

# MORNING STAR HOME SCIENCE COLLEGE

ANGAMALY 683 573

(Estd. 1968)

(Affiliated to Mahatma Gandhi University and accredited with A Grade by NAAC )



## HANDBOOK & CALENDAR

### 2022 - 2023

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Tel. Nos. : College 0484 - 2452338  
: Manager 0484 - 2459791  
: Principal 9605934681  
: Hostel 0484 - 2454187

Name : .....

Class : .....

## **MOTTO**

Learn to Serve, Serve with Love.

## **VISION**

To mould young women as prudent scholars and competent professionals capable of becoming ambassadors of graceful service to their families and to society.

## **MISSION**

To equip young women to cope with the challenges of the times by fostering self-respect and self-reliance, promoting divergent thinking and cultivating a knowledge culture.

To ensure the all round development of students by providing value based instruction and skills training.



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# COLLEGE ANTHEM

മോർണിംഗ് സ്റ്റാർ മോർണിംഗ് സ്റ്റാർ

ബ്രെറ്റ് (3) മോർണിംഗ് സ്റ്റാർ

നസ്രത്തിന്റെ പ്രകാശമുദിക്കും

കിരണങ്ങളുമായിരുളിൽ തെളിയും

(മോർണിംഗ് സ്റ്റാർ ....)

1 വിശ്വാസത്തിൻ, വിജ്ഞാനത്തിൻ  
 വഴികളിലൂടെ നയിച്ചെന്നും - വഴി...  
 ദൈവികമാം നൽ മൂല്യങ്ങളുമായ്  
 നന്മനിറഞ്ഞവരായിടുവാൻ- നന്മ...  
 നന്മനിറ... (നസ്രത്തിന്റെ...)

2 നല്ല സ്വഭാവം, നല്ലൊരുഭാവി  
 നമ്മൾ നേടി വളർന്നിടുവാൻ - നമ്മൾ...  
 ഉന്നത ജീവിത വീക്ഷണമേകും  
 പുതിയ കലാലയ സംസ്കാരം - പുതിയ...  
 (നസ്രത്തിന്റെ...)

3 നല്ല കുടുംബം, നല്ല സമൂഹം  
 നമ്മളിലൂടെ വളർന്നിടുവാൻ - നമ്മളിലൂടെ...  
 സ്നേഹം സത്യം നീതി സമത്വം  
 നമ്മുടെ നാട്ടിലൊഴുകിടുവാൻ - നമ്മുടെ...  
 (നസ്രത്തിന്റെ...)





## MORNING PRAYER

Lord! Almighty Father

Light of the world

We worship You

We thank You

For all the good things you have given us.

Fill our hearts with Your wisdom

and guide our actions with Your prudence and generosity.

Touch our hearts with Your gentle love

and change our selfishness into self-giving.

Help us to obey and respect our teachers

and to uphold the ideals of this college.

Where there is darkness

let us spread light.

Grant us the grace to do Your will,

now and for ever.

*Holy Mother Mary, our Heavenly Patroness, pray for us,*

*That we may ever be like you.*

*Our dear Mother, keep us safe in your Immaculate Heart.*

*Watch over us and take care of us.*



## THE EMBLEM



The college emblem is a promise of victory to all its beneficiaries. Designed in the shape of a shield, the emblem holds on its crest a shining star and at the centre the profile of the college guarded by two coconut trees.

The star in halo is Morning Star, a synonym for Mother of Jesus, our Heavenly Patroness, showering blessings from the heavens. Each girl here shall take Mother Mary as a model - ready to shoulder responsibilities with a pious heart.

The figure at the centre is this centre of learning striving at excellence in academics while ensuring the moulding of morally upright generations with faith in God, trust in values and love for others.

The coconut trees guarding the college are symbolic of the uniquely rich floral diversity and cultural heritage of Kerala. Education needs to have sound ecological consciousness to safeguard and sustain this richness of our nature and culture. These trees remind us that everyone is a 'Kalpa Vriksha' invested with immense potentials - bring them out and live a life of fulfillment.

