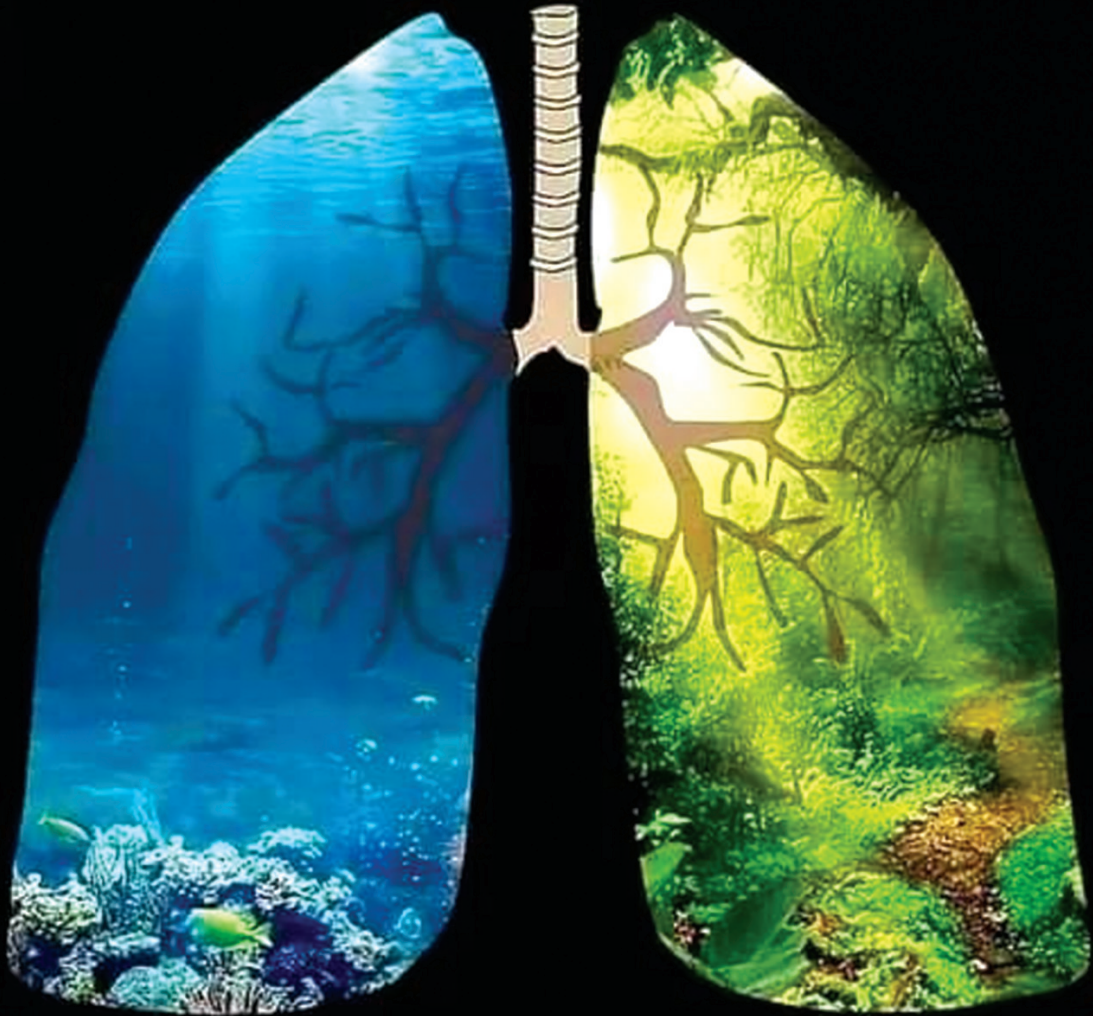


# COLLEGE HANDBOOK

## 2021-2022



Picture courtesy : Reddit Inc © 2021

OUR PLANET HAS TWO LUNGS ONE IS GREEN  
THE OTHER IS BLUE



### St. Michael's College

An institution with Minority Status Affiliated to the University of Kerala and Re-accredited by NAAC with 'A' Grade  
MAYITHARA P.O., CHERTHALA, ALAPPUZHA-688539, Phone : 0478-2822387, 2810387  
Email : [michaelscherthala@gmail.com](mailto:michaelscherthala@gmail.com), Web : [www.stmc.ac.in](http://www.stmc.ac.in)



# COLLEGE HANDBOOK

2021-2022



Name .....

Owned, Established & Managed by  
**THE CATHOLIC DIOCESE OF ALLEPPEY**  
ESTD. 1967



## PERSONAL DATA

Name.....staff/student

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

Department.....

Residential Address.....

.....

Telephone No.....Mobile.....

Email.....

Blood Group.....Height.....cm Weight..... Kg

Name of Parent/Guardian.....

Office Address.....

.....

Telephone (Office).....Fax.....

Adhaar No.....

Driving Licence No.....

Passport No.....

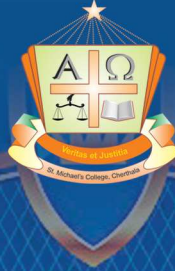
Savings Bank A/c No.....

Any other Information.....



## PATRON SAINT

The College has been named after its founder Bishop Michael Arattukulam and is placed under the heavenly protection of St. Michael, the leader of the Archangels, as its patron. His name derived from the Hebrew word meaning “who is like God”, invites the beneficiaries of this institution to strive for godly perfection through the acquisition of knowledge. It was St. Michael who commanded God’s legions and achieved a decisive victory against the forces of evil that rebelled against God. He is believed to be the Archangel writing down the deeds of men in the Book of Life. He is also acclaimed as the helper of the chosen people. He is artistically represented as holding a balance and flourishing a sword against a dragon symbolizing evil. The 29<sup>th</sup> of September, popularly known as Michaelmas, is the day on which his heavenly intercession is sought in a special way and is celebrated by the college as its Founder’s Day.



The College Emblem shows  
an open book, which proclaims  
the heavenly message (through the stars)  
of truth and justice held on a balance  
from above and testified by the  
Cross of Christ, who is the Beginning  
and the End (Alpha and Omega -  
the first and the last letters  
of the Greek alphabet)



## **OUR MISSION**

The College aims at delivering quality education, both theoretical and practical, for personality development modulated by moral and democratic values for a qualitative transformation of the society through broad-based training in arts, science and technology.

## **OUR VISION**

St. Michael's College envisages national development through the improvement of the educational and socio-economic standards of the backward and marginalized sections of the society in the coastal areas of Alappuzha district by imparting affordable education which inculcates values, moral and ethical, to mould responsible citizens of merit and calibre.

## **QUALITY POLICY STATEMENT**

St. Michael's College is committed to relentless quest for excellence through quality education imparted through efficient and relevant teaching, research and community service grounded on discipline, values and intellectual advancement keeping pace with the global developments.

**OUR FOUNDER PATRON**



His Excellency  
**Bishop Michael Arattukulam**

A portrait of a man in clerical attire, including a white cassock and a purple zucchetto, standing in a grand, ornate cathedral with high Gothic arches and stained glass windows. The text "OUR PATRON" is centered at the top in white, bold, sans-serif font.

# OUR PATRON

His Excellency  
**Rt. Rev. Dr. James Raphael  
Anaparambil**

The Bishop of the Diocese of Alleppey





## COLLEGE PROFILE

St. Michael's College, Cherthala reflects the lofty pedagogical mission of the Diocese of Alappuzha which has been devoting long years to the formation of erudite citizens for India by imparting value-based education through the selfless service of men of commitment and dedication. The college is situated on the highway 18 kms north of Alappuzha town, silhouetted against a captivating greenery and scenery. The sprawling campus of the college with its solemn and serene air is a magnificent sight to see from the national highway – NH 66. Its magnificence suits it as the prime institute under the Diocese of Alappuzha.

The long cherished dream of the stalwarts of the Diocese found its realization in this citadel of knowledge which took its birth on 19 June 1967, as a result of prolonged and strenuous efforts and resoluteness. The correspondence between the University of Kerala and the Diocesan Management of Alappuzha had begun several years back. The authorities of the diocese were fully conscious of the mission to uplift the educationally less sophisticated and downtrodden who were wallowing in poverty and misery. By then the NSS and the SN trust had already established their own colleges in the suburbs of Cherthala.

But a large chunk of the population especially the Latin Catholic community continued to remain deprived. The college was the dire need of the educationally marginalized community spread throughout Cherthala-Ambalappuzha and Kanayannur constituencies. Hence the construction of the infrastructure began in the middle of July 1964 itself and the foundation stone was blessed by His Excellency Bishop Michael Arattukulam and was laid by the then Vicar General Msgr. Silverious Jackson. The community joined in this noble endeavor with all its enthusiasm by setting apart their 'Kettuthengu' to give their mite towards the construction of the college. The pace of progress in its development was duly accelerated by the proper guidance of Msgr. Joseph Thekkepalackal and the institution was initially named as 'St. Michael's Institute'. The college chapel that was built opposite to the college in 1973 later grew into a full-fledged parish church.

A commission was appointed to study the upcoming institution after repeated requests and supplications by His Excellency, Bishop Michael Arattukulam. But the commission did not favor the institute in its reports to the University. At this critical juncture, it was the missionary zeal and unflinching resoluteness of the Bishop that took the institution within the sniffing distance of victory. He refused to be vanquished and approached the then governor, the ministers, vice chancellors and syndicate members with petitions and supplications. Thus the 4th of March, 1967 became a decisive date in the history of St. Michael's when the University syndicate took the decision to permit the establishment of a college under the management of the Diocese of Alappuzha. On fulfilling the pre-requisites for the affiliation to the University, St. Michael's Institute was officially approved and recognized as St. Michael's College on 19th June 1967. In the year of commencement there were only 3 main streams of pre-degree course in five different batches. Three hundred and Eighty One

candidates were enrolled for the courses. The administrative hierarchy consisted of both clergy and laity. His Excellency Rt. Rev. Dr. Michael Arattukulam himself was the first Manager and Patron of the college. Rev. Fr. Peter M. Chenaparambil was the Pro-Manager and Rev. Fr. Jacob Kalayil was the First Principal of the college. Rev. Fr. Dennis Arasserkadavil became the Vice-Principal. Apart from these pioneers several other renowned personalities offered their selfless service in making this great endeavor a resounding success. Rev. Fr. Xavier Kaniambur, Sarvasree William and Sri. E.P. Isaac were a few among them. Right from the initial days in 1963, the dynamic presence of Rev. Fr. Peter M. Chenaparambil, who later became the Bishop of Alleppey, gave a boost to the development of the college from its infancy. Rt. Rev. Dr. Joseph G. Fernandez, Rt. Rev. Fr. Reynolds Karumancherry and Rev. Fr. Martin Karukaparambil steered this institution in its nascent stages. Special mention is needed about Sri. Joseph Mathan Kurisunkal, the former M.P., who greatly contributed to its establishment.

The official inauguration of the college took place on 29<sup>th</sup> September 1967 with Prof. John Mathai, the Vice-chancellor of the University on the dais. Right from its inception, St. Michael's established a reputation by fostering exemplary discipline on the campus and made its debut by ensuring that all the 333 candidates who appeared for the first examination from the college passed in their first attempt itself. The then Vicar – general Msgr. Daniel Kurisungal and Rev. Fr. Martin Karukaparambil did yeomen service for the college as bursars of the college. On 6<sup>th</sup> June 1970, Prof. P.J. Augustine, a professor from Fatima Matha National College, Kollam succeeded Fr. Jacob Kalayil who retired from service that year. Rev. Fr. Mathew Nerohna took charge as the college Chaplain in 1971. He later became the Manager of the college and served the college with great dedication till 1993.

It took 8 long years since its commencement to raise St. Michael's from a pre-degree to a graduate college. It was in 1976 that a new degree course in Zoology was sanctioned to the college and thus B.Sc. Zoology began in the academic year 1976-77 itself and the official inauguration was done by the Honorable Revenue Minister Mr. Baby John and the inaugural meeting was presided over by Sri. A. Sreedhara Menon, the then University Registrar. The introduction of the degree course opened a new chapter in the academic progress of the college. B.A. Economics was introduced in the academic year 1977-78 and B.Sc Chemistry in 1980. With the coming of shift system more batches were sanctioned in the I, II and III groups for the Pre-degree. The college was teeming with students and new teachers were appointed in the early 80's. Prof. Abraham Arackal who took charge as Principal after a long tenure in various Government Colleges took this institution to the zenith of its glory.

But the dearth of degree and PG courses was acutely felt only when the UGC scheme was introduced in the early 90s. The college was placed under 2(f) 12 B of the UGC act on the 10<sup>th</sup> of February 1994. This made the inflow of UGC grants possible for undertaking developmental activities. The service rendered by Rev. Fr. James Anaparambil, Rev. Fr. Christopher M. Arthasseril, Rev. Fr. Johnson Puthenveetil is memorable. The herculean task of the construction of the Silver Jubilee Block on the northern side was performed by Rev. Fr. Christopher Arthasseril with the blessing and support of Bishop Peter M. Chenaparambil. The Silver Jubilee Block was blessed by Rt. Rev. Dr. Peter M. Chenaparambil on 20<sup>th</sup> December 1995. The first post graduate course, M.A. Economics, was started in the academic year 1995-96. Though applications for new courses were submitted every year, degree and PG courses were sanctioned only to the influential and politically powerful communities and managements. Since the college badly needed a facelift, both infrastructural and academic, a new block was built on the northern part of the main building to accommodate the new post-graduate course that was started. Three new courses like B.Sc Physics, B.Com and M.Sc Polymer Chemistry were sanctioned in 1998, 1999 and 2002 respectively. But they were not recognized as aided courses until

2010. They were new courses introduced to compensate for the delinking of pre-degree courses from the aided colleges which took place in stages in 2000 and 2001. As a degree college it became imperative for the college to place itself for accreditation. After much preparation and anxious waiting, the college was accredited B<sup>+</sup> by the NAAC on 16<sup>th</sup> September 2004, when Msgr. Varghese Puthenpurackal was the manager of the college. Fr. Milton Kalappurackal and Prof. V.A. Marykutty, the then Principal played a vital role in preparing in the college for its first cycle of Accreditation. The path of the reaccreditation was fraught with difficulties. During these difficult days Rev. Fr. Boni Sebastian and Rev. Msgr. Dr. Antony Therath led the college as managers. The dearth of funds, courses and staff strangled the institution. Ever since the first accreditation the introduction of new courses and the construction of a new library became dire necessities. The new library block was constructed on the western side of the main block and was inaugurated by His Excellency Rt. Rev. Dr. Stephen Athipozhiyil on 30<sup>th</sup> November 2009. After several years of waiting, two new courses were sanctioned bringing new hopes for a better reaccreditation. M.Com was started in 2013-14 and B.A. English Literature commenced in 2014-15. The greatest achievements were the UGC sponsored B.Voc degree programmes in Software Development and Tourism and Hospitality Management that were started in 2014-15. In addition to these the UGC also granted permission and assistance to start two community colleges leading to Diploma in Beauty and Wellness and Diploma in Fashion Design. These developments have bolstered the strength and confidence of the management, staff and students in their preparation for Reaccreditation. In 2020-2021 college was sanctioned BBA (logistics), which is a new generation course in the aided sector.

In the meantime, infrastructural development saw an all time high during the last four to five years, thanks to the strenuous efforts of Rev. Fr. Solomon Charanghat the Manager and Prof. A.B. John Joseph, the former Principal. The major reforms undertaken in the improvement of academic standards include computerization, establishment of computer lab, language lab, canteen, smart class rooms, digital seminar hall and the renovation of the auditorium. Offering hostel facilities to the women of the college, a women's hostel was constructed in 1967. The hostel is being run by the Canossian Sisters. A prayer hall named 'Sancturio' was constructed near the portico and was blessed by Rt. Rev. Dr. Stanley Roman, the Bishop of Kollam.

After much effort the college has been recognized as an extension centre of the Sports Authority of India. Being the only institution with a 400 meter track, the ground of the college is being utilized by various agencies for sports events and the college has become a major sports hub in the district. Several new projects are on the anvil including a sports hostel and indoor stadium. On the basis of these and other achievement the college was re-accredited by NAAC with 'A' Grade on 3<sup>rd</sup> March 2015.

Ever since the NAAC reaccreditation, the college has been registering a surge in its activities. The college has been recognized as a Khelo centre facilitating the training of sports personnel in the entire district. The Community College sponsored by the UGC is offering short term Fashion Designing Course and Beautician course. To accommodate the children of the staff and outsiders a kidzone has started functioning in the college. The Learner's Support Centre has been transformed into a full-fledged Self-Financing College since the academic year 2015-2016. Moreover the college has been recognized as a regular Study Centre of IGNOU offering various courses.

