



## **RULES & GUIDELINES**

**ST. TERESA'S COLLEGE  
(AUTONOMOUS)  
ERNAKULAM, KOCHI - 682 011  
College with Potential for Excellence and  
Nationally re-accredited at 'A' Level  
(Third cycle)**

**2015**

**Website: [www.teresas.ac.in](http://www.teresas.ac.in)**

## **Foreword**

The government of Kerala passed a historic Act in 2014 incorporating the UGC guidelines to grant academic autonomy to our College. The Teresian community- faculty, non teaching staff and students, with utmost dedication embraced this opportunity and decided to take up the responsibility in this regard. We take it as a privilege to contribute to knowledge building and dissemination; protecting and preserving the identity of our college.

For every institution to reach greater heights it should have rules/guidelines which will guide it through the right path. With this view, rules and guidelines have been formulated for the college with autonomous status as per the UGC and Kerala State Government rules after referring to the documents related to the autonomous colleges and in consultation with the authorities, teaching and non teaching staff.

I hope this document will help us to work more efficiently with commitment. Let this handbook be a leading light to maintain academic excellence to conquer horizons of knowledge and enlighten and empower our Teresian community.

Dr. Celine .E (SrVinitha)  
Director  
St Teresa's College (Autonomous)

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## **ST. TERESA'S COLLEGE (AUTONOMOUS) ERNAKULAM**

### **A BRIEF ACCOUNT**

St. Teresa's College Ernakulam is a Catholic institution of higher learning for women. It was established in 1925 by the Carmelite Sisters of St. Teresa (CSST) under the leadership of Mother Teresa of St. Rose of Lima, the foundress of the congregation. Mother Foundress envisioned an educational institution that would be a home, an inspiration and a guiding force to mould, enlighten and empower generations of women. The college is proud of and faithful to the vision of its initiator and is committed to women's empowerment through excellence in teaching, learning and research. The college is a minority institution, but, it has an all-India and all-denomination membership; and has students and teachers from all communities and from all parts of India and even outside. "Fear of the Lord is the Beginning of Wisdom" is the motto of the college.

St. Teresa's College is the first women's college in Kochi and the second in the state of Kerala. It holds the honour of being the first aided college for women in the state. St. Teresa's was first affiliated to Madras University, and later to Kerala University. With the establishment of Mahatma Gandhi University in 1983, it became one of its affiliated colleges.

Sr. Beatrice was the first Principal and Mother Veronica was the first Manager with student strength of just 41. Mother Digna, the illustrious Principal of the college for 27 years between 1944 and 1976 was instrumental in transforming the College into a reputed academic institution and into a much sought after destination for higher education for women. The dazzling vision and prudence coupled with unswerving devotion and dedication of all the Principals and Managers who took the mantle of the college after Mother Digna, further expanded the horizon of the college.

With state of the art facilities, dedicated faculty and with a unique blend of intellectual rigor and ethical trust, St. Teresa's college has been recognized many a time for its adherence to high standards of quality and excellence. It was accredited by the NAAC at 'five star' level in 1999 and re-accredited at 'A- level' in 2006. In 2012 St. Teresa's was reaccredited at 'A' level grade. In the year 2010, the University Grants Commission recognized St. Teresa's as 'The College with Potential for Excellence'.

With two campuses in the heart of Kochi City, the Arts Block in the main campus on Park Avenue and the Science Block on T.D. road, St. Teresa's College, offers undergraduate and post graduate programmes. The Postgraduate departments are M.G. University research centres. The participation of students in extra-curricular activities is expected and encouraged to ensure that education at St. Teresa's is a total learning experience. The college also has the following bodies functioning under it which adds to its strength. IGNOU Convergence Scheme Centre, the Women's Study Centre , the Teresian Institute of Computer studies, the Continuing Education Centre of Govt. of Kerala, and IGNOU Study Centre.

The College was the recipient of the prestigious and highly coveted R Sankar Award given to the best college in Kerala for all round excellence. The College was privileged to be conferred with the same award in 1996-97, 1998-99 and 2001-02. The college received the Rajiv Gandhi Award for the Best College in Kerala in 1999. The college also received the Fr. Joseph Thannippara Educational Trust Award for the Best Women's College in the State of Kerala in 2001 and 2002 consecutively. The College received the Best College Award from the Xavier Board of Christian Higher Education in 2007-2008 and the Mother Teresa Award for Educational Excellence in 2009. The Rajiv Gandhi Campus Cultural Forum Award for the Best College was also secured by St. Teresa's college.

The college magazine for the year 2012 titled 'Lumiere' received the best magazine award given by the Puthakom.com, Trichur, a cultural organization.

The E-Jaalakam project of the Department of Economics, St. Teresa's College, has been awarded GOLD under category 'Outstanding Governance Initiative by Academic and Research Institutions' for the National award on e-Governance 2014-15 instituted by the Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Administrative Reforms and Public Grievances ( E-Gov. Division). Besides the project had also received the Kerala State e- Governance awards 2011-13 and Chief Minister's special jury award for Innovations in Public Service 2012-13.

## **VISION**

St. Teresa's College envisions a life-oriented education that empowers students to respond proactively to social concerns and work for the integrity of creation, thereby, building a civilization of love and advancing the Kingdom of God as envisaged by the foundress, Mother Teresa of St. Rose of Lima.

## **MISSION**

1. To promote a college community / society / nation where spiritual, moral and genuine values are lived and witnessed.
2. To create a climate for human and academic excellence with openness to learning, research and the development of professional skills.
3. To promote peace and harmony through an intercultural and interreligious dialogue.
4. To contribute to the transformation of society through openness to life and living the challenges of being socially conscious and socially responsible.
5. To promote programmes/movements that foster interconnectedness, kinship and eco-justice.

## **GOAL**

St. Teresa's the premier Catholic Institution of higher education for women, provides university education in a Christian atmosphere. The College aims at the integral formation of 'Intellectually creative, Emotionally mature, Morally responsible, Spiritually enlightened, Socially committed and Truly liberated' young women who will reposition themselves as self - reliant and responsible individuals, who would transform society. The mutual trust and cordial relationship of the college community contributes to the effective realization of our goal –an 'empowered woman' who would fearlessly chart the journey of her life.

### **Autonomous College:**

Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of

autonomy. It is proposed to increase the number of autonomous colleges to spread the culture of autonomy, and the target was to make 10 per cent of eligible colleges autonomous. Academic autonomy means the privilege of a college or university to conduct academic programmes, develop syllabus for the respective subjects, devise teaching, learning and evaluation methods, conduct examinations leading to the award of a degree, diploma, certificate and such other titles and distinctions by the university and publication of results in accordance with the provisions of the Act of Kerala government and the statutes ordinances, regulations, bye laws and the rules made. Once the autonomy is granted, the University shall accept the students of autonomous college for award of such degrees as are recommended by the autonomous College. Autonomous college means a college to which the status of autonomy is granted by the University Grants Commission (UGC) with the concurrence of the State Government, in accordance with the provisions of the Act and the Statutes, ordinances, regulations, bye-laws and rules made by the Kerala State Government. ( Kerala Gazzete- Extraordinary, VOL III, Dated 11/2/2014, No: 464)

### **Need for Autonomy**

The educational system has now become unwieldy and it is becoming increasingly difficult for a University to attend to the varied needs of individual colleges. The colleges do not have the freedom to modernize their curricula or make them locally relevant. The regulations of the University and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964- 66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement for development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. With students, teachers and management being co-partners in raising the quality of higher education, it is imperative that they share a major responsibility. Hence, the Education Commission (1964-66) recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

## **2. Objectives**

The National Policy on Education (1986-92) formulated the following objectives for autonomous colleges. An autonomous college will have the freedom to:

- 1) determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs; and
- 2) prescribe rules for admission in consonance with the reservation policy of the state government;
- 3) Evolve methods of assessment of students, performance, the conduct of examinations and notification of results;
- 4) Use modern tools of educational technology to achieve higher standards and greater creativity; and
- 5) Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.(UGC guidelines for XI plan, 2012).

### **Relationship with the parent university, the state government and other educational institutions:**

Autonomous colleges are free to make use of the expertise of University departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures (for private and government colleges).

The parent university will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

The role of the parent university will be:

- a) To bring more autonomous colleges under its fold;



- b) To promote academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes;
- c) To facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards;
- d) To permit them to issue their own provisional, migration and other certificates;
- e) To do everything possible to foster the spirit of autonomy;
- f) To ensure that degrees/diplomas/certificates issued indicate the name of the college;
- g) To depute various nominees of the University to serve in various committees of the autonomous colleges and get the feedback on their functioning; and
- h) To create separate wings wherever necessary to facilitate the smooth working of the autonomous colleges.

**Nature of Assistance:**

**Pattern Of Financial Assistance And Other Enabling Provisions**

The Commission will provide assistance under this scheme to autonomous colleges to meet their additional and special needs.

- Guest/visiting faculty
- Orientation and re-training of teachers.
- Re-designing courses and development of teaching/learning material
- Workshop and seminars
- Examination reforms
- Office equipment, teaching aids and laboratory equipment
- Furniture for office, classrooms, library and laboratories

- Library equipment, books/journals
- Expenditure on meetings of the governing body and committees
- Honorarium to Controller of Examinations (full-time) not exceeding Rs. 8000/- p.m.
- Accreditation (NAAC) fee
- Renovation and repairs not leading to construction of a new building
- Extension Activities

Following shall be the guiding principles for utilization of autonomy grant.

- Autonomy grant cannot be used for creation of posts, payment of salary to any of the college staff, payment of honorarium (except specified by UGC) to existing staff, to meet normal college contingency requirement or to subsidies.
- Examination fee should be fixed so that income from fee can meet the expenditure on examinations and other staff appointed in examination cell.

**Governance of an Autonomous college:**

The Statutory Bodies of an Autonomous College are The Academic Council; The Board of Studies; The Governing Council; and Finance Committee.

The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

**Authorities of an Autonomous College.- ( G.O (Ms) No.618/2013/HEdndated0-5-2013)**

(1) The following shall be the authorities of the college, namely:-

I. The Academic Council of an Autonomous College;

- II. The Board of Studies of an Autonomous College;
  - III. The Governing Council.
- (2) Notwithstanding anything contained in this Act, or the Statutes, Ordinances or Regulations made under the Act of Kerala Government, all matters including the invitations, processing and approval of applications for the grant of autonomy, the constitution of the authorities in an Autonomous College shall be dealt with in accordance with the provisions of the Chapter of the Act of Kerala Government.
  - (3) If there is any dispute whether any provision in any existing Statute, Regulations and Ordinances of the University is inconsistent with or has the effect of overriding or contradicting any provision in Chapter, the decision of Government shall be final.

Academic Council of an Autonomous College:-

- (1) There shall be an Academic Council for every Autonomous College.
- (2) The Academic Council of an Autonomous College shall consist of the following members, namely:-
  - a) The Principal, who shall be the Chairman of the Academic Council of the Autonomous College;
  - b) All heads of Departments in the College;
  - c) Four teachers of the college representing different departments, not below the rank of an Associate Professor, to be nominated by the Director of Collegiate Education in the case of Government College and the Manager in the case of a college other than a Government College;
  - d) Not less than four experts from outside the college representing the areas such as Industry,
  - e) Commerce, Law, Education, Medicine, Engineering, Administration, Finance etc., to be nominated by the Governing Council of the Autonomous College;

- f) One member from among the teachers of the college, nominated by the Principal, who shall be the Member Secretary of the Academic Council of the Autonomous College.
- (3) A member of the Academic Council of an Autonomous College shall hold office for a period of two years or when he is, at the time of nomination, a teacher of the college, till his date of retirement, whichever is later, and shall be eligible for renomination.
- (4) The Principal of the Autonomous College shall convene a meeting of the Academic Council at least once in a year.

### **Evaluation**

Each autonomous college will, with the approval of its Academic Council, formulate an Appropriate mechanism to evaluate its academic performance, improvement of standards, and assess the extent and degree of success in the utilisation of autonomy. Self-evaluation will be made annually.

### **Powers and functions of the Academic Council of the College:-**

Notwithstanding anything contained in the Act, the Academic Council of an Autonomous College shall have the following powers and functions, namely:-

- (i) To scrutinize the proposals of Boards of Studies of an Autonomous College, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluations arrangements, methods , procedures relevant thereto and to approve the same with or without modifications;

Provided that if the Academic Council of an Autonomous College differs on any proposal submitted by any Board of studies of the Autonomous College, it may either reject the proposal giving reasons for the same or return the same to the Board of Studies of the Autonomous College with its remarks, for reconsideration:

Provided further that if the proposal is returned and the Board of studies re-submits the proposal to the Academic Council of the college with or

without the proposal modifications, the Academics council shall approve the proposal;

- (ii) to make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student admission to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee;
- (iii) to make academic regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college;
- (iv) to make and approve proposals for research and advancement and dissemination of knowledge;
- (v) to recommend to the Governing Council, any proposal for institution of new programmes of study;
- (vi) to recommend to the Governing Council, regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make Regulations for the award of the same;
- (vii) to advise the Governing Council on the suggestions made by it with respect to academic affairs; and
- (viii) to perform such other academic functions as may be assigned to it by the Governing Council.

**Board of Studies of the College:-**

- (1) Every Autonomous College shall constitute a Board of Studies of its own for each subject of study or group of subjects in which the college conducts courses or intends to conduct courses:

Provided that the Governing Council of the Autonomous College shall, for this purpose, decide the subjects to be brought under a Board of Studies to be constituted.

- (2) The Board of Studies of the Autonomous College shall consist of the following members, namely:-

- (a) Head of the Department not below the rank of an Associate Professor, if he has a Ph.D., on the basis of seniority from among the Heads of Departments whose subjects are covered by that Board of Studies, who shall be the Chairman of the Board:

Provided that in the absence of such a Head of the Department, a teacher not below the rank of an Associate Professor with Ph. D. in a subject covered by that Board of Studies, nominated by the Government or the Principal, as the case may be, shall while nominating teachers, give prime consideration to the quality of the Board:

Provided further that the Government or the Principal, as the case may be, shall, while nominating teachers, give prime consideration to the quality of academic work including research and publications of such teachers.

