohan Mr. Shalaj R. Ms. Anju Alex Dr. Sajeesh S. Dr. Rinu Sam S. Ms. Sreelakshmi Jayan Dr. Jubin Mattappallil Dr. Jino Nainan Ms. Lincy Alex
7.	Discipline Committee	Dr. Rinu Sam S. (Co-ordinator) Mr. Arun Mohan Fr. Biji P. Dr. Lt. Indulal C.R. Mr. Nevin John Dr. Sajeesh S. Dr. Jubin Mattappallil

		Dr. Paul John Dr. Binil P. Sasidharan Mr. Shalaj R. Dr. Elizabeth John
8.	A.I.S.H.E Nodal Officer	Dr. Francis Chacko
9.	Time Table Committee	Dr. Jino Ninan Dr. Sumi Alex Dr. Rani S. Dharan Dr. Francis Chacko Dr. Fergy John
10.	Subject Associations Botany Chemistry Commerce English Mathematics Physics Political Science Zoology	Dr. Archana G.R. Mr. Shiju Thomas Mr. Arun Mohan Dr. Sajeesh S. Mr. Nevin John Ms. Rejani V Koshy Ms. Sreelakshmi Jayan Ms. Lincy Alex
11.	Tutorials	Dr. Lekshmi G.M. Ms. Geethu Thomas
12.	Career Guidance & Counselling Centre	Dr. Sajeesh S. Ms. Anju Alex
13.	Women's study Unit	Dr. Fergy John Dr. Pinky Abraham

14.	Health Care & Nutrition Club	Dr. Aswathy Aromal Ms. Bindya M. Babu
15.	Bhoomitra Sena Club	Dr. Jean Jose Ms. Lincy Alex Dr. Lekshmi G.M.
16.	N.I.R.F. Nodal Officer	Dr. Seema S. Nair
17.	Admission Co-ordinator	Mr. Shalaj R.
18.	Community based activities of CACEE, Continuing Education Centre and Population Education Club	Ms. Lancy Thomas Kurakar Ms. Reshma Elizabeth Jacob Ms. Reshma U.
19.	Book Club	Dr. Jubin Mattappallil Dr. Fergy John
20.	Energy and Environment Conservation Club	Dr. Krishnakumar Dr. Remya R.
21.	Nature/ Eco Club	Dr. Binil P. Sasidharan Mr. Shalaj R.
22.	Forestry Club	Mr. Shalaj R. Dr. Archana G.R.
23.	Music club/ College choir	Mr. Shaji C. John
24.	Debate Club	Dr. Leni V.
25.	Anti-Intoxication Club	Dr. Lt. Indulal C.R.
26.	Quiz club	Ms. Bency John
27.	Photography Club	Dr. Rani S. Dharan Dr. Elizabeth John

28.	College Calendar	Dr. Sajeesh S. Mr. Nevin John
29.	N.S.S	Ms. Asha G. Dr. Manu V.
30.	N.C.C.	Dr. Lt. Indulal C.R.
31.	Scout and Guides	Dr. Rinu Sam S.
32.	Scholarship Committee Members	Dr. Manu V. (Nodal Officer) Dr. Aswathy Aromal Ms. Anslin T.M. Ms. Sreelakshmi Jayan Ms. Lancy Thomas Kurakar Dr. Lekshmi G.M. Ms. Lincy Alex
33.	Planning Forum	Dr. Sumi Alex Dr. Seema S. Nair Dr. Remya R.
34.	Placement Cell	Dr. Seema S. Nair Dr. Remya R.
35.	Anti Ragging Cell	Mr. Shalaj R. Dr. Rinu Sam
36.	Science Forum	Dr. Jisha K.R. Mrs. Anju Alex
37.	College Information Officer	Dr. V. John Panicker
38.	M.G.O.C.S.M	Mr. Shiju Thomas



39.	College Website Admins	Mr. Arun Mohan Dr. Seema S. Nair
40.	INFLIBNET	Dr. Paul John
41.	P.T.A.	Dr. Jisha K.R.
42.	Alumni Association	Dr. Sumi Alex
43.	University Examiners	Dr. Pinky Abraham
44.	Co-operative Store	Mr. Shalaj R.
44.	Purchase Committee Members	Dr. V. John Panicker Dr. Sumi Alex Dr. Francis Chacko Dr. Archana G.R. Dr. Paul John Ms. Sreelakshmi Jayan Dr. Rani S. Dharan Dr. Jino Nainan Dr. Krishnakumar V. Mr. Johnson Koshy Mr. P. Prince
45.	Library Committee	Dr. V. John Panicker Dr. Paul John Mr. Shiju Thomas Dr. Fergy John Dr. Lekshmi G.M. Ms. Sreelakshmi Jayan Dr. Jubin Mattappallil Ms. Lancy Thomas Kurakar

		Ms. Anslin T.M. Ms. Lincy Alex
46.	Council Members	Dr. Suman Alexander Dr. V. John Panicker Dr. Jino Nainan Dr. Rani S. Dharan Dr. Sumi Alex Dr. Fergy John Ms. Rejani V. Koshy Ms. Asha G. Ms. Jiji Peter Ms. Sreelakshmi Jayan Dr. Archana G.R. Dr. Francis Chacko Dr. Lt. Indulal C.R. Dr. Paul John (Librarian) Mr. Johnson Koshy (Office Superintendent)
47.	General Co- ordinator	Ms. Rejani V. Koshy
48.	Gender Justice Forum & Internal Complaint Committee	Dr. Suman Alexander (Lady Assoc. Prof.) Ms. Asha G. (Teaching Staff) Dr. Lt. Indulal C.R. (Teaching Staff) Mr. Johnson Koshy (Non-Teaching Staff)

		Ms. Elezabeth Samuel (Non-Teaching Staff)
49.	Young Innovation Programme	Dr. Lt. Indulal C.R. Dr. Binil P. Sasidharan Dr. Sajeesh S.
50.	System Admin	Mr. Arun Mohan
51.	Yoga & Health Club	Ms. Beena G.P. Mr. Kevin Thomas Villoth Dr. Binil P. Sasidharan
52.	Code of Conduct	Dr. Suman Alexander (Chairperson)  Dr. Sumi Alex (I.Q.A.C Co-ordinator)  Dr. V. John Panicker (H.O.D'S Representative)  Dr. Francis Chacko (Asst. Prof. Representative)  Ms. Beena G.P. (Rep. of Female Faculty Members)
53.	A.S.A.P	Mr. Arun Mohan

**FEE SCHEDULE**

Sl.No.	Item	Degree	Post Graduate
1.	Tuition Fees	1050	1890
<b>Special Fees (P.D)</b>			
1.	Admission Fee	80	160
2.	Lab Fee : Mathematics	160	-
	Physics, Chemistry	425	1260
	Botany, Zoology	585	-
3.	Association Fee	55	55
4.	Athletic Fee	105	105
5.	Library Fee	105	105
6.	Audio- Visual Fee	30	30
7.	Calendar Fee	35	35
8.	Magazine Fee	55	55
9.	Medical Inspection Fee	10	10
10.	Stationery Fee	55	55
11.	Student Aid Fund (P.D)	10	10
12.	Women's Study Unit	10	10
<b>University Special Fees</b> (One Time Payment, Online Payment by General Students)			
1.	Affiliation Fee	350	450
2.	Medical Inspection Fee	30	20
3.	Sports Affiliation Fee	225	150
4.	Student Aid Fund	90	60
5.	University Union	180	120
6.	Women's Study Unit	45	30
7.	Students Care Fund	300	200
8.	Matriculation Fee	105	-
9.	Recognition Fee	315	-
10.	Eligibility Fee	210	-

## 2. Rules for Remitting Fees

Fees will be collected in 3 installments in the months of June, October & January. All Special Fees and caution deposits should be remitted along with the first installment.

Fees will be received in the College Office as per the schedule given below:

- I & II Sem. Classes - First working day of every month
- III & IV Sem. Classes - Second working day of every month
- V & VI Sem. Classes - Third working day of every month
- Post Graduate Classes - Fourth working day of every month

If a student fails to pay the fees on the due dates he/she shall be liable to pay a fine of Rs. 5.00 till the 10<sup>th</sup> day, and an additional fine of Rs.10.00 will have to be paid, thereafter.

If the fees and fine of an installment are not paid before the last date given for the payment of that installment, the name of the student will be removed from the rolls of the college with effect from the date following expiry of that period and the student will not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be re-admitted he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. Such a re-admitted student will get the benefit of attendance only from the date of re-admission.

