



COLLEGE HANDBOOK

2022 2023



St. Michael's College

An institution with Minority Status Affiliated to the University of Kerala and Re-accredited by NAAC with 'A' Grade

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Cover Drawing

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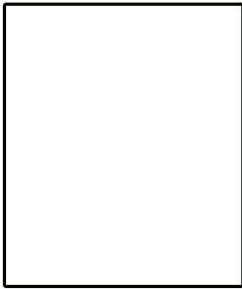


2022-2023 COLLEGE HANDBOOK



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.....



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



Bishop Michael Arattukulam

OUR PATRON



His Excellency

Rt. Rev. Dr. James Raphael Anaparambil

The Bishop of the Diocese of Alleppey

Manager



Fr. Nelson Thaiparambil

FORMER MANAGERS



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



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



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



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



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



**Rev. Fr. Solomon
Charanghat
(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.
(2014-2022)



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

PRINCIPAL'S *Message*

Dear Colleagues, Parents and Students,

Hearty welcome to the aspirants of knowledge to St. Michael's College - an institution founded in 1967 to cater to the academic quest of local populace and one which is now making a trajectory towards academic excellence.

Traversing long pathways with consistent efforts and winning laurels for the meritorious service, we have been successful in obtaining commendable grades in NAAC accreditation. Presently we are moving towards reaccreditation which requires meticulous and systematic hard work and dedication.

My dear students, commitment towards qualitative improvement rests upon strict discipline and adherence to rules in every day campus activities.

Keeping in sight your destination goals and getting proper guidance from college community, my dear students you can climb the steps of value education and holistic learning from St. Michael's. In the process let us ensure that it is not tarred by any distractions. Extending warm wishes and prayerful greetings for fruitful college days.

Dr. Sindhu S. Nair
Principal





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 29th 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.



COLLEGE PROFILE

St. Michael's College, Cherthala essentially epitomizes the lofty pedagogical mission of the Diocese of Alappuzha which has been devoting long years to the grooming of erudite citizens for the nation by imparting value-based education materialised through the selfless service of committed and dedicated group of visionaries. The college is situated on the highway, 18 kms north of Alappuzha town, silhouetted against the captivatingly verdant scenery. The sprawling campus of the college with its solemn and serene air is a magnificent sight to behold from the national highway – NH 66. However, the grandeur duly adorns the prime institute under the Diocese of Alappuzha.

As the well-deserved outcome of the determined effort of the stalwarts of the Diocese, a long-treasured dream found its realization in this citadel of knowledge which took its birth on 19 June 1967. 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. Pledging its loyalty and coalescence, the community joined this noble endeavour quite enthusiastically 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.

In the year of commencement of St. Michael's College, there were only 3 main streams of pre-degree course in five different batches. The administrative hierarchy consisted of both clergy and the laity. His Excellency Rt. Rev. Dr. Michael Arattukulam himself was the first Manager and Patron of the college, Rev. Fr. Peter M. Chenaparambil, the Pro-Manager and Rev. Fr. Jacob Kalayil, the First Principal of the college. Rev. Fr. Dennis Arasserkadavil became the Vice-Principal. Apart from these pioneers, several other renowned personalities offered unconditioned service in making this great endeavour 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 become 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 Karumanchery 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 29th 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. Offering accommodation to the women students and staff of the college, a women's hostel was constructed in 1967. The hostel continues to 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. On 6th 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 Chaplin in 1971. He later become the Manager of the college and served the college with great dedication till 1993.

It took almost eight long and eventful years to promote 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 Honourable 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 introduction of shift system, more Pre-degree batches were sanctioned in I, II and III groups. 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 glory.

However, the absence of UG 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 10th 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 stays memorable. The herculean task of the construction of the Silver Jubilee Block in the northern wing was taken up and got executed 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 20th December 1995. The first post graduate course, M.A. Economics, was launched in the academic year 1995-96. Since the college was in urgent need of 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 had already

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. The new courses were introduced to compensate for the delinking of pre-degree courses from the aided colleges which took place in stages in 2000 and 2001.

Spearheading UG programmes, it became imperative for the college to make itself go through the crucial and indispensable phase of accreditation. Duly followed by perseverant preparation and anxious waiting, the college was accredited B+ by the NAAC on 16th September 2004, when Msgr. Varghese Puthenpurackal was the Manager, Fr. Milton Kalappurackal, the Assistant Manager and Prof. V.A. Marykutty the Principal. Ever since the first accreditation and the introduction of new courses, the then Manager of the college Fr. Bony Sebastian Charanghat and the Management identified construction of new library as due necessity. 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 30th of November 2009 when Rev. Msgr Dr. Antony Therath was the Manager. After several years of waiting, two new courses were sanctioned and brought in 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 the addition of two Diploma courses; Diploma in Beauty and Wellness and Diploma in Fashion Designing. These fresh developments have, in turn, bolstered the strength and confidence of the management, staff and students rekindled their spirits during the preparation for Re-accreditation. In 2020-2021 college was sanctioned BBA Logistics, a quintessentially new generation course within the aided sector.

In the meantime, infrastructural development saw an all time high during the last half decade, 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 enhancement of academic facilities include computerization, establishment of computer lab, language lab, canteen, smart class rooms, digital seminar hall and the renovation and refurbishment of the auditorium.

Subsequent to considerable 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 often being utilized by the various agencies for sports events, thus, gifting the status of a major sports hub in the district. Quite promisingly, several new projects are nearing completion including Indoor Sports Complex. On the basis of these and other achievements, the college was re-accredited by the NAAC with an 'A' Grade on 3rd March 2015.

The NAAC reaccreditation, in fact, has acted as a spur and instead of resting on laurels, team Michael's perpetually records vigorous surge when it comes to the developmental activities and the result has come out to be quite fructifying. 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 and the beneficiaries are rewarded with boosted confidence and assured success in the job market. Bearing testimony to Michaelian care and concern, the much endeared venture Kidzone has started functioning in the college to accommodate and care for the children of the staff and outsiders. 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 and this has proved to be a great feat pertaining to productive academic collaboration, in the more popular field of Open Education.

The year 2022 unfurled with an auspicious breakthrough, the Department of Chemistry comes to be recognized as an approved Research Centre under the University of Kerala. It is noteworthy that the Department of Chemistry is the first research department in the history of St. Michael's College. As the department celebrate the deserved success of their profound vision and systematic progression, the other departments deem it as a source of motivation that has broadened their vistas. The Manager Fr. Nelson Thaiparambil and the former Principal Dr. Mathew V. played a leading role to accomplish this venture. Now, the two other post graduate departments also are in the process of being upgraded to research centres. The college is now on the threshold of the third cycle of accreditation and earnest preparations are underway. Self-motivated by its golden track-record and the encouraging support of the stakeholders, team Michael's optimistically hopes for embracing the summits of glory and thereby elevating the society that lays trust on it...

The Ceaseless Ascent...

The cherished dream of an enlightened society ideally depends on quality education. Driven and inspired by this proven fact, the community of the Diocese of Alleppey made its resolute entry into the field of higher education. Today, it proudly vouchsafes a long and illustrious tradition that dates back to the pre-Portuguese period. Forefathers of the community that was to found St. Michael's College did begin their noble venture by opening up a school in the suburbs of Fort Cochin in 1850, obviously, a near century before India's Independence. During the crucial eight decades that followed, several schools came up along the sea coast, spreading from Cochin to Purakkad, of which twelve schools have already celebrated their centenary and a few amongst, their quasiquicentennial (125th) jubilee as well.

Subsequent to the establishment of the Diocese of Alleppey in 1952, the major concern of Bishop Dr. Michael Arattukulam and the community leaders was about starting a College, thus extending the profound mission to the decisive realm of higher education. The long-cherished aspiration of the stalwarts of the Diocese befittingly culminated in this citadel of knowledge which took its birth on the 19th of July 1967. In the launching phase, there were three streams of Pre-degree courses, in five batches. Prof. John Mathai, the Honourable Vice - Chancellor of the University of Kerala, officially inaugurated the College on 29th September 1967. Blessed indeed was this fulfilling phase as Bishop Dr. Michael Arattukulam himself was the Patron and first manager of the institution and Rev. Fr. Jacob Kalayil adorned the chair as the first Principal.