The college is now on the threshold of the third cycle of accreditation and hectic preparations are underway. It is hoped that the full-fledged support of all the stakeholders of the college will lead this institution to the heights of glory.

## ADMINISTRATION

**Manager** : **Rev. Fr. Nelson Thaiparambil**  
Sacred Heart Church  
Mayithara - 688 539

**Principal** : **Dr. Mathew V.**  
Cheepinkal  
Mayithara P.O., Cherthala- 688539  
Ph: 9349317519

## THE GOVERNING BODY

- |   |  |
|---|--|
| 1. Rt. Rev. Dr. James Raphael Anaparambil | Patron and Chairman  |
| 2. Rev. Fr. Nelson Thaiparambil           | Manager  |
| 3. Dr. Mathew V.                          | Principal  |
| 4. Msgr. Pius Arattukulam                 | Vicar General,<br>Member Ex-officio                                      |
| 5. Rev. Dr. Yesudas Kattumkalthayil       | Judicial Vicar,<br>Diocese of Alleppey                                   |
| 6. Rev. Dr. Fernandez Kakkasseril         | Procurator, Diocese of Alleppey  |
| 7. Rev. Fr. Sony Panackal                 | Chancellor, Diocese of Alleppey  |
| 8. Mr. George L. Arackal                  | Director<br>(Administration & Finance)<br>Media Lab Asia, Govt. of India |

- |                            |  |
|----------------------------|--|
| 9. Dr. John Thomas K.      | Scientist, Jubilee Centre for Medical Research (JMMC), Thrissur    |
| 10. Mr. C.C. Augustine     | Legal Advisor, Vigilance & Anti-corruption Bureau, Govt. of Kerala |
| 11. Rev. Fr. Raju Kalathil | Corporate Manager of Schools, Diocese of Alleppey                  |
| 12. Sri. Binil K.P.        | Teaching Staff Representative                                      |
| 13. Mr. Thomas D'cruz      | Asst. Engineer, LSGD   |
| 14. Mr. Sunil Jacob        | Rtd. Superintendent of Police, Govt. of Kerala                     |
| 15. Sr. Margaret Peter     | Manager, St. Joseph's College for Women, Alappuzha                 |
| 16. Mr. A.R. Ignatious     | Headmaster, Holy Family HSS, Kattoor                               |
| 17. Smt. Priya Antony      | Superintendent, St. Michael's College, Cherthala                   |
-

## Manager



**Rev. Fr. Nelson Thaipambil**  
(2017 Onwards)

## FORMER MANAGERS



Rt. Rev. Dr.  
Peter M. Chenaparambil  
(Manager 1964-1975)



V. Rev. Fr.  
Mathew Norohna  
(Manager 1975-1993)



Rt. Rev. Msgr.  
Varghese Puthanpurackal  
(Manager 1993-2004)



V. Rev. Fr. Boni Sebastian  
Charanghatt  
(Manager 2004-2007)



Rt. Rev. Msgr. Dr.  
Antony Therath  
(Manager 2007-2011)



Rev. Fr. Solomon  
Charanghat  
(Manager  
2011-2017)

## FORMER PRINCIPALS



Rev. Fr. Jacob Kalayil  
(1967 - 1970)



Prof. P.J. Augustine  
(1970 - 1982)



Prof. Abraham Arakal  
(1982 - 1989)



Prof. A.C. Joseph  
(1989 - 1995)



Prof. M. Benjamin  
(1995 - 1997)



Prof. M.K. Kurian  
(1997 - 2000)



Prof. P.J. Jose  
(2000 - 2001)



Prof. V.A. Marykutty  
(2001 - 2007)



Prof. K.J. John  
(2007 - 2008)



Prof. Raju Xavier  
(2008 - 2010)



Prof. A.B. John Joseph  
(2010 - 2014)



Dr. Mathew V.  
(2014 onwards)

## PRINCIPAL'S *Message*



**Dr. Mathew V.,**  
**M.A, M.Sc. (Psy), B.Ed., Ph.D, P.G.D.P.C, NET**

### Dear Colleagues, Parents, and Students,

We are back on the campus with a newly ignited passion and a renewed sense of purpose. As I welcome you let me remind you that navigation of this academic ocean requires a compass which will give you a general sense of direction. We can make much headway if we do not lose sight of our destination. The management and the staff will work round the clock to keep you on the track and give you the best of academic settings. Let us all start this year on an exciting note and focus on our academic pursuits with discipline and determination. Let us not flinch from this determination to succeed lured by trifles that waste our time and energy. Let us not indulge ourselves in violence or meaningless pursuits that bring our educational activities to a grinding halt. Let us ensure that our educational growth is not jettisoned at the altar of short-sighted politics and mutual bickerings. Let us not allow anarchy and intoxication to make inroads into the peaceful atmosphere of the college. Let us instead allow the winner inside us to emerge and grow. With bold initiatives, clear vision, committed leadership and a disciplined effort we can certainly surge ahead with confidence. Let us all strive together to perfect the art of holistic learning.

**Dr. Mathew V.**  
Principal



## **COLLEGE ANTHEM**

---

Hail to thee St. Michael Archangel  
Beside your presence  
Are powerless  
The powers of evil  
We are all searching  
And our hearts yearning  
For the whispering words of wisdom  
Deep in our minds  
Kindle the light  
Of truth and justice  
To dispel all the darkness  
Engulfing the world  
Help us to sail  
And be our navigator  
All through the rough seas  
In our lives  
Helping us sail to  
Heavenly shores of wisdom  
Helping people sail to  
Heavenly shores of wisdom

# Morning PRAYER

Lead, kindly Light, amid th'encircling gloom; Lead thou me on!  
The night is dark, and I am far from home; Lead thou me on!  
Keep thou my feet; I do not ask to see  
The distant scene--one step enough for me.

I was not ever thus, nor pray'd that thou  
Shouldst lead me on.

I loved to choose and see my path; but now,  
Lead thou me on!

I loved the garish day, and, spite of fears,  
Pride ruled my will. Remember not past years

So long thy pow'r hath blest me, sure it still Will lead me on  
O'er moor and fen, o'er crag and torrent, till The night is gone.  
And with the morn those angel faces smile,  
Which I have loved long since, and lost awhile!



## DEPARTMENTS

### DEPARTMENT OF PHYSICS

The Department was started in 1967 with two batches each for the Pre Degree First and Second groups and later three batches each were allotted in these groups (shift system). In 1980 Subsidiary Physics was introduced for the B.Sc Chemistry (Main) Degree course. It was upgraded in 1999 with the introduction of B. Sc Physics (Main) course with Electronics and Mathematics as the Subsidiary subjects. It is one among the four Colleges in Kerala University offering Electronics as the Subsidiary for the Degree course. Degree course has a sanctioned strength of 24. From 2010 onwards Choice Based Credit and Semester System (CBCSS) has been introduced. Open course is Astro Physics for Chemistry, Zoology, Commerce, English and Economics core students. Complimentary Physics is taken for Chemistry core course. Complimentary Electronics is taken for Physics core course. Teaching methods include Notes, Power Point Presentations, OHP, Assignments, Seminars, Projects, C Programme training Lab Theory – I B.Sc. and II B.Sc. (Demonstration). Evaluation methods include Spot test (formal evaluation), Series Test, Model Practical Exams, University exams, Projects. Infrastructure & Learning Resources include Furnished Staff Room, 3 Classrooms. There is a well-furnished General Physics lab, a well equipped Electronics lab, a perfect optics lab and a computer lab. There is high speed internet facility and printing facility. A large collection of books are maintained in the department.

### DEPARTMENT OF CHEMISTRY

The Department of Chemistry had its origin with St. Michael's College in 1967 when it was initiated as a Junior College comprising of only Pre - degree courses. In 1980, the Department became independent with the new course in B.Sc. Chemistry main with subsidiaries Physics and Mathematics. To keep pace with the emerging technologies and dynamic changes in the scientific world, and to deliver quality education and job opportunities to the youth of our society, M.Sc. Polymer Chemistry was started in July 2002. Because of the concerted demand

from the students and other stakeholders M.Sc. Polymer Chemistry was changed to M.Sc. Chemistry in 2017. Now the Department offers two courses B.Sc. Chemistry and M.Sc. Chemistry and is also actively involved in Research.

The thrust area of research includes Materials Science, Organic Electronics, Renewable Energy, and Sensors. The research activities of the Department are highly active with sole aim of upgrading the Department to a Research Department in near future. At present three of our faculty members are approved Research Guides of University of Kerala. Also three research scholars are working in the department for the Ph.D programme. The research programmes of the Department is financially supported by University Grants Commission (UGC) and Department of Science and Technology (DST) in the form of Major and Minor Research Projects. In 2015, Department received the prestigious DST-FIST grant and with this the research facilities are improved tremendously. With this fund we have set up a Sophisticated Instrumentation Centre and Networking and Computational Facility in the Department. The major research instruments include UV-Visible Spectrophotometer, FTIR, Fluorescence Spectrophotometer, Electrochemical Workstation etc. These facilities are also utilized by teachers, students and research scholars of neighbouring colleges of both Kerala and MG University. The Department has also signed MoUs with various colleges and reputed research centres in Kerala to strengthen the research activities. The Department organises National and International conferences regularly to provide an International exposure for our students. It is noteworthy that the students of our Department are qualifying various National Eligibility Tests such as CSIR and GATE examinations and pursuing their higher studies in various reputed research institutes in India and abroad. In 2018 the Department started functioning completely with Green Energy. Department of Chemistry is the first fully Solar Educational Department in the College, totally devoted to the promotion of renewable energy.

### **DEPARTMENT OF ZOOLOGY**

The Department was started with St. Michael's College when it was established as a junior college in 1967. Prof. K.V. Ummachan, who later became the head of the department and Prof. P.J. Jose who became the Principal in 2000, constituted the faculty in the beginning. Thanks to the hard work and perserverence of the two member team, the department emerged in 1976 as the pioneer degree department of the institution with all facilities including a well equipped lab offering B.Sc.



degree course in Zoology with Botany and Chemistry as subsidiary subjects.

In addition to the UG labs, museum, nature club garden, aquaculture pond, vermicomposting units the facilities of the department further expanded with the setting up of an instrumentation facility with financial supports from UGC (minor projects) and DST-FIST in 2015, with an intention to upgrade the department to post graduate level and also for research. With the cooperation and dedication of the staff of the department, since its inception, the department of Zoology maintains its quality with excellent academic results. The faculty of the department take special initiatives to inculcate human values in the students and motivate them to take part in all extra-curricular and co-curricular activities, so that students of the department remain a disciplined, well behaved and vibrant group in the college.

### **DEPARTMENT OF ECONOMICS**

The Department of Economics is as old as the college itself and it became a full-fledged Department with the introduction of BA Economics in 1978 and MA Economics in 1995. Currently under the guidance of Prof. Riju Gregory, the department takes initiative in exploring the farthest edges of Economics. From Adam Smith to Hal Varian, from mercantilism to dot com economics, the Department of Economics is setting new standards each day in excellence. Its vision is to become a centre par excellence of learning, unique in experience, value based in approach and pioneering in effort to enrich and fulfill life. It takes upon itself the mission to facilitate comprehensive and integrated development of individuals especially the downtrodden to be imbued with righteousness and courage of conviction to function effectively as social beings.

#### *Courses being offered are*

- \* B.A. Economics with Agricultural Economics as the optional subject and Mathematics and Indian History as complementary courses
- \* M.A. Economics with Econometrics and Agricultural Economics as elective subjects
- \* Coaching Programmes for
  - National Eligibility Test
  - Competitive Examinations
- \* Remedial Coaching Programmes in
  - Quantitative Techniques
  - Soft Skills
  - Econometrics



## Research and Extension Activities

The Department of Economics encourages students in various research and extension activities under the banner of SMEAD (St. Michael's Economics Association for Development) and Centre for Agricultural and Rural Development Studies (CARDS).

### **DEPARTMENT OF COMMERCE**

The Department of Commerce of St. Michael's, College was started in the year 1999 with a strength of 60 students and specialization of B.Com Computer Application. From 2019 admission onwards the elective has been changed from Computer Application to Finance. An important milestone in the history of the department was the introduction of the Masters Degree Programme in Commerce (M.Com) in the year 2013.

The department offers best academic resources for excellence by way of faculty ,infrastructure, etc. The department has a vibrant ED Club and a very active Commerce association (COMMUNE) and it offers the students a dynamic environment for the overall development of their personalities and talents.

The department of commerce is offering an add-on-course "Diploma in GST Practice" a very relevant stream of study now-a-days. The department has consistently bagged brilliant academic results both in UG & PG and organizes a lot of activities for the career advancement of students.

### **DEPARTMENT OF ENGLISH**

The Department of English of St. Michael's College achieved the status of a core department with the sanctioning of B. A. English Language and Literature degree course in the year 2013. Till then the department used to handle the General English hours of the various other degree courses on the campus. The department since then has been striving to bring out the best in the students both in curricular as well as extra-curricular areas. The department envisions national development by facilitating the social, personal, and intellectual development of youngsters through improved communication skills. The department also shoulders the responsibility of imparting proficiency in English language to enable the students to acquire internationally recognized qualification leading to successful careers and social status.



The department is headed by Fr. Titus Augustine and guided by Dr. Mathew V., the former H.o.D of the department, who was promoted to the position of the head of the institution in the year 2014. Other than the General English classes, it offers B. A. in English Language and Literature degree programme with British History and Psychology as subsidiary subjects.

## **DEPARTMENT OF VOCATIONAL DISCIPLINES**

The Department of Vocational Disciplines of St Michael's College was conceived in the year 2014 with the sanctioning of the B.Voc courses by the UGC. The B.Voc program is a three year degree course introduced by the UGC to raise the employability and entrepreneurship of the graduates. It is a part of the National Skill Qualification Framework and is financially aided by the UGC. The curriculum has incorporated the requirements of various industries in an innovative and flexible manner. The department was initially headed by Prof. A B John Joseph, former principal of St Michael's college and succeeded by Dr. Sindhu S. Nair. At present Dr. Antony Kuriakose is the Head of the Department and nodal officer.

The department has two streams under the BVoc program- BVoc Software Development and BVoc Tourism and Hospitality Management. A total of 50 students are permissible in each batch.

## **DEPARTMENT OF MANAGEMENT STUDIES**

Bachelor of Business Administration (BBA) is a comprehensive three year (six semesters) undergraduate program started in 2020, which is designed to give students thorough knowledge bases in the principles and practices of business management.

BBA Logistics provides a strong managerial background especially in the field of Logistics and Supply chain management. This course will help them understand the business, recognize and solve the problems that may arise with the changing scenarios in the logistics industry.

Graduates holding BBA Logistics are well trained to embark on multiple career paths as they learn about the fundamentals of management and business that will make them wholesome professional and lead to a brighter career.

Our vision is to develop competent and socially responsible business professionals empowered to excel in both personal and professional life.