The last opportunity for payment of an installment of fee mentioned in the above para is defined as the last working day previous to fee due date of the succeeding instalment. But in the case of the fee due date for February, the last working day previous to 5th March will be considered as the last opportunity.

Every student is liable to pay the prescribed fee for the

whole term(See Rule) during the part of which his/her name is on the rolls of the College .Students should obtain a receipt from the Cashier for any payment made in the College These receipts should be retained by them for later reference or verification.

Students are expected to produce the fee receipt of their payment. For the purpose of remittance of fee there will be three terms namely:

1 <sup>st</sup> Term	:	01-06-20...	to	21-08-20...
2 <sup>nd</sup> Term	:	01-09-20...	to	18-12-20...
3 <sup>rd</sup> Term	:	01-01-20...	to	31-03-20...

Cheques and part payment of fees will not be accepted. Fees once paid will not be refunded in any circumstance.

### **GENERAL RULES**

The academic year is from June to March and is divided into two semesters for U.G. and P.G. Courses.

#### **I Admission and withdrawal**

1. All candidates seeking admission must acquaint themselves with the rules and regulations of the college and will be bound by them, if admitted.
2. Application for admission in the management quota should be made in the prescribed form which can be obtained from the college office on payment of registration fee Rs. 50.
3. At the time of admission candidates must produce transfer and conduct certificates in original from the school or college they last attended along with the qualifying certificate and marklists.
4. Candidates from other Universities should produce migration certificates along with an eligibility certificate from the University of Kerala.

5. For community quota admission, Orthodox students should produce a Community cum Conduct Certificate from the Priest of their parish.
6. Those who seek fee concession must produce income and community certificates from the Village Officer concerned.
7. Candidates selected for admission will be required to appear along with their guardians for an interview before the Principal. The selection is provisional and is subject to confirmation only after the interview and scrutiny of certificates.
8. Candidates will have to pay the first installment of tuition fees, special fees, caution deposit and such other fees, prescribed by the University before they are allowed to attend the class.
9. Any candidate found to have obtained admission by false representation shall be removed from the rolls.
10. Every student of the college will be issued an Identity Card on admission. The student is bound to produce the card on demand by any member of the staff.
11. Qualifying certificates submitted by the students at the time of admission will be returned only on completion of the course of study. Certificates and mark sheets should be claimed at least within three months after the completion of the course of study. The college office will not be responsible after the above mentioned period.

## **II. Issue of certificate**

1. A student( former or present) applying for certificate for transfer, age, character, sports, N.C.C., shall do so in the prescribed form to the Principal stating the year of study, admission number, class last attended and home address.

2. Transfer Certificate will be issued only after the payment of all dues to the college.
3. No certificate will be sent by post unless the transmission charges are pre paid.

### **III. Fee concession**

1. Students eligible for fee concession should submit their application to the Principal in the prescribed form within 15 days of their admission.
2. Applicants belonging to SC,ST, Kudumbi or OBC and Christian converts from any of the above groups, should produce Caste and Income Certificates from the Tahsilder concerned. Such certificates should be produced at the beginning of every subsequent academic year, if the concession is to be renewed.
3. Concession will also be available to other students as per the provisions of the Kumara Pillai Commission Report.

### **IV. Caution Deposit Rules**

1. Every student on admission to a course of study must pay the prescribed caution deposit along with the first installment of the fees.
2. The caution deposit will be refunded on completion of the course of study after deducting dues, if any. However the caution deposit will be refunded before the completion of the course of study in case, the student leaves the College with transfer certificate.
3. It shall be the responsibility of the student to claim the refund in the prescribed form on the date notified on the notice board. The receipt issued for the remittance of caution deposit should



be produced along with the application for refund. Failure to produce the original receipt will result in forfeiture of the claim for refund.

4. Claim for refund of caution deposit should be made before the re-opening of the college, after the completion of the course which the class number of students who did not claim the re-fund will be published on the college notice board. Amounts unclaimed after two months (April 1 to May 31st) from the date of such publication will be forfeited.

## **V. Conduct and Discipline**

1. It shall be the bounden duty of every student to abide by the rules and regulations of the college and conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student should attend classes regularly and punctually.
3. Students are expected to wear clean, suitable clothes and their identity cards (This is mandatory as per G.O.No.26483/GI/15/H.Edn. dated 12/10/2015) in the campus.
4. Use of mobile phone is strictly prohibited.
5. Ragging is a punishable offence and students are expected to treat each other with respect.
6. Smoking or indulging in other reprehensible habits within the college premises are also forbidden.
7. Proper respect must be paid to the staff both inside and outside classrooms.
8. Malpractices at examinations and test papers will be severely dealt with.

9. Students should not cause any damage or loss to the property and articles of the college.
10. Students who do not have classes during a period should not loiter on the college veranda or in the premises.
11. Political activism has been banned on the college as per the Hon'ble High Court Order No. WP (C) .No. 24286 of 16 (1).
12. Requests and representations on behalf of the class and notices if any kind should not be circulated among the students anywhere within the college premises without the written permission of the Principal.
13. Meetings of any kind will not be held within the college premises without the written permission of the Principal. Prior permission of the Principal should be obtained for:-
  - a. Organising special meetings, entertainments or social functions in the College
  - b. For using loud- speakers, megaphones etc.in the college premises
  - c. For inviting persons from outside for any function in the college
  - d. For collecting subscriptions of any kind from the students and staff members of the college
14. When a student has any doubt on any matter concerning college discipline, he may seek guidance from the Principal or any of the Heads of Departments. A student who violates any rule or regulation of the college is liable to be punished. The decision of the Principal in matters of discipline shall be final.
15. The management has the authority to conduct an enquiry against any student regarding his misconduct.

16. Any matter not covered by the above-mentioned rules shall be decided by the Principal from time to time.

## **VI. Attendance and leave of absence**

1. Attendance will be taken at the beginning of each period. Late comers shall enter the class room only with the permission of the teacher concerned.
2. Leaving the class room after the roll-call without the permission of the teacher is a punishable offence. Impersonation at roll-call will be considered as a serious offence. Students are not permitted to absent themselves without leave for the whole or part of a day. Absence without leave to a class after roll-call entails forfeiture of attendance for the whole day.
3. A student who comes late to a class after roll-call will be treated as absent for that period. A student who is absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.
4. Leave of absence should be obtained from the Principal on the recommendation of the Head of the Department / Class Teacher concerned. As far as possible, leave should be obtained beforehand. If the grounds of application for leave are not satisfactory the student may be called upon to explain or leave may be refused.
5. Application for leave for a period may be made to and granted by the teacher in-charge of the work in that period. In that case a note signed by the teacher concerned must be forwarded to the office.

6. Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class at the time in support of their application for leave.
7. Application for leave for more than three days at a stretch should be supported either by a letter from the parent / guardian or by a medical certificate in case of illness.
8. The minimum attendance prescribed by the University is three fourth of the number of the working days in the academic year. Exemption from shortage of attendance (subject to a maximum of 20 days) can be granted by the Syndicate, on the recommendation of the principal, provided leave has been applied for and granted for such absence on satisfactory grounds. Duty leave for sports education and extra curricular activities will be granted only to athletes and persons representing the college or University in various matches, tournaments, sports and cultural events.
9. A student deputed to participate in matches, tournaments, sports events etc should submit his/her leave application duly recommended by the lecturer in Physical Education to the class teacher concerned for necessary action not later than one week after the event. It is the responsibility of parents and guardians to find out from the college office if the attendance is not granted as a matter of course. It will be granted only in cases where it is satisfied that the students could not obtain 75% of attendance owing to reasons beyond their control. Exemption will not be granted for more than one academic year in any course of study or for shortage exceeding 20 days.

10. The maximum period for which duty leave can be granted to a student for athletic activities will be limited to 20% of the total number of working days.

## **VII. Medical Inspection**

Every student has to undergo a medical inspection by a medical officer appointed by the college on such dates as may be notified from time to time. Failure to present oneself for medical inspection is a serious offence.

## **VIII. Working days and class hours**

1. The college works under the full day system with two sessions, the morning session of three periods and afternoon session of two periods with a noon interval in between two sessions. In the morning classes begin with a two minutes prayer.
2. The class hours are from 10 am to 4 pm with a lunch break from 1 pm to 2 pm.