While equipping itself to tackle the new challenges posed by the 21st century, the diocese conceived and proposed certain drastic measures that duly metamorphosed into a fresh development plan to be effected within the socio - cultural, educational - political scenario of the nation. For the timely materialization of this vision, the present diocesan head Bishop Dr. James Anaparambil envisioned and formed a body known as the Board of Education Alleppey Diocese (BEAD) in 2019, to conceive and execute progressive changes in the field of education. BEAD has been functioning for the last three years focusing on the core values such as Selfless Service, Accountability and Collaborative Action, Option for the poor, Openness and Transparency, all revolving around the fulcrum of St. Michael's College, the proclaimed 'Educational Hub' of the Diocese as well as the fast-evolving, 'urban' community of Cherthala. As a higher education institution, the College shoulders the duty of gearing up the progress of its sister concerns, most specially, those that are still lagging behind, in terms of progress. The Diocese has to its credit, fifteen Primary Schools, one Upper Primary School, eight High Schools, three Higher Secondary Schools, four CBSE schools, two ITIs, one Special School and a Self-Financing College.

At present, St Michael's College has three PG courses, seven UG courses, one Research Centre & two vocational courses. Institutions like Mike Kidzone, Michael's IELTS Academy, IGNOU Study Centre, MIMAT(Self-Financing Wing) and Community College, and the Alappuzha District Rifle Club are functioning within the College campus. His Excellency Rt. Rev. Dr. Michael Arattukulam himself was the first Manager and Patron of the college and presently, H.E. Rt. Rev. Dr. James Raphael Anaparambil (Bishop of Alleppey) and Manager Fr. Nelson Thaiparambil are at the helm of the Michael's fraternity. In the role of a higher education institution, Michael's aspires and strives to be a centre of excellence. However, transcending the set limits of pure academics, Michaelian vision is founded firm on a loftier goal, the healthy progress and welfare of the society.

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!

Administration

- Manager** : **Fr. Nelson Thaiparambil**
Bishop's Villa
Sacred Heart Seminary Complex
Mayithara PO, Cherthala - 688 539
Ph : 9656207772
- Principal** : **Dr. Sindhu S. Nair**
"Sindhu" Kilicode Lane, Srivaramam
Thiruvananthapuram-695009
Ph: 989506319
- Vice-Principal** : **Dr. Antony Kuriakose P.**
Polayil House
CMC-14, Cherthala P.O.
Pin- 688524
Ph: 9447029754

The Governing Body

1. **Rt. Rev. Dr. James Raphael Anaparambil**
Patron and Chairman
2. **Fr. Nelson Thaiparambil**
Manager
3. **Dr. Sindhu S. Nair**
Principal
4. **Msgr Joy Puthenveetil**
Vicar General, Diocese of Alleppey
5. **Rev. Dr. Yesudas Kattunkalthayil**
Finance Officer, BEAD
6. **Prof. Tessy Lalachan**
Principal of MIMAT and Secretariat member of BEAD
7. **Mr. P.R. Kunjachan**
Secretary, BEAD
8. **Rev. Fr. Christopher M. Arthasseril**
Corporate Manager and Secretariat member of BEAD

9. **Dr. Sheena George**
Former Principal, St. Joseph's College for Women Alleppey and the Peer team member, NAAC
10. **Adv. George L Arackal**
Rtd CEO of Digital India Ltd, Mumbai
11. **Dr. Mathew V.**
Former Principal of the College and Ex-Syndicate Member, University of Kerala
12. **Mr. P.J.J. Antony**
Known Writer in Malayalam Literature
13. **Dr. Antony Kuriakose P.**
Vice-Principal of the College
14. **Dr. Manoj P.**
Co-ordinator, IQAC
15. **Mr. Thomas D'Cruez**
Engineer (LSGD) consultant
16. **Mr. Binil K.P.**
Teacher Representative
17. **Smt. Priya Antony**
Superintendent
18. **Rev. Fr. Paul J Arackal**
Episcopal Vicar for Temporalities & Procurator
19. **Rev. Fr. Solomon Charanghat**
Former Manager, St. Michael's College
20. **Mr. Ouseppachan**
Christ College, Thumpoly
21. **Mr. Simpson Fernandez**
22. **Sr. Dolly SVC**
23. **Fr. Titus Augustine Chullickal**
Head, Dept. of English

Departments

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. The year 2022 unfurled with an auspicious break through, the Department of Chemistry comes to be recognized as approved research centre under the University of Kerala. It is noteworthy that the Department of Chemistry is the first Research Department in the history of St. Michael's College. 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 and publishes the work in internationally reputed journals. At present three of our faculty members are approved Research Guides of the University of Kerala. Also four research scholars are working in the Department for the Ph.D programme. The research programmes of the Department are financially supported by University Grants Commission (UGC), Department of Science and Technology (DST) and Kerala State Council for Science, Technology and Environment (KSCSTE) in the form of Major and Minor Research Projects. In 2015, Department received the prestigious DST-FIST grant and with this aid, 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 Physics

The Department was started in 1967 with two batches each for the Pre Degree First and Second groups. Further, three more batches were allotted in these groups (shift system). In 1980 subsidiary Physics was introduced for the B.Sc Chemistry (Main) course. It was up-graded 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 University of Kerala offering Electronics as the subsidiary for core Physics degree course. The sanctioned strength of the batch is 24. From 2010 onwards Choice Based Credit and Semester System (CBCSS) has been introduced. The department offers Astro Physics as open course for Chemistry, Zoology, Commerce, English and Economics core students. The department also offers complimentary Physics course for Chemistry core students. The teaching methods are based on ICT enabled facilities, Seminars, Projects, C++ Programme training and hands on training in electronic circuit design. Add-on courses are offered by the department to help the students to understand the basics of programming language. In collaboration with Department of Mathematics a bridge course "Mathspire" is introduced in 2016. The department have a well-furnished General Physics and Electronics lab, a perfect optics lab and a computer lab. A large collection of books is made available in the department library. The department encourages the students to participate in extracurricular and co-curricular activities.

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, 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. The department of zoology is offering an add-on course entitled 'Techniques in Coastal Aquaculture'. The course is relevant to the students, especially of biology background, as it helps to acquire job offers in aquaculture sector and also to develop self-employment.

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 1996. Under the dynamic leaderships of Prof. A.C. Joseph, the founder member of the Dept., Prof. Paul Prasadu, Prof. K. C. Joseph Mathen, Prof. P.V. Nirmala and Dr. K.G. Thadevoose the former Heads of the department, the Dept. attained new heights and glory. Many former and present members of the faculty were members of the Board of Studies of the University of Kerala.

Perched idyllically on the ground floor of the main building, the Economics classrooms serve as the guardian angel of the college, much like

Economics does to society. Currently under the guidance of Associate Professor Riju Gregory the department has been the leader, taking initiative in exploring the farthest edges of Economics. From Adam Smith to Hal Varian, from mercantilism to dot com economics, the Department is setting new standards each day in excellence.

At present, the department offers two programmes. Equipped with an outstanding faculty from various walks of life, the programmes are on offer each June. BA Economics with Mathematics and Indian History as complimentary courses (CBCSS pattern) and M.A. Economics with Advanced Econometrics and Agricultural Economics as Electives (semester pattern).

The Department of Economics encourages students in various community based and capacity development programmes. The various activities of the department are carried out by SMEAD (St. Michael's Economics Association for Development). The SMEAD consist of HoD as its President, a faculty as Staff Advisor, Secretary and Joint Secretary from students as its office bearers.

The department's alumni association is SEA (St. Michael's Economics Alumni). SEA bridges the gap between the department and its alumni. SEA meet takes place in every year and future plans are discussed. SEA contributions happen in various non-financial forms guidance for varied career paths and experience sharing.