- (b) Not more than six teachers with Ph.D , nominated by the Principal in consultation with the Head of the Departments offering subjects covered by that Board of Studies, from different areas of specialisation, as identified by the Principal, in subjects covered by that Board of Studies:

Provided that the Principal shall, while nominating teachers, give prime consideration to the quality of academic work in nomination of teachers, give prime consideration to the quality of academic work including research and publications of such teachers;

- (c) Two experts in the subject from outside the college to be nominated by the Academic Council of the Autonomous college;
- (d) One expert to be nominated by the Vice-Chancellor from a panel of six experts recommended by the Principal ;
- (e) One representative each from industry, corporate sector or allied area relating to placement ;
- (f) One meritorious alumnus who has completed a Post Graduate Programme of the University, to be nominated by the Principal;
- (g) The Chairman of the Board of Studies of the Autonomous of the College may, with the approval of the Principal of the college, co-opt, from time

to time, as special invitees to the meetings of the Board of Studies of the Autonomous College, for the purpose of academic consultation from the following categories, namely:-

- (i) experts from outside the college whenever special courses of studies are to be designed;
  - (ii) other teachers of the college.
- (3) The term of the members nominated to the Board of studies of an Autonomous College shall be two years.
  - (4) The Principal of the college shall draw up the schedule for meeting of the Board of Studies of the Autonomous College for different departments.
  - (5) The meeting may be held as and when necessary, but at least one such meeting shall be held in a year .
  - (6) One-third of the members of the Board of Studies shall constitute the quorum.
  - (7) In the temporary absence of the Chairman, the teacher next in seniority shall act as the Chairman and convene the meeting on the request of the Principal.
  - (8) Where it is necessary to deal with any academic matter that affects more than one Board, the Principal may convene a joint meeting of two or more Board of Studies of the Autonomous College, as he deems necessary, and such meeting shall be presided over by a Chairman elected in such joint meeting.

**Powers and functions of Board of Studies of the College:-**

Notwithstanding anything contained in the Act, a Board of Studies of an Autonomous College shall have the following powers and functions, namely:-

- a) to prepare curriculum for various academic programmes keeping in view the objectives of the college, interest of the stake holders and national requirement, with the approval of the Academic Council of the Autonomous College:

Provided that the Board of Studies of the Autonomous College shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, if any, by the University for that academic programme:

Provided further that the Board of Studies of the Autonomous College shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University;

- (b) to recommend books wherein the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend text books as and when required;
- (c) to suggest methodologies for innovative teaching and evaluation techniques;
- (d) to suggest panel of names to the Academic Council of the Autonomous College for appointment of examiners; and
- (e) to co-ordinate research, teaching, extension and other academic activities in the department or college.

**Constitution of the Governing Council:-**

- (1) The Government shall constitute a Governing Council for each Government Autonomous College for the purposes of this Act, to function as the executive body of the college.
- (2) The Governing Council of a Government Autonomous College shall consist of the following members, namely:-
  - (a) An eminent person of repute having significant experience in academic related matters, who shall be the Chairman:

Provided that in the absence of the Chairman in any meeting, the Government may nominate an officer mentioned in item (b) to be the Chairman of the Governing Council in that meeting;



- (b) An officer not below the rank of a Deputy Director of Collegiate Education or a Joint Secretary to Government in the Higher Education Department;
  - (c) Three teachers with Ph. D. from different departments of the college, to be nominated by the Director of Collegiate Education, on rotation, for a period of two years on the basis of their seniority;
  - (d) One nominee of the University, not below the rank of a Professor, to be nominated by the Vice-Chancellor;
  - (e) One nominee of the University Grants Commission;
  - (f) Principal of the College, who shall be the ex-officio Secretary the Governing Council.
- (3) The Managing Council of an Autonomous College other than a Government College shall consist of the following members, namely:-
- (a) One nominee or the Manger, who shall be a senior and eminent person of repute having sufficient experience in academic related matters, who shall be the Chairman of the Governing Council;
  - (b) Three senior teachers of that college from different departments not below the rank of an Associate Professor, to be nominated on rotation, by the Manager;
  - (c) One nominee of the University not below the rank of a Professor, to be nominated by the Vice-Chancellor;
  - (d) One nominee of the University Grants Commission;
  - (e) One nominee of the Kerala State Higher Education Council, to be nominated by the Government;
  - (f) Principal of the college, who shall be the ex-officio Secretary to the Governing Council.

**Tenure of office of the Governing Council:-**

The term of office of the nominated members of the Governing Council shall be for a period of two years and shall be eligible for re-nomination for another term of two years:

Provided that the same person shall not be eligible for nomination beyond a period of four years.

**Meeting of the Governing Council:-**

- (1) The Governing Council shall meet at least three times a year.
- (2) The interval between successive meetings shall in no case exceed four months.
- (3) Emergency meetings of the Governing Council may be convened with a notice of at least seven days, either on a written request of one-third of the members or on a direction from the Autonomy Approval Committee.
- (4) One-third of the members who have been nominated at any point of time shall constitute the quorum for the meeting.

**Powers and functions of the Governing Council:-**

Subject to the provisions laid down by the bye-laws, if any, of the respective Autonomous Colleges and the rules made by the State Government and the University, the Governing Council shall have the following powers, namely:-

- (i) to approve and submit to the University, the institution of new programmes of study leading to the award of degrees and diploma, as the case may be;
- (ii) to conduct examinations for each course and publish the results;
- (iii) to recommend, and forward the results of examinations, to the University for the award of degree or diploma, as the case may be;
- (iv) to approve the issue of mark lists to the students;

- (v) to fix the fees and other charges payable by the students of the Autonomous College with the concurrence of Government:

Provided that in the case of aided courses or courses restructured from the aided course, the fees shall be as determined by the Government;

- (vi) to institute scholarships, fellowships, medals and certificates on the recommendations of the Academic Council of the Autonomous College;
- (vii) to make regulations for sports, extra- curricular activities, proper maintenance and functioning of the playgrounds and hostels;
- (viii) to exercise such other powers and perform such other functions and to constitute such Committees as it deem necessary for the proper development of the Autonomous College and to fulfil the objectives of the autonomy.

#### **Finance Committee:**

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year. The constitution and functions of the Finance Committee areas follows.

### **RECOMMENDED COMPOSITION OF THE FINANCE COMMITTEE AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE**

#### **I. Composition:**

- (a) The principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) One senior-most teacher of the college to be nominated in rotation by the principal for two years. The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:
  - (a) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
  - (b) audited accounts for the above.

### **Procedure for release of Autonomy Grant by UGC:**

Following procedure is laid down for release of autonomy grant to Autonomous Colleges enjoying autonomy in the tenure period.

1. An Autonomous College should hold a meeting of the Finance Committee in the first week of April to take stock of the utilization of autonomy grant of previous year and to discuss the budget for the autonomy grant of the coming year. A detailed Blue Print of the budget should be duly approved by the Finance Committee in this meeting.
2. Only those items should be included, which are admissible as per UGC guidelines. No expenditure other than these items shall be accepted for utilization.
3. The budget so prepared and approved by the Finance Committee will be submitted to the Governing Body for final approval, before 25th of April every year.
4. The budget duly approved by the Finance Committee and the Governing Body should be submitted to the concerned Regional Office of the UGC on or before 30th April. In case the meeting of the Governing Body is not held before 30th April due to unavoidable reasons, the Principal in the capacity of Member Secretary of the Governing Body may submit the budget to the concerned Regional Office of the UGC under approval of the Chairman of the Governing Body.

## **II Executive Officials and the various committees& Centres of the college**

### **1. Manager**

#### **Planning and policy**

- The manager provides leadership towards the achievement of the Colleges' objectives.
- Has overall authority and responsibility for all policy and planning decisions taken by the college.
- Is responsible for creating, maintaining and enhancing a good public image of the institution.
- Facilitates optimum utilization of infrastructural facilities.
- Enhances the efficiency of the College.

#### **Educational leadership**

- The monitoring of the quality of educational services such as teaching, learning, research, innovation and development is also done by the manager.
- Explores the possibility of new courses and innovative programs for the betterment of the college.

#### **Personnel Management**

- The manager also inspires all concerned for the realization of the goals of the college with enthusiasm and strives for progress and betterment
- To make appointments for the posts of Director, Principal and permanent teaching staff and nonteaching staff of the college.
- Conducts interviews for the appointment of various posts.
- Has the authority to appoint a member from the management, to the Governing Council.

- Manages interpersonal conflicts and issues within the college.
- Enhances job satisfaction
- Addresses the grievances of the staff members as well as the student body.
- Ensure cordial relations within the departments as well as with other departments within the college.

### **Organizational Management**

- Demonstrates effective organizational skills in managing the institutions.
- Has the authority to visit any department within the college at any time to ensure their effective management and maintenance of excellence.
- Maintains the conditions that foster respectful and responsible behavior within the college community.
- To take part in the meetings with the important dignitaries such as delegates from Universities, Government, University Grants Commission, National Assessment and Accreditation Council etc.
- Presides over the College Union instillation as well as the college Annual Day.

### **Fiscal Responsibility**

- Ensures that the fiscal management of the college is in accordance with the college rules.
- Ensures that the annual budget is in alignment with the Multi-Year strategic plan of the college.

## **2. Director**

The director of the college has the following functions.

### **Policy**

- The director provides leadership in achieving the mission and vision of the college.

- Provides leadership in the planning, development, implementation and evaluation of policies, and will demonstrate to the management the procedures which will achieve the intended outcome of all policies.
- Ensures and maintains a positive working relations with the management and staff.
- Supports the management in performing its role and facilitates the implementation of its rule as outlined in the rules and guidelines of the college.
- Communicates effectively with the management, principal, staff and students.

### **Organizational Management**

- Demonstrates effective organizational skills in managing the institution.
- Demonstrates positive and proactive leadership that has support of the staff with whom the director works most closely.
- Develops effective approaches for succession planning for the institution with due consultation with the staff.

### **Fiscal responsibility**

- Ensure that the fiscal management of the college is in accordance with the college rules .
- Ensure that the annual budget is in alignment with the Multi-year strategic plan of the college.
- To allot funds for the construction and maintenance of infra structure facilities and developmental activities of the college.

### **Educational leadership**

- Provides leadership and direction to the staff, both teaching and non teaching of the college.
- Develops and maintains positive and effective relations between the staff and the management.

- Ensure positive and effective relations between students and staff of the college.

### **Personnel Management**

- Ensures effective systems are in place for the selection and appointment; supervision, development and performance review of all staff members.
- Has overall authority and responsibility for all personnel-related issues .
- Ensures ongoing capacity building throughout the organization.
- Ensures compliance with human rights and labour relations legislation.

### **Planning**

- Provides leadership for the development of the yearly strategic plan and an annual review of the implementation of the college.
- Provides leadership for the development and Improvement of students' achievements
- Ensures that the multi-year strategic plan establishes priorities and identifies specific actions with regard to the management's responsibility for student achievement.
- Reports regularly on implementation and results achieved by the college in relation to the Multi-Year Strategic Plan and Improvement Plan for student achievement.

### **Student achievement and well being**

- Take necessary steps to provide a safe, caring and learning environment in college.
- Provide advice and leadership to the college in setting goals for student achievements to support all students in achieving their full potential.
- Maintains the conditions that foster respectful and responsible behaviour within the college community.



- Takes the necessary steps to provide for the safety and well being of students while they participate in college programs, or are being transported to or from the programs.

### **Communications and Relations**

- Establishes effective communication strategies to keep the management informed of key reports, student and staff success, local issues relating to the college.
- Ensures that open, transparent and positive internal and external two way communications with management and staff are in place.
- Responsible for effective communication with the public and media.
- Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, and staff successes.

### **3. Functions of the Principal**

#### **I Administrative Functions (Powers): -**

1. Supervision over Teaching staff and Non teaching staff and maintenance of discipline in the Institution.

#### **2. Appointments: -**

- (i) Provisional appointments of /Guest/FIP and Daily wages appointment in contingencies.
- (ii) Internal transfer of Attenders from one department of study to another.

#### **3. Leave:-**

Sanction all kinds of leave except study leave, LWA- up-to 120 days and Special Disability leave to Teaching staff and Non Teaching staff with permission to leave the station. Sanction of Casual Leave to Teaching Staff and Non Teaching Staff. Sanction of Special Casual Leave to Teaching Staff and Non teaching staff. To sanction permission to Teaching Staff and Non Teaching staff

to leave state or Nation up to a maximum period of 120 days. (Govt. Circular No: 10553 / Adv. C2 / 2001/P&ARD. Dtd.29.4.2002,G.O.(P)No:233/08/Fin. Dtd.3.06.2008)

4. Entries in Service Book: Making necessary entries in the Service Book of Non- Gazetted Officers.
5. Preparation of Annual Reports:- (i) To Director of Collegiate Education and (ii) University.
6. Reconstitution of Committees:- CDC, Purchase Committee, Anti-ragging etc.
7. Internal Transfer of Furniture and Equipments:- From one Department of studies to another.

## **II. Financial Functions (Powers): -**

1. Investigation of Arrear claims: - Up to 5 years of old except the time barred claims.
2. Temporary Advance from GPF: - Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff.
3. Purchase: - To effect all purchases, construction and maintenance up to a financial limit as ordered by the government from time to time. Issues Administrative and Purchase sanction up to same financial limit and execute the purchase and minor works by observing conditions stipulated in Store Purchase Rules.
4. Local Purchase: - To purchase stationery through local purchase.
5. Renting Building & Auditorium:- To sanction on merit in individual cases, renting of College Building and Auditorium subject to the conditions laid down in(G.O. (Ms) 262/86/H.Edn. Dated 09.07.1986).
6. Printing: - To sanction printing of following items.
  - Notices
  - Authorized Forms

- College Calendar
  - Other forms and Register
  - Printing College Magazine and Question papers locally.
7. Write off and disposal of unserviceable articles and stores:-
    - To sanction the write off of the value of unserviceable articles/ books (G.O.(MS) 133/84/H.Edn. dated 14/06/1984)
    - To sanction the disposal by auction of unserviceable items (G.O.(MS) 133/84/H.Edn. dated 14/6/1984)
  8. Lease: - To sanction the annual lease of usufructs in the premises of the institution under the principal's control.
  9. Refund:- To sanction the refund of fees or fines realized from students contrary to rules.
  10. Non-recurring Contingent charges:- To sanction Non-recurring contingent charges provided there is budget provisions.
  11. Periodic Review of stocks:- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
  12. Distribution of Budget allotments: - To distributes Budget allotments to various Departments of the college.
  13. Utilisation of Special PD Funds: - To sanction expenditure and purchase by observing conditions stipulated in Store Purchase Rules.
  14. Extension of time to Suppliers:- To sanction extension of time up to 1 month for the supply of material for which order has been placed.
  15. Recovery of Costs:- To order the recovery of cost of lost or damaged books and equipments from students and staff.
  16. DDO – Drawing and Disbursement of Salary to Non Gazetted Officers.
  17. Custodian of one set of cash chest keys

18. Preparation of DCB: Month-wise preparation of DCB (Demand, Collection, Balance) statement of fees from students and sending to the Director of Collegiate Education.
19. Reconciliation of Expenditure: - Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
20. Preparation of Budget Proposal: - Annual Budget proposal preparation for the next financial year and sending to Director of Collegiate Education.
21. Preparation of Plan Proposal:- Annual Plan Proposal preparation for the coming year is to be submitted to DCE by September every year.
22. Preparation of UGC Plan Proposal: - Preparation of UGC Plan Proposal for a plan period.