## **IX. Examination, Test Papers and Progress Report**

1. There will be one test paper in a semester. The progress of the students in the academic studies will be intimated to the guardians. Every student should attend the college examinations and test papers. Leave of absence during days of examinations will be granted only by the Principal.
2. Absence without leave from the examinations and test papers will be regarded as a serious breach of discipline.
3. Any kind of malpractice in examinations and test papers will be treated as a gross offence and will be seriously dealt with.

## **CODE OF CONDUCT**

### **A) Students**

Students are enjoined upon to abide by the rules, policies and guidelines of the college, as well as that of the University of Kerala. Accordingly, they must conduct themselves in a disciplined and decorous manner in all circumstances.

#### **Key Values:**

Students are entreated to cultivate the following key values in particular:

- ◆ Respect, empathy and compassion for all fellow beings.
- ◆ Remain unprejudiced by differences of caste, class, creed, religion, gender, and to celebrate diversity.
- ◆ Maintain a life-long love for learning, undergirded by critical thinking and a scientific temper.
- ◆ Honour and preserve the natural world and its resources.
- ◆ Become responsible, progressive, and socially conscientious citizens.

#### **Appearance:**

- ◆ Students are expected to wear clean, neat and modest clothes.
- ◆ Identity cards are issued to all students in the first year. While on campus, students must mandatorily wear their ID cards at all times (as per G.O.No. 26483/GI/15/H. Edn.dated 12/10/2015)

#### **Attendance and Application for Leave:**

- ◆ Every student should attend classes regularly and punctually.
- ◆ Latecomers shall enter the class room only with the permission of the teacher concerned.
- ◆ Students are not permitted to absent themselves without leave for the whole or part of a day.

- ◆ Absence without leave to a class after roll-call entails forfeiture of attendance for the whole day.
- ◆ A student who comes late to a class after roll-call will be treated as absent for that period. A student who is absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.
- ◆ Leave of absence should be obtained from the Principal on the recommendation of the Head of the Department / Class Teacher concerned. As far as possible, leave should be obtained beforehand.
- ◆ If the grounds of application for leave are not satisfactory, the student may be called upon to explain or leave may be refused.
- ◆ Application for leave for a period may be made to and granted by the teacher in-charge of the work in that period. In that case a note signed by the teacher concerned must be forwarded to the office.
- ◆ Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class at the time in support of their application for leave.
- ◆ Application for leave for more than three days at a stretch should be supported either by a letter from the parent / guardian or by a medical certificate in case of illness.
- ◆ The minimum attendance prescribed by the University is three fourth of the number of the working days in the academic year.
- ◆ Exemption from shortage of attendance (subject to a maximum of 20 days) can be granted by the syndicate, on the recommendation of the principal, provided leave has been applied for and granted for such absence on satisfactory grounds.

- ◆ Duty leave for sports education and extra-curricular activities will be granted only to athletes and persons representing the college or University in various matches, tournaments, sports and cultural events.
- ◆ A student deputed to participate in matches, tournaments, sports events etc should submit his/her leave application duly recommended by the lecturer in physical education to the class teacher concerned for necessary action not later than one week after the event.
- ◆ It is the responsibility of parents and guardians to find out from the college office if the attendance is not granted as a matter of course. It will be granted only in cases where it is satisfied that the students could not obtain 75% of attendance owing to reasons beyond their control. Exemption will not be granted for more than one academic year in any course of study or for shortage exceeding 20 days.
- ◆ The maximum period for which duty leave can be granted to a student for athletic activities will be limited to 20% of the total number of working days.

**Punishable offences:**

- ◆ Leaving the class room after the roll-call without the permission of the teacher is a punishable offence.
- ◆ Use of mobile phone whilst in class is strictly prohibited.
- ◆ Ragging is a punishable offence and those indulging in the same will be severely penalized. Students are expected to treat each other with respect.
- ◆ Students found guilty of sexual harassment will be severely punished.



- ◆ Smoking, intake of drugs, alcohol or indulging in other reprehensible habits within the college premises are also forbidden.
- ◆ Malpractices at examinations and test papers will be severely dealt with.
- ◆ Students should not cause any damage or loss to the property and articles of the college.

**Other guidelines:**

- ◆ Students who do not have classes during a period should not loiter on the college veranda or in the premises.
- ◆ Requests and representations on behalf of the class and notices of any kind should not be circulated among the students anywhere within the college premises without the written permission of the Principal.
- ◆ Meetings of any kind will not be held within the college premises without the written permission of the Principal.
- ◆ Prior permission of the Principal should be obtained for:-
  - a. Organising special meetings, entertainments or social functions in the College
  - b. For using loud- speakers, megaphones etc, in the college premises
  - c. For inviting persons from outside for any function in the college
  - d. For collecting subscriptions of any kind from the students and staff members of the college
- ◆ When a student has any doubt on any matter concerning college discipline, he may seek guidance from the Principal or any of the Heads of Departments.

- ◆ A student who violates any rule or regulation of the college is liable to be punished. The decision of the Principal in matters of discipline shall be final.
- ◆ The management has the authority to conduct an enquiry against any student regarding his misconduct.

Any matter not covered by the above-mentioned rules shall be decided by the Principal from time to time.

## **B) Teaching Staff**

### **General Guidelines:**

- ◆ Teachers should strive to be good role models to students through decorous conduct on and off campus.
- ◆ Teachers are prohibited from indulging in discrimination on the basis of religion, caste, creed, gender, ethnicity, financial status, family background, sexual orientation, etc.
- ◆ Teachers must strictly refrain from inappropriate behaviour such as the use of physical force, sexual misconduct, or any other act causing severe psychological distress to students.
- ◆ Teachers must always be honest, fair, impartial, and foster the spirit of equality.
- ◆ Teachers are expected to cultivate cordial, supportive relationships with the guardians of their students.
- ◆ Teachers must develop co-operative working relationships with their colleagues, non-teaching staff and the college management.
- ◆ Teachers should encourage the holistic development of their students, motivating them to participate in various co-curricular and extra-curricular activities.

- ◆ Teachers are discouraged from bringing mobile phones to class.
- ◆ Teachers must comply with the rules, policies and guidelines of the University, as well as that of the college.
- ◆ Teachers must strive for the smooth and effective implementation of the Mentor-Mentee system.
- ◆ Teachers in charge are required to deliver regular lessons for the various Add-on and Bridge courses recognised by the college.
- ◆ Teachers are tasked with efficiently discharging any other duties allocated to them, including the co-ordinatorship/membership of various clubs, committees, organisation of events such as departmental associations, cultural or sports programmes, college elections, etc.

**Appearance:**

- ◆ Teachers must be neatly and modestly dressed.
- ◆ Whilst on campus, teachers must bear the ID cards issued to them.

**Curricular Responsibilities:**

- ◆ Teachers must complete the lessons allotted to them as per schedule, allowing for sufficient revision and doubt clearance sessions before examinations.
- ◆ Teachers must take cognizance of the differential learning abilities of their students, and accommodate them while delivering lessons, so that all students are able to follow the curriculum.
- ◆ Teachers must maintain a work diary for each academic year.
- ◆ Teachers must adhere to the timetables allotted to them.

- ◆ Evaluation of examinations and assignments must be fair and prompt, and the results of the same must be duly communicated to the students.
- ◆ CE marks must be uploaded on the University portal as per schedule.

### **Punctuality and Leaves:**

- ◆ Teachers must be punctual in reporting for duty. They must remain on campus till the end of the prescribed working hours.
- ◆ Teachers must sign in the attendance register before 10 am each morning, and again while leaving campus in the evening after the working day has ended.
- ◆ Any teacher who reports late in the morning or who wishes to leave campus early, must secure prior permission from the Principal to do so.
- ◆ Teachers can avail a total of 15 casual leaves per calendar year. Availing of these leaves must not hinder the completion of any duty assigned to the teacher.
- ◆ While availing ODs and DLs, teachers must inform the same to the respective Heads of Department, who must then make arrangements necessary for the smooth functioning of the department in the absence of said teacher.
- ◆ Teachers availing leaves on medical grounds must submit the requisite medical documents to the office.
- ◆ Teachers must be present on campus on the first and/or last working day of each semester.

### **Heads of Department:**

- ◆ Heads of Department should have a copy of the departmental timetable and individual teacher timetables.

- ◆ Heads of Department are responsible for the maintenance and upkeep of all departmental properties including tables, chairs, laboratory equipment, electrical and electronic appliances, gardens, etc. They must duly report to the Principal, loss or damage to such properties, if any.
- ◆ Heads of Department must ensure that regular PTA meetings are convened to update guardians about their wards' progress.
- ◆ Heads of Department convene regular departmental level meetings to discuss relevant issues and maintain minutes of the same.