## **HISTORY**

Morning Star Home Science College is a regular arts and science college affiliated to Mahatma Gandhi University and accredited by NAAC. The college is the brain child of the farsighted thought of three visionaries- Mar Augustine Kandathil (former Arch Bishop of the Arch Diocese of Ernakulam), Rev. Fr. John Pinakkat and Rev. Msgr. Mathew Mankuzhikkari. The postwar, preindependence period in Kerala was a time of fast and disturbing changes in the social milieu of the state. They were deeply pained by the increasing instances of broken families, unwed mothers and orphaned children in many places around. They felt a dire need to lend a helping hand to individuals and families groping desperately through poverty, ignorance, illiteracy and the disruptive trends of the time. Their social concern and solicitude made them think of an apostolic mission for the well being of families. This led them to the founding of the Congregation of the Sisters of Nazareth in 1948 with the motto 'For God and Country'. Under their inspiration and guidance the Congregation fervently set about launching programmes of family apostolate at various levels of the society.

A major part of the dream of the founders was about starting an institution for women's education. So, at a time when women's education was not even heard of, the Congregation started a Home Science College at Angamaly in 1963 - the first women's college of its kind in Kerala- with a vision of empowering young women as better home makers and thus enabling them to contribute a creditable share to the process of nation building. Rev. Msgr. Kuriakose Chiramel, Director of Nazareth Institutions and the founding Manager of the college undertook the task of materializing the cherished dream of the founding fathers.

The college had a humble beginning in 1963 with a two year Diploma Course in Home Science under Sr. Teresitta CSN as Principal. The college got the present name Morning Star Home Science College



in 1968 with the starting of an undergraduate course in Home Science affiliated to Kerala University and Ms. Mary Pothen, former Principal of SIET College, Madras was appointed the Principal. *Morning Star* is Virgin Mary, Mother of Jesus Christ, who is our Heavenly Patroness. The pioneers believed in the motto 'Learn to Serve, Serve with Love' and their faith was in the goodness rather than bigness of the service. Right from the tenure of Sr. Loyola CSN as the Principal of the college (1971-1992) the staff and students have joined hands in voluntary service to the nearby villages, thus imprinting a lasting mark on the society. Persistent popular demand necessitated the starting of the Pre Degree Course with two batches in Science and one batch in Arts in 1981. The college got affiliated to Mahatma Gandhi University when the University was established in 1983.

For decades, Morning Star College has been marching forward with the leaping progress in women's education and has always shown readiness for innovation and diversification. The college has been growing through the years introducing several new courses from time to time: B.Sc. Zoology (1993), B.A. Economics (1995), B.Sc. Chemistry-Vocational (1998), B.Sc. Physics- Vocational (1999), M.Sc. Home Science (2001), M.Sc. Zoology-Self Financing (2004), M.Sc. Physics-Self Financing (2013), M.Sc. Chemistry-Self Financing (2013), B. Com. Finance and Taxation (2014) and B.A. English- Self Financing (2015). Today, with one Ph.D programme, four Post-Graduate programmes, seven Undergraduate programmes three Diploma and fifteen certificate courses. Morning Star College is a leading arts and science college under Mahatma Gandhi University. The college has come a long way from its humble beginning in 1963 and has the proud assurance that it has lived up to the vision of its founders. The aim of making women self reliant has been very well taken up by the college through different means including various vocational training programmes for the

mothers of students and the local women. A one year Diploma Course and Short Courses of four months were offered in Nazareth Home Science Institute situated in the same campus till 2013. Now the Department of Home Science continues this tradition through the Certificate Courses- Fashion Technology and Home Science.

Located ideally at a convenient location right by the National Highway No. 47, this semirural college has been offering excellent academic training for girls from all over Kerala. The college provides hostel facilities for the needed in a safe and serene ambience. The college has always been keen at assuring quality in education and has confidently walked in for assessment and accreditation by National Assessment and Accreditation Council (NAAC) three times - in 2001, 2009 and 2017. The 'A' Grade secured in the third cycle of a Assessment in 2017 is a reflection of our zeal in assuring quality education.