Department of Commerce and Management

The Department of Commerce of St. Michael's College was started in the year 1999 with a strength of 60 students. The elective paper of the course was Computer Application. In 2019, the elective has been changed from Computer Application to Finance. A major milestone in the history of the department was the introduction of the Master's Degree Programme in Commerce (M.Com) in the year 2013 and transformed it to a Post Graduate Department. The starting of BBA course in 2020 was another landmark in the trajectory of the department. The college was sanctioned with BBA Logistics Program, which focuses on exploring opportunities for the students in the mounting field of logistics in the industrial sector. The course expanded the scope of the Department of Commerce and elevated it to the status of Department of Commerce and Management. A proposal has been submitted to the University of Kerala in 2020 to upgrade the department to a Research

Center in order to promote research in commerce and allied subjects. The initial procedures for the research center were completed and the department will be able to achieve the status of a research center in the near future. At present the Department of Commerce and Management consists of 12 faculties and 450 students.

The Department of Commerce and Management offers best academic resources for excellence by way of faculty, infrastructure etc. The department has a vibrant Entrepreneurship Development Club (ED Club) and a very active Commerce and Management Association named Commerce and Management Union for Excellence (COMMUNE). The COMMUNE offers the students a dynamic environment for the overall development of their personalities, interrelationship skills and talents. Additions for Commerce and Management Students (AD4COMS) and Career Endeavour for Commerce and Management Students (CARE4COMS) are the two flagship organizations of the department that target the exhaustive academic and career development of the students. To this end, AD4COMS conducts Add-on-Courses and CARE4COMS organizes career guidance programmes for the students. Diploma in GST Practice (DGSTP), Basic Corporate Accountant, Diploma in Accounting and Tax Management (DATM), Certified Insurance Advisor and Risk Analyst (CIARA) and Diploma in Port Operations and Management are the few Add-on-Courses offered by the Department.

Department of English

Ever since the inception of the college in 1967, the Department of English has left no stone unturned to bring home the Lingua Franca to the students of various disciplines. Dedicated service and dynamic growth have always remained the watchwords of the department as it took upon itself the onerous task of unlocking the immense potential of English language to a group of youngsters, by and large, averse to it on account of their prejudiced perception and lack of exposure. In the initial stage, the faculty of the department taught the Pre-degree students who had to learn English as the first language. From these humble beginnings, the department graduated to higher levels by imparting training to the students of various degree courses in the Science, Arts and Commerce streams. With the commencement of BA English Language and Literature Degree Programme in 2014, the department transitioned into the status of a core department. With a track record of six decades of

unblemished service under the efficient leadership of veteran English teachers, the department has established itself as one of the most important segments of learning in the college. Besides improving the communicative skills of the students, the department has been playing a constructive role in character-formation, development of personality and professional competence.

Department of Vocational Disciplines

The Department of Vocational Disciplines of St Michael's College started functioning in the year 2014 with the sanctioning of the B.Voc. courses by the UGC. The B.Voc. program is a three-year degree undergraduate 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. AB John Joseph after which Dr. Sindhu S Nair was assigned the duty to lead the department. At present Dr. Antony Kuriakose P. is the Nodal Officer and Head of the Department. The department has two streams under the B.Voc program- B.Voc. Software Development and B.Voc. Tourism and Hospitality Management. A total of 50 students are permissible in each batch. In addition to the degree programmes, the department offers two add-on programmes, in Python and customer service skills.

St. Michael's Community College

Our Community College provides an alternative education and training system for skill-based career oriented vocational certificate & diploma courses as per National Skills Qualifications Framework (NSQF). It provides education below the degree level with appropriate skills keeping in view the needs of local industry and community there by leading to gainful employment or self-enterprise. The UGC approved courses offered in St. Michael's Community College are (i) Diploma in Garment Designing & Apparel Making and (ii) Diploma in Beautician & Healthcare. The academic activities are managed by a team headed by the Nodal Officer and supported by an Administrative Assistant and Adhoc faculty members.

Teaching Staff

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Vice-Principal

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Sri. Thomas Antony A.

Office Attendant

Kattoor P.O., Kalavoor

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Dr. Patricia Robin, M.A. (English), **M.A.** (Mass Communication & Journalism), **MLISc, M.Phil, NET, Ph.D** (Library & Information Science)

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Academic Programmes Courses Offered

Under Graduate (UG) Courses

Choice Based Credit and Semester System (CBCSS - 6 Semesters)

I. B.Sc. Degree Programmes

- (a) B.Sc. Zoology (Chemistry and Botany as Complementary Subjects)
- (b) B.Sc. Chemistry (Physics and Mathematics Complementary Subjects)
- (c) B. Sc. Physics (Electronics and Mathematics as Complementary Subjects)

II. B.A. Degree Programmes

- (a) B. A. Economics (Indian History and Mathematics as Complementary Subjects)
- (b) B. A. English (Psychology and British History as Complementary Subjects)

III. B.Com. Degree Programme

- (a) B. Com with Finance as Elective

IV. B.Voc. Degree Programme

- (a) B. Voc. Software Development
- (b) B. Voc. Tourism and Hospitality Management

V. BBA Logistics

Post Graduate (PG) Courses (Semester System - 4 Semesters)

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

Research Centre

- (a) Department of Chemistry

Community College Courses

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

Add-on Courses offered by the Departments

- Department of Chemistry: Food Science and Quality Control
- Department of Commerce and Management: Certified Insurance Advisor and Risk Analyst (CIARA), Diploma in Port Operations and Management (DPOM)
- Department of Economics: Statistical Data using Statistical Packages
- Department of Zoology: Techniques in Coastal Aquaculture
- Department of English: Guidance counselling and Psychology of Interpersonal Relationships
- Department of Physics: Basics of 'C' Programming
- B.Voc Software Development: Python
- B.Voc Tourism & Hospitality Management : Customer Service Skills

Certificate Courses

- History : Introduction to Indian Constitution
- Malayalam : Madhyama Malayalam

University Contacts

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<i>Pro Vice Chancellor</i>	:	0471 – 2308532 (Office)
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University Information Centre (Alappuzha)	:	0477-2266245

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B. A. 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
M. Sc. Chemistry	:	0471-2386251/342
M.Com.	:	0471-2386394
M.A. Economics	:	0471-2386394
Revaluation	:	0471-2386243

Public Contacts

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SBI, Cherthala	:	0478-2818969
Green Gardens Hospital	:	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 st Year only)
Tuition fee	1050	per annum
Library fee	105	per annum
Calendar fee	35	per annum
Medical inspection fee	60	(3 Years)
Laboratory fee	265	for core course
	160	for each
Complementary course		
Athletic fee	105	per annum
Sports affiliation fee	225	(3 Years)
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 Years)
Students aid fund	90	(3 Years)
Women Association fee	75	(3 Years)
Students Care Fund	300	(3 Years)
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 st Year only)
Tuition fee	1890	per annum
Library fee	105	per annum
Calendar fee	35	per annum
Medical inspection fee	40	(2 Years)
Laboratory fee	1260	per annum
Athletic fee	105	per annum
Sports affiliation fee	150	(2 Years)
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 Years)
Students aid fund	60	(2 Years)
Women Association fee	50	(2 Years)
Students Care Fund	200	(2 Years)
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	} Rs. 600/-
M.Sc. Chemistry	
M.Com (Finance)	

*For Universities other than the University of Kerala

Tutors for various Degree Programmes

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I B.A.	Dr. Smisha M.A., Sri. Binil K.P.
II B.A.	Smt. Minnu Mathew, Lt. Abin Albert T.
III B.A.	Dr. M.A. Florence, Sri. Riju Gregory
I M.A.	Dr. Antony Kuraikose P.
II M.A.	Sri. Riju Gregory

Department of Chemistry

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III B.Sc.	Smt. Liya Jose M.
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Department of Commerce & Management

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III. B.Com	Smt. Crissy Nicholas
I M.Com	Sri. Hari U.
II. M.Com	Smt. Jyothy Mary Mathew
IBBA	Mrs. Renjeetha Prakash
II BBA	Mrs. Helga Joseph
III BBA	Ms. Krishna Babu

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I B.Sc.	Dr. Dhvajam D.B.
II B.Sc.	Dr. Saneesh Sebastian
III B.Sc.	Dr. Mini P. A.