**IV. Academic Functions (Powers): -**

1. Supervision over students and maintenance of discipline in the college.
2. Endowed Scholarships, prizes and medal: - To sanction endowed scholarships, prizes and medals to students.
3. Stoppage of Scholarship:- To stop the further payments of any scholarship to a student if his/her conduct, progress or attendance is unsatisfactory and order continued payment of the same when he/she attain the satisfactory level.
4. Temporary closing of the College: - To permit the temporary closing of the college on specific reasons in consultation with the director and management. When it exceeds 5 days at a time the matter should be reported to the Director of Collegiate Education for approval.
5. Make up the deficiency of total number of academic working days: - by declaring Saturdays as working days.
6. Promotion and detention of students: - To make final decisions on class promotions and detentions of students keeping in view of the rules stipulated by the Govt. and University time to time.

7. To declare holiday- To declare holiday for the institution due to contingencies and compensate the same afterwards.
8. Issue of TC and Conduct Certificate: - To the outgoing students.

**a) THE COLLEGE COUNCIL**

The College Council is the chief decision making body of the college. The Council is constituted as per the Mahatma Gandhi University statutes. The Heads of the Departments and elected staff members form the council with the Principal as the Chairperson. Important decisions regarding the functioning of the college are taken in the council.

**b) THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The college has constituted an Internal Quality Assurance Cell (IQAC), as per the NAAC directives. The IQAC channelizes and systematizes the efforts and measures of the College towards academic excellence with the following goals.

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Promotion of Research and Consultancy Services of faculty members.
- To ensure quality in all the operations of the institution and to ensure stakeholders satisfaction, IQAC takes up the continuous task of planning, monitoring and evaluating the activities of the college.

**Functions**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty advancement to adopt the required

knowledge and technology for participatory teaching and learning process.

- Getting feedback responses from students, parents and other stakeholders on quality-related institutional processes.

**c) The Building Committee of the College (UGC Guidelines)**

**Composition**

The College should constitute a Building Committee with the following members:-

- a. The Principal/Teacher- in -Charge of the College.
- b. A representative of the affiliating University.
- c. A representative of the CPWD/PWD/ ZillaParishad / Corporations, etc. (not below the rank of Assistant Engineer).
- d. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included.
- e. A representative from user- teaching department (s).
- f. A representative each from Administration and Accounts Division.
- g. The Architect engaged by the College. The person should be registered with the Council of Architecture. The presence of either the Engineer or the Architect may be ensured during the Building Committee meeting.

**Functions of the Building Committee**

The Building Committee will be responsible for finalizing the plan and estimates and scrutinizing documents such as, Rate Conformity Certificate and Abstract of Cost, Building Project Certificates & Audited utilization certificate and statement of income and expenditure of the buildings to be constructed by the College and also for ensuring the completion of the construction of buildings in accordance with the finalized plan and estimates.

The committee will also be responsible for proper utilization of the funds received from the UGC, the Government and from the College, out of its own resources. Before approving the building projects, the Building Committee

should verify the building plan and detailed estimates. The Building Plan and Detailed Estimates of the proposed building project is to be duly prepared and should be signed by a Qualified Engineer /Registered Architect and countersigned by the Principal / Teacher – in- Charge of the College. Provision for ramps and toilets on the ground floor may be made in the buildings to enable the use of the building by the differently - abled (physically handicapped) persons.

**a) Planning Board (as per UGC Guidelines (XII Plan))**

The College has set up a Planning Board to approve the proposal for development of undergraduate and postgraduate education, after identifying its needs and deciding on its priorities. Besides the Principal, Coordinator IQAC, and senior teachers, Librarian, the Bursar or a senior person from the Accounts Department may be a member of the Planning Board. After finalizing the budget allocation for UG & PG education, the planning board should submit the details as per the guidelines of the University Grants Commission.

**Functions**

The Planning Board of the college will be responsible for approving the proposal for development for improving the standards of teaching and research at various levels. Item for which, expenditure can be incurred by the college under GDA includes renovation/addition/alteration of building (including renovation of heritage buildings), book & journals, laboratory, connectivity, career and counselling cell, cultural activities, day care centre, annual maintenance contract, and development of ICT, etc.

**INSTRUMENT MAINTENANCE CENTRE (IMF)**

The Indian economy has made industry increasingly conscious of the need for manpower trained in science and technology. This places demands on the higher education system to improve quality of education in science and technology. This will be made possible by making more investments in strengthening of infrastructure for teaching and research, and improving administrative efficiency at all levels. The UGC has recognized the possible impact of these changes. The UGC insisted College departments to acquire sophisticated instruments for their research and general laboratory instruments for teaching. The Commission has also recognized the importance of information

technology and has set in motion the computerization of administrative functions and automation of libraries in the colleges.

Consequently, our Colleges have a sizeable pool of instruments and modern electronic hardware, which will increase with time and will therefore need to be properly maintained for their efficient and effective use. The Commission is of the opinion that the higher education system should prepare itself to meet challenges concomitant to the process of the strengthening of the infrastructure. The emphasis is on building capacity to maintain instruments and modern electronic hardware in the higher education system. As per UGC guide lines the college established a unit called **INSTRUMENT MAINTENANCE FACILITIES (IMFs)** to support the efforts in improving science education at all levels. Under this scheme, the UGC will provide essential tools/equipment for repair and maintenance of electronic hardware, as well as qualified staff according to the assessed workload decided by the size of the pool of such instruments and electronic hardware in the institution. The UGC also recognizes the need to extend this scheme to as many institutions as possible and yet maintain efficiency in providing the service. The IMFs will be networked with each other and with the office of the Commission to permit the exchange of experience and ideas as well as a close monitoring of the scheme.

## **OBJECTIVES**

The objectives of the IMF programme are as follows:

- i. To encourage colleges in Autonomous colleges, post-graduate colleges to establish an Instrument Maintenance Facility (IMF) as an essential support infrastructure to provide effective and efficient maintenance to their scientific instruments and electronic hardware.
- ii. To provide adequate resources as developmental inputs to appoint staff and procure Tools/equipments for repairs and maintenance of scientific instruments and electronic hardware.
- iii. To maximize efficiency through need-based training and documentation in the repair and maintenance to connect the units so established in the country with each other using information technology so that they can improve their performance through an exchange of each other's experience and ideas.



- v. To monitor the working of the scheme for its effectiveness and accountability to the users, such as students, teachers, etc.
- vi. The IMF staff will be trained at Regional Instrumentation Centres (RICs) and other centres around the country, and in new techniques and procedures whenever such a need arises. The IMFs will be encouraged to adopt an ethos of teamwork, accountability and user-sensitivity that would lead them to acquire an ISO-9000 certification.

### **Teresian Research and Consultancy Cell (TRACC)**

Teresian Research and Consultancy Cell started and launched during a NACC sponsored National Seminar in 2011, Co-ordinates and promote research activities of the institution. It also provides consultancy to various companies. Research is crucial in assessing community needs, developing result based curriculum, preparing effective outreach messages and demonstrates student progress and reflects the confluence of quality education and learning. TRACC convenes a National Conference annually, bringing together the research community consisting of research scholars, guides, students and academicians. It provides an excellent platform to facilitate discussions, disseminate research findings and to keep abreast of the newer developments, theories and techniques in the field of research.

### **The Student Government**

The College Union is the Student Government of the College. The Union consists of the elected representatives of the student community. It comprises of the Chairperson, the Vice Chairperson, the General Secretary, the Arts Club Secretary and the Sports Secretary, the Student Editor and the two University Union Councillors, the representatives of the various classes and the Association Secretaries. The Union is guided by two members of the Faculty known as Deans, they are the Deans of student affairs.

All the Associations and clubs work under the formal auspices of the College Union. The students union organizes the 'Teresian Week' -a week-long festival which showcases the literary, artistic and histrionic talents of the students. All student activities are spearheaded by the College Union. The Sports Day is also organized by the members of the Union and the Sports Secretary.

### III Departments of the College

The following are the various departments of the college which are headed by the Heads of the Departments. The overall supervision and administration of the departments are made by the concerned head of each department :-

#### Departments and Educational Centres

Name of Department	No.of staff members	
	Permanent	adhoc
Department of Bharathanatyam		7
Department of Botany	7	1
Department of Chemistry	4	5
Department of Commerce	4	
Department of Commerce-Self Financing	7	
Department of Computer Applications	6	
Department of Economics	7	
Logic	1	
Department of English	14	
Department of Communicative English	6	
Department of French	1	4
Department of Hindi	2	
Department of History	3	3
Department of Home Science	14	
Department of Malayalam	2	
Department of Mathematics	6	
Department of Physical Education	2	
Department of Physics	9	1
Department of Sociology	8	
Department of Statistics	3	
Department of Zoology	4	3
Women's Study Centre	9	
Centre for Management Studies		4
Department of Research& Development		2

## **Teaching staff**

### **Head of Department**

The Heads of Department / Director, to be appointed in accordance with the rules / procedures / statutes of the college will be the principal academic and executive officer responsible for smooth and efficient functioning of the department in pursuit of the objectives. The senior most teacher will become the head of the department. She will exercise such powers as may be delegated to her by the College, principal/director and the Governing Council. In case of an emergency, the head of the department may also be authorized to take such appropriate action, in consultation with the appropriate Committee, in anticipation of the approval of the Governing Council and then report the matter to principal for ratification.

The power for financial management of department funds is bestowed on the head of the department. The purchase of equipments and chemicals etc. with the sanction of the principal is the responsibility of the heads.

## **CODE OF PROFESSIONAL ETHICS**

### **I. TEACHERS AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Every teacher is expected to maintain good relations with the management, executive officials, non teaching staff and the students.

- The teaching faculty have an important role in the functioning of the college and they should be the role models to the students.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge:
- Maintain active membership of professional organizations and to strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the university and college examinations, including supervision, invigilation and evaluation, setting internal question paper, identifying, evaluators and question paper setters.
- participate in extension, co-curricular and extra-curricular activities including community service/ extension work
- Teachers should be punctual in their arrival to the college on time and in going to the respective classes.
- It is the duty of every teacher to maintain discipline in the classrooms and in the campus.
- If she is on leave, it has to be reported to the Head of the Department and to the principal.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should**

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their political, economic, social and physical characteristics.

- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their skills and talents and to help them develop their personality and at the same time contribute to community welfare.
- Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit:
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and Refrain from inciting students against other students, Colleagues or administration.
- Teachers are responsible for taking the attendance of the students every hour and in no circumstances allow the students to leave the campus during class hours.
- The subject teacher who handles a subject should report the names of regular late comers [more than three] to the respective class teachers who will deal with the issue through the department head.
- It is the duty of the class teacher to enter the attendance of the students in the online register. If a student is absent for 2 or more days it has to be intimated to the parent and to the college office.
- It is the duty of the teachers to handle the moral instruction classes and see that all students are attending the same.
- The teachers are also the mentors. They are expected to meet the students allotted to them every week.
- It is the duty of the class teacher and Heads of Departments to conduct open houses during every semester. Progress cards have to be issued and duly signed by parents of the respective students.

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should:**

- Treat other members of the staff in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from adopting considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. TEACHERS AND AUTHORITIES**

#### **Teachers should:**

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the college by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate with the principal, director and management for the betterment of the college keeping in view the interest and in conformity with dignity of the profession;
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view of their particular responsibility for completion of academic schedule.

## **V. TEACHERS AND NON-TEACHING STAFF:**

- Teachers should treat the non-teaching staff as colleagues and equal partners in the functioning of the college.

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should**

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole .
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- No teacher is expected to contact the media on any circumstances without the permission of the principal/director.
- No teacher is expected to tarnish the image of the college in public. Strict disciplinary action will be taken if any teacher is found violating any of the college rules.

#### **IV Admissions to various Programmes**

Admissions are made to the various programmes for the students as per rules of the Mahatma Gandhi University and Kerala state government .Rank lists will be displayed on the notice board.

#### **The College Offers the Following Programmes**

#### **Under Graduate Programmes**

<b>REGULAR</b>			
<b>Core</b>	<b>Complementary</b>	<b>Eligibility</b>	<b>No. of seats</b>
B.A. Economics	Logic, Sociology/Mathematics	Pass in +2 exam (Any stream)	60
B.A. English	History of British Colonialism, Sociology	Pass in +2 exam (Any stream)	50
B.A. History	Economics, Sociology	Pass in +2 exam (Any stream)	40
B.A. Sociology	Statistics, History	Pass in +2 exam (Any stream)	60
B.Com	Taxation (Elective)	Pass in +2 exam (Any stream)	60
B.Sc. Botany	Chemistry, Zoology	Pass in +2 exam with Biology as an optional subject	36
B.Sc. Chemistry	Mathematics, Physics	Pass in +2 exam with Chemistry as an optional subject	36
B.Sc. Home Science	Chemistry, Zoology	Pass in +2 exam (Any stream)	40
B.Sc. Mathematics	Physics, Statistics	Pass in +2 exam with Mathematics as an optional subject	120
B.Sc. Physics	Mathematics, Statistics	Pass in +2 exam with Physics as an optional subject	36



B.Sc. Zoology	Chemistry, Botany	Pass in +2 exam with Biology as an optional subject	36
<b>SELF FINANCING</b>			
<b>Core</b>	<b>Complementary</b>	<b>Eligibility</b>	<b>No. of seats</b>
B.A. Bharatanatyam	Mohiniyattam, AbhinayaSangeetham	Pass in +2 exam (Any stream)	50
B.A. Communicative English	Poetry, Sociology (No Second Language )	Pass in +2 exam (Any stream)	30
B.A. French	Communicative English, Travel & Tourism	Pass in +2 exam (Any stream)	50
B.Com	Taxation (Elective)	Pass in +2 exam (Any stream)	40
B.Sc. Apparel & Fashion Designing	(No Second Language)	Pass in +2 exam (Any stream)	30
B.Sc. Computer Applications with Mathematics & Statistics(Triple Main)	(No Second Language)	Pass in +2 exam with Mathematics as an optional subject (Science stream)	30
BCA Cloud Computing and Information Security Management	(No Second Language)	Pass in +2 exam with Mathematics as an optional subject (Science stream)	30
Bachelor of Management Studies in International Business	(No Second Language)	Pass in +2 exam (Any stream)	30

## **B.Voc. Degree Courses**

### **AIM**

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF. The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

### **The main objectives of the scheme are:**

- To provide judicious mix of skills relating to a profession and appropriate content of General Education.
- To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- To provide flexibility to the students by means of pre-defined entry and multiple exit points.
- To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- To provide vertical mobility to students coming out of 10+2 with vocational subjects.

### **Eligibility**

A pass in plus-two (Science group) or equivalent examinations (V.H.S.C.) recognized by the University. The course will be a six semester full time programme extending three academic years consisting of 90 working days of instruction in each semester including examination.

### **Programme**

The programme is grouped under the Model III - New Generation Courses.

## 1. B Voc Degree Course In Food Processing Technology

### Course Structure

The curriculum is a suitable mix of General Education and Skill Development components. The General Education components emphasize and offer courses which provide holistic development. The focus of Skill Development components is to equip students with appropriate knowledge, practice and attitude, so as to become work ready.