The college celebrated golden Jubilee in the year 2017-18 in great pomp and splendor. Dr. Babu Sebastian, Honourable Vice - Chancellor, M. G University, inaugurated Golden Jubilee celebration on 4th July 2017. The grand conclusion of the Golden Jubilee Year was conducted on 20 July 2018 in the august presence of Prof.C. Raveendra Nath, Honourable Minister for Education. The Golden Jubilee year turned to be a remarkable one for the Department of Home Science. The department got upgraded to a Research Department in 2018.

While faithfully adhering to the vision of its founders, the college has diligently adapted itself to the changing needs updating its vision. Our objective is to mould young women as prudent scholars and competent professionals capable of being ambassadors of graceful service to the nation. And now, having completed a half century of relentless service to the society, we stick to our conviction, as ever, that when we educate a woman, we are educating the nation itself.

## MILESTONES

- 1963 ♦ Inception of Home Science College with two year Diploma
- 1968 ♦ College is renamed as Morning Star Home Science College.
  - ♦ Started B.Sc. Degree Course in Home Science affiliated to Kerala University.
- 1972 ♦ Starting of National Service Scheme (NSS).
  - ♦ The new Hostel building, aided by UGC, is inaugurated.
- 1980 ♦ College comes under Direct Payment System.
- 1981 ♦ Commencement of Pre Degree Course with two batches in Science and one batch in Arts.
  - ♦ The Diploma and Short Courses in Home Science got bifurcated from the college and started anew as Nazareth Home Science Institute.
  - ♦ PTA, Alumni Association and Planning Forum are formed.
- 1983 ♦ The College gets affiliated to Mahatma Gandhi University.
  - ♦ Women's Cell and Career Guidance Cell are formed.
  - ♦ Science Block inaugurated.
- 1984 ♦ Department of Physical Education started Functioning.
- 1988 ♦ Silver Jubilee Year of the College.
  - ♦ Silver Jubilee Memorial Auditorium is blessed and inaugurated.
- 1991 ♦ Introduction of Save-a-Star, a project aimed at extending financial support to the needy students.
- 1992 ♦ Introduced 'Grahadarshan'-an intercollegiate training programme.
- 1993 ♦ Sanction for B.Sc. Zoology.
  - ♦ Formation of Nature Club.
- 1994 ♦ Inauguration of the Library Block
- 1995 ♦ Sanction for B.A. Economics.
  - ♦ 'Chethana'-a training programme for the mothers of our students was initiated.
  - ♦ Nazareth Home Science Institute was inaugurated.

- 1997 ♦ Set up a Computer lab
- 1998 ♦ Sanction for B.Sc. Chemistry (Vocational).
- 1999 ♦ Sanction for B.Sc. Physics (Vocational).
- 2000 ♦ First UGC sponsored State Level Seminar organized by the Department of Zoology.
- 2001 ♦ The college gets accredited by NAAC at Three Star Level.
  - ♦ Sanction for M.Sc. Home Science.
  - ♦ The college secures State Award for the Best NSS Unit.
  - ♦ Introduction of the Yoga Centre.
- 2002 ♦ The Department of Economics organized the first International Seminar.
- 2003 ♦ Expansion of the College Hostel.
- 2004 ♦ Sanction for M.Sc. Zoology (Self financing).
  - ♦ AICUF unit started.
  - ♦ Fitness Club started functioning.
- 2005 ♦ Youth Red Cross Unit started.
- 2006 ♦ Library was automated
- 2007 ♦ Entrepreneurship Development Club started.
- 2008 ♦ The college gets Best College Award from Malayali Chamber.
  - ♦ Expansion of Arts block.
- 2009 ♦ Assessment and Re-accreditation by NAAC. The college gets B Grade with a CGPA of 2.8/4.
- 2010 ♦ Started a Career Oriented Add -on Course in Communicative English. Started Language Lab.
- 2011 ♦ Nazareth block expansion. Renovation of office
- 2012 ♦ Inauguration of the renovated Hostel. Inducted Bio gas plant
- 2013 ♦ Sanction for M.Sc. Physics (Self financing) and M.Sc. Chemistry (Self financing).
  - ♦ The College Administrative Office gets renovated and fully computerized.
  - ♦ Short Course in Home Science amalgamated with the college.