## TEACHING STAFF

### Principal

**Dr. Mathew V., M.A, M.Sc. (Psy.),  
B.Ed., Ph.D, P.G.D.P.C**  
Cheepinkal House  
Mayithara P.O., Cherthala- 688539,  
Ph: 9349317519  
Email : mathewcheepinkal@gmail.com

### English

**Fr. Titus Augustine, M.A., B.Ed.**  
(Asst. Prof. and Head of the Dept.)  
Sacred Heart Seminary  
Mayithara P.O.,  
Ph : 8547334455,  
Email : titusaugustine123@gmail.com

**Mr. Sam Johnson, M.A.**  
(Asst. Professor)  
Pollayil House, Karingattukuzhy Road  
Pathirappally P.O., Alappuzha,  
Mob : 9947136486,  
Email : samjohnson123@gmail.com

**Dr. Vimsy Geo, M.A., Ph.D.**  
(Guest Faculty)  
C/o Jofin Abraham Vattathil (H)  
Thumpoly P.O. Alappuzha  
Email : vimsygeo.alchera@gmail.com

**Dr. Indu V.S., M.A, Ph.D**  
(Guest Faculty)  
Mozhoore (H)  
Vayanakam, Njakkanal P.O, Krishnapuram (via)  
Kollam 690533, Ph: 9744009059  
Email: indumozhur@gmail.com

**Dr. Elizebeth Renu Joseph, M.A, Ph.D**  
(Guest Faculty)  
Kizhakkaduthu House, Thottungathara Road,  
Kadavanthra  
Email: indumozhur@gmail.com, Mob : 7702523636





**Mr. Emil Berli, M.A.**

(Guest Faculty)

Arackal House,

Arthunkal P.O, Alappuzha-688530

Email: emilberli9@gmail.com

Mob : 8943215461, 8921456810

**Hindi**

**Dr. Seena Kurian, M.A., B.Ed., M.Phil, Ph.D.**

(Asst. Professor)

Pavelil House, Ezhupunna P.O., Cherthala

Mob : 8547637591,

Email : seenakurian04@gmail.com

**Ms. Nirupama U., M.A.**

(Guest Faculty)

Nirupama House, Thannermukkom P.O.,

Cherthala-688527

Mob : 9447787719

Email : nirupamasree@gmail.com

**Malayalam**

**Dr. Mary Reema M.A, B.Ed, M.Phil, Ph.D**

(Asst. Professor)

Kunnathoor House

Thuruthoor, Puthenvelikkara PO

Pin - 683594

Mob : 9656682560

**Ms. Ambili P.T., M.A**

(Guest Faculty)

Nikarthil,

Mayithara P.O, Pin - 688539

Cherthala south, Mob : 8086262623

Email : ambilipt1986@gmail.com

**Physics**

**Dr. Dhvajam D.B., M.Sc., M.Phil, Ph.D**

(Asst. Professor & Head of the Department)

'Bathel', Sreekrishnapuram, Powdikonam P.O.,

Mob : 9605327779

Email : dhvajamdb@gmail.com

**Dr. Mini P.A. M.Sc., Ph.D**

(Asst. Professor)

Kottappally, Arthunkal P.O. Cherthala - 688530

Mob : 9061725294,

Email : annaminiantony@gmail.com



**Dr. Saneesh Sebastian, M.Sc., Ph.D**

(Asst. Professor)

Thuravackal (H), Angadikadavu P.O., Kannur - 670706

Mob : 9496735710,

Email : saneeshphys@gmail.com

**Ms. Manuja. M, M.Sc.**

(Guest Faculty)

Sreevihar, Poochakkal P.O., Cherthala-688526

Mob : 9946289169

Email : manuja.jayan85@gmail.com

**Mr. Mukesh Kumar M**

(Guest Faculty)

Murali Vilasom,

Arukalickal East, Nedumon PO,

Ezhamkulam, India – 691556

E-Mail : mukeshkumarm.21@gmail.com

Mob : 9744400583

**Chemistry**

**Dr. P. Manoj M.Sc., M.Phil, Ph.D**

(Asst. Professor & Head of the Department)

Nikunjam, Mariathuruthu P.O., Kottayam - 686 017,

Ph: 9400562122, 0481-2960752

Email : pmanoj2k@gmail.com

**Mrs. Seena Elizabeth George. M.Sc.**

(Asst. Professor)

9/358, Odathakal House, Veli Road

Fort Kochi - 682 001,

Ph: 9946444620

Email : seenaelizabeth@gmail.com

**Dr. Pearl Augustine M.Sc., Ph.D**

(Asst. Professor)

Kilivallical House, Maruthorvattom Villa

Maruthorvattom P.O., Cherthala

Mob: 9495161734,

Email : pearl.augustine@gmail.com

**Mrs. Liya Jose M. M.Sc., B.Ed.**

(Asst. Professor)

Chenaparambil House, Chirakkam,

Varappuzha P.O., Pin - 683 517,

Ph: 0484 2482623,

Email : emliya.jose@gmail.com



**Mr. Joseph Libin K.L., M.Sc.**

(Asst. Professor)

Kurisinkal House, Kandakadavu P.O.,  
Kochi - 682008

Mob : 9947220063, Ph : 0484 - 2268045

Email : jigjoselibin@gmail.com

**Dr. Beena James M.Sc., Ph.D**

(Asst. Professor)

Pathiamkattu House,  
Aroor P.O., Alappuzha

Email : beenaraimond1@gmail.com,

Mob : 9526481751

## Zoology

**Dr. Antony P.J. M.Sc., M.Phil, Ph.D**

(Asst. Professor & Head of the Department)

Puthiyath House, Aroor P.O. - 688 534

Ph: 0478-2875709, Mob : 9746757209

Email : sanuputhiyath@gmail.com

**Ms. Patricia Michael M.Sc, M.Phil, B.Ed.**

(Asst. Professor)

Kurisunkal House, CMC-19, Cherthala, Alappuzha

Mob : 9746786133

Email : patriciakollam@gmail.com

**Dr. Jovitha Lincy V.J**

(Guest Faculty)

Valiyaveetil House, Near Saudi School  
Mundamveli P.O.,

Mob : 9847871900

Email : jovithalincy@gmail.com

## Botany

**Dr. Teny David M.Sc, M.Phil, Ph.D, B.Ed.**

(Asst. Professor)

Kochupurayil, Vadavathoor P.O., Kottayam

Mob: 9995550800

Email : drteny david@gmail.com

## Economics

**Mr. Riju Gregory M.A., M.Phil.**

(Asso. Professor & Head of the Department))

Arati, Kanakassery, XXXI/ 7A, APR Lane 3,

Vyttila P.O., Kochi,

Mob: 9809566466, Ph : 0484 - 2301513

Email : rijugregory@gmail.com



**Dr. Sindhu S. Nair M.A., Ph.D**

(Asso. Professor)

“Sindhu”, Kilicode Lane, Srivaraham,  
Thiruvananthapuram - 695009

Ph: 9895063195

Email : sindstvm@gmail.com

**Dr. M.A. Florence M.A., B.Ed., M.Phil., Ph.D**

(Asst. Professor & Member, PG Board of Studies)

Chalangady House, Opp. Hotel Travancore Palace,  
Maruthorvattom P.O., Cherthala - 688545,

Mob : 9447975977

Email: florencejanis@yahoo.co.in

**Dr. Antony Kuriakose P., M.A., Ph.D.**

(Asst. Professor)

Polayil House, CMC-14, Cherthala P.O.,  
Pin-688 524,

Mob : 9447029754

Email : antonypolayil@gmail.com

**Mr. Binil K.P., M.A.**

(Asst. Professor)

Kurisinkal House, Chethy P.O., Cherthala

Mob : 9847881792

Email : binilkpd@gmail.com

**Lt. Abin Albert. T., M.A.**

(Asst. Professor)

Thankiyil House, Andhakaranazhi P.O.,  
Azheekal,

Mob : 9847841407

Email : abinalbert@gmail.com

**Statistics**

**Mrs. Minnu Mathew M.Sc., B.Ed.**

(Asst. Professor)

Polayil House, CMC-14, Cherthala P.O.,  
Pin-688524

Mob : 9446928441

Email : minnu.mathew@yahoo.com

**Mathematics**

**Mrs. Smisha M.A., M.Sc.**

(Asst. Professor)

Madathilchira House, Kalavamkodam PO, Cherthala

Mob : 9946560670

Email : smishaashok@gmail.com



**Mrs. Reshma S Raj, M.Sc.**

(Guest Faculty)

Sasthamparambil

Mannancherry PO, Kalavoor

Mob : 8893247246

Email : reshmasraj2010@gmail.com

**History**

**Mr. Pratheesh P., M.A. (History)**

M.A (Political Science), M.A. (Sociology),

M.A. (Philosophy), M.Sc. (Psychology), M.Ed., PGDIT,

M.A. English, PGDPC, M.A. (International Relations)

(Asst. Professor)

Thiruvonam, Kalavoor PO, Alappuzha-688552

Mob : 9495353925, Email : pppadath@gmail.com

**Commerce**

**Dr. Sreedhar P. Nair. M.Com., Ph.D**

(Asst. Prof. and Head of the Department)

Vaisakham House, Temple Road

Thodupuzha - 685 584,

Ph: 04862 223383, Mob : 9446481898

Email : drspnair@gmail.com

**Mr. Hari U., M.Com.**

(Asst. Professor)

Manasam, Kaitharam P.O., N. Paravoor - 683 519,

Ph: 0484 2607458, Mob : 8891582086

Email : hari.hrishi@gmail.com

**Mrs. Jyothy Mary Mathew., M.Com**

(Asst. Professor)

Kunnel House, Maruthorvattom P.O.,

11<sup>th</sup> Mile, Cherthala

Mob : 9846629126,

Email : jyothymary14@gmail.com

**Mrs. Soumya Mathew, M.Com, M.Ed.**

(Guest Faculty)

Thundamparambil, Thycattussery, Cherthala,

Mob : 8281413368,

Email : soumya.t.biju@gmail.com

**Mr. Nixon Napoleon P., M.Com.**

(Guest Faculty)

Puthenpurackal House

Andhakaranazhy PO, Cherthala



**Mr. Unnikrishnan V., M.Com.**

(Guest Faculty)

Thekke Areeparambu

CMC-21, Cherthala,

Email : unnikrishnanv1993@gmail.com,

Mob : 9809549118

**Mrs. Remya Ruskin M.Com, M.Ed., NET**

(Guest Faculty)

Arasarkadavil

Punnapra PO, Alappuzha-688004

Mob : 8156878904, Email : remyareskin@gmail.com

**Psychology**

**Ms. Zita Francis, M.Sc. Bioinformatics, M.Sc. Psychology,  
M.Sc., Counselling and Family Therapy,  
M.A Education and B.Ed.**

(Guest Faculty)

Pallikkathayil House

Maruthorvattom PO, Cherthala-688539

Mob : 9847230225, Email : zitafrancis1980@gmail.com

**Physical**

**Education**

**Dr. R. Rajesh M.P.Ed., Ph.D**

(Asst. Professor)

Ponnunada Thekkekara

Karumkulam, Puthiyathura PO, Trivandrum

Mob : 9995102095

Email : rajeshponnunada@gmail.com

**B.Voc**

**Dr. Antony Kuriakose P., M.A., Ph.D.**

(Head of the Department & Nodal Officer)

Polayil House, CMC-14, Cherthala – 688 524,

Mob : 9447029754

Email : antonypolayil@gmail.com

**Mrs. Pimmy Mathews, MCA, MBA (Fin), ME (CS & Eng.)**

(Guest Faculty)

Ponnezhath House

St. Martin Junction, Cherthala PO,

Mob : 9846990362, Email : pdonakuriakose@gmail.com

**Mrs. Geethu Varghese, M.Tech**

(Guest Faculty)

Kurisunkal House, Arthunkal PO, Cherthala,

Mob : 9744492931, Email : geetqueenmary@gmail.com



**Mrs. Lekshmi M., M.Tech**

(Guest Faculty)

Revathy House,

Kadakkappally PO, Cherthala-688529

Mob: 8281455273, Email : mlekshmi369@gmail.com

**Mr. Abraham K., MTTM**

(Guest Faculty)

Karakuzhy House

CMC-24, Cherthala PO, Alappuzha

Mob : 9961592329

Email : abrahamk62@gmail.com

**Mr. Jithu Varghese MTTM**

(Guest Faculty)

Kunnumpuram House

CMC-24, Cherthala PO, Pin-688524

Mob : 7558098243, Email : jithuvarghese00@gmail.com

**Mrs. Preenu Antony M.**

(Guest Faculty)

Moothedath (H), Andhakaranazhi PO, Cherthala

Ph : 9048585453, Email : preenuantonym@gmail.com

**Mrs. Raida Paul**

(Guest Faculty)

Menacherry (H), Thathapally PO, N. Paravoor

Email : raidapaulmr@gmail.com

**Ms. Fathima S., M.Voc.**

(Guest Faculty)

Fathima Manzil, Power House Ward, Alappuzha

Email : fathimachinnu098@gmail.com

**Stephy Sebastian, M.Sc**

(Guest Faculty)

Vathuparambil

Thuravoor PO, Cherthala

Email : stephysebastian1997@gmail.com

**Adarsh P. Madhu, MTTM**

(Guest Faculty)

South Polie Quarters

Room No.7 Headpost, Alappuzha

Email : adarshpm321@gmail.com



**BBA Logistics Ms. Krishna Babu, MBA**  
(Guest Faculty)  
Kunnel House, Kalavamkodam PO, Cherthala

**Mrs. Helga Joseph, M.Com, NET**  
(Guest Faculty)  
Punnampurackal House, Kannamaly PO, Cochin

**Sowparnika**  
(Guest Faculty)  
Ushus, CMC-18, Cherthala

**St. Michael's Community College Dr. Antony Kuriakose P., M.A., NET, Ph.D.**  
(Nodal Officer)  
Polayil House, CMC-14, Cherthala – 688 524,  
Mob : 9447029754,  
Email : antonypolayil@gmail.com

**Smt. Jyothy Mary Mathew, M.Com, NET**  
(Course Co-ordinator)  
Kunnel House,  
Maruthorvattom P.O., Cherthala - 688539,  
Ph: 9846629126, Email: jyothymary14@gmail.com

**Sr. Metilda Stephen**  
(Administrative Officer)  
Christu Nivas, Mayithara PO, Cherthala  
Ph : 9048688673

**Ms. Asha Sebastian**  
(Guest Faculty)  
Pazhampasseril House, Arthunkal P.O., Cherthala

**Ms. Beena Shymon**  
(Guest Faculty)  
Kalangara House, Thyckal P.O., Cherthala

**Ms. Dayana Rose Jackson**  
(Guest Faculty)  
Kunnel House, Arattuvazhi PO, Alappuzha

**Mr. M.J. Emmanuel**  
(Office Assistant)  
Maniyapozhiyil  
Thyckal PO, Cherthala, Mob : 9809455938



## ADMINISTRATIVE STAFF

*Junior Superintendent*

**Smt. Priya Antony**

“Jose Nivas”

Kurisunkal House, GRA 35,  
Chathanadu, Alappuzha, Mob: 9497706092

*Head Accountant*

**Sri. Prem Vineeth M. Eresseril**

Eresseril House  
Arthunkal P.O., Cherthala, Alappuzha.

*L.D. Clerks*

**Sri. Joseph T.D.**

Therath House  
Kandakkadavu P.O., Kochin - 682 008  
Mob: 9526556896

**Sri. Maxon A.M.**

Alunkal House  
Neendakara, Ezhupunna South P.O.  
Mob: 9895510244

**Sr. Mary Gracy A.M.**

Holy Family Convent  
Mayithara PO., Cherthala  
Mob: 9131003317

**Smt. Jincy J.A.**

Kunnel House  
Thirumalabhagam P.O., Thuravoor  
Cherthala, Mob : 9645567212

*Computer Assistant*

**Smt. Jolly George P.G.**

Arackal house  
Pollethai PO, Alappuzha  
Mob: 7306087554

*L.D. Store Keeper*

**Sri. Santhosh A.R.**

Arattukulam House  
Mararikkulam North P.O., Alappuzha

*Librarian*

**Dr. Patricia Robin**

**M.A. (English), M.A. (Mass communication & Journalism), MLISc, M.Phil, Ph.D**

House No. 11/693, Pattalam Road,  
Fort Cochin: 682 001, Mob : 9947012353  
Email : deenajerly@gmail.com

*Mechanic*

**Sri. John P.A.**

Palackal House, Arthunkal P.O., Cherthala  
Mob : 9745155531



**Sri. K.A. Rooby Andrews**

Kurisinkal House,  
Kadakkappally P.O., Cherthala, Mob: 7736542604

**Sri. John Joseph T.K.**

Thekkepalackal (H), Kattoor P.O.,  
Kalavoor, Alappuzha, Mob: 9388642232

**Sri. Antony K.J.**

Kakkariyil House  
Arthunkal P.O., Cherthala, Mob: 9846913560

**Smt. Mary Diana K.R.**

Cheruvallykaddu  
Kalavoor P.O., Alappuzha, Mob : 7907407595

**Sri. Jose Febin K.F.**

Kudiamssery House  
Thaickal P.O., Cherthala,  
Mob : 9744127025

**Sri. Timmy K.O.**

Karakkattu House  
Chethy P.O., Cherthala -688530,  
Mob : 7034018002

**MANAGEMENT STAFF**

**Smt. Jessy K.V.**

Kayikkara House  
Mayithara P.O., Cherthala

**Sri. John K.C.**

Kattikattuthayil House  
Thyckal P.O., Cherthala

**Sri. Jibindas Y.**

Thakidiveli House  
SN Puram P.O., Cherthala

**Sri. Jose Raj**

Arukulasseril House  
Pattanakkad PO, Cherthala  
Ph : 8281428587

**Sri. Emmanuel M.J**

Maniyapozhiyil House  
Thyckal PO, Cherthala

## **ACADEMIC PROGRAMMES**

### **Courses Offered**

#### **(A) UNDER GRADUATE COURSES - Choice Based Credit and Semester System (CBCSS - 6 Semesters)**

##### **I. B.Sc. Degree Programmes**

###### **(a) Zoology Core Course**

Chemistry            } Complementary  
Botany                } Courses

###### **(b) Chemistry Core Course**

Physics               } Complementary  
Mathematics         } Courses

###### **(c) Physics Core Course**

Electronics         } Complementary  
Mathematics         } Courses

##### **II. B.A. Degree Programmes**

###### **(a) Economics Core Course**

Indian History       } Complementary  
Mathematics         } Courses

###### **(b) English Core Course**

Psychology           } Complementary  
British History       } Courses

##### **III. B.Com. Degree Programme**

(a) Commerce Core Course with elective Finance

##### **IV. B.Voc. Degree Programme**

- (a) Software Development
- (b) Tourism and Hospitality Management

##### **V. BBA Logistics**

#### **(B) POST GRADUATE COURSES**

##### **Semester System (4 Semesters)**

- (a) M.A. Economics
- (b) M.Sc. Chemistry
- (c) M.Com Finance

#### **(C) COMMUNITY COLLEGE COURSES**

- (a) Diploma in Beautician and Healthcare
- (b) Diploma in Garment Designing and Apparel Making