Department of Zoology

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II B.Sc.	Dr. Antony P.J.
III B.Sc.	Ms. Patricia Michael

Department of English

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III B.A.	Fr. Titus Augustine

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III B.Voc.	Jithumon K. V.

Department of Software Development

I B.Voc.	Sreelekshmi B
II B.Voc.	Pimmy Mathews
III B.Voc.	Lekshmi M.

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 Mark lists 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 behaviour 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, cut-outs, 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 class wise 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 fresher's, 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 challan 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

College Council

- Chairman : Dr.Sindhu S. Nair
Secretary : Dr. Antony Kuriakose P.
Members : Sri. Riju Gregory
Dr. Sreedhar P. Nair
Dr. Manoj P.
Sri. Binil K. P.
Sri. Hari U.
Dr. Antony P.J.
Fr. Titus Augustine
Dr. Mini P. A.
Smt. Priya Antony
Dr.Patricia Robin

Academic Monitoring Committee

- Chairman : Dr.Sindhu S. Nair
Convenor : Dr. Sreedhar P. Nair
Members : Sri. Riju Gregory
Dr. Antony Kuriakose P.
Dr. Manoj P.
Dr. Antony P. J.
Sri. Binil K. P.
Dr. Pearl Augustine
Fr. Titus Augustine
Dr.Mini P. A.

Anti-Ragging Committee

- Chairman : Dr. Sindhu S. Nair
Convenor : Sri. Binil K. P.
Members : Fr. Titus Augustine
Dr.Teny David
Dr.Vimsy Geo
Sr. Mary Gracy A. M.
Sri. Ninu S. Padmam
(Ward Member)
S.I. of Police, Arthunkal
Final DC Representative
I DC Representative

Examination Committee

- Chief Superintendent : Sri. Binil K.P.
Add. Chief. Supdt. : Dr. Saneesh
Sebastian
Members : Smt. Priya Antony
Sri. Maxon A.M.
Sri. John P. A.
Sri. Timmy K. O.

- Smt. Jolly George
Sr. Mary Gracy AM
Sri. Antony K. J.

IQAC

- Chairperson : Dr. Sindhu S. Nair
Coordinator : Dr. Manoj P.
Members : Dr. Antony Kuriakose P.
Dr. Sreedhar P. Nair
Sri. Binil K. P.
Sri. Hari U.
Smt. Seena Elizabeth
George
Dr. Pearl Augustine
Dr. Antony P. J.
Dr. Mini P. A.
Dr.Vimsy Geo
Smt. Priya Antony
Sri. Prem Vineeth M.
Eresseril
Sri. P. Prasad (Hon'ble
Minister for Agriculture,
Govt. of Kerala)
Adv. S. Sarath (Alumni
Representative)
Dr. Mathew. V.
(External Expert)
Dr. Sheena George
(External Expert)
Prof.Tessy Lalachan
(Management
Representative)
Ms. Sandra Nelson
(Student Representative)

Discipline Committee

- Chairman : Dr. Sindhu S. Nair
Convenor : Sri. Hari U.
Members : Lt. Abin Albert T.
Dr.Dhwajam D.B.
Dr Rajesh R.
Sri. Sam Johnson
Dr.Beena James
Smt. Crissy Nicholas
Mr. Abraham K.
Sri. Rooby Andrews
Sri. John Joseph T.K.

Feedback Committee

Convenor : Dr. Pearl Augustine
Members : Sri. Joseph Libin K.L.
Dr. Smisha M. A.

Forestry Club

Coordinator : Dr. Seena Kurian
Asst. Coordinator: Dr Rajesh R.

Health Club

Co-ordinator : Dr. Rajesh R.
Members : Sri. Jithumon K. V.
Sri. Joseph T.D.
Sri. John K.C.

Externally Aided Projects Monitoring Cell (EAP) & UGC Cell

Co-ordinator : Lt. Abin Albert T.
Members : Dr. Antony P.J.
Smt. Jyothy Mary Mathew
Smt. Priya Antony
Sri. Timmy K.O.

Information Office Under RTI Act

State Public
Information Officer: Sri. Binil K.P.
Assistant I. O. : Sri. Joseph Libin K L
Appellate Authority: Dr. Sindhu S. Nair

CLMC – CBCSS

Co-ordinator : Dr. Pearl Augustine
Deputy Coordinators: Dr. Beena James
Dr. Vimsy Geo
Asst. Convenors: Sri. Maxon A. M.
Sri. Jibin Das Y.

DLMC Co-ordinators (CBCSS)

Economics : Sri. Binil K.P.
Chemistry : Sri. Joseph Libin K. L.
Commerce : Sri. Hari U.
Zoology : Ms. Patricia Michael
Physics : Dr. Mini P.A.
English : Sri. Sam Johnson
B.Voc : Smt. Pimmy Mathews
BBA : Ms. Krishna Babu

Student Welfare and Support Cell

Co-ordinator : Smt. Liya Jose M.
Members : Sri. Sam Johnson
Smt. Lidiya Lawrence
Smt. Preenu Antony

Women Cell

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

Staff Editors

Dr. Seena Kurian
Dr. Mary Reema

Value Education Forum

Members : Dr. Sreedhar P. Nair
Smt. Liya Jose M.
Dr. Seena Kurian
Smt. Sonia Lucy C.A.
Sri. Santhosh A.R.

PTA

President : Dr. Sindhu S. Nair
Vice-President : Adv. K.P. Jose Pious
Secretary : Smt. Seena Elizabeth
George
Treasurer : Sri. Binil K.P.

Career Guidance and Placement Cell

Co-ordinator : Sri. Sam Johnson
Asst. Co-ordinators : Dr. Mini PA
Dr. Smisha M.A.
Smt. Preenu Antony
Mr. Abraham K.
Sri. Jose Raj

Science Club

Co-ordinator : Dr. Mini P.A.
Members : Smt. Liya Jose M.
Ms. Patricia Michael
Sri. Timmy K.O

SMRUTHI (Alumni Association)

President : Dr. Sindhu S. Nair
Secretary : Fr. Titus Augustine
Joint Secretary : Sri. Jose Raj

Grievance Redressal Cell

Chairman : Fr. Nelson Thaiparambil
Co-Chairman : Dr. Sindhu S. Nair
Convenor : Sri. Riju Gregory
Members : Dr. M.A. Florence
Dr. Manoj P.
Smt. Seena Elizabeth
George

Internal Complaints Committee for women

Presiding officer : Dr. M.A. Florence
 Members : Smt. Minnu Mathew
 Ms. Betty Merin Eapen
 Smt. Priya Antony
 Sr. Mary Gracy A.M.

Hostel Committee

President : Dr. Sindhu S. Nair
 Convenor : Sr. Alice Thomas
 Members : Smt. Minnu Mathew
 (Facilitator)
 Dr. Dhvajam D.B.
 Dr. Smisha M.A.

Staff Co-operative Bank

Secretary : Dr. Pearl Augustine
 Members : Lt. Abin Albert T.
 Smt. Jyothy Mary Mathew
 Sri. Santhosh A.R.
 Sr. Mary Grace A.M.

PRO & Social Media

Sri. Pratheesh P.
 Dr. Mary Reema
 Ms. Betty Merin Eapen

Administrative Committee

Convenor : Dr. Sreedhar P. Nair
 Members : Smt. Minnu Mathew
 Smt. Priya Antony

Co-operative Society

Administrative Committee
 Convener : Dr. Sreedhar P. Nair
 Members : Smt. Minnu Mathew
 Smt. Priya Antony

Committee for Prevention of Caste Discrimination

Convenor : Smt. Minnu Mathew
 Members : Dr. Smisha M.A.
 Ms. Betty Merin Eapen
 Sri. Emil Berli M.A.
 Smt. Priya Antony

Lapwing Nature Club

Co-ordinator : Ms. Patricia Michael
 Members : Dr. Antony P.J.
 Dr. Teny David
 Sri. Timmy K.O.