- 2014 ♦ Sanction for B.Com. (Finance and Taxation) -Model I.  
♦ Started a Certificate Course in Tally  
♦ Introduced different clubs for the overall development of students.  
♦ Nazareth Home Science Institute building renamed as Nazareth Block
- 2015 ♦ Sanction for B.A. English (Self financing).  
♦ College Library and Chapel renovated.  
♦ Started DCA ( Diploma in Computer Applications).
- 2016 ♦ Started Walk With aScholar(WWS) and Student Support Programme (SSP)- aided by Higher Education Department of Kerala Government.  
♦ Renovated Canteen started functioning.  
♦ Rainwater harvesting system installed.  
♦ Installed CCTV.
- 2017 ♦ NACC Accreditation ( Third Cycle). College Reaccredited with A Grade with CGPA 3.08 on a 4.0 scale.  
Dr. Sr. Rosily A.V. takes charge as Principal.  
♦ Inauguration of golden jubilee celebrations.  
♦ Got sanction for Research Centre in HomeScience  
♦ Additional Skill Acquisition program started  
♦ Consumer protection Award for Best college.  
♦ Award of honour from IMA and regional Blood Bank  
♦ University level Award for Best NSS unit  
♦ Inception of Digital Library  
♦ Incinerator was installed
- 2018 ♦ Grand Finale of Golden Jubilee Celebration  
♦ Inauguration of Research Centre in Home Science  
♦ Solar Energy System installed  
♦ Garden Library and Ladder Library arranged
- 2020 ♦ Sanction for M.A. Business Economics  
♦ Sanction for B.Voc. Applied Accounting and Taxation
- 2021 ♦ Expansion of Nazareth Block  
♦ New Conference Hall, Computer Centre added  
♦ Open Gym and Multipurpose court inaugurated

## SUCCESSION LIST OF MANAGERS

1. Msgr. Kuriakose Chiramel (Late)	1963 - 1981
2. Sr. Marietta CSN (Late)	1981 - 1984
3. Sr. Louisa CSN (Late)	1984 - 1990
4. Sr. Auxilia CSN	1990 - 1993
5. Sr. Marietta CSN(Late)	1993 - 1998
6. Sr. Gladys CSN	1998 - 1999
7. Sr. Caroline CSN	1999 - 2005
8. Sr. Annet CSN	2005 - 2008
9. Sr. Gladys CSN	2008 - 2014
10.Sr. Gracia CSN	2014 - 2020
11.Sr. Dr. Alphonsa CSN	2020 -

## SUCCESSION LIST OF PRINCIPALS

1. Sr. Loyola CSN (Late)	1964 - 1968 1971 - 1992
2. Ms. Mary Pothen (Late)	1968 - 1971
3. Sr. Lourdes CSN	1992 - 1995
4. Sr. Isabell CSN	1995 - 2003
5. Dr. Sr. Cicily Jose CSN	2003 - 2004
6. Dr. Sr. Alphonsa M. K. CSN	2004 - 2017
7. Dr. Sr. Rosily A.V. CSN	2017 -

## COLLEGE ADMINISTRATION

### MANAGING BODY

Manager	Dr. Sr. Alphonsa CSN
Secretary	Sr. Resmy CSN
Finance Officer	Sr. Ann Maria CSN

#### Nominated Members

1. Principal	Dr. Sr. Rosily A. V
2. Bursar	Dr. Sr. Gisha M Joseph

### ACADEMIC SUPPORT WINGS

#### STAFF COUNCIL

1. Dr. Sr. Rosily A.V.	Principal
2. Dr. Sr. Shemi George	Vice Principal
3. Ms. Neenu Mary Thomas	Staff Secretary
4. Dr. Laisa Thomas	H O D
5. Ms. Shiny K. Ittiachan	”
6. Ms. K. Leena Joseph	”
7. Ms. Sophia James	”
8. Dr. Lizmitha Godwin	”
9. Dr. Sindhu K.S.	”
10. Dr. Mettilda Thomas	”
11. Ms. K.S Jwalini	”

#### IQAC

The National Assessment and Accreditation Council was established in the year 1994. Internal Quality Assurance Cell (IQAC) has to ensure continuous improvement in all the operational aspects of an institution and also assure its stakeholders of the accountability of the institution for its own quality.