### Course

The diploma has 26 skill development courses, 20 general education courses, one choice based course, one open course, 6 skill development internships and one skill development project. The total credits is 180 for the entire programme. (One Credit is equivalent to 18 periods of 60 minutes each, for theory, workshops/labs and tutorials. For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops.)

## 2. B Voc. In SOFTWARE DEVELOPMENT

B Voc. in Software Development has 20 skill development courses, 14 general education courses, four language based courses, 3 skill development internships and two skill development projects. The total credits are 180 for the entire programme.

### Scheme of Courses

Sl.NO	Courses	No	Credits
1	Language courses (English and French)	4	16
2	General Education Components	14	56
3	Skill Components	20	89
4	Internship	3	7
5	Mini Project	1	4
6	Main Project	1	8
	Total	43	180

### **Nature of the Course**

- i. Total credits is 180
- ii. Working hours per week is 30 hours
- iii. All vocational subjects are treated as core course.
- iv. Multiple exit points are permitted, that is, if willing, candidate can quit after the successful completion of first & second year. Candidate do so, can't be re-entered.
- v. There will not be provisions for improvement.
- vi. A candidate who failed in a semester may get two supplementary chances. Only failed papers are to be written in the supplementary examination.

### **Programme Structure**

The B.Voc Software Development shall include:

- a. Language courses (English and French)
- b. General Education Components
- c. Skill Components
- d. Internship
- e. Field Visits
- f. Project
- g. Soft Skills and Personality Development Programmes
- h. Study tours

## POST GRADUATE PROGRAMMES

REGULAR		
MAIN	Eligibility	No. of seats
M.A. English Literature	Graduation in English under (Model I/II/III) or graduation in other faculties of language and literature, social science and science	15
M.A. Economics	Graduation in Economics /Mathematics / Statistics	15
M.A. Sociology	Graduation in the Faculties of Language & Literature, Social Science, Science and Commerce	20
M.Sc. Botany	Pass in B.Sc. Botany	12
M.Sc. Physics	Pass in B.Sc. Physics	12
M.Sc. Chemistry	Pass in B.Sc. Chemistry with Mathematics as a Complementary subject	12
M.Sc. Child Development & Behavior Science	A pass in B.Sc. Family & Community Science / Home Science/ Food Science and Quality control, Food Service Management & Dietetics, Clinical Nutrition and Dietetics or. Graduates in Psychology, Human Development, Nursing or any Science graduate with PG Diploma in Pre-School Education/Counselling Psychology or Science Graduates with Open Course namely Life Skills Strategies and Techniques .	10
M.Sc. Resource Management & Interior Designing	A pass in B.Sc. Family & Community Science / Home Science /Food Service Management and Dietetics/ Clinical Nutrition and Dietetics or any Science graduate with P.G. diploma in Interior Design/Decoration or any B.Sc Degree with open/Add-on-course in Interior Decoration and related Arts.	10
M.Sc. Food Science & Nutrition	A pass in B.Sc. Home Science/Family and Community Science/ Food Service Management and Dietetics or Degree holders of Zoology, Microbiology, Food Microbiology, Chemistry, Biochemistry or Biotechnology with P G Diploma in Nutrition and Dietetics/Open Course in Nutrition for wellness/Dietetics and BSc Nursing.	12

<b>SELF FINANCING</b>		
<b>MAIN</b>	<b>Eligibility</b>	<b>No. of seats</b>
M.A. Bharatanatyam	Pass in B.A. Bharatanatyam . Students who have passed other undergraduate programmes can also apply, but they will have to pass an entrance exam	10
M.A. History	Graduation in any subject in the faculty of social sciences	15
M.Com	Graduation in Commerce /BBA/BBM	15
M.Sc Zoology	Pass in B.Sc. Zoology	12
MTTM- Master of Travel and Tourism Management	A pass in any Bachelor's Degree	15

### **P.G. DIPLOMA PROGRAMMES**

<b>Programme</b>	<b>Duration</b>	<b>Eligibility</b>
P.G. Diploma in Clinical Nutrition and Dietetics	1 year and 6 months (including 3 months internship)	B.Sc. Degree in Home Science, Botany, Zoology, Biochemistry, Biotechnology, Food Science and Quality Control and Clinical Nutrition and Dietetics
PG Diploma in Fashion Design & Apparel Merchandising	1 year and 6 months (including 2 months internship and project)	Any Graduation
P.G. Diploma in Management in Business Analytics	2 years	Graduation in Commerce /BBA/BBM

### **Ph.d PROGRAMMES**

The following departments are research centres and offer Ph.D Programmes. The eligibility criteria and the procedures for submitting the thesis are as per the rules of Mahatma Gandhi University and University Grants

Commission. All research scholars have to attend the seminar conducted by the research cell of the college and present their work before the experts every year. The following departments are the research centres.

Botany
Home Science
Sociology
Physics
Economics
English

### **Add On Courses Mandatory for UG Programmes**

Every UG student is expected to take one add- on course. The marklists and certificates will be issued by the college.

#### **1. Courses offered by the College**

- Certificate in Functional English
- Certificate in Business Skills
- Certificate in Desktop Publishing
- Certificate in Communication Skills
- Certificate in Computer Literacy Program
- Certificate in Graphic Design and Animation
- Certificate in Tourism, French Language and Cultural History of Kerala

#### **2. Courses assisted by UGC**

- Plant Resources Development and Management
- Guidance and Counseling

#### **3. Courses offered by CCEK (Centre for Continuing Education, Kerala)**

- PG Diploma in Counseling
- Certificate Course in Jewellery Design

#### **4. Courses offered by Teresian Computer Centre**

- Certificate in Office Automation
- Diploma in Computer Science
- Diploma in Computer Applications
- PG Diploma in Computer Applications

#### **5. Courses Offered by International Language Centre**

- Certificate Course in Spanish
- Certificate Course in German
- Certificate Course in French

#### **St. Teresa's Community College**

The Community College was granted as per UGC D.O.No.F.1-49/2015 (cc) dated 11th June 2015. The approval is for 2 years and hence two batches of 50 students each will avail the benefit of the course and scholarship.

The course 'Diploma in Health Care Assistance' is a comprehensive course for placement as 'Nursing Assistants' in hospitals or as 'Professional Homecare Givers' with a minimum eligibility of +2 pass and girl students who were not able to continue education in the normal stream of education. The focus of the course is that there is no age limitation and only requirement is to pass an initial assessment on aptitude for nursing and care giving. The total enrolment allocated is 50 nos. The industrial partners are Lourdes Hospital, Ernakulam and Carmel Hospital, Aluva. Apart from internship of 3 months in Hospitals they will be given a specialized training in Care giving by 'Caremark' which is a British agency rated third position worldwide in the field of providing Professionals in Homecare giving. The agency will provide two and half month training with international certificate for the students.

The curriculum of the course is structured in two semesters and method of evaluation is as per CBCSS system. The board of studies approved the detailed syllabus and internship allocations.



## **Courses offered by IGNOU Study Centre, St. Teresa's College.**

Admissions are done by IGNOU

### **I. Master Degree Courses**

- M.Sc. Dietetics and Food Service Management
- M.Com
- M.A. English
- M.A. Hindi
- M.A. Gender and Development Studies
- M.A. Anthropology

### **II. Diploma Programmes**

- Diploma in Nutrition and Health Education
- Diploma in Creative Writing in English

### **III. Post Graduate Diploma Programmes**

- Post Graduate Diploma in International Business Operations
- Post Graduate Diploma in Translation
- Post Graduate Diploma in Women and Gender Studies

### **IV. Certificate Programmes**

- Certificate in Diabetes Care for Community Worker
- Certificate in Food and Nutrition
- Certificate in Nutrition and Child Care

## **V. Conduct of examinations in the college:-**

The Manager shall appoint a person not below the rank of an Associate Professor , with experience of not less than two years as the Head of a Department offering Post Graduate Course of study as the Controller of Examinations for the Autonomous College:

Provided that such a person shall not have been disqualified or punished for any breach of conduct or failure to perform any duty assigned in connection with the conduct of examinations by the University or any other Universities in the State.

- (1) All examinations leading to the award of degree or diploma issued by the University shall be conducted under the supervision of the Controller of Examinations.
- (2) The Academic Council of an Autonomous College shall frame a Manual of Examinations for the conduct of examinations in the Autonomous College within three months from the grant of autonomy or six months before the conduct of the first set of examinations, whichever is earlier.
- (3) The Manual of examinations shall be based on the following matters, namely:-
  - (a) The functions of conducting examinations and its supervision, evaluation of examinations and publication of results shall be specifically assigned to persons designated for the purpose and their roles shall also be specified;
  - (b) The independence of framing of questions, valuation and monitoring processes shall be maintained;
  - (c) There shall be adequate safeguards to ensure the integrity of the examination processes; and
  - (d) There shall be adequate penalties of such nature and subject to such maximum penalty as may be prescribed by the Government , that may be provided for any individual responsible for the conduct of examinations in case of any breach of the provisions of the Manual of Examinations for the conduct of examinations of the Autonomous College:

Provided further that in framing the Manual of Examinations, the college shall ensure that the safeguards in the Examination Manual of the University itself are to the extent possible, incorporated in the Manual of Examinations for the conduct of examinations of the Autonomous College:

Provided also that the Manual of Examinations shall be submitted by an Autonomous College to the University for its remarks and modifications for improving the quality of the conduct of examinations and upon receiving such remarks, incorporate them in the Manual of Examinations to the extent possible and inform the University of the reasons for not being able to comply with any of the suggestions.

- (4) On approval of the issue of the remark lists by the Governing Council, the mark list shall be issued under the name and seal of the Principal of the College and the Controller of Examinations of the College, in a format consistent with that prescribed by the University.

#### **The Controller of examinations**

The controller of examination shall in the execution of her office, be subject to the immediate directions and control of the college and shall carry out the orders and render such assistance as may be required by the Principal in the performance of her duties.

1. She shall be responsible for the conduct of all end semester examinations and it shall be her duty to arrange for the preparation scheduling, marking and reporting of all college examinations and for the payment of remuneration to question paper setters and examinations and all other incidental matters connected with college examinations.
2. She shall be responsible for the safe custody of all papers documents, certificates and other confidential files connected with the conduct of all college examinations.
3. She shall keep the minutes of the Board of examiners and all committees appointed by the said board.
4. She shall convene meetings and issues notices to the board of examiners and committees appointed by them and conduct the official correspondence thereof.

5. She shall have the power to counter sign the travelling allowance bills of examiners, paper setters and college employees deputed on examination purpose and all other bills relating to examinations.
6. She shall have power
  - A. To invite quotations for work connected with examination and sanction lowest when the expenditure does not exceed Rs. 1000.
  - B. To sanction contingent expenditure for examination purposes up to a maximum of Rs. 5000.
  - C. To sanction expenditure for printing where sanction of competent authority has been received for the work subject to the condition that such sanction shall not exceed Rs. 1000.
  - D. To engage temporary employees for examination work for a period not exceeding 2 months.
  - E. To sanction purchase of stationary for examination purposes by inviting quotations and accepting the lowest up to a maximum of Rs.5000.
7. She shall perform such other duties as maybe prescribed by the principal or conferred upon her by the Governing Council from time to time. The Controller of examination shall ensure that examinations are conducted in conformity with the provisions in the regulations.

**Duty of teachers in connection with the conduct of examinations.**

1. It shall be the duty of a teacher of the college to do any work in connection with an examination conducted by the college.
2. If any teacher refuses without sufficient cause to do any work in connection with an examination conducted by the college when required to do so by the competent officer or authority of the college he/she shall without prejudice to any other action that may be taken against him/her commencing on the commencement of the examination be liable for disciplinary action.
3. Any teacher connives with, or assists any candidate at an examination conducted by the college to do any malpractice at such examination or delays the valuation and return of answer books of candidates at any such examination which have been given to him/her for valuation, shall

without prejudice to any other action that may be taken against him/her be liable for disciplinary action.

**Duties of non-teaching staff in Connection with the conduct of examinations.**

- 1) It shall be the duty of the non-teaching staff of the college to do any work in connection with an examination conducted by the college.
- 2) If any non-teaching staff refuses without sufficient cause to do any work in connection with an examination conducted by the college when required to do so by the competent officer or authority of the college he/she shall without prejudice to any other action that may be taken against him/her commencing on the commencement of the examination be liable for disciplinary action.

**Functions of the administrative staff in the controller's office.**

It shall be the duty of clerks in the controller's office to carry out all the work allotted to them and to offer all assistance to efficiently discharge the duties allotted to the section. They shall also strive to be conversant with the rules and regulations necessary for carrying out their duties efficiently. The staff shall also maintain such registers to monitor the work assigned to them as prescribed by rules. The rules framed by the college for maintaining office discipline shall be strictly followed by the staff.

**For more details regarding Examinations refer Examination Manual of the College.**

**Award of Degrees:-**

1. The University shall award degrees, diplomas, titles, certificates and other academic distinctions to the students evaluated and recommended by the University for the same: Provided that such degree, diploma, title or certificates shall be in a common format prescribed by the University: Provided further that the name of an Autonomous College shall be mentioned in the Certificate conferring the degree, diploma, title, certificate and other academic distinctions if college requests for the same.

2. The university shall issue the degree, diploma, title or certificates within forty-five working days of receipt of recommendations from the College.

### **Examinations**

## **REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE**

### **BASED COURSE CREDIT SEMESTER SYSTEM AND GRADING**

The Regulations of the college under Choice Based Course Credit Semester System and Grading shall be followed from the academic year 2015-2016. The Performance Grading of the learner shall be on the Seven Point Grading System. Teachers should use the marking system for each question for each course. Cumulative Grading will be done during the preparation of the final mark list of the programme.

### **1. EVALUATION**

The evaluation of each course shall contain two parts:

- (i) Sessional Assessment (SA)
- (ii) Final Assessment (FA)

The Sessional to Final assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for Final evaluation and maximum of **20** marks for Sessional evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. (*SA+FA*) as given below:

<b>Percentage of Marks</b>	<b>Grade</b>	<b>Grade Point</b>
90 and above	A+ - Outstanding	10
80-89	A – Excellent	9
70-79	B - Very Good	8
60-69	C – Good	7
50-59	D Satisfactory	6
40-49	E-Adequate	5
Below 40	F Failure	4

Note: Decimal are to be rounded to the next whole number

## 2. CREDIT POINT AND CREDIT POINT AVERAGE

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

$$CP = C \times GP, \text{ where } C = \text{Credit}; GP = \text{Grade point}$$

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula

$$\text{Semester Credit Point Average (SCPA)} = TCP/TC, \text{ where } TCP = \text{Total Credit Point}; TC = \text{Total Credit}$$

Grades for different semesters / programme are given based on the corresponding SCPA on a seven point scale as shown below:

SCPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A – Excellent
Above 7, but below or equal to 8	B - Very Good
Above 6, but below or equal to 7	C – Good
Above 5, but below or equal to 6	D Satisfactory
Above 4, but below or equal to 5	E-Adequate
4 or below	F Failure

**Cumulative Credit Point Average** for the programme is calculated as follows:

$$CCPA = \frac{(TCP)_1 + (TCP)_2 \dots + (TCP)_6}{TC_1 + TC_2 + \dots + TC_6}$$

Where  $(TCP)_1 \dots, (TCP)_6$  are the **Total Credit Points** in each semester and  $TC_1 \dots, TC_6$  are the **Total Credits** in each semester

Note: A separate minimum of **30% marks** each for Sessional and Finals (for both theory and practical) and an aggregate minimum of **40%** is required for the pass of a course. For pass in a programme, a separate minimum of Grade **E** is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within

the permitted period. Candidates who secure **E** grade and above will be eligible for higher studies.