AICUF & Jesus Youth

Co-ordinators : Smt. Liya Jose M.
 Fr. Titus Augustine

Members : Dr. Dhvajam D. B.
 Smt. Sonia Lucy C.A.
 Smt. Jessy K.V.

Farm Club

Co-ordinator : Dr. Rajesh R.
 Members : Reshma S Raj
 Sri. John P.A.

Staff Advisor

Sri. Pratheesh P.

Book Club

Co-ordinator : Dr. Vimsy Geo
 Asst. Co-ordinators: Dr. Patricia Robin
 Dr. Seena Kurian
 Dr. Mary Reema
 Smt. Jincy J.A.
 Sri. Janeesh K James

Library Committee

President : Dr. Sindhu S. Nair
 Secretary : Dr. Patricia Robin
 Members : Dr. Antony Kuriakose P.
 Dr. Manoj P.
 Fr. Titus Augustine
 Dr. Mary Reema
 Smt. Sonia Lucy CA
 Smt. Jincy J.A.
 Sri. Janeesh K James
 Student Representative

Research and Development Cell

Director : Dr. Manoj P.
 Members : Dr. Sreedhar P. Nair
 Dr. M. A. Florence
 Dr. Pearl Augustine
 Dr. Antony P. J.
 Dr. Mini P. A.
 Dr. Beena James

Entrepreneurship Development Club

Co-ordinator : Smt. Crissy Nicholas
 Members : Mrs. Renjeetha Prakash
 Mrs. Helga Joseph

Equal Opportunity Centre

Convenor : Smt. Minnu Mathew
 Members : Smt. Crissy Nicholas
 Smt. Jolly George
 Smt. Stephy Sebastian

Liturgy Committee

Animator : Fr. Titus Augustine

Co-ordinators : Smt. Lidiya Lawrence
Ms. Cinderella Treasa D.
Asst. Co-ordinators: Sr. Mary Gracy A. M.
Smt. Mary Diana K.R.

Website Committee

Sri. Sam Johnson
Lt. Abin Albert T.
Sri. Jose Raj
Mr. Nikhil P. Kattatt
Sri. Jibin Das Y.
Sri. Jose Febin K.F.

Canteen Committee

Convenor : Sri. Binil K.P.
Asst. Convenors: Dr.Beena James
Sri. Joseph Libin K.L.
Sri. Prem Vineeth M.
Eresseril

Film Club

Convenor : Fr. Titus Augustine
Members Sri. Sam Johnson
Dr. Mary Reema
Mrs. Renjeetha Prakash
Sri. Santhosh A.R.
Sri. Thomas Antony A.

Teaching Staff Association

Secretary : Lt. Abin Albert T.

Non-Teaching Staff Association

Secretary : Sri. Joseph T. D.

Youth Red-Cross

Programme Officers: Dr. Sreedhar P. Nair
Dr. Manoj P.

Remedial Teaching Cell

Co-ordinator : Smt. Crissy Nicholas
Member : Ms. Betty Merin Eapen

Scholar Empowerment Cell

Co-ordinator : Dr.Vimsy Geo
Member : Smt. Lidiya Lawrence

Counselling Centre

Co-ordinator : Sri. Pratheesh P.
Asst. Co-ordinators: Dr. Patricia Robin
Ms. Zita Francis, M. A.
Rev. Fr. Willson OCD

NSS

Programme Officers: Dr.Seena Kurian
Dr. Rajesh R.

Supporting Group: Dr.Teny David
Sri. Sam Johnson
Dr. Smisha M. A.
Ms. Cinderella Treasa D.

NCC

Officer : Lt. Abin Albert T.

Clean Campus-Green Campus

Convenor : Fr. Nelson Thaiparambil
Joint Convenor : Dr.Sindhu S. Nair
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.
Sri. Emmanuel M.J.
Sri. Thomas Antony A.

Procurement & Purchase Committee

Convenor : Dr. Antony Kuriakose P.
Members : Dr. Manoj P.
Dr. Sreedhar P. Nair
Smt. Priya Antony
Sri. Joseph T.D.

Reprographic Centre

Sri. Jose Febin K.F.
Smt. Jolly George
Sri. Sebastian T.V.

Audio Visual Aids Facilitators

Sri. John Joseph T.K.
Sri. Prem Vineeth M. Eresseril

Internal Vigilance Cell

Co-ordinators : Dr. Sreedhar P. Nair
Dr. Antony P.J
Sri. Prem Vineeth M.
Eresseril

Anti-Drug Committee

Chairman : Dr. Sindhu S. Nair
Convenor : Sri Hari U.
Members : Sri. Binil K.P.
Sri. Joseph Libin K.L.
Lt. Abin Albert T
Dr.Teny David
Dr. Mary Reema
Dr. Rajesh R.

Ms. Aleena Maria
Zacharia
Sri. Rooby Andrews

Human Rights Committee

Chairman : Dr.Sindhu S. Nair
Convener : Dr.Teny David
Members : Mr. Unnikrishnan V.
Mrs. Helga Joseph
Smt. Stephy Sebastian

RUSA-Board of Governance

Chairman : Fr. Nelson Thaiparambil
Co-Chairman : Dr.Sindhu S. Nair
Co-ordinator : Dr. Antony Kuriakose P
Members : Sri. Thomas D'cruz
Dr. Manoj P.
Dr. John Thomas K
Sri. P. J.Kunjappan
Prof. Riju Gregory
Dr. Rajesh R.
Smt. Priya Antony
Sri. Joseph T.D.

RUSA Project Monitoring Unit (PMU)

Chairman : Dr. Sindhu S. Nair
Convener : Dr. Antony Kuriakose P
Members : Dr. Antony P. J
Dr. Manoj P.
Lt. Abin Albert T.
Dr. Saneesh Sebastian
Smt. Priya Antony
Sri. Joseph T.D.
Sri. Timmy K.O.

RUSA Research Network Group

Co-ordinator : Dr. Manoj P.

Calendar Committee

Co-ordinator : Dr. Manoj P.
Members : Dr. Pearl Augustine
Smt. Jyothy Mary Mathew
Sri. Jose Febin K.F.

Kidzone Day Care Centre

Administrator : Sri. Binil K.P.
Facilitators : Sri. Sam Johnson
Smt. Jyothy Mary Mathew
Sri. Emmanuel M.J.

Bird's Club

Co-ordinator : Dr. Antony P.J.
Member : Ms. Greeshma P. M.

Electoral Literacy Club

Nodal Officer : Sri. Pratheesh P.
Member : Mr. Unnikrishnan V.

Community College

Nodal Officer : Dr. Antony Kuriakose P.
Course Co-ordinator: Smt. Jyothy Mary Mathew

Internal Committee for Students with Disabilities

Convener : Ms. Patricia Michael
Members : Smt. Lidiya Lawrence
Ms. Aleena Maria Zacharia

AISHE

Co-ordinator: Smt. Seena Elizabeth George
Members : Dr.Dhwajam D.B.
Dr.Teny David
Ms. Krishna Babu

NIRF

Co-ordinators : Dr. Antony P. J.
Members : Smt. Lidiya Lawrence
Ms. Betty Merin Eapen

Ek Bharath Swatch Bharath (EBSB)

Co-ordinator : Dr.Seena Kurian
Member : Ms. Krishna Babu

Committee for SC/ST

Chairman : Dr. Sindhu S. Nair
Co-ordinators : Dr.Dhwajam D.B.
Smt. Jolly George
Sri. John K.C.

Minority Cell

Co-ordinator : Dr. Smisha M. A.
Members : Smt. Liya Jose M.
Dr. Saneesh Sebastian

Add-on Course

Coordinator : Mr. Hari U.
Members : Dr. Smisha M.A.
Ms. Betty Merin Eapen

SWAYAM

Co-ordinator : Smt. Minnu Mathew
Members : Dr.Beena James
Ms. Cinderella Treasa D.