### **Research and Faculty Development:**

- ◆ Teachers must keep abreast of the latest pedagogical practices and advancements in their respective fields by participating in Faculty Development Programmes, Orientation and Refresher Courses, etc.
- ◆ Teachers are encouraged to actively pursue research activities such as the publication of articles, text books, supervision of research projects, etc.
- ◆ Organisation and participation in national and international seminars, conferences, workshops, etc, are encouraged.

### **C) Non-Teaching Staff**

- ◆ Non-teaching staff must be neatly and modestly dressed whilst on campus, and must bear the ID cards issued to them.
- ◆ Non-teaching staff must punctually report for duty.
- ◆ Those reporting late or desirous of leaving early, must obtain prior permission from the Principal to do so.
- ◆ Non-teaching staff must establish a cordial and co-operative working relationship with students, teaching staff and the management.

- ◆ Non-teaching staff must discharge all duties allocated to them in a prompt, diligent and honest manner.
- ◆ Non-teaching staff must periodically upgrade their skills and knowledge in order to better perform the professional duties assigned to them.
- ◆ They must refrain from inappropriate behaviour and discrimination on the basis of religion, caste, creed, gender, ethnicity, etc.
- ◆ Non-teaching staff can avail 20 casual leaves per calendar year
- ◆ Non-teaching staff must ensure that their membership or involvement with any external organisation does not bring disrepute to the college or lead to a conflict of interest with their status as employees of the college.

### **SEVERELY PUNISHABLE OFFENCES**

#### **1. RAGGING**

*(Source: Summary of UGC Regulations on Ragging: antiragging.in)*

**Definition:** Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or

generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a 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, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or 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.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

**Punishment:** Depending on the nature and gravity of the offence, any student, who, upon investigation by the Anti-Ragging Cell is found guilty of ragging, may be awarded one or more of the following punishments, namely:

- 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 period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

## **SEXUAL HARRASMENT**

*(Source: University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.*

**Definition:** “sexual harassment” means:

- (i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely; -



- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
  - (b) demand or request for sexual favours;
  - (c) making sexually coloured remarks
  - (d) physical contact and advances; or
  - (e) showing pornography”
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) implied or explicit threat of detrimental treatment in the conduct of work;
  - (c) implied or explicit threat about the present or future status of the person concerned;
  - (d) creating an intimidating offensive or hostile learning environment;
  - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

**Punishment and compensation:**

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI<sup>1</sup>, if the offender is an employee.<sup>2</sup>
- (2) Where the respondent is a student<sup>3</sup>, depending upon the severity of the offence, the HEI may,-
- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

- (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.

<sup>1</sup>Higher Educational Institution” (HEI) means a university within the meaning of clause ( j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);

<sup>2</sup>employee means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name),

interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

<sup>3</sup> student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student; Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;

## **GREEN POLICY DOCUMENT**

St Gregorios College recognises the importance of educating its employees and the student body about the necessity of practising an environmentally conscious and sustainable lifestyle. To this effect it has issued the following guidelines, which are in line with the Green Protocol issued by the Government of Kerala. The aim of these directives is to create a “Clean, Green and Plastic-Free” campus which inspires students to be more responsible towards the environment and the management of its resources.

### **Plastic Ban**

- ◆ Students, faculty and non-teaching staff should be made aware of the disastrous impacts of plastic pollution on the environment.
- ◆ Students and employees of the institution are enjoined upon to avoid usage of plastic products, especially single-use plastic, on campus.
- ◆ Instead of plastic water bottles, lunch boxes, or carry bags, students and employees of the institution must utilize more environmentally viable substitutes like steel bottles, steel lunch boxes, cloth bags, etc.

- ◆ Use of plastic products are strictly prohibited at any function or meeting organised on campus premises.
- ◆ Cloth banners, steel/porcelain cups and plates must be used instead of plastic flexes and disposable cups and plates at such events.

### **Waste Management**

- ◆ Solid waste generated are to be segregated into biodegradable and non-biodegradable waste. Colour coded bins are installed in campus for this purpose.
- ◆ The college must strive to minimise the generation of paper waste. This may be done by encouraging, where possible, the online submission of assignments, and double-sided printing on paper.

### **Greening the Campus**

- ◆ The planting of trees and saplings is to be encouraged in order to increase the green cover and improve the air quality on campus.
- ◆ Commemoration of significant days is to be accompanied by the planting of saplings.

### **Water Conservation**

- ◆ Rain water harvesting is to be implemented as a means of ensuring adequate availability of water.
- ◆ Students and employees must use water judiciously and avoid its wastage at all costs.

### **Shift to Alternate Sources of energy**

- ◆ Concerted efforts are to be made to shift towards cleaner, renewable sources of energy.

- ◆ The institution should invest more in solar power to meet its energy requirements.
- ◆ The institution should switch to using cost effective and energy-efficient LED bulbs.
- ◆ The biogas plant, powered by waste generated on campus, may be utilized to meet a portion of the institution's energy needs.

### **Restricting Vehicle Entry**

- ◆ Outside vehicles are not allowed in campus during the working hours of the institution without prior permission.
- ◆ Students and employees are advised to resort to sustainable transport habits such as reliance on public transport, car-pooling, walking etc.

### **DISABILITY POLICY**

The institution strives to provide an inclusive, accommodative and barrier-free learning environment for its students. Accordingly, it endeavours to safeguard the rights and needs of its disabled pupils. The key principles of the institution's disability policy are as follows:

- 1) To recognize disabled students as significant human resources with the potential to impart considerable value to the institution and to the nation.
- 2) To view education as an equalizing force that should enable disabled students to surmount obstacles, harness their innate talents and thrive in life.
- 3) To impress upon the teaching and non-teaching staff, the need to adopt a respectful, sensitive and non-discriminatory attitude towards disabled students and their families.

The following facilities should be established in campus to benefit disabled pupils:

- 1) Provision of wheelchairs and construction of ramps to allow disabled students to easily access the college environs.
- 2) Provision of signboards
- 3) Provision of accessible restroom facilities
- 4) To assist disabled students in writing exams by arranging for them suitable scribes in accordance with the University guidelines.

### **COLLEGE LIBRARY**

College Library is the central facility to support the teaching and learning needs of the college. The library has been functioning since the inception of the college (since 1964). It is fully automated with a standard library management software. The library provides computer based Online Public Access Catalogue (OPAC) and web OPAC ([www.sgc.libsoft.org](http://www.sgc.libsoft.org)) for searching documents available in the library. The library is also equipped with internet connectivity which the users could make use of for their academic purpose.

#### **Collection**

The library book collection includes about 35000 printed books, and subscribes to more than 6000 plus online journals & lakhs of e- books through N-LIST (INFLIBNET) program. (To access the resources under the NLIST Program, users require login ID and Password). Library subscribes various journals, popular magazines and news papers.

#### **Working time**

The library remains open on all working days from 9.30 am. to

4.30 p.m. The loan counter will be closed half an hour before the closing of the library.

### **Loan privileges**

Loan privileges of different categories of users are as follows:

<b>Category of users</b>	<b>Number of books</b>	<b>Loan period</b>
Undergraduate students	2 books at a time	14 days
Postgraduate students	5 ,,	14 days
Faculty Members	10 ,,	14 days
Non-teaching staff	3 ,,	14 days

### **General Rules**

- ◆ Identity card is compulsory for getting access to the library.
- ◆ Enter your name and sign in the register kept at the entrance before entering library.
- ◆ Conversation and discussion disturbs library ambience. Maintain dignified silence in the library.
- ◆ Personal belongings should not be taken in to the stack room. They may be left on the shelves provided at the entrance.
- ◆ The newspapers should be folded properly after reading and kept back in the designated place.
- ◆ Collections in the reference section will not be issued to outside, the users can refer the documents within reference section.
- ◆ Users should satisfy themselves about the physical condition and due date of the books issued in their account. If a book noticed to be damaged at the time of issue, the attention of the librarian/ library staff should be called to the fact.