### **3. MARKS DISTRIBUTION FOR FINAL EXAMINATION AND SESSIONAL EVALUATION**

The final examination of all semesters shall be conducted at the end of each semester. Sessional evaluation is to be done by continuous assessment. Marks distribution for final and sessional assessments and the components for sessional evaluation with their marks are shown below:

Components of the sessional evaluation and their marks are as below.

#### **3.1 For all courses without practical**

a) Marks of Final Examination : 80

b) Marks of sessional evaluation: 20

All the three components of the sessional assessment are mandatory.

For common course English in I Semester, sessional oral examination shall be conducted instead of test paper.

Components of Sessional Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test paper	10
Total	20

#### **3.2 For All Courses With Practical**

a) Marks of theory –Final Examination : 60

b) Marks of theory –Sessional Evaluation : 10

Components of Theory – Sessional Evaluation	Marks
Attendance	3
Assignment/Seminar/Viva	2
Test paper	5
Total	10



c) Marks of Practical –Final Examination: 40

(Only in even semesters)

d) Marks of Practical- Sessional Evaluation: 20

(Odd and even semesters combined annually)

### 3.3 **Project Evaluation:**

For Arts students the ratio of Sessional Assessment and Final Assessment will be 20:80. For Science students the ratio of Sessional Assessment and Final Assessment will be 10:40.

## 4. **Attendance**

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the department. This is limited to a maximum of 10 days per semester and this benefit shall be considered for sessional assessment also.

### 4.1 **Attendance Evaluation**

1) For all courses without practical

% of attendance	Marks
90 and above	5
85-89	4
80-84	3
75-79	2
Below 75	0

(Decimals are to be rounded to the next higher whole number)

2) For all courses with practical

% of Attendance	Marks for theory
90 and above	3
80-89	2
75-79	1
Below 75	0

% of Attendance	Marks for Practical
90 and above	4
85-89	3
80-84	2
75-79	1

(Decimals are to be rounded to the next higher whole number)

#### 5. **Assignment/ Seminar/ Viva-voce**

Students are expected to do an assignment or seminar or viva-voce for each course during the first to the fifth semesters. They should do a seminar for each course in the sixth semester.

#### 6. **Sessional Assessment- Test Papers**

Students should have to appear for two test papers in each semester. Average marks of 2 Sessional examination shall be taken.

Retest of theory examination will be conducted only for the students who were absent for any one or both of the test papers due to genuine reasons and recommended by the Head of Department for retest. A maximum of 50% of the total marks of the paper only will be awarded for retest, even if the student scores higher (eg. If the student scores 25 marks out of 40, only 20 shall be given. If the student scores below 20 or 20 the same marks shall be given).

The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of sessional assessments are to be kept in the college for two years and shall be made available for verification.

The responsibility of evaluating the sessional assessment is vested on the teacher(s), who teach the course.

6.1 The college council shall nominate a senior teacher as coordinator of sessional evaluations. This coordinator shall make arrangements for giving awareness of the sessional evaluation components to students immediately after commencement of I semester.

6.2 The sessional evaluation report in the prescribed format should reach the Controller of Examinations before the 4th week of September and February in every academic year.

## 7. **Final Semester Examination**

The Final examination of all semesters shall be conducted at the end of each semester.

7.1 All students should do a project. This project can be done individually or as a group of 3 students. The projects are to be identified during the 5<sup>th</sup> semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester.

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

7.3 A student who registers his/her name for the final examination for a semester will be eligible for promotion to the next semester.

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

## 8. **Duration**

8.1 The duration of U.G. programmes shall be 6 semesters.

8.2 The duration of odd semesters shall be from June to October and that of even semesters from November to March. There shall be three days

semester break after odd semesters and two months vacation during April and May in every academic year.

9. **Moderation**

No moderation will be awarded in any examination under CBCSS programme.

10. **Grace Marks** – Grace Marks will be given for eligible NSS and NCC students.

**REGULATIONS FOR CREDIT SEMESTER SYSTEM IN PG PROGRAMMES**

These Regulations will come into effect from 2015-16 academic year onwards governing Post Graduate Programmes under the Credit Semester System (CSS-PG). The regulation provided here in shall apply to all regular post-graduate programmes, MA/MSc/M.Com, conducted by the college with effect from the academic year 2015-2016 admission onwards. These programmes shall include two types of courses, Program Core (PC) courses and Program Elective (PE) Courses. There shall be a Program Project (PP) with dissertation to be undertaken by all students.

The Programme will also include assignments, seminars / practical viva etc., if they are specified in the curriculum. There shall be various groups of Programme Elective courses for a programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group shall be the subject of specialization of the programme. Project work shall be completed by working outside the regular teaching hours. Project work shall be carried out under the supervision of a teacher in the concerned department. A candidate may, however, in certain cases be permitted to work on the project in an industrial / Research Organization on the recommendation of the Supervisor. There should be an internal assessment and external assessment for the project work. The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce. The title and the credit with grade awarded for the program project should be entered in the grade card issued by the college.

**Assignments:** Every student shall submit one assignment as a sessional component for every course with 5 marks. The Topic for the assignment shall be allotted within the 6th week of instruction.

**Seminar/Lecture:** Every PG student shall deliver one seminar lecture as a sessional internal component for every course with 5 marks. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation. Every student shall undergo at least two class tests as a sessional component for every course .The average shall be taken for awarding the marks for class tests. The attendance of students for each course shall be another component of sessional assessment.

**For all courses without Practical**

	Marks
Attendance	5
Assignment	5
Seminar	5
Test papers (2)	10
Total	25

**For courses with Practical**

	Marks
Attendance	5
Test Papers (2)	10
Record	10
Total	25

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

### **Calculation of SGPA (Semester Grade Point Average) for the Semester**

Calculation of SGPA (Semester Grade Point Average) for the semester evaluation of each course comprises of Sessional Semester Assessment (SA) and Final Assessment (FA). The sessional to final assessment ration shall be 1:3 for all courses.

<b>Percentage of Marks</b>	<b>Grade</b>	<b>Grade Point</b>
90 and above	A+ - Outstanding	10
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70-79	B - Very Good	8
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## **2. CREDIT POINT AND CREDIT POINT AVERAGE**

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Grades for different semesters / programme are given based on the corresponding SCPA on a seven point scale as shown below:

SCPA	Grade
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Above 6, but below or equal to 7	C – Good
Above 5, but below or equal to 6	D Satisfactory
Above 4, but below or equal to 5	E-Adequate
4 or below	F Failure

**Cumulative Credit Point Average** for the programme is calculated as follows:

$$CCPA = \frac{(TCP)_1 + (TCP)_2 + (TCP)_3 + (TCP)_4}{TC_1 + TC_2 + TC_3 + TC_4}$$

Where  $(TCP)_1$  .....,  $(TCP)_4$  are the **Total Credit Points** in each semester and  $TC_1$ .....,  $TC_4$  are the **Total Credits** in each semester

Note: A separate minimum of **40% marks** each for Sessional and Finals (for both theory and practical) is required for pass for a course. For a pass in a programme, a separate minimum of Grade **E** is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidates who secure **E** grade and above will be eligible for higher studies.

## **VI Administrative Staff of the college**

### **Superintendent:**

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to her subordinates who shall be directly responsible to him/her with the prior approval of the Principal.
- b. She/he shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms of the college.
- c. She/ He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings.
- d. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public teachers and students to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e. She/he shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f. She/he shall be responsible for the work of a highly confidential nature that may be under taken by the section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.



- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grants Commission, University, Management etc.
- i. She/he shall draft notes and deal independently the cases which are of a routine nature. She/he shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. the Principal /director and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the College and help in the overall supervision of the Principal.
- l. Any other work assigned to the Superintendent by the Principal from time to time.

**Accountant:**

- a. The Accountant shall inform periodically the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- b. She/he shall attend to all the Government scrutiny, inspections and audit.
- c. She/he shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the principal and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.

- d. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e. if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f. The Accountant shall carry out any other work entrusted to him by the Principal from time to time.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. She/he shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- j. She/he shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k. She/he shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. She/he shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m. She/he shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n. She/he shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.

The work at the office includes the following:

**Work regarding Appointments and Promotions:**

- Work connected with advertisements and interviews for appointment of Teachers and non-teaching staff
- Work connected with promotion of teaching and non-teaching staff
- Work connected with processing of Advanced increment for PhD. and MPhil holders and sending to the Deputy director ( Collegiate education office )

**Work related to Registers & Leave memos, pay fixation, work load, seniority list**

- Attendance registers will be ratified in the office every month
- Leave memos & Absentee statements will be handled in the office
- Duty & Joining report of Teaching and Non-teaching staff will be processed in the office
- Work related to pay fixation will be handled in the office
- Statement of work load is to be ratified and maintained in the office
- Seniority lists will be prepared and maintained in the office
- Work related to M.G University half yearly returns each year

**Work related to Bills and Accounts:**

- The salary bills of all staff members are to be prepared and sent to the D.D'S office, get approval from DD office, and submit in the treasury for cash
- The accounts connected with Provident fund of Teaching and Non-teaching staff is to be prepared and sent to the concerned office.
- The PF Register is maintained.

- The papers regarding pension of Teaching and Non-teaching staff is to be prepared and sent to the Auditor General's office.
- Guest Lecturers' salary is to be calculated and disbursed from the office.
- Allowances and other claims are disbursed from the office.
- Arrear Bills, Last Pay Bill, UGC pay bill, DA (PF credit ) bill , are prepared by the office.
- The Bill book, Acquaintance register, Register of Service books and Service Books are maintained in the office.
- Salary Certificates of Teaching & Non-teaching staff are to be issued from the office when required.
- Audit enquiries from AGs and local audit are cleared.
- Salary deductions before crediting to the bank (LIC, Allahabad Bank, Incidentals etc.)
- Professional tax is to be calculated and statements sent to the Income tax office.
- Deductions for Insurance scheme, FBS, GIS, SLI etc. are to be done.
- Income tax of staff- preparation of form 16 for submitting IT returns. Statement forwarded to income tax office.

**Work related to the courses run by the college**

- Starting and affiliation of new courses.
- The work connected with the admission of students and Id cards are being issued from the office.
- The registers and application forms connected with the details of students are maintained in the office.
- Stock register for fee receipt books is also maintained in the office.

- Collection of fees and Maintenance of daily Fee collection register is also done
- Address book and Admission Register of students are also maintained in the office.
- Migration, Matriculation, Recognition, Course & Conduct Certificates are issued from the office.
- The Exam results/ mark statements are also maintained here.
- Duty Certificate to external examiner are issued from the office.
- The invigilation lists for the end semester examination are being prepared by the office staff.
- Internal Assessment marks are displayed on the notice board. Internal exam time table is being prepared by the office staff.
- Subsidiary Registers for Special Fees and admission registers are also maintained.
- Remittance of fees to the University and Government (students welfare fund, university union, Sports affiliation, GPAIP, Students affiliation...etc) are being done in the office.
- Term Fee Register, Demand Collection Balance, Preparation of Remittance Statement, Students strength, Receipts and Payments.
- Memo to students in urgent matters are given.
- Check attendance every month and inform students of shortage if any.
- Issuing of TC and Conduct certificate are done in the office.
- Travel concession papers and all other certificates are prepared and issued.
- Attestation and verification of certificates for students are done by the office staff.

### **Official Communications**

- Communications to RTI, DD, DC's office and funding agencies like University Grants Commission, Department of Science and Technology, Govt. of India and other institutions are being prepared and sent from the office after the approval of principal/director.
- Inward Register and despatch register of tapals

### **Work related to UGC Grants**

- UGC scheme wise- purchase of equipments or construction, inviting tenders or quotation, bank transaction, maintaining cashbook and other registers and sending utilization certificate

### **Miscellaneous**

- Collection of all reports, typing & posting etc are done in the office., Distribution of Progress Card, Calendar, Magazine etc; are also done in the office.
- Annual stock verification of various items in the stores is also done.

### **Office Discipline**

- The office hours starts from 9 a.m. to 4 p.m. All employees shall report for duty at 9 a.m. on all working days. The supervisory officers shall set an example by attending office sufficiently early.
- Marking of attendance: All the Attendance Registers shall be maintained at the college office for each calendar year. It shall be kept in the custody of the Principal. Every person whose name has been included in the register shall mark his/her attendance on arrival at the office.
- All the employees shall strictly adhere to the rules of attendance and no employee coming late shall sign the attendance register without the permission of the Principal.
- Absence during office hours: No member of the staff shall leave the department/office during the office hours without the prior permission of

the Principal. A movement Register in the prescribed form shall be maintained in the department and office of the college for recording the movement of staff. Those employees who have to leave the section shall record the time of departure, purpose and expected time of return in the columns concerned. On return the staff shall record the actual time of return in the Register and put his/her initial on the Register. Supervisory officers shall see to it that unnecessary movement of staff is curtailed in the interest of work.

- Casual leave: Casual leave cannot be claimed as a matter of right. Application for casual leave including extension of leave shall be made in the prescribed form and ordinarily leave shall be availed of only after acquiring sanction from competent authority. Principal/ Superintendent who sanctions them according to the rules will sanction casual leave.
- Absence from duty: No member of staff shall absent himself from duty without the previous permission except under extraordinary circumstances. No employee shall anticipate automatic sanction of leave. Leave shall be sanctioned to an Officer only after verifying the grounds for leave and the eligibility for the same by the principal. All officers and employees are expected to apply for leave sufficiently early so that necessary action can taken on such applications and substitute arrangements, if necessary can be made so that work in the sections will not suffer.
- Handing over charge by employees: Every employee proceeding on long leave shall properly hand over the registers kept by him/her and also a statement, in triplicate, showing all pending files, and all important matters requiring urgent action. Handing over charge and taking charge shall be under proper attestation. Officers proceeding on leave shall likewise hand over charge to the substitute or to the person authorized to receive charge. She/he shall hand over the custody of all registers, papers and a list of important cases to be attended to and the decisions taken by the Officers in all cases so that conflicting and mutually inconsistent decisions are not taken on similar cases.
- Maintenance of Secrecy in the Office: Subject to the Provisions in the Right to Information Act 2005, all the members of non teaching staff

shall maintain strict secrecy about the working of the Office. They are precluded from divulging to outsiders or to other members of the establishment any information, confidential or non-confidential, which they come to possess in the official capacity. Every one shall always bear in mind that whatever information he/she gets to know in the office is confidential and is not to be disclosed to strangers. Employees shall communicate only with the persons with whom they have to communicate in their official discharge of duties observing strictly the approved channels of communication.