Swatch Bharath

Co-ordinators : Lt. Abin Albert T.
Dr.Seena Kurian
Dr. Rajesh R.
Members : Sri. Jithumon K. V.
Smt. Jyothi Joseph

Scholarships

Nodal Officer : Ms. Patricia Michael

IT Club

Coordinator : Ms. Lekshmi M.
Asst Coordinator: Sreelekshmi B
Student Coordinators: Welkince Clair P.N
Abhaya Mariya P.J

Tourism Club

Coordinator : Mr. Abraham K.
Asst. Coordinator: Ms. Jyothi Joseph
Student Coordinators: Noel Christy P S
Jennet K. T.

IGNOU Regular Study Centre (SC 14187)

Co-ordinator : Sri. Hari U.
Office Assistants : Sri. Jose Raj
Sri. Reneesh Antony
Exam Superintendent: Sri. Binil K.P.

Gender Justice Forum

Convenor : Dr. M. A. Florence
Members : Lekshmi M.
Smt. Priya Antony
Sr. Mary Grace A.M.

Welfare of OBCs

Liaison Officer : Sri. Joseph Libin K.L.

Members : Dr. Mini P.A.
Smt. Pimmy Mathews
Mrs. Renjeetha Prakash
Sri. Santhosh A. R.

Khelo India

Coach/Mentor : Sri. Akhil

Red Ribbon Club (RRC)

Coordinator : Dr. Seena Kurian
Assistant Coordinator : Dr. Rajesh R.

Bhoomitra Sena Club

Coordinator : Dr. Seena Kurian
Assistant Coordinator : Dr. Teny David

Cyber Cell

Coordinator : Smt. Minnu Mathew
Members : Dr. Smisha M. A.
Mr. Unnikrishnan V
Mrs. Helga Joseph

Mentoring Cell

Coordinator : Smt. Liya Jose M.
Members : Mrs. Crissy Nicholas
Ms. Lekshmi M.

Anti-Narcotic Cell

Coordinator : Sri. Hari U.
Members : Lt. Abin Albert T.
Smt. Lidiya Lawrence

IQAC-Criterion Committee

Criteria I : Curricular Aspects	Smt. Jyothy Mary Mathew, Lt. Abin Albert T., Sri. Santhosh A.R.
Criteria II : Teaching-Learning and Evaluation	Sri. Joseph Libin K. L., Dr. Dhvajam D.B, Dr. Vimsy Geo, Sri. Maxon A.M., Sr. Mary Gracy A. M.
Criteria III : Research, Innovations and Extension	Dr. Beena James, Dr. Seena Kurian, Ms. Betty Merin Eappan, Sri. Joseph T. D.
Criteria IV : Infrastructure and Learning Resources	Dr. Teny David, Dr. Rajesh R. Dr. Patricia Robin, Smt. Lidiya Lawrence, Sri. Timmy K.O.
Criteria V : Student Support and Progression	Sri. Sam Johnson, Ms. Patricia Michael, Dr. Saneesh Sebastian, Smt. Crissy Nicholas, Smt. Jolly George P.G.
Criteria VI : Governance, Leadership and Management	Dr. Smisha M. A., Ms. Cinderella Treasa D, Sri. Prem Vineeth M. Eresseril

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

Clubs/Associations and Facilities in the College

IQAC: As a post-accreditation quality sustenance measure, the Internal Quality Assurance Cell (IQAC) was constituted on 5th September 2004 with the Principal as the Chairman. The IQAC develops strategies to improve the academic and administrative performance of the institution through institutionalizing and internalizing all the quality enhancing and sustaining initiatives. IQAC is an integral part of the institution and works towards the realization of the goals of quality enhancement and sustenance. The key task of the IQAC is to develop a sustainable system for conscious, consistent and catalytic improvement in the overall performance of the institution. In order to achieve these objectives, the college constituted an IQAC as per the National Assessment and Accreditation Council (NAAC) guideline.

Student Welfare and Support Cell: This cell is constituted for the welfare and support of the students for the teaching learning process. In order to support advanced learners there is a special programme named Scholar Empowerment Programme. Remedial Teaching programme will function to support the teaching learning process for slow learners. Also various activities of the students will be monitored and supported with the help of this committee.

Digital Library: The College has a fully automated library with 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. The ground floor is a spacious central reading hall, with a capacity of 80 seats. Around 25,000 books indexed as per Dewey Decimal classification, 46 journals and periodicals, as well as eight newspapers (five Malayalam and three English) are available in the library. Bound volumes of journals and periodicals are also on tap.

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 we have 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.

Zoology Museum: The Department 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 the facilities of video recording and broadcasting is setup in the college with a partial financial support by DST-FIST. This modern seminar hall is equipped with and Ultra Short Throw Interactive LCD, Interactive Board, LED Display panel, Video Conferencing System, HD Recorder, Full HD Video Camera, Speaker System, Digital Steel Podium and a Laptop. The centre is aimed at conducting lectures and workshops on various subjects. There is provision for recording the lectures and live transmission. Online lecturing facility is also made in the centre. The centre has a seating capacity of 100.

Conference 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 Centre: Quality education can be provided with an efficient blending of excellent research and teaching learning process. The research activities of the college are highly active with the sole aim of upgrading the college to a centre of excellence in Research and Development in near future. Our institution is financially supported by University Grants Commission (UGC) and Department of Science and Technology (DST) in the form of Major and Minor Research Projects. Five of our faculty are Research Guides, of which three are from the Department of Chemistry, one from the Department of Economics and one from the Department of Commerce. The college is aiming at constructing a well-equipped research building in near future. The thrust area of research of Department of Chemistry includes Organic Electronics, Alternate Renewable Energy, Photochemistry, Nanomaterials and Electrochemical Sensors. In 2022 the Department of Chemistry has been recognized as an approved research centre of the University of Kerala. It is noteworthy that Department of Chemistry is the first Research Department in the history of St. Michael's College.

Indoor Sports Complex: 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 indoor sports complex is equipped with a well-organized multi-gymnasium, badminton court, basketball court, volleyball courts etc.

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

Department 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 and Development Cell: The Research and Development Cell previously known as Research Promotion Council functions in the college with the noble intention of promoting academic research. It also motivates students and teachers for active research. In order to strengthen the research activities in terms of major and minor research projects the council provides information about the various funding options to the faculty members. Also the cell organises programmes which inculcates the 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. The Grievance Redressal Cell takes into consideration all the complaints and finds solutions without delay to ensure a family atmosphere on the campus.

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. to make life easy and tension free for students on the campus. Purchases can be made from the store at discount rates.

College Cafeteria: The College Cafeteria 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.

National Service Scheme (NSS): 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 two N.S.S units of 100 students in each unit. Our units have won many districts 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 Government officials.

National Cadet Corps (NCC): 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 Federation is a movement of university students to enable them 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 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 be 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 an international catholic movement which supports students to understand more about Jesus Christ. Prayer meetings and get-togethers are conducted every week and all the students can take part. Other programmes conducted for building moral and ethical values in our students are also part of the movement.

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 collects 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 and special attention is given to hands on training for the students of all science departments.

Entrepreneurship Development (ED) Club: ED club is formed with the intention of nurturing and developing the entrepreneurial potential and skills among the students. 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. Book reviews, discussions involving literacy matters, debates etc are organized by the club for its members. Book club membership is issued to the first-year degree students, from the library.

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.

Eucharistic Celebrations: The Holy Mass is celebrated in the college auditorium at 12.30 p.m. on all First Fridays. Simultaneously a value education class is also being conducted with a prescribed syllabus in the Seminar Hall by the value education forum.

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 Cell: 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 of Kerala.

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.

Bird Club: Department of Zoology in association with International bird club 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.

IT Club: The club focuses on extracting the hidden talent of the students in the field of information technology. By collaborating with leading software industries it enhances the technical skill set of the students. The computer science club is a student-run organization which focuses on discussions, presentations, collaborations and addressing the issues within the computer science field.

Anti-Narcotic Cell: An Anti-Narcotics cell has been constituted in the college to ensure drug free campus by curbing drug trafficking and use of illegal substances on the campus. A Committee comprising of teachers and students has been formed to execute the functions of the cell and to impart awareness against drug abuse.