## University Contacts

Registrar : 0471 - 2305631  
Public Relations Off. : 0471 - 2305738, Fax - 2307158  
Enquiry : 0471 - 2305994, 2306422  
Website : [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in).  
[www.exams.keralauniversity.ac.in](http://www.exams.keralauniversity.ac.in)  
E-mail : [kuinform@eth.net](mailto:kuinform@eth.net)

### *Vice Chancellor*

Office - 0471 - 2306634

### *Pro Vice Chancellor*

Office - 0471 - 2308532

### *Controller of Examinations*

Office : 0471 - 2305946

Fax : 91-471 - 2307706

University Enquiry : 0471-2306422

University Information Centre (Alappuzha) : 0477-2266245

### **University Sections**

BA Exams : 0471-2386423/2386351  
B.Sc Exams : 0471-2386423/2386424  
B.Com Exams : 0471-2386105/383/471/  
225/105  
Cash Counter : 0471-2386355  
CBCSS : 0471-2386432  
Computer Centre : 0471-2305801  
Controller of Examination's Section : 0471-2386400  
MSc Chemistry : 0471-2386251/342  
M.Com : 0471-2386394  
M.A Economics : 0471-2386394  
Revaluation : 0471-2386243

### **Public Contacts**

Canara Bank, Mayithara : 0478-2813106  
SBI, Cherthala : 0478-2813164  
SBI, Cherthala : 0478-2818969  
Green Gardens Hopital : 0478-2812538  
Fisheries / Scholarship Office : 0477-2251103  
Railway Station, Cherthala : 0478-2812500  
KSRTC, Cherthala : 0478-2813052  
Ambulance : 2812290, 2812693  
Sub Treasury, Cherthala : 0478 - 2813148



## COLLEGE FEES

### A. Under Graduate Courses

Item	Rs.	
Admission fee	80	(* 1 <sup>st</sup> year only)
Tuition fee	1050	per annum
Library fee	105	per annum
Calendar fee	35	per annum
Medical inspection fee	60	(3 yrs)
Laboratory fee	265	for core course
	160	for each Complementary course
Athletic fee	105	per annum
Sports affiliation fee	225	(3 yrs)
Stationery fee	55	per annum
Magazine fee	55	per annum
Association fee	55	per annum
Audio Visual fee	30	per annum
Uni. Union fee	180	(3 yrs)
Students aid fund	90	(3 yrs)
Women Association fee	75	(3 yrs)
Students Care Fund	300	(3 yrs)
Affiliation fee	350	one time
Recognition fee	315	one time
Matriculation fee	105	one time
Eligibility Certificate	210	one time

A student who has attended the class for a whole day or a part thereof in a term should pay the fee in full for that term.

### CAUTION DEPOSIT

B.Sc. Chemistry	}	Rs. 360/-
B.Sc. Zoology		
B.Sc. Physics		
B.A. Economics		
B.Com		
B. A. English		
B.Voc		
BBA		

## B. Postgraduate Courses

Item	Rs.	
Admission fee	160	(*1 <sup>st</sup> year only)
Tuition fee	1890	per annum
Library fee	105	per annum
Calendar fee	35	per annum
Medical inspection fee	40	(2 yrs)
Laboratory fee	1260	per annum
Athletic fee	105	per annum
Sports affiliation fee	150	(2 yrs)
Stationery fee	55	per annum
Magazine fee	55	per annum
Association fee	55	per annum
Audio Visual fee	30	per annum
Uni. Union fee	120	(2 yrs)
Students aid fund	60	(2 yrs)
Women Association fee	50	(2 yrs)
Students Care Fund	200	(2 yrs)
Affiliation fee	450	one time
Recognition fee*	315	one time
Matriculation fee*	105	one time
Eligibility Certificate*	210	one time

(Individual Eligibility Certificate should be produced at the time of admission)

A student who has attended the class for a whole day or a part thereof in a term should pay the fee in full for that term.

### CAUTION DEPOSIT

M.A. Economics

M.Sc. Chemistry

M.Com (Finance)

} Rs. 600/-

\*For Universities other than the University of Kerala



## Mode of Assessment in First Degree Programme

Degree Programme of Kerala University is under Choice Based Credit and Semester System (CBCSS) for the evaluation of students. The Evaluation of each Course shall consist of two parts

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

The ESE and CE ratio shall be 4:1 for both courses with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE. For all courses (Theory and Practical), Grades are given on a 7-point scale based on the total percentage of marks (CE+ESE)

### Consolidation of Grades

#### ● ESE

The maximum mark for a course (ESE theory) - 80

(The duration of ESE is 3 hours)

Total marks for the ESE of Practical - 80

(The components of ESE of Practical have to be set by the Chairmen, Boards of Studies, concerned)

#### ● CE

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

a	Attendance	5 marks	2020 admission onwards		
b	Assignment/Seminar	5 marks	a	Assignment/Seminar	10 marks
c	Test paper	10 marks	b	Test paper	10 marks

The marks for the component of Practical for continuous Evaluation shall be as shown below.

A	Attendance	5 marks
b	Record	5 marks
c	Test	5 marks
d	Performance, Punctuality and Skill	5 marks

Semester Credit Point Average (SCPA) is an index of the overall performance of a student at the end of a semester. It is obtained by dividing the sum of the Credit Points obtained by a student at the end of a semester by the sum of the Credits of Courses taken by the student in the semester.

### Consolidation of 'Semester Credit Point Average' (SCPA)

SCPA is obtained by dividing the sum of credit points (CP) obtained in a semester by the sum of Credits (C) taken in that semester. After the successful completion of a semester, Semester Credit Point Average (SCPA) of student in that semester shall be calculated.

#### Criteria for Grading (SCPA/CCPA/Courses)

Percentage of marks	CCPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to <90	8 to <9	A Excellent
70 to <80	7 to <8	B Very Good
60 to <70	6 to <7	C Good
50 to <60	5 to <6	D Satisfactory
40 to <50	4 to <5	E Adequate
Below 40	<4	F Failure



## Tutors for various Degree Programmes

### Department of Economics

- |            |                                       |
|------------|---------------------------------------|
| 1. I B.A.  | Smt. Smisha M.A.                      |
| 2. II B.A. | Smt. Minnu Mathew, Lt. Abin Albert T. |
| 3. III BA  | Dr. Florence MA,<br>Sri. Riju Gregory |
| 4. I M.A.  | Dr. Antony Kurairose P.               |
| 5. II M.A. | Sri. Riju Gregory                     |

### Department of Chemistry

- |              |                             |
|--------------|-----------------------------|
| 1. I.B.Sc.   | Dr. Beena James             |
| 2. II B.Sc.  | Smt. Liya Jose M.           |
| 3. III B.Sc. | Dr. Pearl Augustine         |
| 4. I M.Sc.   | Sri. Joseph Libin K.L       |
| 5. II M.Sc.  | Smt. Seena Elizabeth George |

### Department of Commerce

- |               |                         |
|---------------|-------------------------|
| 1. I. B.Com   | Smt. Jyothy Mary Mathew |
| 2. II. B.Com  | Smt. Soumya Mathew      |
| 3. III. B.Com | Sri.Nixon Nepolean      |
| 4. I M.Com    | Sri. Hari U.            |
| 5. II. M.Com  | Dr. Sreedhar P. Nair    |

### Department of Physics

- |              |                       |
|--------------|-----------------------|
| 1. I B.Sc.   | Ms. Manuja M.         |
| 2. II B.Sc.  | Dr. Mini P.A.         |
| 3. III B.Sc. | Dr. Saneesh Sebastian |

### Department of Zoology

- |              |                      |
|--------------|----------------------|
| 1. I.B.Sc.   | Dr. Teny David       |
| 2. II B.Sc.  | Ms. Patricia Michael |
| 3. III B.Sc. | Dr. Antony P.J.      |

### Department of English

- |             |                     |
|-------------|---------------------|
| 1. I.B.A.   | Dr. Vimsy Geo       |
| 2. II B.A.  | Sri. Sam Johnson    |
| 3. III B.A. | Fr. Titus Augustine |

### Department of Software Development

- |               |                      |
|---------------|----------------------|
| 1. I B.Voc.   | Mrs. Geethu Varghese |
| 2. II B.Voc.  | Ms. Fathima S.       |
| 2. III B.Voc. | Mrs. Lekshmi M.      |

### Department of Tourism and Hospitality Management

- |               |                     |
|---------------|---------------------|
| 1. I.B.Voc.   | Sri. Abraham K.     |
| 2. II B.Voc.  | Sri. Jithu Varghese |
| 3. III B.Voc. | Smt. Pimmy Mathews  |

### Department of Management Studies

- |           |                   |
|-----------|-------------------|
| 1. I BBA  | Ms. Krishna Babu  |
| 2. II BBA | Smt. Helga Joseph |





# COLLEGE RULES

## I General Discipline

1. Students are expected to conduct themselves with the self respect and dignity of the children of God.
2. They should be neat in their dress, refined in their talk, polite and courteous in their dealings with all, and ready to lend a helping hand as and when occasion arises.
3. They should give due regard and respect to seniors and superiors.
4. When a student meets a member of the staff of the College he/ she should greet him/her respectfully.
5. When a teacher enters the classroom, students must stand up and must not sit until he/she invites them to do so or himself / herself takes a seat.
6. They should show themselves to be lovers of good order and decorum.
7. They should be punctual and disciplined in attending classes and any academic or extracurricular function arranged for them.
8. They should avoid ill-mannered noisemaking behaviour on the College campus.
9. Smoking is prohibited on the College campus and intoxicants are forbidden as well.
10. Irregular attendance, insubordination to the Principal or teachers, habitual indifference to studies, obscenity in word or deed or evident misconduct etc. are sufficient reasons for the permanent or temporary dismissal of a student.
11. They are forbidden from writing or making any mark on the furniture or walls or any part of the College premises and from throwing paper or ink in the classrooms.
12. Every student shall wear his/her identity card on the campus and produce it on demand.
13. Those who cause damage or loss to college properties will be liable for disciplinary action. Legal action will be initiated against those who destroy the properties of the college. Any damage done to college property will have to be made good.
14. Students are strictly forbidden from bringing or using mobile phones on the campus. Confiscated mobile phones will be returned only on payment of the fine fixed by the Principal.
15. Students are exhorted to handle the college property with care and to do everything in their power to preserve the cleanliness and tidiness of buildings and furniture.
16. No notices shall be circulated among students or pasted anywhere within the College premises without the written permission of the Principal.
17. No meeting of any kind shall be held by the students within the college premises.
18. Students shall not take part in or attend any political meeting or engage in any public movement or activity that is subversive of good order.
19. All political activities are banned on the campus by order No.CI/ e4. Students are strictly prohibited from taking part or giving leadership to any agitation, demonstration, strike, dharna, gherao and such other activities which shall disrupt the class or cause threat to the peaceful atmosphere on the campus. Students are not allowed to be members of any political student units or form such units in the name of this college. No flags or posts are to be erected in the name of such units by any student of this college. Such activities will invite strict disciplinary action. Canvassing for votes in the name of any such political unit during college election is strictly forbidden.

20. Students are strictly forbidden from entering classrooms other than theirs.
21. Any student under suspension is forbidden from entering the college campus.
22. Any student who disrupts class by unauthorised entry in the classrooms or picketing is liable to be expelled from the College.
23. Ragging is totally banned in the institution and anyone found guilty of ragging and / or abetting ragging is liable to be punished by section 8 of UGC regulation No.F. 1-16/2007 (CPP-II) April, 2009 on curbing the menace of ragging in Higher Educational Institutions, and also by the relevant verdicts of the Hon. Supreme Court and High Court and the orders of State and Central Governments.
24. Use of Alcohol is strictly forbidden on the campus. Any student suspected of intoxication is liable to be checked by staff, teaching or non-teaching, with instruments like breathalyser and strictly punished if found to be so.
25. Celebrations that breach discipline and involve hurting or touching others physically or smearing paint, oil, color, chemical on others are strictly forbidden on the campus.
26. Any activity or celebration that hurts religious feelings will not be permitted.
27. No media personnel are allowed to enter the campus, shoot videos or talk to the students without the permission of the Principal. Photography/Video/Audio recordings and playing are strictly prohibited on the campus unless authorized by the Principal.
28. Tour programmes or celebrations of students studying in this college should not be conducted even on holidays or outside the campus without the consent of the Principal. No money can be collected on that account. Those who organise such programmes will be liable for severe punishment.
29. Students are requested to contact the office and the section concerned to clear all the outstanding dues to the college before collecting their hall tickets for University examinations. This has to be done well in advance so that there is sufficient time to rectify mistakes if any. They should not wait for the last minutes to pay their fees.
30. A student will be eligible for conduct, course certificates or any such certificate to be issued from the college for availing himself of concessions, scholarships or grants only if all pending dues to the college are cleared. The Principal reserves the right to refuse such certificate if the student has not fully paid all the dues.
31. Students are expected to contact their respective departments and check the tabulation of attendance regularly and rectify the mistakes if any.
32. Students who do not have the percentage of attendance stipulated by the University will not be allowed to take their examinations
33. It is the responsibility of the student to sign the CA Marklists to be forwarded to the University at the end of each semester.
34. Students will be allowed to go out of the campus during class hours only with the pass issued by the Head of the Department concerned or the Principal
35. Students admitted in the sports quota are required to conform to the rules and timings of the college strictly. Attendance will be given only for taking part in meets or events with the clear permission of the Principal. Practice sessions will be conducted only before or after the class hours. Only those students with impeccable conduct and sufficient attendance will be permitted to take part in sports events on behalf of the college.
36. Unruly behavior during functions held in the auditorium, seminar hall, etc will invite strict disciplinary action. Drunken dancing is strictly prohibited in the auditorium or on the campus during the functions. The Principal has the right to cancel any such programmes that go out of control or violates the code of conduct in the college.



37. Students are not permitted to linger on the campus outside class hours or stay on the campus on holidays without the permission of the college authorities.
38. No banners, posters, holdings, cutouts, flex boards, flag posts or any other things temporary or permanent in nature shall be created without the permission of the college authorities either at the college gate or within the campus. Students colluding with outsiders to do so are liable to be punished.
39. The security personnel and the college staff are authorized to inspect the records of vehicles entering the campus and register the details.
40. Four wheelers brought by students will not be permitted to enter the campus. Such vehicles should be parked outside.
41. Students from other institutions and outsiders are not allowed to take part in any academic activity in the college or enter the campus without permission. Students who bring outsiders will be punished.
42. Conduct certificate will not be issued as a matter of right. It has to be earned by the student through good conduct.
43. Promotion to a higher class, selection for University examinations issue of progress cards, attendance and conduct certificates are matters within the statutory and discretionary powers of the Principal and no appeal shall lay against the Principal's decision to any other authority.
44. The Principal shall have the power to inflict punishments like fine, loss of attendance, loss of term certificate, refusal of selection to University examinations, suspension, compulsory issue of TC, expulsion etc.
45. The Principal shall have the right to issue TC to a student admitted to the college without an application from the students or the guardian at any time during the course of his/her study in the college.
46. Staff members / discipline committee shall have the powers to deny admission to students to classes / office / labs / library/ meetings / cultural programmes and other programmes if unruly or indisciplined behavior is noticed or if there is no decency in dressing or behavior or if found or suspected to be intoxicated.
47. Use or possession of alcoholic drinks or drugs will lead to immediate expulsion of the students from the college and hostels
48. Insubordination to the principal or the teachers will be viewed as serious offense. Such students will not have any right to receive their conduct certificate and will be liable for disciplinary action.
49. Students are not allowed to make a complaint in a body or address any authority in a collective petition. Such combined action is subversive of good order.
50. If the students of the college are found engaging in acts of indiscipline outside the premises of the college disciplinary action will be initiated against them.
51. Students should strictly follow the dress code of the college. They should not come wearing casual dress like banians, low-waist pants etc.
52. The penalty or fine imposed by the Principal on erring students is binding. Defiance of any sort on this account will be viewed seriously and stringent measures will be taken against such students.
53. Students found regularly misbehaving in the class or frequently booked for indiscipline will not be allowed for any general /public programmes in the college including tour programmes arranged by the classes.
54. Long and exotic hair styles not becoming of a student or causing distraction or disturbance are strictly prohibited.