- Information to the Press: Employees are strictly prohibited from meeting the press, or from giving any information to the reporters or correspondents. All information required for the press shall be released only through the Principal.
- Taking papers home: Office files or other documents shall not be taken out of Office. Only the Officers authorized by the Principal, in writing may take files out of Office, in special circumstances.
- Office Decorum: All employees shall maintain office decorum. They shall not engage themselves in gossip or talk in loud tone while communicating with others in the Office. Reading of newspapers, magazines or other books during office hours is strictly prohibited. The Superintendent shall see that all the clerks are engaged insufficient work and if they are idling without work he/she shall investigate into the matter, report it to the Principal and ensure that the work is equitably distributed.
- Conduct in the office: All members of the staff are expected to dress, neat and tidy. Offensive and unsanitary habits, loitering and gossiping in the verandah and premises are not permitted. Smoking and chewing in the office are strictly prohibited. The staff shall be of sober habits, decorous and well behaved at all times. They shall do nothing inconsistent with the dignity of the office or their position.
- Holiday Duty: Employees shall not refuse to work on holidays when urgent works are pending. Principal/Director can post Peons, Typists, Clerks or other officers by turn duty and persons so posted on holidays



shall be eligible for compensatory leave as per rules. A Holiday Duty Register shall be maintained for the purpose.

- Meetings and demonstrations inside the office campus during office hours: No demonstrations/ processions shall be held inside the college campus or in the office buildings. No leaflets, pamphlet or notice other than on office matters should be distributed in the college. The employees violating these directions shall be subject to disciplinary action.
- Behaviour towards the Public, Students, Teachers, Officials and Non-Officials: Every member of the public who approaches any official in the college who has some official business transacted by his/her personal appearance. A patient hearing should be given to such person. What is permissible under the rules shall be done promptly to redress their grievances, if any. Otherwise, they may be told politely that their case would be looked into within the permissible limits and the official concerned will do the utmost to help them. The officials of the college shall not give room for any complaint whatsoever about arrogant behavior/attitude towards the public. Even if an awkward situation is created by any person, the official shall see to it that they do not lose their temper and that they tackle the situation tactfully.
- Adoption of helpful attitude: Towards the students and their representatives the officials shall adopt a helpful attitude with a view to understanding their problems and to help them in whatever manner they can, in accordance with the rules.

**Detailed statement – Non Teaching Staff**

<b>Sl. No.</b>	<b>Designation</b>	<b>DCE's Order No.42986/08 Dt. 20.1.09</b>	<b>Existing No. of staff as on Oct 2015</b>
1	Sr. Supdt.	1	1
2	Jr. Supdt.	1	1
3	Head Acctt.	1	1
4	Clerks &Acctts.	7	5
5	Store Keeper	1	1
6	Typist	1	1
7	Librarian UGC	1	1
9	Library Assistant	4	4
10	Lab. Assistant	12	9
11	Mechanic	1	1
13	Herbarium Keeper	1	1
14	Gardner	1	1
15	Peons	6	1
16	Contract Personnel		17
	<b>TOTAL</b>	<b>28</b>	<b>45</b>

## **VII Campus culture and regulations**

St. Teresa's college is proud of its serene and peaceful academic environment. Deeply committed to upholding the value systems the college expects all Teresians to conduct themselves in a worthy manner in their appearance, demeanor and discipline.

- Life in the College must be inspired by unity, mutual trust and co-operation among the staff, students and management.
- Every student must make it a part of her personal duty to attend classes daily and punctually. Students are expected to be in class at the first bell and begin the day by reciting the common prayer.
- The students must respect their teachers, greet them when they meet them inside or outside the campus.
- When teachers are on leave students shall remain in the classes and do the work assigned to them for the period.
- No student shall be seen outside the classroom during class hours. Movement of students in the corridor of the college during lecture hours is not permitted.
- Going for lunch in hotels during the lunch break is strictly forbidden. Lunch and snacks are provided in the College Canteens.
- Students shall not see visitors during class hours. Day students or those residing in other hostels are not allowed to see their visitors in the College.
- Letters addressed to the College shall not be delivered to the students. They shall have their letters and communication addressed to their homes. Students who are working in the Library, during College working hours shall take special care not to disturb classes that are going on.
- Dress Code: Students are expected to dress modestly. Tights, miniskirts, flimsy clothes, short tops, sleeveless and deep necklines will not be allowed.

- Students who do not adhere to the rules will not be permitted to attend the class. Serious misconduct will result in removal from the rolls.
- No student shall leave a class without the permission of the Lecturer.
- No matter can be published in Newspapers, Magazines, Journals or notices in the name of the College without the permission of the Principal.
- Megaphone, loudspeakers etc. shall not be used and posters, banners or boards should not be put up on the campus without the express permission of the Principal.
- Students shall not carry or use mobile phones in the campus. If found using them it will be confiscated and may not be returned.
- Loss or damage caused to building, furniture, tools and apparatus of the College due to violent action of students will be made good by imposing collective fines on all the students of the College.
- Scribbling on walls / furniture etc. is strictly forbidden. No meeting is to be held in the College buildings or anywhere in the College premises without the permission of the Principal.
- Students are not permitted to play any sport or join any cultural teams against the College.
- Students are forbidden to collect money for any purpose or circulate notices or petitions of any kind or paste it on college notice boards without the written permission of Principal.
- Students must drive their vehicles in the campus at a moderate speed.

### **IDENTITY CARDS**

- Every student is expected to have in her possession an identity card with her photograph attested by the Principal while on the campus and when travelling to and from the College. Students should produce their identity cards for inspection whenever they are required to do so by the members of the Staff or College authorities.

- The identity cards must also be presented at the time of payment of each installment of fees, while taking the hall tickets, mark lists and other certificates and also in the library. If the card is lost, a duplicate may be issued at the student's expense with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian.

## **RULES FOR COLLECTION & REFUND OF FEES**

### **1. Mode of Collection of Tuition Fees:**

Tuition Fees will be collected at the beginning of each term in the months of June, October and January. The first installment of fees including the special fees prescribed will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of reopening of the College. In the case of junior classes, the installment of Tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission.

The Principal of the College may fix the due date of collection of fees for each term for various classes within the seven consecutive working days.

### **2. Payment of fine for default:-**

If any student fails to pay the fees or special fees on the due date she shall be liable to pay a fine along with the fees or special fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

### **3. Consequences of non-payment of fees:-**

If the fees or special fees with the fine are not paid on or before the last date fixed for the fine, an additional fine of Rs.5/- will have to be paid. If the fees and fines are not paid before the last opportunity given for payment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of this period and this 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 she shall have to apply for the special permission of the Principal and will also have to remit all the arrears of fees with fine. No re-

admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

**4. Publication of the names of defaulters:-**

The names of defaulters will be published on the notice board immediately after expiry of the last date fixed for payment of the fees.

**5. Payment of fees in certain other cases:-**

Students who are admitted for a term for making up shortage of attendance for the course which the student had been undergoing, should pay one third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such former students of the College shall be admitted as term students.

**6. Payment of fees by students on rolls:-**

Every student is liable to pay the prescribed fee for the whole term during any part of which her name is on the roll of the college. If a student studying in the Arts and Science College for the Degree/Post Graduate Course after obtaining Transfer Certificate from the institution is admitted to the same course of study in any other similar college she shall not be called upon to pay again the fees already paid for the term in the college which issued the Transfer Certificate. But special fees and caution deposit will have to be paid again at the new college.

**7. Collection of fees for late admission:-**

In the case of students admitted late after the commencement of the academic year the fees for the preceding months, if any will be collected at the time of admission. No student shall be enrolled after the beginning of a term unless she has paid all the installments of fees, which she would have had to pay had her name been on the rolls from the beginning of the term.

8. If the student does not pay the dues till the last date prescribed she will not be allowed to appear for the Examination.

9. Fee will be received in the college Office only on collection days from 9 a.m. to 1 p.m.

10. Any student seeking admission will have to pay the fees prescribed before her name is enrolled. Those students who discontinue their studies should inform the fee counter immediately. Otherwise they will have to pay the complete fees when applying for Transfer certificate and other Certificates.

Note: Rules concerning the collection of fees will be subject to the University Stipulation.

### **ATTENDANCE AND LEAVE OF ABSENCE**

- Attendance is a basic requirement for a student's performance in a course. Failure to attend classes regularly and punctually may result in her failure in the internal assessment in each course and sometimes disqualify a student in appearing for the end semester examination.
- Attendance shall be marked at the beginning of each class, whether lecture, practical, or tutorial, by the teacher in charge of the class. Students should occupy their respective seats before attendance is taken.
- They should not leave the classroom, nor should late come or enter the classroom without the permission of the teacher in charge of the class.
- A proper medical certificate should accompany the leave application when the period of leave extends to more than five days or synchronizes with the date on which terminal or other college Examinations are held.
- No student shall absent herself from class without giving leave application.
- The student shall bear in mind that proper and timely submission of application for leave of absence is a prerequisite for applying for exemption from shortage of attendance.
- If leave is required for a single hour only, application may be made to the teacher in charge of the class during the hour.
- If leave is required for the afternoon session only, the student should appear in person before the head of the department concerned and get the application for leave recommended by her.

## **CONDUCT CERTIFICATE AND TRANSFER CERTIFICATE**

1. Application for Conduct Certificate and Transfer Certificate should be given as soon as possible after the student leaves the College.
2. No student who has previously studied in any recognised school or college shall be admitted to the College unless she presents a Transfer Certificate.
3. Ordinarily a notice of 24 hours is necessary for the issue of a certificate.
4. Application in the prescribed format should be given to the office for obtaining the T.C.
5. A Fee is to be paid as search fees.

## **TRANSCRIPT AND LETTERS OF RECOMMENDATION**

- Transcript and letters of recommendation may be issued from the college; provided an application is given. A notice of 3 days is necessary for the issue of Transcripts and letters of recommendation.

## **TUTORIAL SYSTEM**

- There is an efficient tutorial system in the college with 30 students being closely monitored and guided by the concerned teachers. The teachers give efficient counseling to the students.

## **VALUE EDUCATION**

- The College offers value education classes once a week to all the students. All students are expected to attend value education classes. A three-day Life Guidance Seminar on 'Marriage and Family' is a compulsory programme for the third year degree students. To foster the faith formation of Christian students, the college offers the following facilities: Jesus Youth Programme, Prayer Meeting, Rosary in the month of October and other prayer sessions on special occasions.



### **Study Tour and Industry visits**

- Study tour/ industry visit are organized by the college, as part of the academic program and hence shall be considered mandatory for each student to participate in it.
- The tour application, recommended by the class teacher and the head of the department, should be submitted to the principal one month in advance for approval.
- All arrangements with regard to the date and number of days for the tour, bookings of vehicles and tickets, stay, etc., should be planned in consultation with the class teacher.
- A member of the faculty should accompany the students.
- Students shall obey all the instructions of the accompanying teacher.
- The use of alcohol or any other intoxicating stuff is strictly forbidden during the trip. Any act of indiscipline while on the trip will be viewed seriously and will attract strict punishment.
- No student in the tour party should behave unruly and disrespectfully in public to tarnish the image of the college.
- A consent letter of the parent intimating that she is making the trip in her own risk is to be produced and in any eventuality no college authorities shall be held liable.
- A study report should be submitted to the class teacher within ten days of the completion of the tour.

## **VIII Student Accommodation**

- Students can avail the facility of the hostel with prior written permission of the Principal/warden. Admission will be on the first come first serve basis.
- Hostel is the home of the students. Hence, hostellers should maintain a cordial and healthy relationship with all inmates.
- Students shall have to abide by the decisions of the hostel wardens with respect to enforcement of the hostel rules failing which strict disciplinary action will be taken.
- Students are responsible for the custody of all their belongings including cash and valuables. The college will not be responsible for any loss incurred due to negligence or any other reason whatsoever.
- The hostel wardens have full authority to check any room in the hostel at any time.
- Consumption of alcoholic drinks, smoking and using other intoxicants and drugs in the hostel and its premises are strictly prohibited. Anyone found violating the above rule will be expelled from the hostel immediately and this will be immediately reported to the parents.
- Hostellers desiring to go out other than to college shall obtain permission from the warden concerned before going out and register whereabouts in the movement register.
- Students shall not remain absent from their hostels during the night between 8.00 P.M. to 8.00 A.M. without prior permission of the warden.
- Boarders will be personally/collectively responsible for any loss or damage caused to the properties and equipment and other fittings in the common places due to indiscipline.
- Express permission of the warden must be obtained to absent oneself from class. No hosteller may remain in the hostel during class hours unless ill and only with permission from the warden.

- All cases of illness must be reported immediately to the warden who will arrange for medical aid.
- Students who absent themselves from the hostel without prior sanction for more than 14 days will be struck off from the rolls.
- Hostellers are allowed to go home on second Saturdays.
- Hostel will remain closed during the vacation.
- Visitors are allowed only after class hours and only up to 6pm. Day scholars and visitors from other hostels will be allowed to visit the hosteller in the visitor's room only. Written permission of the parents/guardian is necessary to visit houses of relatives and friends.
- Hosteller shall not put up notes or convene meetings of any sort within the hostel premises without the warden's prior permission. They do not have permission to stick pictures, posters or notices on the bathrooms, lavatories, furniture, walls etc.
- Students of any religious denomination are free to attend mass and visit the chapel during leisure time. A prayer room has been specially made available so that students may spend some time in silent prayer and meditation.
- Hostellers are permitted to use the mobile phone with parent's permission and special regulations of the hostel, however only ordinary phones without camera can be used and should be submitted to the hostel at 8pm. Laptops may be used in the common room and only for study purposes.
- Students violating any of the hostel rules will be issued a warning. A third warning will result in the student being dismissed from the hostel.

### **THE KERALA PROHIBITION OF RAGGING ACT, 1998\***

(Act 10 of 1998)

An Act to Prohibit ragging in educational institutions in the State of Kerala.

Preamble.- WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala. BE it enacted in the Forty-Ninth Year of the Republic of India as follows:-

1. Short title, extent and Commencement.(1) This Act may be called the Kerala Prohibition of Ragging Act, 1998.
  - (2) It extends the whole of the State of Kerala.
  - (3) It shall be deemed to have come into force on the 23rd day of October, 1997.
2. Definition.-In this Act, unless the context otherwise required,-
  - (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution;
  - (b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-
    - (i) teasing, abusing or paying practical jokes on, or causing hurt to, such student; or
    - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.
3. Prohibition of ragging.- Ragging within or without any educational institution is prohibited.
4. Penalty for ragging.- Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extent to ten thousand rupees.
5. Dismissal of student.- Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
6. Suspension of student.- (1) Whenever any student or , as the case may be, the parents or guardian, or a teacher of an educational institution

complaints, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situate, for further action.