Cyber Security Cell: The Cyber Security Cell is a student-led campus organization that promotes cyber security on campus. The Cell aims to spread awareness on the potential ways and disguises of cyber threats and acquaint the students with the possible measures to protect themselves. The Cell conducts various events including Cyber security workshops and seminars by inviting experts from this field.

Solar Power Facility: As an initiative towards sustainable development, a 20 KW solar energy system was installed in the College. This facility meets the energy requirement for

the main building of the College, which includes the Department of Chemistry, Commerce, Economics, Physics and Zoology. Our library is also functioning with the support of this solar energy. Solar street lights were installed in the campus as part of promotion of renewable energy sources. The institution is also equipped with a generator, which can support the entire building in the college, in case of power failure.

Drinking Water Reverse Osmosis Plant: As the water quality of the region is a matter of concern, it was decided to set up a regular drinking water RO system in the college. Nurturing the needs of the students, teachers and other stakeholders of the college an Aqua guard Reverse Osmosis water plant of 500 LPH is installed in the campus with the financial assistance of college PTA.

Sophisticated Instrumentation Facility: Our College has received the prestigious DST-FIST grant in 2015 and with this the research facilities improved tremendously. A Sophisticated Instrumentation Centre and Networking and Computational Facility are set up in the college with this fund. The major equipment in the instrumentation centre includes-Visible Spectrophotometer (UV 2600 Shimadzu) (with ISR-2600 plus integrating sphere, specular reflectance etc), FTIR (Perkin Elmer Spectrum Two) Fluorescence Spectrophotometer (Perkin Elmer LS 55) Electrochemical Work Station (Autolab) Spin Coating Unit and Rotavapours. Besides these, we have well equipped B.Sc. and M.Sc. Laboratory with instruments like Digital Potentiometer, Digital Conductivity meter, Digital Polarimeter, Abbe Refractometer, pH meter, Sonicator, Rotary Shaker, Distillation Unit, Electronic Balances, Vacuum Desiccator, Photoelectric Colorimeter, UV Chamber for TLC, Water Analyser, Visible Spectrophotometer etc. A DST-FIST supported computational facility comprising of 13 computers with network connection is also established in the college.

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.

Mike Kidzone (Day Care & Pre-School): To care and nurture the kids of teaching, non-teaching staff of the college and also of the neighbourhood, 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 every day. 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 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.

Michael's Institute of Management and Technology (MIMAT): Michael's Institute of Management and Technology is a Self-Financing Arts and Science College affiliated to the University of Kerala, owned by the Roman Catholic Diocese of Alleppey. MIMAT was started as a Learner Support Centre and the institution obtained the affiliation of the University of Kerala as a self-financing college in June 2015. It has two undergraduate courses – B.Com with Finance as Elective and BCA. Diploma in GST Practices and Communicative English were started as Add-on courses in the later years.

Chemforum: The Department of Chemistry has constituted the “*chemforum*” to support various activities of the students. This forum supports various extracurricular and academic activities of the students of the Department. The association organises several programs such as invited talks by eminent scientists, cultural programmes of students, hands-on training in chemistry laboratory experiments, amazing experiments and provides training on sophisticated analytical instruments to the neighbouring school students every year.

Commune (Commerce & Management Union for Excellence): The Association of the Department of Commerce and Management, “COMMUNE” is an acronym of “Commerce and Management Union for Excellence”. It envisages the internal development of the students beyond the formal academic learning and curriculum. COMMUNE perceives that each student is different from the other and their whims and fancies are unique. Therefore the programmes of the association are customized, and are chalked out from time to time at par with its objectives and requirements.

ZEST: In addition to academic activities, the Zoology Department also gives utmost importance to co-curricular activities to provide overall development of the students. Organising seminars, workshops, field trips and visit to the scientific laboratories are some of the important activities of the association.

SMEAD: St. Michael's Economics Association for Development (SMEAD) is the association of Department of Economics. The various activities of the department are carried out by SMEAD. The SMEAD consist of HoD as its President, a faculty as Staff Advisor, Secretary and Joint Secretary from students as its office bearers.

The Literati: Michael's English Association, also known as The Literati (meaning-group of people who are interested in literature) was first inaugurated on 29/11/2017 by the former Member of Parliament and author Dr. Charles Dias. Since then, the Association has been the formidable force behind the conduct of various curricular, extra-curricular and skill-based programmes in the department and on the campus. Every year, in November, the association is reconstituted with the addition of freshers of the department to it. Various interdepartmental competitions, skill and personality development classes, career orientation sessions, seminars and symposiums are conducted on a regular basis under the aegis of the Association.

Physics Association: The Physics Association of St. Michael's college has been an active platform for the past few years to encourage, motivate and equip the students in science especially in Physics. It supports to develop and practice thinking, speaking and listening skills through different science-related activities. The association has introduced “Meet-the text book” program solely to inculcate scientific temper among the students through scientific reading. It conducts science exhibition to promote and expose students'

ideas and creativity. It also conducts activities such as seminars and discussion, quiz competitions and project presentations to broaden young mind's enthusiasm for science.

Malayalavedi: An organization named 'Malayalavedi' functions under the aegis of the Malayalam Department of the college. This organization was started in the academic year 2016-17 and focuses on the art and literacy development of the student community. Literacy debates on current issues, recitations, book reading *etc* are the programmes conducted under the Malayalavedi.

Hindi Chathramandali (Hindi Association): The association aims at inculcate in the students, a taste for art and literature and also 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 some of the regular programmes conducted by the association.

Scholarships

Category: General

Central Schemes

- **Central Scheme of Scholarship for College and University Students.**

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

For Filling Application: http://mhrd.gov.in/National_Scholarship

- **INSPIRE Scholarship**

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

For more information: http://www.inspire-dst.gov.in/INSPIRE_Brochure.pdf

- **Kishore Vaigyanik Protsahan Yojana**

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

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

State Schemes

- **State Merit Scholarship**

Agency: Department of Collegiate Education, Government of Kerala

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

- **Merit Scholarship to the Children of School Teachers**

Agency: Department of Collegiate Education, Government of Kerala

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

- **Suvarna Jubilee Merit Scholarship**

Agency: Department of Collegiate Education, Government of Kerala

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

- **Snehapoorvam Scholarship**

Agency: Kerala Social Security Mission, Govt. of Kerala

For more information: E-suraksha Portal

- **C.H. Muhammed Koya Scholarship**

Agency: Department of Minority Welfare, Govt. of Kerala

For more information: www.minoritywelfare.kerala.gov.in

**Category: Girls
Central Scheme**

- **Single Girl Child Scholarship Scheme for Under Graduate Studies**
Agency: Department of School Education & Literacy, Ministry of Human Resource Development
For Filling Application: http://mhrd.gov.in/National_Scholarship

State Schemes

- **Muslim Nadar Girls Scholarship**
Agency: Department of Collegiate Education, Government of Kerala
 For more details: <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>
- **Muslim Girls Scholarship (Paloli Committee Scholarship)**
Agency: Department of Collegiate Education, Government of Kerala
 For more details: <http://www.dcescholarship.kerala.gov.in/dce/main/index.php#dialog>

**Category: SC/ST/OBC
Central Schemes**

- **Board Merit Scholarship Scheme for SC/ST Candidates**
Agency: Department of School Education & Literacy, Ministry of Human Resource Development
For Filling Application: http://mhrd.gov.in/National_Scholarship
- **Central Sector Scholarship of Top-Class Education for SC students**
Agency: Provided by Ministry of Social Justice and Empowerment
For more details: <http://socialjustice.nic.in/topclass.php>
- **Post Matric Scholarship for ST Students**
Agency: Provided by Ministry of Tribal Affairs
For more details: <http://tribal.nic.in/writereaddata/mainlinkFile/File728.pdf>
For Filling Application: http://mhrd.gov.in/National_Scholarship
- **Central Sector Scholarship of Top-Class Education for ST students**
Agency: Ministry of Tribal Affairs
For more details: <http://tribal.nic.in/writereaddata/mainlinkFile/File732.pdf>
- **Post Matric Scholarship for OBC Students**
Agency: Ministry of Social Justice and Empowerment
For more details: <http://socialjustice.nic.in/topclass.php>
For Filling Application: http://mhrd.gov.in/National_Scholarship