55. No celebrations or parties including birthday celebrations will be allowed on the campus without the prior permission from the Principal.
56. No welcome or farewell for juniors or seniors will be conducted by the students either jointly or as separate classes without the permission of the Principal.
57. No classwise collection of money can be taken without the permission of the Principal.
58. Student should not bring small children to the campus on any account. Similarly friends who are not studying in this college are not to be brought to the campus.
59. Students who are absent in the morning session will not be allowed to join any public function held in the auditorium/seminar hall in the afternoon session.
60. Students are prohibited from going out of the campus on days of celebrations and public functions without genuine reason and necessary permission from authorities concerned.
61. Students should enter the campus only through the main gate after showing their identity cards. No other gates of the college should be used for entry or exit.
62. Collective abscondance or absence from classes will be treated as gross indiscipline. Fines will be imposed on each student involved in such absence.
63. Students are prohibited from bringing four wheelers to the campus. In case two wheelers are brought to the campus, they cannot be taken beyond the place permitted near the front gate.
64. Students who avail themselves of scholarships and grants should give immediate notice in writing to the Principal if they decide to discontinue the course and take TC without delay.
65. Students who are found or reported to be indulging in drinking, smoking or consuming drugs/alcohol even outside the college campus during or outside the class hours are liable to face strict disciplinary action.
66. Sloganeering is strictly prohibited on the campus. Provocative sloganeering will be treated as gross breach of discipline and such students are liable for punishment.
67. The Principal shall have the right to refuse issuance of conduct certificate to a student if he/she is found breaching the discipline of the college.
68. Students are prohibited from violent and drunken dancing in the auditorium or halls disrupting performance of cultural programmes.
69. All the second year and third year degree and PG students should remit their PTA fees before the end of the first month of the academic year.
70. Collective involvement in acts of violence as a class or group will be treated as serious breach of discipline and each individual will be liable to punishment.
71. The college union or any student group will be permitted to conduct cultural or sports programmes on the campus including college day, arts festival, sports day, etc only if the Principal is fully satisfied. That programme will be conducted in a peaceful and disciplined manner.
72. Students will be allowed to conduct group study on holidays and outside class hours only under the supervision of a teacher. Nobody will be allowed to enter the campus in the name of group study to indulge in unlawful activities or to loiter about. Students can use the library in silence on such days if the library is open.

## II Ragging a Criminal Offence

Ragging is neither a means of familiarisation nor an introduction with freshers, but a form of psychopathic behaviour and a reflection of deviant personalities. Ragging is Violation of Human Rights. As per the **UGC Regulations, 2009**, 'Ragging' constitutes one or more of any of the following acts:



1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### III Kerala Prohibition of Ragging Act, 1998

Kerala Prohibition of Ragging Act, 1998 published under the authority of the Governor, an Act to prohibit ragging in educational institutions in the State of Kerala. Contents of Kerala Prohibition of Ragging Act, 1998 includes

1. **Prohibition of ragging :-** Ragging within or without any educational institution is prohibited.
2. **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.
3. **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.
4. **Suspension of student :-** Whenever any student or , as the case may be, the parents or guardian, or a teacher of an educational institution complains, 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 offense, and shall, immediately, forward the

complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

#### **IV Admission and withdrawal**

1. Students for admission to the Degree course should have passed the Higher Secondary or any other Degree Course with the required percentage of marks.
2. Application for admission must be submitted in the prescribed form.
3. At the time of admission all students must produce a Transfer Certificate and a Conduct Certificate from the institution last attended. The Catholic students should produce their catechism certificate in addition to the certificates mentioned above.
4. Only those candidates who have the genuine intention of academic pursuit and docility to the discipline of the college will be admitted.
5. Any student who is found to have obtained admission by false representation will be dismissed and will forfeit whatever fees he/she paid.
6. The Principal reserves the right to refuse admission without assigning reasons. Students who are found to be indisciplined and have antecedents of indiscipline will be refused admission.
7. Application for transfer certificate and course and conduct certificates should be made in the prescribed form. (See annexure II)
8. A student applying for transfer certificate will not be given the certificate except on payment of all fees or other dues or of such portion thereof as the Principal may deem fit to demand for the academic year in which he/she was last enrolled.

#### **V Attendance and Leave**

1. The classes will be from 9.30 a.m. to 3.30 p.m. according to the timetable provided.
2. The first or warning bell is rung ten minutes before the commencement of the class; second bell five minutes before the commencement and third bell at the hour fixed for the beginning of the class.
3. At the first warning bell before each session, students shall go to their respective classrooms and take their seats so as to be present when the class begins.
4. Attendance will be taken at the beginning of each period.
5. A student who is not in the classroom when attendance is taken shall be marked absent.
6. Latecomers shall not enter the class without the permission of the teacher. They may be given or refused attendance for the period or marked 'late' according to the discretion of the teacher. Regular latecomers and absentees may be fined.
7. Application for leave of absence must be submitted to the Principal ordinarily by the student himself/herself in the form for leave application (See annexure-1). Application for leave must be submitted as early as possible and in no case later than the first day of return to the college, if the period of absence is less than five days.
8. Absence without leave will lead to the loss of attendance, and the matter will be reported to the parent or guardian. Absence without leave for any part of a day will be considered as absence for the whole day and treated accordingly.
9. Absence without leave from any test paper or examination or from a composition or

practical class should be reported to the Principal, and such an absentee loses attendance for the day and shall pay a fine as recommended by the teacher concerned.

10. Serious case of illness shall be reported to the Principal through the guardian within five days. In any case of absence on account of illness production of a medical certificate is required, if the period of absence is more than five days.
11. If a student remains absent without leave for more than ten days continuously, he or she is liable to be struck off the rolls.
12. A student who absents himself from the class for more than 10 days together or intends to discontinue the course is required to intimate the College in writing instead of seeking TC only after a lapse of long period of time.

## VI Terms and Attendance Certificate

1. The academic year consists of three terms which shall ordinarily begin and end as follows.

First term : June to August ending with the Onam holidays  
Second term : September to December ending with the Christmas holidays  
Third term : January to March ending with Mid summer vacation

There shall be 200 working days in the year.

2. The grant of annual certificate shall be subject to the following conditions.
  - i) The certificate shall not be issued unless the student has 75% of the attendance prescribed by the College in the course of instruction followed during the year.
  - ii) The certificate shall not be issued unless the student has completed the course of instruction to the satisfaction of the authorities of the college and his/her progress and conduct have been satisfactory.
  - iii) Every student shall be required to undergo a course of physical training prescribed by the college and approved by the University and his/ her annual attendance and progress certificate shall not be considered complete unless the Principal of the college has certified that the candidate has undergone the prescribed course in physical training and put in three-fourths of the attendance.

The course of physical training prescribed by the college consists of the following. The student may choose anyone of these.

- 1) N.C.C.
- 2) N.S.S. (National Service Scheme)
- 3) Field Sports & Games
- 4) Formal Physical Exercises

provided that such activities are pursued for no less than 20 hours in a semester.

3. The syndicate may grant exemption from the course of physical training to such students as may have been declared by the medical officer, who conducted that medical inspection of the student, to be unfit to undergo a course of physical training.
4. The minimum attendance of 75 percent of the total working days of the year, required for the annual certificate, is absolutely necessary for promotion and for admission to public examination. Each student is advised to mark in the calendar the serial order of each working day he/she has attended. Students must get the attendance certified by the teacher

in-charge of the class at the end of every month.

5. Students whose attendance falls below this minimum shall have to apply for exemption through the Principal to the University. The application for exemption shall be accompanied by a chalan receipt for the prescribed fees. Reason for each day's absence will have to be explained and in case of absence on account of sickness a medical certificate also has to be submitted.
6. Exemption will not be granted for more than one academic year in the course of study nor will exemption be granted if the shortage exceeds 10 days.
7. Students corresponding with the Principal or applying for any certificate must state in their application all particulars necessary for identification such as full name with initials, class last attended, the class number, admission number and the year of leaving the college. A self-addressed stamped envelope must be enclosed for reply.
8. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore directed to keep certified true copies of such certificates before submitting the originals for admission.  
A notice of 24 hours is necessary for the issue of any certificate.
9. Any student who leaves the college before completing the course without the written permission of the Principal will not be entitled to get a certificate of character. Any student who discontinues his/her studies in the college without returning to the college any book issued to him/her or without paying any dues will not be entitled to get certificate of character or any other certificate.

In case any student is expelled from the college for serious misconduct or repeated misbehaviour his/her T.C. will be sent to the Registrar of the University and the matter will be reported to his/her parent or guardian.

## VII Fee Regulations

1. Tuition fees for the year shall be paid in lump or term/ semester and special fee at the beginning of the year.
2. Fee should be paid on or before the due date.
3. A student who fails to pay his/ her fee on the due date shall pay a fine of Rs. 10/- for 10 days. After 10 days Rs. 70 has to be paid (Rs. 10 as fine, Rs. 10 as special fee and Rs. 50 for readmission)
4. The last opportunity for clearing one instalment will be the date previous to the due date for the succeeding instalment. A student will be admitted to the second term only if he/ she clears the dues for the first term before the commencement of the second term and to the third term only if the second term dues are cleared.
5. Absence with or without leave from the College shall not be an excuse for non payment of fees at the proper time.
6. Fees will be received in the college office between 11.30 a.m. and 2.30 p.m. on all working days.
7. For all payments made, receipts will be issued forthwith.
8. Fees once paid will not be refunded.
9. Students should remit PTA fees in the office before the end of the first month of the academic year. PTA fees cannot be deducted from Fisheries stipend or any other grants from the government.





## VIII Caution Fee

Students selected for admission will have to deposit Caution Money at the following rates.

B.A./B.Sc./B.Com., Rs. 360/- and M.A./M.Sc., Rs. 600/-

Students belonging to Scheduled Castes /Sch. Tribes and Other Eligible Communities are exempted from payment of fee or caution deposits

The caution deposit paid by a student for a particular course shall be retained in the institution till the completion of the course. At the end of a particular course of study the caution deposit realised from the student will be refunded to him/her on receipt of application from the student in the form prescribed and after adjusting the dues if any on account of:

- i) Loss of Library book
- ii) Recovery of the fine for breakage of Laboratory equipment of the College.
- iii) Arrears of fee, if any.

If the caution deposit is less than the amount to be realised from the students, the excess amount will be realised by such other means as the Principal may decide.

The students should keep in safe custody the receipts issued for remittance of the caution deposit amount during the period of the course. The caution deposit will be refunded only, if the receipt issued from the College is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund. Exemption from this rule may be granted by the Principal in genuine cases where he/she is personally satisfied about the identity of the applicant claiming the refund.

## IX Residence of Students

1. Students who do not stay with their parents or guardians shall reside in the College hostel or lodgings approved by the Principal.
2. Students shall forward to the college office full information regarding their residence. Any subsequent change in residence may be made only with the previous written permission of the Principal.

## X College Examination

1. The students shall have two general examinations at the end of the first and second term respectively. After each of these there will be a meet-the- parent-programme.
2. In addition to these general examinations special test papers will be given from time to time at the discretion of the teacher. As a rule there will be a test paper once a month in every subject.
3. Exemption from attendance at the general examination will be given only on written application accompanied by a medical certificate. Students who require re-examination will pay the special fee charged for the same.
4. Progress reports of students will be handed over to guardians during the meet-the-parents programme.
5. Any student who indulges in malpractice at the general or class examination will be liable to be punished by suspension from the College up to one year.
6. Promotion to the senior class and selection to the University Examination will depend on the student's progress, attendance and conduct.

## XI Medical Inspection

1. Every student admitted, to the College shall present along with other Certificates, a Certificate of medical inspection or Health card from the Higher Secondary School or College he/she last attended.



2. Every student shall be required to undergo a medical inspection on admission to the College and every alternate year thereafter.
3. If a student fails to present himself/herself for medical inspection at the proper time his/her case shall be reported to the Syndicate which may punish him/her in such manner as it thinks fit.
4. A report on the result of the Medical Inspection shall be forwarded to the Registrar.

## **XII The College Magazine**

The College Magazine is published once a year. Students are invited to contribute their best literary and artistic efforts to maintain the high standard of the magazine.

## **XIII Library Rules**

1. The College library has three sections  
i) Reading Room ii) Reference iii) General
2. The Staff and students of the college are members of the library.
3. The library shall be open from 8.30 a.m. to 4.30 p.m on all working days.
4. Silence must be strictly observed in the library and its premises.
5. Application for books by the students should be made in the prescribed slips available in the library, making the required entries. Books may be lent to the members of the staff on getting their signature in the personal ledger kept for the purpose.
6. One book from a section is allowed at a time. Reference books should not be taken out of the library.
7. Books borrowed from the library can be kept for a maximum period of 7 days at a time.
8. A student who fails to return the books within the prescribed time shall pay a fine of 1 rupee for every day the book is retained and shall be suspended from access to the library till the fine is paid.
9. Absence from the class without leave will not be admitted as an excuse for delay in return of books.
10. No member is allowed to lend or exchange the library books to anyone in or out of the College. Such an act will be sufficient reason for suspension of membership of library.
11. If a book is damaged or lost by a member he or she shall pay the current price of the book including the postage and a fine.
12. Pencil marks, ink or oil stains, torn or missing pages and pictures, destruction of binding etc. will be treated as serious damages. Before the books are taken out, students should examine them and report to the librarian damage if any, found therein. If they fail to do so they will be held responsible for any damage that may be detected afterwards.
13. No book prescribed as a text book shall be lent to students.
14. Books, periodicals, paper or any other reading material should not be circulated in the college without the approval of the Principal.
15. Periodicals in the reading room shall not be removed without the permission of the Librarian.
16. Both staff and students are required to pay the prescribed fine if books are not returned on time. Such payments made are subjected to strict audit by the Government.

## Staff Members in-charge of various offices/cells/ committees/clubs

Sl. No.	Name of the Office/ Committee/Cell/Club	Name of the Staff member(s)
1	<b>College Council</b>	Chairman : Dr. Mathew V. Secretary : Dr. Antony Kuriakose P. Members : Sri. Riju Gregory Dr. Sindhu S. Nair Dr. Sreedhar P. Nair Dr. Manoj P. Sri. Hari U. Dr. Antony P.J Fr. Titus Augustine Dr. Dhvajam D.B Smt. Priya Antony Dr. Patricia Robin
2	<b>Academic Monitoring Committee</b>	Chairman : Dr. Mathew V. Convenor : Sri. Riju Gregory Members : Dr. Sindhu S. Nair Dr. Antony Kuriakose P. Dr. Manoj P. Dr. Sreedhar P. Nair Sri. Hari U. Fr. Titus Augustine Dr. Dhvajam D.B
3	<b>Discipline Committee</b>	Chairman : Dr. Mathew V. Convenor : Sri. Binil K.P. Members : Sri. Hari U. Lt. Abin Albert T. Dr. Dhvajam D.B. Dr Rajesh R. Sri. Sam Johnson Dr. Beena James Sri. Rooby Andrews Sri. John Joseph T.K.
4	<b>Anti-Ragging Committee</b>	Chairman : Dr. Mathew V. Convenor : Dr. Sreedhar P. Nair Members : Fr. Titus Augustine Dr. Dhvajam D.B. Sri. Sam Johnson Sri. John Joseph T.K. Sri. Ninu S. Padmam (Ward Member) S.I. of Police, Arthunkal Final DC Representative I DC Representative
5	<b>Committee for Prevention of Caste Discrimination</b>	Convenor : Smt. Minnu Mathew Members : Smt. Smisha M.A Smt. Priya Antony