- (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
7. Deemed abetment.- If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.
8. Power to make rules.- (1) The Government may, by notification in the Gazette, make rules for carrying out all or any of the purposes of this Act.
  - (2) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.
9. Repeal and saving.- (1) The Kerala prohibition of Ragging Ordinance, 1998 (2 of 1998) is hereby repealed.
  - (2) Notwithstanding such repeal, anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.

## **IX THE COLLEGE LIBRARY**

The College library is the key resource of information for the academic community. It was established along with the College in 1925 and was named the 'Mother Veronica Library' in fond memory of Mother Veronica, the Superior General of the Congregation. The present library was built to commemorate the Golden Jubilee of the College in 1975 and was formally inaugurated in 1981.

The Library Block Consists of:-

1. General reference section
2. Periodical section.
3. Audio Visual room.
4. Stock room with lending section.
5. Post Graduate section.
6. Research wing.
7. UGC Network Resource Centre
8. Photocopying corner

Special sections are maintained for Career guidance, Value education, Gandhian studies and Kerala history. Computer database and Internet facilities are also available. At present there are 75,000 books and 200 journals and magazines in the library. For convenience, Department Libraries for Science subjects are maintained in the Science Block. A general library wing also functions in the Science Block. The Library is open from 8.00 a.m. to 6 p.m. on working days and Saturdays 2 p.m. to 4 p.m. A library Committee that includes the representatives of Teachers and students help to direct the library services.

### **LIBRARY RULES**

1. Strict silence should be observed in the Library.
2. Books and other personal belongings should not be taken into the Library. However each student may take a notebook with her.
3. Not more than two volumes may stand borrowed by any student at anytime. Identity card is a must for library transaction. UG students can

borrow 2 books, PG students can borrow 5 books and research scholars can borrow 3 books. Renewals are allowed only once on the due date and when there are no claim by others.

4. Teachers can borrow 15 books at a time. The books will be issued for 30 days subject to renewals till the 31st of March every year. All the books taken by the Staff must be returned on 31st March of the corresponding year.
5. Fiction is issued for ten days and other reference books for five days. However, one renewal is allowed.
6. All the books will be returned on the date marked on the date label found on the front page of the book. Absence from College will not be an excuse for not returning the books on time.
7. A fine will be collected from the defaulters.
8. Loss of books has to be reported to the Library Staff as soon as possible. Lost books will have to be replaced or the cost of the books will be collected. The cost of the lost books will be assessed as multiples for each decade according to the year of publication of the book.
9. The Library follows the open access system. Application for books can be made in the prescribed form, which may be had at the counter.
10. Borrowers are responsible for the books marked against their names. In case of damage they shall pay the cost of replacement or rebinding. If a book is noticed to be damaged at the time of issue, the attention of the Library Staff should be called to the fact.
11. Every user is supposed to enter the details of the books and journals issued as well as referred, in the issue register provided at the counter.
12. Students should return their borrower's tickets to the Library before they claim their hall tickets.
13. No student shall lend either the borrower's tickets or the books to a fellow student or outsiders.

14. Scribbling and mutilating the books will be severely dealt with.
15. Books issued from the Library shall be returned when called for.
16. A particular day is given for each class to take fiction. Other books can be borrowed on all days. However the time for issuing and returning is fixed as follows: 9 a.m. to 1 p.m. 2 p.m. to 3.45 p.m.
17. In all matters regarding the Library the decision of the Principal shall be final.
18. Free internet facility is provided to every student for one hour per week. The user should bring her college Hand book and make the library assistant make the necessary entry in it. Similar facility is also available in the Science Block. Students are advised to use the internet for learning purpose rather than for sending mails, chatting etc.
19. Books should be handled with care and mutilation of books in any manner will be heavily fined.
20. All books should be returned before the commencement of vacation.
21. Avoid using mobile phones inside the library.

**Functions of the Librarian:**

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence



9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honours in Library Science
20. Training Staff

**Assistant Librarian:**

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books & Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Solar System & Panel
- i. Library Clearance
- j. Correspondence – Print & Dispatch
- k. Library Maintenance – Liaison with Administrator
- l. Hardware & Network – Liaison with Knowledge Centre

- m. HRD day to day
- n. Library Statistics
- o. Library Membership
- p. Summer cleaning administration
- q. Weeding out
- r. Reference
- s. Printing of Spine / Book/ Barcode Labels
- t. Library Orientation Tours
- u. Any other work assigned by the Librarian from time to time.

**Library Clerks:**

- a. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b. Display of recent arrivals of books, binding of old books
- c. Plastic binding of new books, printing of Journal Labels
- d. Library Shelf / Stack guides
- e. Library Membership
- f. Printing of Spine / Book / Barcode Labels
- g. Stationery – Purchase & Distribution
- h. Printing of Stationery & circulation
- i. Liaison with Administrator
- j. Liaison with Knowledge Centre
- k. Circulation – overdue books – Phone reminders
- l. Multimedia Management
- m. Assisting Librarian in acquisition work
- n. Typing & Other Assistance to Librarian
- o. Any other work assigned by the Librarian from time to time

## **X OTHER ACTIVITIES**

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

The College has a committed N.S.S. Wing. It is a voluntary organization for the students and teachers to involve themselves in rural development programmes and to participate in the socio-economic life of the community. The focus is on activities that augment the social awareness of students and mould them into responsible citizen's in society. The students are made aware of the plight of the less privileged and disadvantaged sections in society. Volunteers who undergo the prescribed course of training are given certificates from the University and are eligible for grace marks in University examinations. They are also awarded bonus marks - 15 marks for degree course and 5 mark for PG courses - at the time of admission.

### **N.C.C**

The NCC has an active army subunit functioning in the College. The NCC provides the cadets with ample opportunities to enhance their character, leadership, qualities and initiative. The wide array of activities under taken by the NCC include basic training sessions in first-aid, drill, parades, signals, home nursing, communication, map reading and weapon training. Advanced training in mountaineering, rock climbing, para jumping and cycling offer the cadets exciting vistas to quench their thirst for adventure. Apart from building a sense of patriotism, it also moulds the cadets into able and smart citizens of tomorrow.

Students are enrolled after a selection procedure. Every enrolled cadet undertakes to continue in the corps for a minimum period of two years. At the end of the period a weightage certificate will be given. Cadets can also appear for the 'B' and 'C' certificate examination. The cadets obtaining the certificate are eligible for grace marks in end semester examinations and bonus marks for admission to higher studies. They are also awarded bonus marks - 15 marks for degree course and 5 marks for PG courses - at the time of admission.

### **ASSOCIATIONS AND CLUBS**

There are different Associations working in affiliation to each department. They conduct various activities in connection with their academic programmes and to broaden the horizons of the students. To develop initiative and a sense of

responsibility, the College offers various clubs. Membership is voluntary. Each club has a member of the faculty as an advisor. These clubs/cells function as per the rules of the college and Mahatma Gandhi University.

Following are the clubs:

1. Career Guidance Cell.
2. Debate Club
3. Dramatic Club
4. Library Club
5. Interfaith Club
6. Quiz Club
7. Speakers Forum
8. Women's Cell
9. Nature Club
10. Poet's Club.
11. Placement Cell
12. Legal Literacy Club
13. Entrepreneurship Development Club
14. Writer's Forum
15. Tourism Club
16. Youth Red Cross Unit
17. Planning Forum
18. Film Club
19. Consumer Cell

### **SPORTS AND GAMES**

Encouragement and facilities are offered to those students who wish to develop their potential in sports and games. Infrastructure facilities are available Badminton, Shuttle Badminton, Cycling, Soft Ball, Hand Ball and Yoga. Free

accommodation in the sports hostel, special food and prizes for outstanding achievements and sports quota for admission are the incentives given. The college awards grace marks for distinguished sports persons besides the sports scholarship.

## **PUBLICATIONS**

### **The College Magazine**

‘Teresian’ is an open forum where students can express their views and opinions. It is an outlet for the creative talents of the Students. The student Editor, helped by an Editorial Board and the Staff Editor, brings out the magazine at the beginning of the academic year. The magazine showcases the literary, cultural, sports activities and achievements of the students. The success of a College Magazine depends upon the students. By writing for the magazine, a student leaves behind an indelible mark of her passing through the college.

### **Handbook**

A Handbook containing details of college, courses, examinations and directory of staff is published every year and distributed to all the staff members and students.

**Journals and newsletters** are published by the various departments shedding light on new and advanced research findings and academic news. There is an editorial committee responsible for the publications.

## **TERESIAN ONLINE**

Teresian Online provides another platform for students to display their creativity, writing skills and interests. The college website [www.terasas.ac.in](http://www.terasas.ac.in) provides the link to Teresian Online admission.

## **COUNSELING CELL**

A Counseling Cell functions in the college and it has two units –one in the Arts block and the other in the Science block. Once a week, full time Counselors are available to render service to those who need help.

## **REMEDIAL SERVICES**

As per University rules, SC/ST minority students receive special help. Extra classes and coaching, taken after regular class hours, are provided.

## **ALUMNAE**

Membership is open to old students of the college. It is encouraging that some students regularly attend the meetings. It is hoped that all the students completing any course of study in this College will become members of the Old Students Association. It was decided to hold alumnae meet every year on the 2nd Saturday of July. The website of the college keeps the alumnae well informed about the activities taking place in every department of the College.

## **PARENT TEACHER ASSOCIATION**

The College has a Parent Teacher Association which meets twice a year to discuss various academic and non-academic matters regarding the students. The co-operation of the parents and their suggestions are welcomed by the Institution.

## **PLACEMENT CELL**

The placement cell of the college is managed by the teachers in charge of the placement cell. The cell every year conducts drive for the placement cell members of the college. The placement cell membership is open to the final year UG/PG students who register with the cell. The members take part in the placement drive held both inside and outside the college. Placement cell organizes the activities by arranging venue and computer facilities for corporate houses who wish to conduct the drive in the college. The students attend the interviews conducted by various firms. Every year more than 100 students get placed to different companies all around India.

## **Staff Association**

There is an association of the teaching staff to work for the welfare of the teachers. The association celebrates important festivals. A prize is awarded to a teacher each year for the best research publication in the research journals.

## **XI Amenities at the college**

The following facilities are provided for the staff members and students. They can be availed with prior permission from the Principal/ Director.

**Platinum Jubilee Auditorium:** The auditorium has a seating capacity of 2000, and is equipped with latest acoustics and other facilities.

**Arts Auditorium:** Has a seating capacity of 1000. Various arts and cultural programmes are conducted here.

**Seminar Hall:** The Air Conditioned Seminar hall has a seating capacity of 150. Various academic programmes and seminars are being conducted here.

**Council room:** Meetings of the Heads of the departments with the principal and director will be held here. Important meetings and interviews for the various posts are also conducted here.

**Audio-Visual room:** The College has an audio visual room with several audio-visual aids such as over head projectors, slide projectors, LCD projector, Linguaphone, video camera, recording facilities etc. which are used as teaching aids.

### **Guidelines for using Seminar Halls, Audio Visual rooms and Auditoriums**

Students can book venue for conducting seminars, guest lectures and department events from the principal's office with a letter from the concerned HOD. The equipment required should be clearly mentioned in the letter.

The request should be made at least a week in advance and the allotments are on a first come first serve basis.

All electric and electronic equipments are to be handled only by the personnel assigned for the purpose.

The green rooms and should be vacated within a hour after the programme ends.

Departments are responsible for the auditorium during the hired duration. In the event of any damage occurring during the hired duration, the department concerned will be held responsible.

Any additional requirements (audio/video/lights) should be informed to venue in-charge not less than a week before the programme.

Any additional requirements can be hired through the management-approved suppliers only.

Overnight stay is strictly prohibited.

Display of publicity material can be put only in the specified places.

No material should be attached or pasted to any of the walls/surfaces/floors/surroundings within or outside the auditoriums

Eatables/beverages are not permitted in the auditorium.

Explosives, crackers, inflammable liquids or fire should not be used in and around the auditoriums.

**Researcher's hall:** This room is equipped with internet facilities for the researchers to conduct their work and have discussions. All registered researchers can avail this facility.

**Gym Plaza (Science Block):** This is an indoor sports court used for various games by the students.

**Canteens:** There are two canteens in the college, one in the Science block and the other in the Arts block, serving wholesome food at subsidized rate.

**Hostel Facilities:** On campus residence facilities are provided in the college. There are three hostels: one in the Main Block and the other two in the Science Block.

**Chapel facilities:** There are two chapels one in the Arts Block and the other in the Science Block.

**Guest House:** A well furnished guesthouse is available on the campus for use by resource persons and special guests.

**Rest rooms** for students and teachers

**Parking facility** for the vehicles of staff members and students are available.



## **XII DETAILS OF SCHOLARSHIPS and Awards - Eligibility**

1. **UNIVERSITY MERIT SCHOLARSHIP:** Only Students from Mahatma Gandhi University can apply. The first 15 top scorers from each class should produce the attested copies of Higher Secondary and S.S.L.C. mark list at the scholarship counter.
2. **KERALA STATE GOVT. MERIT SCHOLARSHIP:** Students who secure 60% of marks and above from Mahatma Gandhi / Kerala / Calicut University can apply. Eligible candidates can approach to the scholarship counter for application form.
3. **KERALA STATE MERIT CUM MEANS SCHOLARSHIP:** Students from Mahatma Gandhi/Kerala/Calicut University can apply. Those who have secured I Class and whose parent's annual income is below Rs.10000/- (for Degree) and Rs.12000/- (for P.G.) can apply. Eligible candidates can approach the scholarship counter for application form.
4. **HINDI SCHOLARSHIP:** Students from Non Hindi speaking states can apply. Those who have taken Hindi as their second language with 80% marks can apply. Application form can be had from the scholarship counter.
5. **DISTRICT MERIT SCHOLARSHIP:** Students who are in receipt of District Merit Scholarship for Higher Secondary can renew their scholarship for Degree course. Eligible candidates should contact the scholarship counter.
6. **MUSLIM/NADAR SCHOLARSHIP:** Students with 60% marks and whose parents annual income is Rs. 6000/- and below can apply. Eligible candidates should contact the scholarship counter.
7. **SCHOLARSHIP FOR PHYSICALLY HANDICAPPED:** Physically handicapped students can apply. Students with 40% marks and whose parent's annual income is below Rs. 25000/- can apply. Eligible candidates should contact the scholarship counter.