● Blind/PH Scholarship

Agency: Provided by Department of Collegiate Education, Government of Kerala

For Filling Application: http://mhrd.gov.in/National_Scholarship

● Scheme of Post-Matric Scholarship for Students Belonging to the Minority Communities

Agency: Provided by Ministry of Minority Affairs

For more details: http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/sch_details0708.pdf

Category: Research Fellowship

Summer Research Fellowships

- IIT Delhi Summer Research Fellowship Program
- IIT Madras Summer Fellowship Program
- Indian Academy of Sciences Summer Research Fellowship Program
- NIT Calicut Summer Internship Program
- CeNSEIISc Summer Internship Program
- IISc Bangalore Summer Fellowship Program for SC/ST students
- IISER Pune Summer Student Program
- IIST Summer Internship Program
- JNCSR Summer Research Fellowship

Other Fellowships

- Rajiv Gandhi National Fellowship for SC/ST post graduate students
- D.S Kothari Post-Doctoral Fellowship
- Post Graduate Merit Scholarships
- Maulana Azad National Fellowship for minority students
- Fulbright-Nehru Doctoral Fellowship
- Chief Minister's Nava Kerala Post-Doctoral Fellowship scheme
- Prime Ministers Research Fellowship
- Javaharlal Nehru Memorial Fund Scholarship
- NCERT Doctoral Fellowship
- Merit-cum-means Scholarship Scheme
- S.N Bose Scholar Program
- UGC National Fellowship for SC students –NFSC
- INSA Young historian of Science Fellowships

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
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
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. ManakkilPaily and CicilyPaily 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. Prof. P.J. Jose Palliparambil memorial merit scholarship instituted by his family members for two B.Sc Zoology students.
 29. 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.
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ANNEXURE -I

FORM OF APPLICATION FOR LEAVE

1. Name of the Student with initials
2. Class
3. Class No.
4. Local Address
5. Number of days and date for which leave is required
6. Whether there is any examination or any exercise due on this day or days
7. Whether composition or other exercise is due on this date or dates
8. No. of working days upto the present
9. No. of days of attendance gained so far by the student
10. Reason for the leave
11. Certificate of guardian that the reason is true and that the leave is necessary.
12. Signature of the student with date
13. Order on the application

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 - 2022
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	Environment Day
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	2 nd Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	Reading Day
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	

ACADEMIC CALENDAR

DATE	DAY	JULY - 2022
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	2 nd Saturday
10	SUN	Bakrid
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	Karkkada Vavu
29	FRI	
30	SAT	
31	SUN	

ACADEMIC CALENDAR

DATE	DAY	AUGUST - 2022
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	Muharam
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	2 nd Saturday
14	SUN	
15	MON	Independence Day
16	TUE	
17	WED	
18	THU	Sreekrishna Jayanthi
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	Ayyankali Jayanti
29	MON	
30	TUE	
31	WED	

ACADEMIC CALENDAR

DATE	DAY	SEPTEMBER - 2022
1	THU	
2	FRI	
3	SAT	
4	SUN	Teacher's Day
5	MON	
6	TUE	
7	WED	Uthradam
8	THU	Thiruvonam
9	FRI	Avitaam
10	SAT	2 nd Saturday
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	Sree Narayana Guru Samadhi
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	St. Michaels' Feast
29	THU	
30	FRI	

ACADEMIC CALENDAR

DATE	DAY	OCTOBER - 2022
1	SAT	
2	SUN	Gandhi Jayanti
3	MON	
4	TUE	Mahanavami
5	WED	Vijayadasami
6	THU	
7	FRI	
8	SAT	2 nd 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	
21	FRI	
22	SAT	
23	SUN	
24	MON	Deepavali
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	

ACADEMIC CALENDAR

DATE	DAY	NOVEMBER - 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 nd 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	DECEMBER - 2022
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	2 nd Saturday
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	Christmas
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	

ACADEMIC CALENDAR

DATE	DAY	JANUARY - 2023
1	SUN	
2	MON	Mannam Jayanti
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 nd Saturday
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	Arthunkal Thirunal
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	Republic Day
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	

ACADEMIC CALENDAR

DATE	DAY	FEBRUARY - 2023
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	2 nd 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	
26	SUN	
27	MON	
28	TUE	

ACADEMIC CALENDAR

DATE	DAY	MARCH - 2023
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	2 nd 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	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	WED	College closes for mid-summer vacation

TIME TABLE 2022 -2023

TIME	FORENOON			AFTERNOON	
	9.30 to 10.30	10.30 to 11.30	11.30 to 12.30	1.30 to 2.30	2.30 to 3.30
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Interval 12.30 p.m. to 1.30 p.m.

VERITAS ET JUSTITIA

Allotment of Classrooms and Facilities in the College**GROUND FLOOR**

A 1	-	Co-operative Store
A 2	-	Chemical Store
A 3	-	Physical Chemistry Lab (M.Sc.)
A 4	-	I M.Sc. Chemistry
A 5	-	Inorganic/Organic Chemistry Lab (M.Sc.)
A 6	-	Department of Chemistry
A 7	-	Chemistry Instrumentation Centre
A 8	-	Research Laboratory (Chemistry)
A 9	-	Chemistry Lab (B.Sc.)
A 10	-	II M.Sc. Chemistry
A 11	-	Department of Physics
A 12	-	III B.Sc. Physics
A 13	-	II B.Sc. Physics
A 14	-	I B.Sc. Physics
A 15	-	II M.Com
A 16	-	NCC Office
A 17	-	IGNOU Office
A 18	-	CBCSS and Internal Examination Cell
A 19	-	
A 20	-	
A 21	-	
A 22	-	Staff Recreation Centre
A 23	-	Research Scholars
A 24	-	I B.A. Economics
A 25	-	II B.A. Economics
A 26	-	II B.Sc. Zoology
A 27	-	Department of Physical Education
A 28	-	
A 29	-	Sports Room
A 30	-	III B.A. Economics
A 31	-	Counselling Centre
A 32	-	
A 33	-	
A 34	-	II M.A. Economics
A 35	-	I M.A. Economics
A 36	-	Women Cell
A 37	-	Department of Economics
A 38	-	Community College
A 39	-	College Library
A 40	-	NSS Office
A 41	-	NSS Store

A 42	-	Wellness Centre
A 43	-	Store Room
A 44	-	Power House
A 45	-	I B.Sc. Chemistry
A 46	-	II B.Sc. Chemistry
A 47	-	III B.Sc. Chemistry

FIRST FLOOR

B 1	-	Department of Commerce
B 2	-	III B.Com
B 3	-	II B.Com
B 4	-	I B.Com
B 5	-	Department of Commerce and Management
B 6	-	II BBA
B 7	-	III BBA
B 8	-	Physics Lab (B.Sc.)
B 9	-	Electronics Lab(B.Sc.)
B 10	-	IQAC
B 11	-	Manager
B 12	-	Principal
B 13	-	Staff Co-operative Bank
B 14	-	Career Guidance and Placement Cell
B 15	-	Green Room - 1
B 16	-	Auditorium
B 17	-	Green Room-2
B 18	-	Chief Superintendent (Examinations)
B 19	-	Administrative Office
B 20	-	Vice Principal
B 21	-	Botany Lab (B.Sc.)
B 22	-	III B.Sc. Zoology
B 23	-	I B.Sc. Zoology
B 24	-	Zoology Instrumentation Center
B 25	-	Department of Zoology
B 26	-	Zoology Lab (B.Sc.)
B 27	-	Zoology Museum
B 28	-	I B. A. English
B 29	-	II B. A. English
B 30	-	III B. A. English
B 31	-	Department of English & Oriental Languages
B 32	-	Conference Room
B 33	-	Fenicio Digital Seminar Hall
B 34	-	I BBA
B 35	-	I M.Com

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