- ◆ Readers should not deface, mark, cut , mutilate or damage library resources in any way. Books borrowed should be protected from RAIN, DUST, INSECT, etc. Loss of books or cards must be reported to the authority in writing. If any book is lost, damaged or mutilated, the borrower should replace it with a new copy or the fine specified by the institution must be remitted.
- ◆ Library borrowers cards are not transferable. Borrowers shall be responsible for the books which stand as borrowed under their names.
- ◆ Sub- lending and transferring of books are not entertained.
- ◆ Absence from the college will not be accepted as an excuse for not returning the book in time.
- ◆ A fine of Re.1/- will be levied for the delayed return, until book is returned or its loss reported.
- ◆ No one can borrow more than one copy of the same book.
- ◆ Librarian has the right to recall the books at any time without any prior notices.

## **FIRST DEGREE PROGRAMME STRUCTURE**

### **Attendance**

Students who secure minimum of 75% attendance in the aggregate for all the courses of a semester taken together alone will be allowed to register for End Semester Evaluation (ESE). Others have to repeat the semester along with the next batch, unless they could makeup the shortage of attendance through condonation. However, the award of grade for attendance in CE shall be made course-wise. 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 a Degree Programme shall be granted to students who attend to University Union activities, meetings of University bodies and participation in extra curricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities issued by the university authorities/Principal.

### **Social Service/Extension Activities**

Social Services and Extension activities are mandatory for all students in 3rd and 4th semester with a minimum attendance of 40 hours. A student who makes achievement in Sports/Arts/N.C.C/ N.S.S shall get grace Marks.

### **Evaluation**

The Evaluation of each courses shall consists of two parts :

1. Continous Evaluation (CE)
2. End Semester Evaluation (ESE)

The CE and ESE ratio shall be 1:4 for both courses with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE. For all courses (Theory and Practical).

### **Continous Evaluation (CE)**

The marks of CE shall be consolidated by adding the marks of attendance. Assignment/Seminar and test paper respectively for a particular Course.

- a) Attendance 05 Marks
- b) Assignment/Seminar 05 Marks
- c) Test Paper 10 Marks

**Attendance (Max.Marks 5)**

The allotment of marks for attendance shall be as follows:

less than 51%	0 Marks
51% to 60%	1 Marks
61% to 70%	2 Marks
71% to 80%	3 Marks
81% to 90%	4 Marks
91% to 100%	5 Marks

**Assignments or Seminars (Max.marks 5)**

Each Student shall be required to do one assignment or one seminar for each Course. Valued assignments shall be returned to the students. The seminars shall be organized by the teacher/teachers in charge of CE and the same shall be assessed by a group of teachers including the teacher/teachers in charge of that course. Assignments/Seminars shall be valued on the basis of their quality. The teacher shall be similarly evaluated in terms of structure, content, presentation, interaction etc.

**Tests (Max.marks 10)**

For each Course there shall be one class during a semester. Valued answer scripts shall be made available to the students for persual within 10 working days from the date of the test.

**End Semester Evaluation (ESE)**

ESE of all courses in all the semesters shall be conducted by the university. The results of the ESE shall be arranged to be published according to the Examination Calendar prescribed by the University Level Monitoring Committee (ULMC), which shall not Exceed 45 days from the last day of the examination. The maximum mark for a course (ESE theory) is 80. The duration of ESE is 3 hours.

The marks for the ESE of practical is 80. The components of ESE of Practical have to be set by the chairman, Board of Studies, concerned. The marks for the components of practical for continuous Evaluation shall be shown below.

a) Attendance	5 Marks
b) Record	5 Marks
c) Test	5 Marks
d) Performance, Punctuality and Skill	5 Marks

A Minimum of 40% marks (CE+ESE) is required for passing a course (E Grade) with a separate minimum of 35% (E Grade) for CE & ESE from 2015 admission onwards.

### **Project/Dissertation Work**

For each First Degree Programme there shall be a Project/Dissertation Work. The project/Dissertation work can be done either individually or by a group not exceeding five students. However, Viva Voce based on the Project/Dissertation work shall be conducted individually. The topics shall either be allotted by the supervising teacher or be selected by the students in consultation with supervising teacher. The report of the Project/Dissertation shall be submitted to the department in duplicate before the completion of the sixth semester. There shall be no continuous assessment for Dissertation/Project Work. A Board of two Examiners appointed by the university shall evaluate the report of the Project/Dissertation work. The Detailed guidelines regarding the conduct and evaluation of the project/Dissertation will be framed by the Board of Studies Concerned.

### **Grading System**

Grade indicates the level of performance of a student in a course. 'Grade Point' is an integer indicating the numerical

equivalent of the board level of performance of a student in a course. The product of grade point and the credit of a course is called 'Credit Point' (CP).

### Semester Credit Point Average (SCPA)

SCPA is an index of overall performance of a student at the end of a semester. It is obtained by dividing the sum of the credit points (CP) obtained by a student (Multiply the grade point obtained by the student in each course by the credit of that course) at the end of a semester by the sum of the credits of courses taken by the student that semester. After the successful completion of a semester, Semester Credit Point Average (SCPA) of a student in that semester shall be calculated.

Suppose the student has taken four courses each 4 Credits and two Courses each of 2 Credits in a particular Semester, after consolidating the Grade of Course. SCPA has to be calculated as shown in the example given below:

#### Consolidation of SCPA

Course Code	Title	Credit	Marks	Grades	Grade Points	Credit Points
01	.....	4	82	A	8.2	32.8
02	.....	4	60	C	6.0	24.0
03	.....	4	50	D	5.0	20.0
04	.....	4	45	E	4.5	18.0
05	.....	2	75	B	7.5	15.0
06	.....	2	40	E	4.0	8.0
Total	.....	20	.....	.....	.....	119.8

$$SPCA = \text{Total Credit Points} / \text{Total Credits} = 119.8 / 20 = 5.99 = \text{D Grade}$$

For the Successful Completion of a semester, a student has to score a minimum SCPA of 4.00 (E Grade) However, a student is permitted to move to the next Semester Irrespective of his/her SCPA.

### **Cumulative Credit Point Average (CCPA)**

CCPA Indicates the broad academic level of performance of the student in a programme. It is obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credit.

#### **Overall Grade in a Programme**

<b>Percentage of Marks</b>	<b>CCPA</b>	<b>Letter Grade</b>
90 and above	> or = 9	A+ Outstanding
80 to <90	8 to <9	A Excellence
70 to <80	7 to <8	B Very Good
60 to <70	6 to <7	C Good
50 to <60	5 to <6	D Satisfactory
40 to <50	4 to <5	E Adequate
Below 40	<4	F Failure

For the Successful completion of programme and award of the Degree, a student must pass all Courses satisfying the minimum Credit Requirement of 120 and must score a minimum CCPA of 4.00 or an overall grade of E.

### **Repetition of the Semester Courses**

Students who fail to secure the minimum required aggregate attendance during a semester shall be given one chance to repeat the semester along with the subsequent batch of students after obtaining re-admission and they will have to repeat the CE for all Courses.

The normal duration of the First Degree Programme shall be three Years Consisting of Six Semesters. No students shall be allowed

to complete the programme by attending more than 12 continuous Semesters.

### **Re-appearance of Failed Students**

Students who fail shall have to reappear for the ESE of the same along with the next regular batch of students. Candidates who fail to score 'E' grade in the ESE in any of the Course/Courses concerned with next regular batch of students. The number of chances or such appearances is limited to 5 and the same have to be done within a period number of chances or such appearances is limited to 5 and the same has to be done within a period of 12 continuous semesters including the semester in which they have first appeared.

In both cases (i.e. failure to obtain 'E' Grade for individual Course/ Courses and 'SCPA of 4.00) students shall not be allowed to repeat the semester, but the marks secured by them for the CE part shall be carried over and added to the marks obtained in ESE they reappear. However, those who fail in the CE (i.e, those who fail to secure a minimum of 'E' grade) will have one chance to improve the same (except the marks for attendance) along with next regular batch of students.

### **Improvement of ESE**

Candidates who have successfully completed the semester, but wish to improve their marks for the ESE shall have only one chance for the same along with the next immediate regular batch for the ESE shall have only one chance for the same along with the next immediate regular batch of students. In this case, the better marks obtained shall be considered for the calculation of SCPA.

### **Grace Marks**

Grace Marks shall be awarded for sports/Arts/NCC/NSS in recognition of meritorious achievements.

## **OPEN COURSES**

As per the regulations relating to the First Degree Programme under Choice Based Credit and Semester System (CBCSS), an Open Course is mandatory for all the students during the fifth semester of their Programme. Three hours are allotted per week for the Open Course and for the Credit of two points. A Student can choose an open Course offered by any Department other than his / her Parent Department.