- CORE TEAM**
1. Chairperson - Dr. Rosily A.V. ( Principal)
  2. Co-ordinator - Ms. Shiny K. Ittiachan
  3. Joint Co-ordinators - 1. Ms. Sophia James  
2. Dr. Lizmitha Godwin

## THE FACULTY

### ENGLISH

Ms. Sophia James M.A., B.Ed., NET - 9446275496

Dr. Gincy P Kuriakose M.A., B.Ed., M.Phil., Ph.D., NET - 9496824593

### SELF FINANCING DIVISION

Ms. Aswathy S. Nair M.A. - 8606821895

Ms. Maria Seby M.A. - 8943881212

Ms. Vaishnavi Baiju M.A. - 6282132402

Ms. Anu Jose M.A. - 9400247017

### HINDI

Dr. Sr. Gisha M. Joseph M.A., M.Phil., Ph.D. - 9946988607

### MALAYALAM

Dr. Sr. Jessy K.P. M.A., M.Phil., Ph.D. - 9497160408

### PHYSICS

Ms. Shiny K. Ittiachan M.Sc., M.Phil., B.Ed. - 9846241791

Ms. Neenu Mary Thomas M.Sc., NET - 9895186905

Dr. Rintu Mary Sebastian M.Sc., M. Phil., B. Ed., Ph.D. - 9846823285

### SELF FINANCING DIVISION

Ms. Divya. R M.Sc. - 8606892584

Ms. Dinta David M.Sc. - 9447805996

Ms. Nayana George M.Sc., M.Phil - 7403586344



**CHEMISTRY**

Dr. Sr. Rosily A.V. M.Sc. B.Ed., M.Phil, Ph.D. (Principal)	- 8606330704
Dr. Sindhu K.S. M.Sc., B.Ed., Ph.D., NET	- 9961822117
Dr. Navya Antony M.Sc., B.Ed. Ph.D.	- 9961303567
Dr. Marilyn Mary Xavier M.Sc., Ph.D., NET	- 9447589957
Dr. Sr. Jennees Mathew M.Sc., Ph.D	- 9526735671

**SELF FINANCING DIVISION**

Ms.Remya R. M.Sc.	- 8921637761
Ms. Aswathy S. M.Sc.	- 9544293782
Ms. Ayana Divakaran M.Sc.	- 9188075386

**MATHEMATICS**

Ms. Shanthi Jose M.Sc.	- 9562592868
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**ZOOLOGY**

Ms.K. Leena Joseph M.Sc., B.Ed., NET	- 9446724993
Dr. Teji K.T. M.Sc., M. Phil., Ph.D.	- 9495169678
Ms. Ajitha T.V. M.Sc., NET	- 9526657882

**SELF FINANCING DIVISION**

Sr. Marymol Joe MSc. (Self Financing Programme Coordinator)	- 9061256024
Ms. Jerry Thomas M.Sc., B.Ed	- 9645454860
Ms. Riji Joseph M.Sc., B.Ed	- 8281868658
Ms. Chandini P.K. M.Sc., B.Ed	- 9746412209

**BOTANY**

Ms. Reshma M. M.Sc.	- 7736680632
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**HOME SCIENCE**

Dr. Lizmitha Godwin M.Sc., M.Phil., Ph.D., NET	- 9947007789
Dr. Megha Thampy M.Sc., MBA, Ph.D., NET	- 9495277404
Dr. Sr. Shemi George M.Sc., M.Phil, Ph.D, DLIT ,NET	- 9526888962
Ms. Rajani Devi T.R. M.Sc., M.Phil., NET	- 9447117344
Ms. Sajitha Suseelan S. M.Sc., M.Ed., NET	- 7356975580
Ms. Sherin Abraham M.Sc., NET	- 9447683630