8. **FISHERIES SCHOLARSHIP:** Only children of Fishermen are eligible. Such students can approach the scholarship counter after enrolling in the college.
9. **TEMPLE ENTRY SCHOLARSHIP:** Only SC/ST students can apply. Students with 50% marks & above can approach the scholarship counter after joining the college.
10. **HINDUSTAN PETROLEUM SCHOLARSHIP:** Students who have secured 45% of marks and above, whose parental income is Rs.25000/- and below can apply. Such students should report at the scholarship counter in the month of January.
11. **JNB FOUNDATION SCHOLARSHIPS:** The JNB Foundation in Ernakulam awards scholarships to 25 deserving students on a merit-cum-means basis.
12. **PLATINUM JUBILEE EDUCATIONAL SCHOLARSHIPS:** Instituted by the St. Teresa's College Platinum Jubilee Trust, the scholarships are awarded to 25 students of the undergraduate classes and 5 students of the post-graduate classes on a merit-cum-means basis. This is in keeping with the spirit of St. Teresa's College, which has always been keen to help the underprivileged.
13. **SCHOLARSHIPS BY THE STARS:** St. Teresa's Association of Retired staff awards scholarships to 25 deserving students.
14. **Sr. TESSA MERIT-CUM-MEANS SCHOLARSHIP:** The Staff of the College has set up the Sr. Tessa merit-cum-means scholarship in honour of former Principal of the College. It is awarded to the students who show remarkable improvement in their studies as well as development of their other gifts and talents.
15. **Prof. N. C. Marykutty endowment Scholarship:** Prof. N. C. Marykutty endowment to be given to a deserving student in the Dept. of Botany.
16. **Sr. Teresa De Lima Scholarship** for a deserving student.

17. **Scholarship** instituted by the 1983 Degree Batch on the occasion of their Silver Jubilee to be given to a deserving student.
18. **Navathi scholarships** will be awarded to 90 students on the basis of their academic merit.
- Deserving students who maintain excellence in their academic fields will be awarded a scholarship for their course term each year.
  - The students are required to maintain good grades or show improvement in their academic program.
  - Half the course fee will be awarded as scholarship.

### **PRIZES AND ENDOWMENTS**

The following prizes are given every year to the eligible students

	<b>Name of Award</b>	<b>Awarded To</b>
1.	Sr. Antoinette Prize	The student who secures highest marks in Final year Degree English.
2.	Dr. P.R. Nambiar Memorial Prize	The student who secures the highest marks in Part III English B.A. Degree.
3.	Sr. Therese Marie Prize	The student who secures the highest marks in Main Poetry.
4.	Sr. Concepta Silver Jubilee Prize	The student who secures the highest marks in Part I English Degree Course.
5.	Sebastian Fernandez & Victoria Fernandez Memorial Prize	The student who secures the highest marks in Part III English, Paper IV, Final Year B.A. Literature II Terminal Examinations.
6.	Jacob Thomas Anathanam Memorial Prize	The student who secures the highest marks in English Part III Paper I Prose B.A. Degree.
7.	Puthezhathu Gangadhara Menon Memorial Prize	The student who secures the highest marks in final Year Communicative English Examination.
8.	Sr. Seraphia Prize	The student who secures the highest marks in I B.A. Communicative English Main Papers.
9.	Sr. Emeline Prize	The student who secures the highest marks in I Terminal Examination, II DC Communicative English

10.	Lt. Cdr.Chettupuzha Varghese Anthappan Memorial Prize	The student who secures the highest marks in subsidiary I of II Degree Eng. Literature Examination.
11.	M.S. Narayanan Memorial Prize	The student who secures the highest marks in MA English III Semester
12.	Mrs.Hessey Albert Koikaran Scholarship	The student who secures the highest marks in II BA English Literature
13.	Nalini Memorial Prize	The student who secures the highest marks in BA Economics
14.	The Dina Munshi Prize	The student who secures the highest marks in I B.A. Economics.
15.	Sr. Teresita Prize	The student who secures the highest marks for B.A. Economics Main Papers.
16.	Sr. Digna Prize	The student who secures the highest marks for B.A. Economics.
17.	Suhara Memorial Prize	The student who secures the Second highest marks for B.A. Economics.
18.	Mother Digna Scholarship	An Outstanding student of B.A. Degree Economics.
19.	Mrs. Alice Noble Prize	The student who secures the highest marks in Subsidiary Political Science II BA
20.	Paulose Memorial Prize	The student who secures the highest marks for B.A. Sociology.
21.	Dominic Maniparambil Memorial Prize	The student who secures the highest marks for B.A. Sociology.
22.	Sr. Marie Cecile Prize	The student who secures the highest marks in I BA Sociology Main Paper
23.	Mrs. Anne Joachim Memorial Prize	The student who secures the highest marks in II B.A. Sociology Main Paper.
24.	Thariyan Memorial Prize	The student who secures the highest marks for Final B.Com Examination.
25.	Mother Digna Prize	The student who secures the highest marks in II B. Com Main Papers
26.	Proficiency Prize SBT	The student who secures the highest by marks for Banking - B. Com
27.	AmbadiSankara Menon Memorial Prize	Best outgoing student of B. Com
28.	Placid Lopez Memorial Prize	To the most deserving student of final B.Com
29.	Nileema Samson Memorial Prize	To the student who secures highest marks in B.A. History Degree Examination

30.	V.M. Mascrenhas Memorial Prize	The student who secures the highest marks for Mathematics in B.Sc Mathematics.
31.	Mrs. Indira Varma Prize	The student who secures the highest marks for B.Sc Mathematics.
32.	Mrs. Annie John Prize	The student who secures the highest marks for III B.Sc Mathematics Terminal Examinations.
33.	Mrs.A.R. Vijayalakshmi Prize	Best all rounder from final B. Sc. Maths.
34.	Mrs. Mary Varghese Prize	Best all rounder from II B. Sc. Maths
35.	Mrs.Dharmambal Prize	The student who secures the highest marks in II B.Sc. Maths Terminal Exam
36.	Sr. Emeline Prize	The student who secures the highest marks in BSc. Computer Applications.
37.	Sr. Emeline Prize	The student who secures the highest marks for II Terminal Examinations of III BSc Computer Applications.
38.	W. H. Lowe Memorial Prize	The student who secures the highest marks in BSc Physics Examinations.
39.	Sr. Marita Prize	The student who secures the highest marks for Physics in I, II &III B.ScPhysics.
40.	Rangachalu Prize	The student who secures the highest marks in B.Sc. Chemistry
41.	Mrs.Sumangala T. Pai Prize	The student who secures the highest marks for I BSc. Chemistry.
42.	Prof.Annakutty Prize	The Best all rounder from B. Sc. Degree Class in Chemistry for excellence in curricular and co-curricular fields.
43.	Mrs.Thangam Mathew Gold Medal	The student who secures the I Rank for B.Sc Botany.
44.	Krishna Nursing Home Silver Jubilee Prize	The student who secures the highest marks for B.Sc Botany
45.	Sulabha Memorial Prize	The student who secures the highest marks for B.Sc Botany
46.	Sr. Tessa Silver Jubilee Prize	Two Deserving students of III Year B.Sc. Degree Botany for their fieldwork.
47.	Botany silver jubilee Prize	Deserving BSc students for field work in Botany
48.	Prof.Parvathy K.K. Prize	The student who secures the highest marks in Genetics - B.Sc. Botany

49.	J.S. Pinto Prize	The student who secures the highest marks for B.Sc Zoology.
50.	Sr. Carmelita Prize	The student who secures the highest marks for B.Sc Zoology
51.	Sr. Carmelita Prize	III B.Sc Zoology student who secures the highest marks for I, II & III Year.
52.	Sr. Rosalind Prize	Best student of I B.Sc Zoology.
53.	Joseph Vithayathil Memorial Prize	The student who secures the highest marks for I B.Sc Zoology.
54.	Geetha Memorial Prize	The student who secures the highestmarks for Home Science in B.Sc.
55.	Mother Bernardine Memorial Prize	II B.Sc Degree Home Science student who secures the highest marks in II Year Main Examination.
56.	Suma Anil Mathew Memorial Prize	Best out going Home Science Student.
57.	John Nidhiry Memorial Prize	The student who secures the highest marks in Part II Malayalam in II B. Sc. Degree
58.	Sr. Seraphia Prize	The student who secures the highest marks in Part II Malayalam in II B. A.Degree
59.	Sr. Modesta Prize	The student who secures the highest marks in I B.Com Part II Malayalam.
60.	Elizabeth Uthup Memorial Prize	The student who secures the highest marks for I B.A. Part II Malayalam.
61.	Sr. Seraphia Prize	The student who secures the highest marks in I B.Sc Degree Part II Malayalam.
62.	Women social Workers of Ernakulam Prize	The student who secures the highest marks in Part II Hindi - in II BA/Bsc. Exams.
63.	Mrs.Padmavathy Prize	The student who secures the highest marks in Part II Hindi I B. Com
64.	Sr. Regis Prize	The student who secures the highest marks in Part II Hindi in I & II BA/BSc. Degree Examinations
65.	Sr. Immaculata Prize	The student who secures the highest marks for Part II French - Degree in I DC Terminal Exams
66.	Mrs. Alice Pinto Prize	The student who secures the highest marks for Part II French- Degree in II BA/BSc. Exams

67.	M.S. Narayanan Memorial Cash Prize	The student who secures the highest marks in B.Sc Degree Exams
68.	Mother Digna Prize	To the best student of the B.Sc. Class
69.	Mother Digna Prize	To the best student of the BA Class
70.	Mother Mary Prize	An outstanding student of I DC Class
71.	Sr. Teresita Memorial Scholarship	For a deserving Graduate in Economics for PG studies in Economics
72.	Sr. Teresita Memorial Prize	The student who secures the highest marks in MA Economics IV Semester
73.	Mother Digna Prize	The student who secures the highest marks in MA Economics I Semester
74.	Mother Mary Memorial Prize	The student who secures the highest marks in MA Economics II Semester
75.	Sr. Teresita Memorial Prize	For PG studies in Economics
76.	Jimmy Mayne and Mary Mayne	The student who secures the highest marks in M.A. Economics III Semester.
77.	George Joseph Memorial Prize	The student who secures the highest marks in Final M.A. Sociology IV Semester
78.	Sr. Anne Felice Prize	The student who secures the highest marks in M.A. Sociology I Semester.
79.	Sr. Teresita Memorial Prize	For Research in Social Sciences Project
80.	Dr. Fr. George Koilparambil Prize	For best speaker from among the student of Sociology
81.	Justice George Vadakkal	For the Sociology student who makes the best Use of the Library
82.	EledathJanakiamma Memorial Prize	The student who secures the highest marks in II Semester M.Sc FRM IV Semester
83.	Sr. Irminia Prize	The student who secures the highest marks in M.Sc F. R.M. I Semester.
84.	RavikalaKamath Prize	The student who secures the highest marks in Final M.Sc CD IV Semester
85.	Dr. Sr. Loretta Prize	The student who secures the highest marks in M.Sc Home Science Child Development I Semester.
86.	Dr. C.M. Joseph Prize	The student who secures the highest marks in M.Sc Home Science Food and Nutrition IV Semester.
87.	Sr. Ligouri rolling Trophy	The Class that secures the highest points in the competitions conducted by the Home Science Association.

88.	The Golden Wedding Jubilee Prize	The student who secures the highest marks for M.Sc Botany
89.	Mother Valeria Memorial Prize	The student who secures the highest marks in M.Sc Botany I Semester.
90.	Vincent Mahadevan Memorial Prize	The student who secures the highest marks in M.Sc Botany II Semester.
91.	Thangam Mathew Gold Medal	I Rank holder M.Sc. Botany
92.	Prof. K. K. Parvathy Prize	The student who secures the highest marks in Genetics M. Sc. Botany
93.	Dr. Sr. Margaret Mary Prize	For the best publication in Botany by the Research Scholar in the Department of Botany.
94.	Dr. Sr. Avita Prize	For Best Fieldworker M.Sc. Botany
95.	Mrs. Ammini Joseph Prize	The student who secures the highest marks in final M.Sc. Physics
96.	Christine Pinto Memorial Prize	The student who secures the highest marks in M.Sc Physics I Semester.
97.	Premi Manavalan Prize	The student who secures the highest marks in M.Sc Physics II Semester.
98.	Chandran Memorial Prize	The student who secures the highest marks in M.Sc Physics III Semester.
99.	Mrs. Daisy A. Punnose Prize	The student who secures the highest marks in M. Sc. Physics IV Semester
100.	Nandini Nandakumar Prize	The Best All Rounder in M.Sc Physics.
101.	Grand Chevalier L.M. Pylee Prize	The student who secures the highest marks for Post Graduate Course.
102.	Centenarian N.C. Krishna Nambiar Memorial Prize	Outstanding student of the College.
103.	Prof. Betty Kurian Prize	The student for her outstanding performance in theatrical events.
104.	Bishop Kelanthara Memorial Prize	Exceptional performance in co-curricular activities.
105.	Prof. Samuel Mathai Prize	B.A./B.Sc student for exemplary service and co-curricular activities.
106.	Sr. Emeline Prize	To the student who combines academic merit with extracurricular excellence.
107.	Mr. J.E. Kurian Memorial Prize	Best Class Representative of the year.



108.	Sini Jacob Kozhipat Memorial Scholarship	A Deserving Degree student.
109.	Sr. Seraphia Memorial Scholarship	To a deserving student of II DC Class
110.	University Women's Association of Cochin Prize	To be awarded to the best debater
111.	Bishop Dr. Antony Thannikot Memorial Prize	For the best actress
112.	Alappatt Sisters Prize	For selfless service
113.	Mother Rita Memorial Prize	The student who secures the highest point at the Mahatma Gandhi University Youth Festival
114.	Sr. Benhilda Prize	The student who secures the I Prize for Bible Quiz
115.	Special Prize by Miss. Saroja Joseph	To the student who secures the highest marks in the SSLC Examinations among the children of Non Teaching Staff
116.	Special Prize by Prof.Thankam Mathew	For selfless service rendered by a member of Non Teaching Staff
117.	Odathuparambil Francis Memorial Prize	For a Best Deserving student.
118.	Special Prize	For the outstanding performance in Sports
119.	Dr. Jose Alappatt Prize	For the best NSS volunteer of the year
120.	Sr. Marie Therese Memorial Prize	To the best NCC Cadet of the year
121.	Zeena&Subin Kalarikal Prize	NCC Cadets who represent the College at the ThalSainik Camp at Delhi
122.	Mother Digna Prize by OSA	For the best Competition Intercollegiate Debate
123.	Sr. Seraphia Memorial Prize	Intercollegiate Sports/Quiz competition to be held annually
124.	Sr. Concepta Memorial Prize	For the Intercollegiate English Drama competition
125.	Adv. Joseph Vallamattam& Mrs. Mary Joseph Vallamattam Memorial Prize	To a M.Sc. Physics / MA Sociology student for doing research work in the PG level
126.	Platinum Jubilee Scholarships	For the deserving students PG - 5 Nos., UG - 20 Nos.

127	Mrs. Annine Joseph Vallamattom Endowment Scholarship	Best Outgoing Students of M.Sc. Physics
128	Special Prize Instituted by PTA	Two students from each department for academic excellence
129	Special Prize instituted by Alumnae	Deserving students of all the departments of College
130	Francis Arthassery Memorial Prize	Awarded to an outstanding student of B.Sc. Chemistry

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