## **SPECIAL FEATURES**

### **College Website**

The college website is simple, elegantly designed, development oriented and daily updated, which can be accessed at the URL [http:// www.gregorioscollege.org](http://www.gregorioscollege.org). It provides information about the college, departments, academic programmes offered, staff and their contact details, facilities available, rules and regulations, etc. In addition to such usual ingredients of a typical college website, it boasts of some unique features which can be found only in the websites of internationally acclaimed institutions. The site offers a gateway to huge volume of freely accessible online academic resources through its 'Virtual Library' link. Currently it connects the user to as many as fifty six highly useful academic repositories, categorised on the basis of more than sixty subject areas. The 'Virtual Library' is open to the public and efforts are made to add new resources to it. Another important feature of the site is that it makes continuous efforts to provide the students the latest syllabi of each and every course offered in the college in an easily viewable and downloadable format. The website team is

continuously making efforts to improve and enlarge the content of the site as well as to add new useful features to it.

## **Moodle**

The college maintains a self-maintained cloud based Moodle learning management system to cater the teaching, learning and evaluation needs of the students and teachers. With their login credentials students and teachers can access this facility from <http://moodle.gregorioscollege.org>. With cutting edge technologies the platform is capable of offering virtual teaching and learning experience to more than one thousand concurrent users at a time. Students are enrolled into various courses offered at their respective departments so that they can complete their courses in time. The platform has been a tremendous support to both students and teachers during the pandemic.

## **Tutorial System**

The Tutorial system has been instrumental in fostering better student-teacher relationship. Forty students each are put under the charge of a tutor who monitors the conduct and progress of the students under his/her care.

Tutorial meetings are convened where the all round progress of a student in curricular and extracurricular activities is evaluated. The tutor provides counselling and guidance to help the students overcome difficulties in academic as well as non academic matters. The tutor is expected to act as a friend and a guide to the students.

## **Parent Teacher Association**

The Parent Teacher Association has been functioning actively and effectively during the past few years. Meetings of the



Association are convened regularly and matters concerning discipline, welfare and academic progress of the students are discussed. The Association has initiated a project to equip ICT enabled class rooms in all the departments of the college. The P.T.A. has also instituted a fund to award scholarships to students who score the highest marks in the University examinations and for the Outstanding Sportsmen each year.

### **Alumni Association**

We wish to maintain contact and good relation with our former students. As a result we have a powerful Alumni association with several chapters, in the various parts of the globe. Their valuable contribution to the development of the college is instrumental. The college maintains good contact with the Alumni through regular meetings and annual conferences. The current president is Ms. Jiji Peter (Principal S.G. College) and General Secretary is Rtd. Prof. John Kurakar (Dept. of Malayalam).

### **M.G.O.C.S.M**

The M.G.O.C.S.M has taken deep roots in our campus and it ministers to the spiritual needs of our students. Under the auspices of this august organization, we conduct prayer meetings in the college chapel on all Thursdays, participate in Kalamela, annual conferences and organise a pilgrimage to Parumala on our Patron's day (November 2nd) every year.

### **Association of Retired Teachers (A.R.T.)**

The college is blessed with a community of retired teachers who continue to take a keen interest in the well being of the college. Their activities are coordinated through the association of retired

teachers. Every year A.R.T. provides scholarship of Rs. 5000 to two meritorious students of weak financial background. The current president is Prof. T.J. Johnson (Former Principal), the General Secretary is Prof. K.O. Johnson (Dept. Chemistry) and Treasurer is Prof. G. Jacob (Dept. Chemistry).

### **Gregorian Campus Radio**

The Gregorian Campus Radio station was formally inaugurated on 30/01/2019 by H.G. Mathews Mar Theodosios (Metropolitan of the Idukki Diocese, former manager S.G. College.) The radio carries out weekly broadcasts every Friday from 1 pm to 2 pm. Each session is anchored by two different student R.J.s every week under the supervision of the teachers in charge. The radio is envisioned as a creative platform which would bring to the attention of the students, the news highlights of the past week along with regular updates on job and higher educational opportunities. Additionally, it aims to raise awareness about days of national and international significance and also functions as a wholesome source of entertainment for the student body.

## **SUPPORT SERVICES**

### **Language Lab**

The college prides in the state-of-the-art language laboratory with digital facilities attached to the Department of English. The laboratory is envisaged to give adequate exposure to the characteristics of native and non-native varieties of English to the learners. It also helps to improve oral communication and linguistic competence of our students.

## **Computer Centre**

The College has a well- organized computer lab. The lab is equipped with nearly fifty computers and all necessary accessories like projector unit, audio system, scanner, printer and interactive board. The service of a full- time instructor is available in the lab.

## **Co-operative Society**

The College has a Co- Operative Society functioning within the campus. It operates a store which provides various stationery, items, practical record books and text books. Students can buy these things at much lesser price than in the open market.

## **Canteen**

For providing the required snacks/Lunch, Tea etc. to the staff and the students, canteen facility is available in a separate block in the campus and it is open from 9 a.m to 5 p.m on all working days.

## **Reprographic facility**

A reprographic centre is attached to the college library for the past several years owing to the increasing photocopying requirements in the field of higher education. Students can avail themselves of this facility at a nominal cost from this centre.

## **Health Club, Multi Gym & Table Tennis**

With the aid of a special grant, the college manages a 12 station multi gym, equipped with a table - tennis table under the Department of Physical Education.

### **Internet Connectivity**

The campus is well connected through a wired network. Students and teachers have access to internet throughout the working hours.

### **Drinking Water**

A separate provision is provided by storing water from a borewell. The water is filtered and two water coolers have been installed to provide drinking water. The system is in operation during the working hours of the college.

With a view to meeting the perennial problem of water scarcity especially during the summer season, we have set up a rain harvesting water tank with a capacity of 25,00,000 litres with the financial aid of the P.T.A. and the management.

### **College Girl's Hostel**

The college provides residential facilities for upto 25 girls students. Students who need hostel facilities should contact the management in the beginning of the academic year. The hostel details are furnished below:

Hostel warden : **Sr. Mereena**

Address : M.M.C. Complex  
St. Basil Convent &  
St. Macrena Sati Bhavan  
St. Gregorious Mount  
Pulamon P.O, Kottarakara

## **CO-CURRICULAR AND CLUB ACTIVITIES**

### **NATIONAL SERVICE SCHEME (N.S.S.)**

The National Service Scheme unit of St.Gregorios College has put up a remarkable and commendable performance in social service. The activities of the unit are by and large appreciated as exemplary. NSS strives to achieve the objectives of social service and personality development. It has always upheld the principle of “Not me but you” unwaveringly. It is appreciable that under the auspices of NSS, several clubs are functioning smoothly in the campus viz RRC, Palliative care Club etc.

#### **A. Red Ribbon Club (R.R.C.)**

The motto of the club is “Blood Donation is Life Donation”. An average of three persons donate their blood everyday, in the campus by virtue of the campaign conducted by RRC. The club conducts blood donation camps twice a year. Detection of blood group is done freely for the students. Besides there are awareness programmes about HIV, AIDS etc. The workshops, classes, seminars and slide shows are found effective and useful.

#### **B. Palliative Care Club**

The club gives comfort and mental strength to the abandoned and helpless patients. The club provides medicine, food, clothes etc. to patients fulfilling a great social need. The club conducts surveys, training classes and seminars periodically.

## **PHOTOGRAPHY CLUB**

The club is instituted to attract the young budding photographers of our college towards the world of technology and artistic creativity. The club is planning to conduct workshops and on job training programmes.

## **YOGA AND HEALTH CLUB**

This club is an initiative of our college to improve physical, psychological and spiritual health of the student's community. The club is gifted with a number of bicycles. The club also oversees the activities of the college gym. As a result, the students community has made cycling a healthy habit among them.

## **ADDITIONAL SKILL ACQUISITION PROGRAMME (A.S.A.P.)**

ASAP facilitates entrepreneurship, communicative capability, IT expertise among learners to face the challenges of contemporary society. The club encourages the learners to be confident selfreliant and resourceful by providing proper training. A.S.A.P. campaign is undertaken under the behest of Higher Education Department and Government of Kerala.

## **S.S.P. (SCHOLAR SUPPORT PROGRAMME)**

S.S.P. intends to inpart personalised additional support to needy students through additional lectures, remedial teaching, question banks, interactive sessions and tutorials.

## **WALK WITH THE SCHOLAR (W.W.S.)**

This unique programme is an initiative of Govt.of Kerala to prepare learners for employability skills. It allows the learner to build skills and knowledge for career development.