6	<b>IQAC</b>	Chairman : Dr. Mathew V. Co-ordinator : Dr. Sindhu S. Nair Members : Dr. Antony Kuriakose P. Dr. Manoj P. Dr. Sreedhar P. Nair Dr. Antony P.J. Fr. Titus Augustine Dr. Teny David Dr. Patricia Robin External Members : Prof. Tessa Lalachan Dr. John Thomas K.
7	<b>Director of Accreditation</b>	Sri. Riju Gregory
8	<b>Feedback Committee</b>	Convenor : Dr. Pearl Augustine Members : Sri. Joseph Libin K.L. Lt. Abin Albert T.
9	<b>Student Welfare Officer</b>	Convenor : Smt. Patricia Michael Assistant : Sr. Mary Grace AM
10	<b>Staff Advisor</b>	: Dr. Antony P.J.
11	<b>Externally Aided Projects Monitoring Cell (EAP) &amp; UGC Cell</b>	Co-ordinator : Lt. Abin Albert T. Asst. Co-ordinators : Dr. Antony Kuriakose P. Dr. Antony P.J. Smt. Jyothy Mary Mathew Smt. Priya Antony Sri. Timmy K.O.
12	<b>Information office under RTI Act</b>	State Public Information Officer : Sri. Binil K.P. Assistant I. O. : Sri. Joseph Libin K L Appellate Authority : Dr. Mathew V.
13	<b>CLMC – CBCSS</b>	Co-ordinator : Sri. Hari U. Deputy Co-ordinators : Dr. Antony P.J. Sri. Sam Johnson Dr. Mary Reema Smt. Jyothy Mary Mathew Asst. Convenors : Sri. Maxon A.M. Sr. Mary Gracy A.M.
14	<b>DLMC Co-ordinators (CBCSS, IQAC &amp; TCS)</b>	Economics : Sri. Binil K.P. Chemistry : Dr. Pearl Augustine Commerce : Smt. Jyothy Mary Mathew Zoology : Ms. Patricia Michael Physics : Dr. Mini P.A. English : Sri. Sam Johnson B.Voc : Smt. Pimmy Mathews BBA : Krishna Babu

15	<b>SQAC</b>	Co-ordinator : Dr. Beena James
16	<b>Women Cell</b>	Co-ordinator : Dr. M.A. Florence Deputy Co-ordinator : Smt. Minnu Mathew Asst. Co-ordinators : Smt. Seena Elizabeth George Dr. Mary Reema Dr. Patricia Robin
17	<b>Staff Editor</b>	: Dr. Mary Reema
	<b>Sub Editor</b>	: Dr. Seena Kurian
18	<b>Value Education Forum</b>	Members : Smt. Liya Jose M. Dr. Seena Kurian Sri. Santhosh A.R.
19	<b>PTA</b>	President : Dr. Mathew V. Vice-President : Adv. K.P. Jose Pious Secretary : Smt. Seena Elizabeth George Treasurer : Sri. Binil K.P.
20	<b>Career Guidance and Placement Cell</b>	Co-ordinator : Sri. Sam Johnson Asst. Co-ordinators : Dr. Mini PA Smt. Smisha M.A. Sri. Jose Raj
21	<b>Science Club</b>	Co-ordinator : Dr. Mini P.A. Members : Smt. Liya Jose M. Ms. Patricia Michael Sri. John Joseph T.K.
22	<b>SMRUTHI (Alumni Association)</b>	President : Dr. Mathew V. Secretary : Fr. Titus Augustine Joint Secretary : Sri. Jose Raj
23	<b>Grievance Redressal Cell</b>	Chairman : Fr. Nelson Thaiparambil Co-Chairman : Dr. Mathew V. Convenor : Sri. Riju Gregory Members : Dr. M.A. Florence Dr. Manoj P. Smt. Seena Elizabeth George
24	<b>Internal Complaints Committee for women</b>	Presiding officer : Dr. Sindhu S. Nair Members : Dr. M.A. Florence Smt. Minnu Mathew Smt. Priya Antony Sr. Marygrace A.M.
25	<b>Hostel Committee</b>	President : Dr. Mathew V. Convenor : Sr. Alice Thomas Members : Smt. Minnu Mathew (Facilitator) Smt. Smisha M.A. Dr. Dhvajam D.B.
26	<b>Examination Committee</b>	Chief Superintendent : Sri. Binil K.P. Add. Chief. Supdt. : Dr. Saneesh Sebastian Members : Sri. Maxon A.M. Sr. Mary Gracy A.M.



27	<b>PRO &amp; Social Media Champion</b>		: Dr. Antony P.J.
28	<b>Co-operative Society</b>	Secretary	: Smt. Minnu Mathew
29	<b>Staff Co-operative Bank</b>	Secretary	: Sri. Riju Gregory
30	<b>Lapwing Nature Club</b>	Co-ordinator Members	: Ms. Patricia Michael : Dr. Antony P.J. Dr. Teny David Sri. Timmy K.O
31	<b>AICUF &amp; Jesus Youth</b>	Co-ordinators Members	: Smt. Liya Jose M. Fr. Titus Augustine : Dr. Dhvajam DB Smt. Jessy K.V.
32	<b>Farm Club</b>	Co-ordinator Asst. Co-ordinator Member	: Dr. Teny David : Smt. Jyothy Mary Mathew : Sri. John P.A.
33	<b>Health Club</b>	Co-ordinator Asst. Co-ordinators	: Dr. R. Rajesh : Sri. Jithu Varghese Sri. Joseph T.D. Sri. John K.C.
34	<b>Book Club</b>	Co-ordinator Asst. Co-ordinators	: Fr. Titus Augustine : Dr. Patricia Robin Dr. Seena Kurian Dr. Mary Reema Smt. Jincy J.A.
35	<b>Library Committee</b>	President Secretary Members	: Dr. Mathew V. : Dr. Patricia Robin : Dr. Manoj P. Fr. Titus Augustine Dr. Antony Kuriakose P. Dr. Mary Reema Smt. Jincy J.A. Student Representative
36	<b>Research Promotion Council (RPC)</b>	Chairman Director Members	: Dr. Mathew V. : Dr. Sreedhar P. Nair : Dr. Sindhu S. Nair Dr. Manoj P. Dr. Pearl Augustine Dr. Antony P.J. Dr. Dhvajam D.B. Dr. Beena James
37	<b>Entrepreneurship Development Club</b>	Co-ordinator Asst. Co-ordinators	: Dr. Sreedhar P. Nair : Smt. Jyothy Mary Mathew
38	<b>Equal Opportunity Centre</b>	Convenor Member	: Dr. Pearl Augustine : Smt. Jolly George
39	<b>Liturgy Committee</b>	Animator Co-ordinator Asst. Co-ordinators	: Fr. Titus Augustine : Ms. Patricia Michael : Smt. Priya Antony Sr. Mary Gracy AM Smt. Mary Diana K.R.

40	Website	Administrators : Sri. Sam Johnson Sri. Jose Raj Asst. Administrators : Smt. Pimmy Mathews Sri. Jose Febin K.F.
41	Canteen Committee	Convenor : Sri. Binil K.P. Asst. Convenors : Dr. Beena James Sri. Joseph Libin K.L. Ms. Aneesha Vineeth Sri. Prem Vineeth M. Eresseril
42	Film Club	Convenors : Fr. Titus Augustine Sri. Sam Johnson Dr. Mary Reema Sri. Santhosh A.R.
43	Teaching Staff Association	Secretary : Sri. Joseph Libin K.L.
44	Non-Teaching Staff Association	Secretary : Sri. Joseph TD
45	Youth Red-Cross Unit	Programme Officers : Dr. Sreedhar P. Nair Dr. Manoj P. Lt. Abin Albert T.
46	SSP	Co-ordinator : Dr. Saneesh Sebastian
47	WWS	Co-ordinator : Sri. Joseph Libin K.L.
48	Counselling Centre	Co-ordinator : Sri. Pratheesh P. Asst. Co-ordinators : Dr. Patricia Robin Rev. Fr. Willson OCD
49	NSS	Programme Officers : Dr. Teny David Dr. Seena Kurian Supporting Group : Sri. Pratheesh P. Dr. Pearl Augustine Smt. Jyothy Mary Mathew Sri. Sam Johnson Smt. Smisha MA Dr. Rajesh R.
50	NCC	Officer : Lt. Abin Albert T.
51	Clean Campus-Green Campus	Convenor : Fr. Nelson Thaiparambil Joint Convenor : Dr. Mathew V. Asst. Convenor : Dr. Teny David Members : Sri. Pratheesh P. Lt. Abin Albert T. Dr. Seena Kurian Smt. Jyothy Mary Mathew Sri. Antony K.J. Smt. Jessy K.V. Smt. Mary Diana K.R.
52	Procurement & Purchase Committee	Convenor : Dr. Antony Kuriakose P. Members : Dr. Manoj P. Dr. Sreedhar P. Nair Smt. Priya Antony
53	Reprographic Centre	Co-ordinators : Sri. Jose Febin K.F. Smt. Jolly George
54	Audio Visual Aids Facilitators	: Sri. John Joseph T.K. Sri. Prem Vineeth M. Eresseril

55	<b>Internal Vigilance Cell</b>	Co-ordinators : Dr. Sreedhar P. Nair Dr. Antony P.J Smt. Priya Antony
56	<b>Anti Drug Committee</b>	Chairman : Dr. Mathew V. Convenor : Dr. Pearl Augustine Members : Sri. Hari U. Sri. Binil K.P. Sri. Joseph Libin K.L. Lt. Abin Albert T. Dr. Teny David Dr. Mary Reema Dr. Rajesh R.
57	<b>Human Rights Committee</b>	Chairman : Dr. Mathew V. Convenor : Dr. Teny David
58	<b>RUSA-Board of Governance</b>	Chairman : Fr. Nelson Thaiparambil Co-Chairman : Dr. V. Mathew Co-ordinator : Dr. Antony Kuriakose P Members : Sri. Thomas D'cruz Dr. John Thomas K Sri. P J Kunjappan Prof. Riju Gregory Dr. Sindhu S. Nair Dr. Rajesh R. Smt. Priya Antony Sri. Joseph T.D.
59	<b>RUSA Project Monitoring Unit (PMU)</b>	Chairman : Dr. V. Mathew Convenor : Dr. Antony Kuriakose P Members : Dr. Sindhu S. Nair Dr. Antony P. J Lt. Abin Albert T Dr. Saneesh Sebastian Smt. Priya Antony Sri. Joseph T.D. Sri. Timmy K.O
60	<b>RUSA Research Network Group</b>	Co-ordinators : Dr. Sindhu S. Nair Dr. Manoj P.
61	<b>Calendar Committee</b>	Co-ordinator : Dr. Beena James Members : Smt. Jyothy Mary Mathew Sri. Jose Febin K.F.
62	<b>Kidzone Day Care Centre</b>	Administrator : Sri. Binil K.P. Facilitators : Sri. Sam Johnson Smt. Jyothy Mary Mathew
63	<b>Bird's Club</b>	Co-ordinator : Dr. Antony PJ
64	<b>Electoral Literacy Club</b>	Nodal Officer : Sri. Pratheesh P.
65	<b>Community College</b>	Nodal Officer : Dr. Antony Kuriakose P. Course Co-ordinator : Smt. Jyothy Mary Mathew



66	<b>Internal Committee for students with Disabilities</b>	Convenor : Ms. Patricia Michael
67	<b>AISHE</b>	Institutional Co-ordinator: Smt. Minnu Mathew
68	<b>EBSB</b>	Co-ordinator : Dr. Seena Kurian Chairman : Dr. Mathew V.
69	<b>Committee for SC/ST</b>	Co-ordinators : Smt. Smisha M.A Smt. Jolly George Sri. John K.C.
70	<b>Minority Cell</b>	Co-ordinator : Dr. Pearl Augustine Members : Smt. Liya Jose M. Dr. Saneesh Sebastian
71	<b>OBC Cell</b>	Co-ordinator : Sri. Joseph Libin K.L. Members : Dr. Mini P.A. Sri. Santhosh A.R.
72	<b>SWAYAM</b>	Co-ordinator : Dr. Beena James
73	<b>Swatch Bharath</b>	Co-ordinators : Lt. Abin Albert T. Dr. Teny David Dr. Seena Kurian Dr. Rajesh R.
74	<b>Scholarships</b>	Nodal Officer : Dr. Saneesh S.
75	<b>IT Club</b>	Co-ordinator : Mrs. Geethu Varghese Asst. Co-ordinator : Mrs. Lekshmi M Student Representatives : Pranav Pramod Abhirami PK
76	<b>Tourism Club</b>	Co-ordinator : Mr. Jithu Varghese Asst. Co-ordinator : Mr. Abraham K. Student Representatives : Mushin Muhammed Athira K.A.
77	<b>IGNOU Regular Study Centre (SC 14187)</b>	Institutional Co-ordinator : Sri. Hari U. Office Assistants : Sri. Jose Raj Sri. Reneesh Antony Exam Superintendent: Sri. Binil K.P Exam Assistant : Sri. Emmanuel M.J.
78	<b>Gender Justice Forum</b>	Convenor : Dr.Sindhu S. Nair Members : Smt. Priya Antony Sr. Mary Grace A.M.
79	<b>Welfare of OBCs</b>	Liaison Officer : Sri. Joseph Libin K.L.
80	<b>Khelo India</b>	Coach/Mentor : Sri. Akhil

## FACILITIES IN THE COLLEGE

### **IQAC**

As a post-accreditation quality sustenance measure, the Internal Quality Assurance Cell (IQAC) was constituted on 5<sup>th</sup> September 2004 with the Principal as the Chairman. The IQAC plans and co-ordinates various activities in the college to enhance quality and to prepare the college for reaccreditation.

### **SQAC**

To bring the benefits of the Internal Quality Assurance Cell of the college to the students and to co-operate with the developmental activities underway, a group of students with due representations from all the departments has been formed in the college with the name SQAC (Students Quality Assurance Cell).

### **Automated Library**

A separate college library block has been constructed on the west side of the main building. The fully automated library offers the right ambience for reading, reference and research with its stately building, comfortable reading rooms and verdant surroundings. The facilities provided include digital log search, online journal access through INFLIBNET, reprographic sections etc.

### **Santuario - Prayer Room**

The college gives prime importance to the spiritual well being of the students and staff. To give ample opportunity for meditation and prayer, a special prayer room has been arranged with the right ambience for all those in need of spiritual nourishment and silent prayer. The 'Santuario' is open for all to walk in and pray at the feet of our Lord.

### **Msgr. Reynolds Informatics Centre**

Catering to the needs of the students desirous of learning computer is a well furnished computer lab with more than 30 desktop computers, LCD monitors and all other network devices.

### **Language Lab**

As fluency in English and excellent communicative skills have become the need of the hour, the College has set up a Language Lab to enable the acquisition of communicative skills using the latest technology and software available. This facility incorporates latest computers with a central console to help the teacher monitor the language learning, enhancing the four skills (LSWR) through interactive sessions.

### **Museum**

The Dept. of Zoology has set up a precious museum showcasing numerous preserved specimens and physical models of organisms varied enough to arouse curiosity and trigger learning.

### **Auditorium**

Giving due importance to the development of innate talents and artistic abilities, the College has set up an Auditorium spacious enough to accommodate the entire college and to provide the facilities needed to host the entertainment programmes, assemblies and conferences that are held for the students.



## **Fenicio Digital Seminar Hall**

An air conditioned Digital Seminar Hall with fixed LCD projector and large screen, White Board and state-of-the-art seating arrangements and home theatre has been set apart to facilitate learning through seminars, conferences and invited talks.

## **Board Room**

A conference hall has been prepared with state-of-the-art facilities for conducting conferences and meetings. It has also facilities for video conferencing. It can also serve the purpose of being a guest room for VIPs and persons of eminence who visit the college for talks and lectures.

## **College Hostel**

St. Michael's college hostel is under the supervision of Canossian sisters and it aims at the integral formation of young women. It is situated near the college campus and offers residential facilities to a limited number of students. Life in the hostel is an experience in community living which can be of great help in the development of one's personality. The warden assisted by a sister is responsible for the day-to-day running of the hostel.

## **Wellness Centre**

To cater to the psychological needs of the students, especially those mentally troubled by the stress and strain of studies and family relationships, expert counselling services are made available at the counselling centre of the College.

## **Research Lab**

To promote research in the College and to offer essential facilities to the students interested in research activities, modern research labs with the latest equipment are established in various science departments of the College. These research labs are sponsored by Dept. of Science and Technology under the FIST programme and used by various research scholars.

## **Sports and Games**

The College provides state-of-the-art facilities to students who have a flair for sports and games. The vast play grounds and the 400 m track make the College a much sought-after venue for physical training and sports events. The practicing tracks, basket-ball courts, volley-ball courts and indoor games facilities are unparalleled in the district.

## **Health Club and Gymnasium**

The 12 station multi-gym is open both to the students and the public for daily exercise and body building. The use of multi-gym is monitored by Dept. of Physical Education and the Health Club. Yoga practices are also offered on the campus by experts.

## **Career Guidance and Placement Cell**

Students are not generally aware of the career options in the field of higher education. It has become imperative to impart the information regarding the multivariety of different career openings. With this in view, we have a 'Career Guidance and placement cell basically to guide and help the students to choose a career suiting to their capabilities. The centre has the facilities to assess students' aptitude, intelligence and interests. It also makes arrangement for the placement of students in various firms.



## **Sports Authority of India (SAI) Extension Centre**

As a token of appreciation for the outstanding achievements in the International and National level by the students of St. Michael's College, the SAI has approved an extension centre with specialisation in the discipline of athletics in St. Michael's College, Mayithara. The centre offers International level athletic training to the students of the college and from other institutions too.