**ECONOMICS**

Dr. Laisa Thomas M.A, B.Ed., M.Phil., Ph.D., NET, MBA	- 9447121371
Dr. Resmi G. M.A., B.Ed, Ph.D., NET	- 9747087622
Ms. Priyanka T. R. M.A, M.Phil., NET	- 9746562726
Ms. Sandra James M.A., NET	- 6238458790
Dr. Sweety Thomas M.A., Ph.D.	- 9526656073
Ms. Surya K.K. M.A., NET	- 9207153426

**SOCIOLOGY**

Ms. Krishna Sajan M.A., NET	- 9895098385
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**HISTORY**

Ms. Rinu K. Louis M.A., M.Phil., NET	- 8281903443
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**PHYSICAL EDUCATION**

Dr. Mettilda Thomas MPE., NET, Ph.D.	- 8547733137
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**COMMERCE**

Ms. K.S. Jwalini M.Com., B.Ed., NET	- 9447465683
Dr. Rashmi M.B. M.Com., Ph.D, NET	- 9447688260
Ms. Jyothi Maria Johny M.Com., M.Phil., NET	- 9497864589
Dr. Minimol K. Xavier M.Com., M.Phil., Ph.D, NET	- 9446226134

**B. Voc APPLIED ACCOUNTING AND TAXATION**

Ms. Soumya Alias M.Com., B.Ed., SET	- 9048444381
Ms. Dhanya C.X. M.Com., B.Ed., NET	- 9496744747
Ms. Nisha Gopalan. M.Com., M.Phil.	- 9020866400
Ms. Siya P.B. MCA	-

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## **MEMBERS OF MINISTERIAL STAFF**

### **OFFICE STAFF**

1. Sr. Moly T.P. - 9496916187
2. Sr. Lissy A.V. - 9495855022
3. Sr. Mini E. J. - 9496923386
4. Sr. Gincy Jacob - 8547407635
5. Sr. Alphy Kochappan - 9188712438
6. Ms. Niya Shivadasan - 7579986622

### **NON - CLERICAL STAFF**

1. Mr. Shyamlal Adhikari - 9847661146
2. Sr. Merlin K. Sebastian - 9037172742
3. Mannuel M. Johnson - 9605941459
4. Jino Joseph - 9048277643
5. Sr. Ashmi Thomas -
6. Ms. Neethu Varghese - 9495791608

### **AD HOC STAFF**

1. Ms. M.T. Shilpa - 9745785974
2. Ms. Rani John
3. Sr. Saumya Joseph
4. Ms. Anu Ittera - 9495743923
5. Ms. Saritha Martin - 9995453372
6. Ms. Jainy Johnson - 9447583797
7. Ms. Delphy Dominic
8. Ms. Ranjitha R.
9. Ms. Bini George
10. Ms. Aleena Jose
11. Ms. Devika N.J.
12. Ms. Siska Kerketta
13. Ms. Rita Thadingi
14. Ms. Thunethu Thadingi