## **NATIONAL CADET CORPS (N.C.C.)**

The National Cadet Corps plays a major role in shaping our youth into responsible and patriotic citizens of India. One company each of N.C.C. boys and girls is functioning in the college. Boy students are enrolled in the N.C.C. in the first year of their course of study. The N.C.C. cadets are privileged to get weightage of marks when they seek admission to higher studies. Eligible cadets have chance to appear for SSB interview for joining as commissioned Officers in Indian Army.

## **WOMEN'S STUDY UNIT**

Membership to the Women's Study Unit is restricted to girl students. The unit aims at creating an awareness among girl students on various aspects of social life, including good manners, promoting artistic and literary talents and organising workshop for promoting activities that have practical value. WSU is effectively functioning in the college to train the students to face the challenges of life. The unit aims at creating awareness among the girl students on various aspects of social life including good manners.

We are witnessing a time when social moral, environmental and community values are questioned or often violated .Harassment, abuse, atrocities and the like against women are increasing daily . At this crucial juncture they should be made aware of the predicament and must be empowered to resist the exploitations around them.

## **BOOK CLUB**

The Book club of our college aims at stimulating the interest of the students in good books and developing the reading habit of students. It helps the students to develop their skills in creative

writing and gives them the opportunity to present, express, evaluate or critically review their own works as well as the works of other recognized writers. The club meets regularly in the seminar hall on alternate Tuesdays at 1.15 p.m.

### **HEALTH CARE CLUB**

The Health Care Club of the college aims at creating awareness in the students about health and sanitation. It provides the services of reputed doctors who help to clarify the doubts of the students regarding health and hygiene.

### **TOURISM CLUB**

Tourism in Kerala is going through a significant phase of growth. Setting up of Tourism clubs in the college is aimed at creating proper awareness about tourism among youth. This club can contribute much to inculcate the significance of tourism in the Indian economy among the young generation. Tourism club is effectively functioning in the college and the club conducts seminars and workshops on the relevance of tourism in Kerala. Various activities of the club impress the younger and upcoming generation and make them aware of the importance of tourism in the modern age.

### **FORESTRY CLUB**

Forestry is the interdisciplinary profession embracing the science, art and craft of creating managing, using and conserving forest and associated resources in a sustainable manner, to realize the desired goals, needs and values for human benefit. Forest is the indispensable component of biosphere. An effectively functioning forestry club was set up in the college, In order to create an awareness about nature and natural resources among students.



The club intends to beautify the college campus by planting and nurturing flowering plants and foliage trees.

### **QUIZ CLUB**

The Quiz Club of the college has various awards and prizes to its credit. The teams from our college have secured prizes and awards at various Inter-Collegiate Quiz Competitions sponsored by various organizations

### **POPULATION EDUCATION PROGRAMME**

The Population Education Programme Unit of the college is one of the most active units of the university. The unit has been organising debates, seminars and quiz programmes on subjects of topical interest.

### **SCIENCE FORUM**

The Forum aims at spreading the message of development through science. The activities include conducting surveys, seminars etc. to make the students as well as the general public aware of the ways of overcoming the problems related to development. The Forum also envisages screening of films that have educational value.

### **CAREER GUIDANCE PLACEMENT CELL**

An effectively functioning placement cell is a vital part of an educational institution. The cell provides guidance to the students for placements in various companies and organizations. It also aims at preparing the students for various competitive examinations. Off and on experts are being invited to the campus to impart training with a view to boosting up the latent skills and talents of the students. The placement cell of the college is committed to equip the students

with adequate and updated skills so as to make them fit and resourceful to face the challenges of the time. The campus is turning out to be a rendezvous of potential employers and MNCs.

### **COUNSELLING CENTRE**

The Counselling centre attached to St. Gregorios College, Kottarakara started functioning w.e.f. 11-01- 2006. It was officially inaugurated by Rev. Boby Philip, Director, Marthoma Guidance and Counseling centre, Thiruvananthapuram. The programme intends to strengthen the students to face the challenges in their life, and to help them tackle its problems that are likely to arise in their day - today life. The centre wishes to expand its activities for student community as a whole.

### **MUSIC CLUB**

The music club is one of the most vibrant clubs in the campus. It has been organized to develop the innate talents of students who have a taste for music. The club aims at refining and rejuvenating the minds and souls of students with the sweet melody of music. It also intends to enhance the creativity of students providing them a platform to exhibit their musical talents. The club is functioning with the active participation of the talents of various departments and has been performing well in the various programmes of the college and the university.

### **ENERGY AND ENVIRONMENT CONSERVATION CLUB**

The important purpose of this club is to spread the message of the efficient utilization of energy and protection of our

environment. There is a wide gap between the availability and requirement of energy in the world. So we must be careful in the use of energy. Our environment also must be conserved to maintain a healthy surrounding for mankind.

### **ANTI- RAGGING CELL**

As per the University rules, an anti ragging cell is functioning in the college for ensuring a smooth academic atmosphere.

### **ANTI MOBILE PHONE SQUAD**

Use of mobile phones is strictly prohibited inside the campus as per the Govt. Order. A mobile phone squad is constituted to execute the Govt. Order.

### **PLANNING FORUM**

Planning forum is a club proposed by the university to make the students aware of socio economic issues and plan properly for the overall development of the college.

### **DEBATE CLUB**

It aims at promoting public speaking and debating capabilities of the students. Development of soft skills of the students is still another aim.

### **BHOOMITHRA SENA CLUB (Reg. No. 04/ KLM/ 06/09)**

Bhoomithra Sena Club was started by the Department of Environment and Climate Change of Govt of Kerala during the year 2009- 2010 . As per the direction from the govt. the club was started in this college in the same year aiming to encourage the college students to be aware of the environmental issues of the locality.

The club proceeds to design activities effectively to utilize the enormous manpower on the campus. Students are advised to

practise and advocate sustainable life style. The club conducts various seminars and workshops every year.

### **ENTREPRENEURSHIP CLUB**

The club motivates students to be aware of industry through various seminars and talks by invited experts. It also equips them to become future entrepreneurs.

### **NATURE CLUB**

Nature Club is a co- curricular activity that attempts to spread awareness about environment and undertakes activities to nurture the skills and talents of the students. The club conducts trekking, rock climbing, Photography and various programmes. It creates awareness among students about environment related issues, about the importance of maintaining and preserving the land and the water ways and also to protect the biodiversity. Various activities of this club create proper awareness about the significance of conserving nature and natural resources.

### **ARTS**

The college union conducts the arts festival during the January - March session. The Arts festival is an arena for our students to take a break from the rigour of academics and hone their artistic and literary talents. Usually a three day affair, the college becomes a festive ground during this time and various competitions are held. The college level winners then go on to participate in the University of Kerala Arts Festival. The winners are also felicitated at the college. The department with the highest points is declared by the end of the fest.

## **COLLEGE UNION**

Every year the students elect a College Union Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Students Editor, Lady Representatives and Class Representatives. The College Union is intended to provide the students with opportunities to channelise their energies and talents along constructive lanes. All Co-curricular activities of the college are organised and conducted by the College Union under the guidance of the Staff Advisor. The election and allied activities of the College Union are governed by the rules and regulations of the University of Kerala.

## **SPORTS AND GAMES**

The college conducts an annual sports meet towards the end of the academic year. March pasts are held by the departments of the college. Both individual and team sports are conducted. Trophies are given to the first prize winners and the winning department with the highest points. We also supported our students in sports and games through their involvement in various teams in Kabaddi, Cricket, Volleyball, Badminton and Basketball. The members of the team have represented the college in various competitions at state and National Levels. Regular practices are offered both in the morning and evening. Efforts are being taken to promote teams in ball badminton and basketball as well.

## **SCHOLARSHIPS**

### **University Merit Scholarship**

Students who have secured and 60% marks or above for degree classes are eligible to apply for the scholarships. The amount is Rs. 900/- per year for Degree course and Rs.1200/- per year for post graduate course.

### **State Merit Scholarship**

This is a merit cum means scholarship for the students with more than 60% marks obtained for the qualifying examination. The income limit for granting the scholarship is Rs. 10000/- for degree & Rs. 12000/- for post graduate courses. The scholarship is Rs. 625/- per year for degree course & Rs. 750 per year for the Post Graduate course.

### **Students Aid Fund**

The income limit for granting scholarship is Rs.10000/- for degree and P.G. courses. The amount of scholarship is Rs.750/- per year for Degree & Rs. 1,000/year for post graduate courses.