## **Research Promotion Council**

The Research Promotion Council functions in the college with the noble intention of promoting academic research. It organises programmes that include a spirit of research among the teachers and students and provides support to those engaged in various research activities.

## **Grievance Redressal Cell**

The institution has a grievance redressal cell established for creating a congenial atmosphere. Fr. Nelson Thaiparambil is the Chairman. The Grievance Redressal Cell takes into consideration all the complaints and finds solutions without delay to ensure a family atmosphere on the campus.

## **Cyberlink**

Under the auspices of UGC-Network Resource Centre, a Computer Centre fully equipped with the latest technology is at the disposal of the students to facilitate net usage, DTP works, reprography etc. Special help is also made available at the centre to send online applications to various educational agencies.

## **Staff Co-operative Bank**

To ensure easy banking facilities, a staff co-operative bank duly registered with the District Co-operative Bank is open during the College working hours. Loans, deposits and other banking facilities are also offered to the staff in a hassle-free manner.

## **Co-operative Store**

The Co-operative store of the college replete with all the necessities like stationery, books, guides etc. make life easy and tension free for students on the campus. Purchases can be made from the store at discount rates.

## **College Canteen**

The College Canteen located in an easily accessible spot on the campus caters to the students' needs with delicious food at affordable prices. The neat and cool surroundings make the canteen highly attractive and save time and energy by providing unadulterated food and drinks in the proximity of their classrooms.



## Co-curricular and Extra-curricular Activities

### National Service Scheme

National Service Scheme is a national organisation with the motto “Not Me, but You,” inviting youth for society and nation building activities.

It provides the platform for students to mould themselves, for understanding social needs and sharing values. In our college at present there are 2 N.S.S units of 100 students in each unit. Our units have won many district level and state level laurels. Our N.S.S has received the best unit, best programme officer and the best Principal awards. The N.S.S has an advisory board comprising teaching staff, non-teaching staff, students, former students, members of local bodies and Govt.officials.

### National Cadet Corps

India, an ancient and forward looking country, needs disciplined men and women with brains and brawn capable of putting in hard work. N.C.C., a premier youth organization ever since its inception in the year 1948, is rendering yeomen service to the nation. It is a national organization, which has helped in inculcating in the cadets a spirit of courage, self-reliance, selfless service, a feeling of patriotism etc. which are essential to make the youth disciplined and dutiful.

Our College has independent N.C.C. Unit under 11(K)Bn NCC Alappuzha of Kollam group, that impart training to the cadets to make them eligible for certificate examinations. The cadets are also sent to different camps, namely National integration, Youth Trekking, Para Jumping, Pre-Republic Day, and Youth Exchange Programmes. Interested cadets are given the opportunity to join the College Band Troupe.

### Women Cell

“Women Cell” is a movement for girl students striving for a better future and status. Women Cell in the college is very active and conducts various activities such as legal awareness programmes, health classes, debates, seminars etc. The cell also conducts socio-economic surveys each year to identify the deserving and financially weak girl students.

### Lapwing Nature Club

The nature club in the college organises various activities for inculcating qualities in students to maintain an eco-friendly livelihood. The club maintains a garden with hundreds of rare medicinal plants, a carp culturing unit, an agriculture unit and a bird - watching unit. The club also conducts awareness programmes for the public on current environmental problems.

### AICUF

All India Catholic University Students Federation is a movement of University students to enable students to develop a critical awareness and analysis of the Indian and World situations, to cultivate deep and genuine concern for the oppressed and marginalised and to effectively commit themselves to the task of building a new and just society. AICUF stands for the service and liberation of all human persons as Jesus did irrespective of caste, sex, language or belief. This



helps students to evolve a spirituality that has humanisation at its core, through involvement and reflections. This also aims to motivate students to become involved in studies, research and activities linked to broader social issues and struggles with a view, to becoming a creative and critical force within the University.

### **Jesus Youth**

Jesus Youth is a movement of University and college students for supporting the fellow students to understand more about Jesus Christ. Prayer meetings and get-togethers are conducted every week and all the students are welcome. Other activities include various programmes conducted for building moral and ethical values in our students.

### **Science Club**

The main objective of this club is to create awareness among students about the latest developments in the world of science. The member students of the club collect articles from science publications and make them available for debate in open forums. They also make working model of radios, alarms, stabilizers etc. The club arranges talks on science subjects. Special attention is given to work experience for the students of all science departments.

### **Entrepreneurship Development Club**

ED club is formed with the intention of nurturing and developing the entrepreneurial potential and skills in the students of commerce. The Department of Industries, Government of Kerala supports the activities of this Club.

### **Book Club**

The Book Club functions with a view to instil in the students a genuine love for the world of letters.

### **Value Education Programme**

The individual's commitment to values is basic for the health and welfare of a free community. The young generation will be engulfed by a growing sense of emptiness unless it is matched by a value orientation of the human intellect and will. Hence to impart values and to enable the students to take the right choices in life, the college conducts value education programme for all the classes. The classes are taken by the value education team comprising some teachers of the College and a few resource persons from outside.

### **SMRUTHI (St Michaels Ringed and United in Truth Honesty and Integrity)**

St.Michael's Alumni Association functions in the college. The alumni day is celebrated every year on the Second Saturday of October. Alumni co-operates wholeheartedly in all the developmental activities of the college. The different departments are also having alumni association of their own working in co-ordination with SMRUTHI.

### **First Friday Holy Mass**

The Holy Mass is celebrated in the auditorium at 12.30 p.m. on all First Fridays. Simultaneously a value education class is also being conducted in the Seminar Hall.



## **Rotaract Club**

Rotaract is an international programme for adults aged 18 to 30 who want to make a difference. Its members known as rotaractors grow personally and professionally, address community needs and promote international understanding through friendship and service.

## **Anti - ragging Committee & Squad**

To take preventive measures against the menace of ragging, an anti-ragging committee has been constituted according to the directions of the honourable courts and the Government.

## **Youth Red Cross (YRC)**

A unit of the International Youth Red Cross functions actively in the college. The YRC organise various social welfare programmes with the dynamic participation of the students.

## **Commune (Commerce Union for Excellence)**

Commune is the association of the Department of Commerce. It envisages the internal development of the commerce students beyond formal academic learning and curriculum.

## **Bird Club**

Department of Zoology in association with bird club international started a green initiative that aims to create rain groves in the campus, connecting students through bird watching and thereby reviving the nature and ecosystem.

## **ZEST (Zoology Association)**

In addition to academic activities the department also gives utmost importance to co-curricular activities in order to provide overall development of students. The activities are mainly co-ordinated by the ZEST. Organisation of seminars, workshops, field trips and visit to the scientific laboratories are some of the important activities of the association.

## **Basic Corporate Accountant (Commerce -Add on Programme)**

The Department of Commerce offers an add on programme on “Basic Corporate Accountant” for the B.Com students in association with Prohub Learning Pvt.Ltd, Kaloor,Kochi.This course will serve as a gateway to new knowledge in Accounting and GST related topics for the students.Its a NACTET approved programme and on successful completion of the course, the students are entitled to get a Valid NACTET (National Council for Technology and Training) Certificates.

## **Food Science and Quality Control (Chemistry Add-on Course)**

The Department has well realized the importance of Food Chemistry and its relevance in academia and industry and hence has structured an Add-on Course in Food Science and Quality Control.Quality control of food products,importance of food standards and laws, nutrition and quality of fish, diary science and its importance are some of the significant areas discussed in the course. As part of the course, we are conducting scientific and technical talks by renowned academicians in this field. The course also aims to provide an exposure to the various job opportunities to the students in the area of food chemistry.

## **Malayalam Aikyavedi**

An organization names 'Malayalam Aikyavedi' functions under the aegis of the Malayalam department of St. Michael's College, Cherthala. This organization was started in the academic year 2016-17. It focuses on the art and literacy development of the student community.



A meeting is convened every Wednesday, during which the students present their original writings.

Other than these literacy debates on current issues, recitation book reading etc are scheduled under the Malayalam Aikyavedi.

### **Book Club**

The book club functions with a view to instil in the students a genuine love for the world of letters. Book reviews, discussions involving literacy matters, debates etc are organized by the Book club for the members. Book club membership is issued to the first year degree students, from the library.

### **IT Club**

The club focuses on extracting the hidden talent of the students in the field of information technology. To prove and enhance the technical skill set of the students by collaborating the club with leading software industries. The computer science club is a student-run organization which focuses on discussion, presentation , collaboration and the addressing of issues within the computer science field.

### **Hindi Chathramandali (Hindi Association)**

The association aims at inculcating in the students, a subjectie taste for art and literature and also to develop a profound love for the HINDI language. Its activities are designed in such a way that it enhances the interest of the members and make them more involved in the functioning of association. Debates and discussions, seminars and invited talks, literary competitions, are all among the list of regular programmes conducted by the association. These programmes are chalked out to bring a holistic development of the individuals.

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## **MIKE KIDZONE**

**(Day Care & Pre-School)**

*To care and nurture the children of St. Michael's fraternity, a new venture 'Mike Kidzone' Preschool has been introduced on the college campus. From small moments to big milestone, its curriculum is customized to nurture each child everyday. The activities and lessons in classrooms are meant to help the kids to explore, share and grow in a safe and nurturing environment.*

## **MICHAEL'S IELTS ACADEMY**

*MICHAEL'S IELTS Academy, an educational and career enhancing enterprise of the Diocese of Alleppey, established as a sister concern of St. Michael's College, Cherthala, has been spearheading IELTS training in Alappuzha with the most outstanding strategies.*

## **IGNOU STUDY CENTRE**

*Indira Gandhi National Open University which is the largest university in the world with millions of students and run by Central Govt. of India, recognized St. Michael's College, Cherthala, as its regular study centre of Alappuzha District. The centre offers PG, UG and Diploma courses under various IGNOU schemes.*

## **ALAPPUZHA DISTRICT RIFLE CLUB**

*St. Michael's College houses the Alappuzha District Rifle Association which is affiliated to the Kerala State Rifle Association. The association has its own national level shooting range which comprises an air-conditioned 10 metre air rifle and air pistol, 50 metre fire arms and 25 metre pistol ranges. The association has also decided to host a shooting academy which shall be highly beneficial for those interested in this sport.*



# The University Scholarships

## Category: General

### Central Schemes

#### SCHEME 1:

Central Scheme of Scholarship for College and University Students.

**Agency:** Department of Higher Education, Ministry of Human Resource Development

**Eligibility:** Students in the non-creamy layer category (annual household income less than INR 4.5 lakhs) having above 80th percentile of successful candidates in class XII or equivalent, and pursuing Graduation.

**What benefits you can get:** INR 1000/ month for Graduation level for first 3 years, (only for 10 months in a year)

Scholarship for PG is only provided upon continuation of studies in same stream. Reservation will be of the order of 15 %, 7.5 % and 27 % for SC, ST and OBC respectively. 50% Scholarships are earmarked for Girls, 3 % Reservation for PwDs.

*For more information:* [http://mhrd.gov.in/sites/upload\\_files/mhrd/files/HE/Scholarship/Guidelines-Collegednts.pdf](http://mhrd.gov.in/sites/upload_files/mhrd/files/HE/Scholarship/Guidelines-Collegednts.pdf)

For Filling Application: [http://mhrd.gov.in/National\\_Scholarship](http://mhrd.gov.in/National_Scholarship)

#### SCHEME 2:

Presently not available for our students

#### SCHEME 3:

INSPIRE Scholarship

**Agency:** Department of Science and Technology, Ministry of Science and Technology, Government of India

**Eligibility:** Any Student in the age group of 17 to 22 years and having marks in the top 1% level of the Class 12th Examinations in any of the State or Central Boards.

**What benefits you can get:** The Selected Student will get INR 80,000/year for a duration of 5 years

*For more information:* [http://www.inspire-dst.gov.in/INSPIRE\\_Brochure.pdf](http://www.inspire-dst.gov.in/INSPIRE_Brochure.pdf)

#### SCHEME 4: Kishore Vaigyanik Protsahan Yojana

**Agency:** Department of Science and Technology, Ministry of Science and Technology, Government of India

**Eligibility:** Students enrolled in the 1st year of BSc./MSc and having secured a minimum of 60% (50% for SC/ST) marks in aggregate in science subjects in Class 12 Board Examination.

**What benefits you can get:** A monthly stipend of INR 5000 and Annual Contingency Grant of INR 20000.

*For more information:* <http://www.kvpy.org.in/main/about.html>

### STATE SCHEMES

#### SCHEME 1: State Merit Scholarship

**Agency:** Department of Collegiate Education, Government of Kerala

**Eligibility:** First year graduate student not having a family income of more than INR 1 Lakh/annum.

**What benefits you can get:** Graduation students will get INR 1250/annum.

Top 3 students in the UG level are awarded scholarships without considering income criterion.



*For more information:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

### **SCHEME 2: Merit Scholarship to the Children of School Teachers**

**Agency:** Department of Collegiate Education, Government of Kerala

**Eligibility:** Student doing Under Graduate Course in Arts and Science can apply.

**What benefits you can get:** Under-Graduate Students will receive INR 50/Month  
Student must be the Son/Daughter of a Primary/Secondary School Teacher.

*For more information:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

### **SCHEME 3:** Our students are presently not eligible for these

*For more information:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

### **SCHEME 4: Suvarna Jubilee Merit Scholarship**

**Agency:** Department of Collegiate Education, Government of Kerala

**Eligibility:** Students in the BPL category having scored 50% or more in the qualifying examination, and is in first year of an Under Graduate or Graduate course.

**What benefits you can get:** The Candidate will receive an amount of INR 10,000/-annum.

*For more information:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

### **SCHEME 5: Snehapoorvam Scholarship**

**Agency:** Kerala Social Security Mission, Govt. of Kerala

**Eligibility:** Father/Mother expired graduate and post graduate students having family annual income not morethan INR 23,000/-

**What benefits you can get:** The Candidate will receive an amount of INR 10,000/-annum.

*For more information:* <http://http://www.socialsecuritymission.gov.in>

### **SCHEME 6: C.H. Muhammed Koya Scholarship**

**Agency:** Department of Minority Welfare, Govt. of Kerala

**Eligibility:** Applicant should be girl student permanently settled in Kerala and belonging to the Muslim or Latin Catholic or Converted Christians (Scheduled Caste Velar) Community. Applicant should have secured at least 50% marks in the qualifying Examination. The family Annual income should not exceed 8 Lakhs.

**What benefits you can get:**

*For more information:* [www.minoritywelfare.kerala.gov.in](http://www.minoritywelfare.kerala.gov.in)

**Category: Girls  
Central Scheme**

### **SCHEME 1: Single Girl Child Scholarship Scheme for Under Graduate Studies**

**Agency:** Department of School Education & Literacy, Ministry of Human Resource Development



**Eligibility:** Single girl child with 60% or more marks in Class XII examinations/Graduation pursuing regular undergraduate/post graduate course.

**What benefits you can get:** Graduation: INR 500/month. for a period of three years.  
Post Graduation: INR 2000/- per month for two years Scholarship to be renewed subject to eligibility. For more information: <http://cbse.nic.in/Scholarship/Webpages/Guidelines%20and%20AF.html>

## STATE SCHEMES

### **SCHEME 1: Muslim Nadar Girls Scholarship**

**Agency:** Department of Collegiate Education, Government of Kerala

**Eligibility:** Girls (not having a family income of more than INR 18000/annum) who belong to BPL families and are first year students of under graduate course.

**What benefits you can get:** The Student will receive an amount of INR 1250/annum.

*For more details:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

### **SCHEME 2: Muslim Girls Scholarship (Paloli Committee Scholarship)**

**Agency:** Department of Collegiate Education, Government of Kerala

**Eligibility:** First year graduate students having family annual income less than INR 4.5 lakhs.

**What benefits you can get:** Student will receive an amount of INR 4,000/-annum. The hostel stipend is equal to INR 12,000/annum.

The student should belong to Muslim, Latin or Converted Christian Community and be a native of Kerala. Also it should be noted that those who are eligible for hostel stipend will not be eligible for the scholarship.

*For more details:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

## Category: SC/ST/OBC Central Schemes

### **SCHEME 1: Board Merit Scholarship Scheme for SC/ST Candidates**

**Agency:** Department of School Education & Literacy, Ministry of Human Resource Development

**Eligibility:** SC/ ST student at Graduation level

**What benefits you can get:** At Graduation level the scholarship will be provided for the first three years,

*For more details:* <http://cbse.nic.in/Scholarship/Webpages/Guidelines%20and%20AF.html>

### **SCHEME 2: Central Sector Scholarship of Top Class Education for SC students**

**Agency:** Provided By Ministry of Social Justice and Empowerment

**Eligibility:** SC students with a monthly household income of not more than INR 16,667, looking to pursue their graduation/ post graduation.