### **Govt. Scholarship**

The Govt of Kerala provides Scholarship to the students who are admitted to various arts and science course in their first year of study, provided they have secured 505 marks and above in the qualifying examinations and the annual income of their parents doesnot exceed Rs. 10000/- and Rs. 12,000/- for Degree and Post - graduate courses respectively. The scholarships are awarded on merit, subject to the number allotted each year.

**UNIVERSITY LEVEL**

Sl. No.	Name of Endowment	Eligibility	Amount
1.	A.V.George	Gold Medal Highest in B.Com	Rs.300
2.	Indian Mathematical Conference	Highest in M.Sc. Maths	Rs.90
3.	Dr. P. V. Nair	Gold Medal Highest in M.Sc. Chemistry	Rs.300
4.	Dr.N.G.Kurup Memorial	Highest in Gold Medal B.S.c. Zoology	Rs.415
5.	N.Krishna Swami Iyer	Highest in Memorial Gold Medal B.Sc. Chemistry	Rs.140
6.	Sri.R.Sanker's Prize	Highest in Part III by rotation for B.A./B.Sc/B.Com.	Rs.300
7.	Raja Sri T.Madhava Rao	Highest in B.Sc. Gold Medal Maths/Botany (Alternate Years)	Rs.180
8.	A.M.Varkey Memorial Medal	Highest in Part I (English) of B.A./B.Sc.	Rs.120

9.	Abadan Kerala	Highest in Part II Kala Samathi Prize (Malayalam)	Rs.170
10.	Rajya Seva Niratha K.G.Parameswaran Pillai Medal	Highest in Part II (Malayalam) of B.A./B.Sc.	Rs.180
11.	Canara Bank Prize	Highest in B.Com. Degree Examination	Rs.300

### COLLEGE LEVEL

#### **1. H. H. Baselios Marthoma Mathews II Endowment**

Scholarship (Instituted by His Holiness on his ascent to the throne of the Catholicos of the East). The Scholarship is awarded to the deserving students who are selected on the basis of merit cum means by the college council.

**2. Rev. Fr. Prof. V.Varghese Endowment Scholarship** (Instituted by the members of the teaching staff to commemorate the meritorious service of Rev.Fr.Prof. V.Varghese as the college Principal) The awardees are selected on the basis of academic merit. Scholarships one each for the degree courses and one scholarship each to the Postgraduate course will be awarded every year.

**3. Prof. Abraham Philip Endowment Scholarship** (Instituted by the Department of Physics in 1987). The scholarship is awarded



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to the students who score the highest score in B.Sc. Physics main and subsidiary in the university examinations.

**4. Prof. N. P.Gopinatha Pillai Endowment Scholarship** (Instituted by the Department of Mathematics in 1990) .The student who scores the highest score in B.Sc. Mathematics will be eligible for the scholarship. A scholarship is also awarded to the students who secure full marks in Mathematics main.

**5. Prof.K.S. Mathew Endowment Scholarship** (Instituted by the Department of Physical Education and other members of the teaching staff to Commemorate the retirement of Prof. K.S. Mathew in 1991) The award will be given annually to the best athlete (Including games) who represents the college at the University/ State level.

**6. Rev.Fr.A.Daniel Endowment Scholarship** (Instituted by Rev. Fr. A. Daniel in 1992). The student who scores the highest marks in Hindi as second language in the degree classes will be selected for the awards.

**7. Prof.Thomas John Endowment Scholarship** (Instituted by the Department of Commerce in 1993). The scholarship will be awarded to students who score the highest marks in B.Com degree course.

**8. Prof. A.C.Kunjoonjamma Endowment Scholarship** (Instituted by the Department of Mathematics in1995).The scholarship is awarded to two students of final year by securing highest score in B.Sc. Mathematics (Main papers only).

**9. Prof.T.Babukutty Endowment Scholarship** (Instituted by the Department of Chemistry in 1996). The student who gets the highest score in the first degree programme in chemistry is eligible.

**10. Prof.Achamma John Endowment Scholarship** (Instituted by the Department of Botany in 1997). The awardees will be selected on the basis of their performance in B.Sc.Botany main and subsidiary examinations of the University.

**11. Prof.M.Chacko Endowment Scholarship** (Instituted by the Department of Chemistry in 2000) To be awarded to the student who gets the highest score in M.Sc.degree examination.

**12. Prof.T.G.Rajan Endowment Scholarship** (Instituted by the Department of Commerce in 2000 to commemorate the retirement of Prof.T.G.Rajan, Head of Department of Commerce) The Scholarship will be awarded to the student who gets the highest score in the Commerce course.

**13. Prof. K. G. Mathew Endowment Scholarship** (Instituted by the Department of Physics in 2000 to commemorate the retirement of Prof.K.G.Mathew, Head of Department of Physics). The Scholarship will be awarded to the student of the final year M.Sc. Physics course who secures the Maximum score among the first class holders in the University Examinations.

**14. Prof. V.K. Mathew Endowment Scholarship** (Instituted by the Dept.of Physics in 2002 to commemorate the retirement of Prof. V.K. Mathew). The Scholarship is awarded to the Student who secures highest score in M.Sc. (previous) exams

**15 Smt. P.G.Annamma Endowment Scholarship** (Instituted by Smt.P.G.Annamma, Head Accountant (Retired). To be awarded to the students scoring the highest mark in the S.S.L.C. examination from among the children of the Non Teaching staff of this College.

**16. Prof. K. T. Annamma Endowment Scholarship** (Instituted by the members of the Teaching Staff of St. Gregorios College, Kottarakara to commemorate the retirement of Prof. K. T. Annamma in 2004). The award will be given annually to the best athlete/ winning team members (including games), who represent the College at the State/University/ Zonal tournaments.

**17. Prof. Dr. Abraham P. O. Endowment Scholarship** (Instituted by the Department of Commerce in 2005 to commemorate the retirement of Prof. Dr. Abraham P. O., Head, Department of Commerce). The Scholarship will be awarded to the student who gets the highest score in the B.Com course.

**18. Prof. John Kurakar Endowment Scholarship** (Instituted by the Department of Malayalam in 2007 to commemorate the retirement of Prof. John Kurakar Head of Department of Malayalam). The Scholarship will be awarded to the student of B.A. Communicative English, who gets the highest score in Part II Malayalam (Semester II) in the University Examinations.

**19. Rev.Fr. Prof. George Varghese Endowment Scholarship** (Instituted by Rev.Fr.George Varghese). The Scholarship will be awarded to the student of B.A.Communicative English who scores the highest grade in the final semester University Examinations.

**20. Prof. L. Koshy Endowment Scholarship** (Instituted by the Dept. of Physics in 1999). The Scholarship is awarded to the student who secures the highest score in B.Sc. Physics Examinations.

**21. Prof. G. Jacob Endowment Scholarship** (Instituted by Prof. G. Jacob, Former Professor, Dept. of Chemistry in 2013) To help bright students hailing from financially poor background. It is awarded to U.G./ P.G. Chemistry students during their course of study.

**22. H.H.Baselios Marthoma Mathews II Janma Sathabdhi Smaraka Award**

The endowment has been instituted by Prof. Sabu Varghese, Associate Professor, Department of Mathematics who retired from service on 31.05.2015. The amount will be awarded to the student (or students) who score highest mark in the University examination in M.Sc Mathematics (both first and second years) every year.

## GENERAL CONTACT INFORMATION

### **University of Kerala**

Vice Chancellor	:	0471 - 2306634
Pro-Vice Chancellor	:	0471 - 2308532
Registrar	:	0471 - 2305631
Controller of Examination	:	0471 - 2305946
Finance Officer	:	0471 - 2307176
Director - Planning & Development	:	0471 - 2302615
Director - College Development Council	:	0471 - 2302615
Public Relations Officer	:	0471 - 2306422

### **Enquiry**

Bethlehem Ashram, Chengamanadu	:	0474 - 2402543
SBT, Pulamon, Kottarakkara	:	0474 - 2452271
K.S.R.T.C, Kottarakkara	:	0474 - 2452622
Govt. Hospital, Kottarakkara	:	0474 - 2452610
Police Station, Kottarakkara	:	0474 - 2454629

(100)

**TIME TABLE**

<b>MONDAY</b>					
<b>TUESDAY</b>					
<b>WEDNESDAY</b>					
<b>THURSDAY</b>					
<b>FRIDAY</b>					

**NOTES**