**What benefits you can get:** Full tuition fee and non-refundable charges up to INR 2.00 lakhs/annum. It also provides living expenses of INR 2220/month.

*For more details:* <http://socialjustice.nic.in/topclass.php>



### **SCHEME 3: Post Matric Scholarship for ST Students**

**Agency:** Provided By Ministry of Tribal Affairs

**Eligibility:** ST students with a monthly household income of not more than INR 16667, who wish to pursue post matric studies in Science.

**What benefits you can get:** For hostellers INR 380 to 1200/month and for Day Scholars: INR 230 to 550/month depending on area and level of study. Additional provisions are available for students with disabilities.

*For more details:* <http://tribal.nic.in/writereaddata/mainlinkFile/File728.pdf>

### **SCHEME 4: Central Sector Scholarship of Top Class Education for ST students**

**Agency:** Ministry of Tribal Affairs

**Eligibility:** ST students with a monthly household income of not more than INR 16667, who wish to pursue their graduation/post graduation

**What benefits you can get:** Full tuition fee and non-refundable charges up to INR 2.00 lakhs/annum. It also provides living expenses – INR 2220/month.

*For more details:* <http://tribal.nic.in/writereaddata/mainlinkFile/File732.pdf>

### **SCHEME 5: Post Matric Scholarship for OBC Students**

**Agency:** Ministry of Social Justice and Empowerment

**Eligibility:** OBC students with a monthly household income of not more than INR 8333, who wish to pursue post matric studies in science.

**What benefits you can get:** For Hostellers: INR 260 to 750/month and for Day Scholars: INR 160 to 350/ depending on area and level of study.

*For more details:* <http://socialjustice.nic.in/topclass.php>

### **SCHEME 6: Available for students doing professional courses**

#### **SCHEME 7: Blind/PH Scholarship**

**Agency:** Provided By Department of Collegiate Education, Government of Kerala

**Eligibility:** Blind graduate/post graduate students (having a family income of less than INR 2.5 lakhs/annum.

**What benefits you can get:** Blind Students will get an amount equal to the fee charges.

*For more details:* <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

#### **SCHEME 8: Scheme of Post-Matric Scholarship for Students Belonging to the Minority Communities**

**Agency:** Provided By Ministry of Minority Affairs

**Eligibility:** Minority community students with a monthly household income of not more than INR 16,667, who wish to pursue graduation and have secured at least 50% marks in previous examination.

**What benefits you can get:** For Graduation: a) Admission and, tuition fee up to INR 3,000/annum. Maintenance allowance (for 10 months in an academic year): INR 355/month for Hostellers and INR 185/month for Day scholars.

30% of scholarship will be earmarked for girl students. Students from BPL families, having the lowest income shall be given preference in the ascending order.

*For more details:* [http://www.minorityaffairs.gov.in/sites/upload\\_files/moma/files/pdfs/sch\\_details0708.pdf](http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/sch_details0708.pdf)

## The College Scholarships and Cash Prizes

1. Bishop Michael Arattukulam Episcopal silver jubilee memorial cash prize to one final year degree student and two final semester post graduate students.
2. Rt. Rev. Msgr. Joseph Thekkepalakal memorial cash prize to a final year degree student in Economics who scores the highest mark in Economics at the first and second year examinations put together.
3. Rev. Fr. Jacob Kalayil Memorial (Former Principal) cash prize to a final year B.Sc. Zoology student who scores the highest mark in Zoology at the first and second year examinations put together.
4. Prof. P.J. Augustine Memorial (Former Principal) cash prize to a final year degree student who scores the highest mark in part I English at the second year examination.
5. Prof. P.J. Augustine Memorial merit-cum means cash prize instituted by the non - teaching staff of the college to a first year degree student, on a merit cum means basis, merit being assessed based on the performance in the Second Language in the mid sessional examination in the college.
6. P.L. Sextus memorial scholarship to a degree student on merit cum means basis donated by Smt. Lila Sextus, former lecturer of this College.
7. Koyilparambil Cherian Mappillai and Beatrice Cherian Mappillai memorial cash prize to one second year degree student from the Diocese of Alleppey, on the basis of marks received in English at the first year University Examination.
8. Kurisinkal Anicleth Joseph memorial gold medal (K.A.J.M.G.M) to the best outgoing student of B.Sc. (Chemistry) degree class instituted by Prof. K.J. Augustine, former Head of the Department of Chemistry, St. Michael's College with the annual interest on a sum of Rs. 5000/- deposited for the purpose.
9. Bishop Michael Arattukulam sacerdotal golden jubilee endowment instituted by the Teaching and the Non-teaching staff of the College to a first year M.A. student who scores the highest marks at the first semester Examination, donated by the PTA.
10. Prof. Abraham Arakal (Former Principal) cash prize to the best outgoing student among B.Sc Physics students.
11. Philomina Devasia, Chockamthayil memorial scholarship to the second year B.Com degree meritorious student from a poor financial background out of the interest on a sum of Rs. 5000/- only donated by Mr. Joseph Chockamthayil.
12. Mathew Jose Thengumpallil memorial merit scholarship each to 3 outgoing degree students (B.Sc. Chemistry, B.Sc Physics and B.A.



Economics) donated by Smt. Luminamma Mathew, Ass. Prof. and HOD of Mathematics.

13. Preethimol memorial merit Scholarship instituted by the students of B.A. Economics 2004-2007 batch to the Second Year B.A. degree student who scores the highest marks in Economics at the Second Year Examination.
14. Fr. Sebastian L.C. Presentation memorial scholarship instituted by the Regional Superior, Holy Family Visitation Regional House, Cherthala, in the name of the founder of Visitation Congregation awarded to the final year B.Com. student who scores the highest marks.
15. Kattoor Palliparambil Rockey George and Euphresiamma George Memorial Scholarship instituted by Mr. Roland P. George and Sr. Mettilda P.G. ( Librarian Rtd.) St. Michael's College Cherthala awarded to a Second Year B.A. Degree Student belonging to Alappuzha Diocese, who scores the highest marks in English for the First Year University Examination from the annual interest of Rs.5000/- deposited for the purpose.
16. Polayil John Kuriakose Memorial General Proficiency Prize instituted by Sri. Antony Kuriakose P., Asst. Professor Department of Economics to the best outgoing student of final B.A. Economics, selected from among the meritorious students with proven records in social service.
17. Veliyathu Abraham Memorial Merit cum Means Scholarship instituted by Prof. V.A. Marykutty, former Principal, to a student who secures the highest percentage of marks for history in the II year B.A. Degree Examination.
18. Sri. Xavier Joseph Koilparambil Memorial Merit Scholarship for the best outgoing student of B.Sc Zoology instituted by Prof. Annie Jose K, HoD Department of Zoology
20. Fr. Wilson Odathakkal Memorial Merit Scholarship instituted by Sri. Sanju C. Odathakkal and Smt. Seena Elizabeth George, Asst. Professor of Department of Chemistry for three PG students belonging to LC community who get the highest marks in their degree examination.
21. Arattukulam Augustine Benchamin and Felcita Benjamin Memorial merit cum service scholarship of Rs. 2000/- instituted by Prof. A.B. John Joseph to the best NSS volunteer.
22. Emmanuel Memorial Award of Rs. 2000/-, instituted by the Department of English, for an undergraduate student of any stream for curricular and extra curricular overall performance.
23. Chullickal Sebastian Thomas Golden Jubilee Scholarship with a cash prize for the top scorer in complementary Electronics of B.Sc Physics

instituted by Prof. Raju Xavier, former Principal and HoD Department of Physics.

22. Kurisunkal Michael Josekunju memorial Golden Jubilee Scholarship with a cash prize instituted by Mrs. Philomina Balahariharan for the top scorer in complementary Botany of B.Sc. Zoology.
  23. Golden Jubilee memorial cash prize instituted by Prof. Shyla Madona, former HoD, Department of English for a poor meritorious student from the department of English for 3 years
  24. Rev. Dr. Dominic Koilparambil memorial merit cum means scholarship instituted by Mr. Xavier John Koilparambil for BSc Zoology student belonging to Alappuzha Diocese.
  25. Manakkil Paily and Cicily Paily memorial scholarship to the best outgoing MSc Chemistry student instituted by Smt. Liya Jose M, Department of Chemistry
  26. Msgr. Varghese Puthenpurackal memorial Golden Jubilee merit cum means cash prize for two degree students instituted by Sri. P.R. Yesudas Puthenpurackal
  27. APJ Abdul Kalam memorial Golden Jubilee NSS scholarship for the best volunteer who excel in academics instituted by NSS Unit 2017-18.
  28. Golden Jubilee NSS Social Service Award instituted by National Service Scheme 2017-2018
  29. Prof. P.J. Jose Palliparambil memorial merit scholarship instituted by his family members for two B.Sc Zoology students.
  30. Merit-cum-means scholarships of Rs. 1000 instituted by Dr. K.G. Thadevoose (Former HoD, Department of Economics) to two students each of the first, second and third year from BA Economics and to two students each of the first and second year students of MA Economics.
-





## **ANNEXURE - II**

Application Form for T.C., PDC/  
Degree Mark List , Course & Conduct Certificates

From

.....  
.....  
.....

To

The Principal  
St. Michael's College  
Cherthala

Sir / Madam,

Kindly issue my TC/ PDC/ Degree Marklist/ Degree Certificate/  
Course & Conduct Certificate(Strike off whichever is not applicable) my  
details are given below.

1. Name (In block letters)
2. Years of study
3. Class & Number
4. Date of birth
5. Exam. Reg. No.
6. Second Language

Place :

Yours obediently,

Date :

(Signature of the student)

N.B.: PDC/Degree Marklist/ Degree Certificate/ should be attached to  
this application while applying for T.C. The application should be  
written on foolscap paper.



## ACADEMIC CALENDAR

DATE	DAY	JUNE - 2021
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	2 <sup>nd</sup> Saturday
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	



## ACADEMIC CALENDAR

DATE	DAY	JULY - 2021
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	2 <sup>nd</sup> Saturday
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Bakrid
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	



## ACADEMIC CALENDAR

DATE	DAY	AUGUST - 2021
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	2 <sup>nd</sup> Saturday
15	SUN	Independence Day
16	MON	
17	TUE	
18	WED	
19	THU	Muharam
20	FRI	Uthradam
21	SAT	Thiruvonam
22	SUN	Third Onam
23	MON	Sree Narayanaguru Jayanti
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	Ayyankali Jayanti
29	SUN	
30	MON	
31	TUE	



## ACADEMIC CALENDAR

DATE	DAY	SEPTEMBER - 2021
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	Teacher's Day
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	2 <sup>nd</sup> Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	Sree Narayana Guru Samadhi
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	St. Michaels' Feast
30	THU	



## ACADEMIC CALENDAR

DATE	DAY	OCTOBER - 2021
1	FRI	
2	SAT	Gandhi Jayanti
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	2 <sup>nd</sup> Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	Mahanavami
15	FRI	Vijayadasami
16	SAT	
17	SUN	
18	MON	
19	TUE	Nabidhinam
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	



## ACADEMIC CALENDAR

DATE	DAY	NOVEMBER - 2021
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	2 <sup>nd</sup> Saturday
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	





## ACADEMIC CALENDAR

DATE	DAY	DECEMBER - 2021
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	2 <sup>nd</sup> Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	Christmas
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	



## ACADEMIC CALENDAR

DATE	DAY	JANUARY - 2022
1	SAT	
2	SUN	Mannam Jayanti
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	2 <sup>nd</sup> Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	Arthunkal Thirunal
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	Republic Day
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	



## ACADEMIC CALENDAR

DATE	DAY	FEBRUARY - 2022
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	2 <sup>nd</sup> Saturday
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	



## ACADEMIC CALENDAR

DATE	DAY	MARCH - 2022
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	2 <sup>nd</sup> Saturday
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	College closes for mid-summer vacation



## TIMETABLE 2021 -2022

TIME	8.30 to 9.30	9.30 to 10.30	10.30 to 11.30	11.30 to 12.30	12.30 to 1.30
I Day					
II Day					
III Day					
IV Day					
V Day					

VERITAS ET JUSTITIA



## Allotment of Classrooms and facilities in the college

### GROUND FLOOR

A1	-	Co-operative Store
A2	-	Chemistry Store Room
A3	-	Physical Chemistry Lab
A4	-	I M.Sc Chemistry
A5	-	Chemistry Lab (M.Sc.)
A6	-	Department of Chemistry
A7	-	DST-FIST Science Lab
A8	-	Chemistry Research Laboratory
A9	-	II MSc. Chemistry/B.Sc Chemistry Lab
A10	-	Department of Physics
A11	-	Santuario
A12	-	III Physics
A13	-	II Physics
A14	-	I Physics
A15	-	Electronics and Instrumentation Room
A16	-	Department of Economics
A17	-	Common Classroom
A18	-	I MA Economics
A19	-	II MA Economics
A20	-	II B.Sc Combined class
A21	-	Cyber Link
A22	-	I B.A Economics
A23	-	II B.A Economics
A24	-	III B.A Economics
A25	-	I BVoc Software Development
A26	-	II BVoc Software Development
A27	-	Department of Physical Education
A27 (A)	-	SMRUTHI - Alumni Room
A28	-	NCC Room
A29	-	Recreation Room (Sports Room)
A30	-	III BVoc Software Development
A31	-	Department of Oriental Languages
A32	-	I B.Voc Tourism & Hospitality Management
A33	-	II B.Voc Tourism & Hospitality Management
A34	-	III B.Voc Tourism & Hospitality Management
A35	-	I BA English
A36	-	Women Cell
A37	-	Department of Vocational Studies
A38	-	Internal Quality Assurance Cell
A39	-	College Library
A40	-	Child Line Office
A41	-	NSS Room
A42	-	Wellness Centre

- A 43 - Multi Gymnasium
- A 44 - Generator Room
- A 45 - College Canteen
- A 46 - I B.Sc Chemistry
- A 47 - II B.Sc Chemistry
- A 48 - III B.Sc Chemistry

### FIRST FLOOR

- B 1 - Department of Commerce
- B 2 - Computer Lab
- B 3 - III B.Com
- B 4 - II M.Com (Commerce Lyceum)
- B 5 - I M.Com
- B 6 - I B.Com (I BBA)
- B 7 - II B.Com
- B 8 - Computer Lab (Physics)
- B 9 - Electronics Lab
- B 10 - Digital Seminar Hall (II BBA)
- B 11 - Manager's Office
- B 12 - Principal's Chamber
- B 13 - Staff Co-operative Bank
- B 14 - Vice-Principal's Chamber
- B 15 - Power Room
- B 16 - Auditorium
- B 17 - Hardware Lab
- B 18 - Green Room
- B 19 - Office of the Management Secretary
- B 20 - Administrative Office
- B 21 - Office store
- B 22 - Botany Lab
- B 23 - III B.Sc. Zoology
- B 23 (A) - II B.Sc. Zoology
- B 24 - Zoology Instrumentation Room
- B 25 - Department of Zoology
- B 26 - Zoology Lab
- B 27 - Zoology Museum
- B 28 - Zoology Toilet
- B 29 - I B.Sc Zoology (Combined class)
- B 30 - III BA English
- B 31 - II BA English
- B 32 - Department of English
- B 33 - Fenicio Digital Seminar Hall
- B 34 - Board Room
- C 1 - Records Room -I
- C 2 - Records Room -II
- C 3 - Examination Records Room







# MICHAEL'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY



**M  
I  
M  
A  
T**

Self Financing Arts and Science College Affiliated to the University of Kerala  
Near St. Michael's College, Mayithara P.O., Cherthala - 688 539  
Email : [mimatcmc@gmail.com](mailto:mimatcmc@gmail.com), Website : [www.mimat.in](http://www.mimat.in)

*Focussed Vision and Mission ensuring Excellence...*



**BCA** (Bachelor of  
Computer Applications)

**B.Com** (Finance)

**B.Com** (Travel & Tourism)

**B.A. English**

**ADD-ON  
COURSES**

**Diploma in  
GST Practice**

**Certificate in  
MS Office & Tally,  
ERP 9**

- ✿ Innovative Teaching Learning Process Blending Tradition and Modernity
- ✿ Value Centric Integral Development assured through Tutorial ,Mentoring, Remedial Coaching and Guidance for the Talented...
- ✿ Concentrated Career Guidance leading to Campus Placement...
- ✿ Impetus Given to Sports and Games...
- ✿ Extra Curricular and Extension Activities...
- ✿ Eco-friendly Ambience....
- ✿ Quality Education at Affordable Rates....

Hostel facility  
available  
for Boys and Girls

Prof. Tessy Lalachan  
(Principal)

**Contacts : +91 9446912814, 9446047599**