**RETIRED TEACHERS**

01.	Sr. Felix CSN (Late)	1968 - 1984	
02.	Sr. Sophia CSN	1968 - 1990	0484 - 2451540
03.	Sr. Loyola CSN (Late)	1964 - 1992	
04.	Sr. Ascensa CSN (Late)	1968 - 1994	
05.	Sr. Lourdes CSN	1968 - 1995	0485 - 2860018
06.	Sr. Cicily Joseph (Late)	1981 - 1995	
07.	Ms. Leelamma John	1972 - 2001	9495814648
08.	Ms. Valsamma Jacob	1981 - 2001	9605141272
09.	Ms. Cicily James (Late)	1981 - 2002	
10.	Ms. Kunjannamma Joseph	1981 - 2002	9497458826
11.	Sr. Isabel CSN	1978 - 2003	0485 - 2823928
12.	Dr. Sr. Cicily Jose CSN	1981 - 2004	9400765734
13.	Ms. Merylyn Alexander	1984 - 2004	9495255404
14.	Ms. Sunandakutty P.R.	1974 - 2005	9947128600
15.	Dr. Nirmalakumari K.R.	1983 - 2009	9388670470
16.	Ms. Santha Sebastian	1981 - 2009	9746087457
17.	Dr. Thresiamma Joseph	1988 - 2009	9446542984
18.	Dr. Ancy Thomas	1988 - 2013	9895627939
19.	Dr. Thresiakutty K.M.	1981 - 2014	9495673854
20.	Ms. Elsamma V.V.	1982 - 2014	9497687234
21.	Ms. Marykutty Joseph	1983 - 2014	9496336458
22.	Ms. Moly Mathew	1983 - 2014	9446478906
23.	Ms. Cicily P.J.	1981 - 2015	9447106973
24.	Ms. Lalitha A.V.	1983 - 2016	9446544659
25.	Ms. Salomy Joseph	1983 - 2016	9447817775
26.	Ms. Lisue Xavier	1983 - 2016	9349855216
27.	Ms. Reena Varghese	1984 - 2017	9497682644
28.	Ms. Pauline Joseph K.	1984 - 2017	9446449787
29.	Dr.Sr. Alphonsa M.K. CSN	1990 - 2017	9400343315
30.	Dr. Beena George	1999 - 2019	9562822711
31.	Ms. Usha K.R	1995 - 2020	9497768734
32.	Dr. Sr.Phillo T.J	1996 - 2001	9048994837

**RETIRED NON-TEACHING STAFF**

1.	Sr. James CSN	1968-1996	2767643
2.	Ms. Annie P. J. (Late)	1980- 1988	
3.	Mr. Suthan K. V. (Late)	1991-2006	
4.	Mr. Vincent P. B.(Late)	1986-2007	
5.	Sr. Julit CSN	1980-2008	9400092982
6.	Sr. Jaisy CSN	1986-2010	
7.	Mr. Paul K. P.	1983-2010	9447092278
8.	Ms. Alphonsa K.A.	1986-2012	2288325
9.	Ms. Theyyamma O.M.	1991-2012	9446612477
10.	Mr. Vijayan G.	1986-2013	9895494811
11.	Ms. Kumari Paul	1983-2013	2611245
12.	Ms. Mariamma K.V.	1986-2013	2288828
13.	Sr. Chaithanya CSN	1986-2013	0460- 2234297
14.	Sr. Lijia CSN	1986-2014	04222400045
15.	Ms. Mary K.M.	1986- 2015	8281490801
16.	Ms. Mary E.V.	1983- 2015	8606485771
17.	Ms. Salykutty P.T.	1986- 2017	9495842709
18.	Ms. Josepheena	1983- 2018	9567049291
19.	Sr. Lilly Paul	1986- 2018	9188676349
20.	Ms. Daisy K. T	1986- 2018	9961027692
21.	Ms. Clara A.M	1986- 2018	9400168147
22.	Ms. Leena Varghese	1986- 2018	9656928573
23.	Ms. Aleyamma Joseph	1983- 2019	9567981281
24.	Ms. Gracy A.M	1983-2019	9847178586
25.	Sr. Pushpa Mathew	1986-2019	8606330625
26.	Ms. Susanna P.R	1990-2020	9744420541
27.	Ms.Benny K.K	1986-2020	9744492583
28.	Ms. Celine P.A	1986-2020	9847319619
29.	Ms. Mercy P.A	1983-2021	8593957742
30.	Ms. Vincy V. R	1990-2021	9526734263
31.	Ms. Mary V. J	1991-2022	

## ACADEMIC PROGRAMMES

### Under Graduate Programmes

#### B.A./ B.Sc./ B.Com.

**Common Courses:**     English  
   Malayalam / Hindi

### Core and Complementary Courses

Prgm.	Core	Complementary	Seats
<b>B.A.</b>	1.Economics (1995)	Sociology and History	32
	2.English (Self- Financing)	World History British Literary History	24
<b>B.Sc.</b>	1. Family and Community Science (1968)	Chemistry and Zoology	24
	2.Zoology (1993)	Chemistry and Botany	20
	3.Chemistry (Model. II)(1998)	Mathematics(Complementary) Industrial Chemistry (Vocational)	24
	4.Physics (Model. II) (1999)	Mathematics(Complementary) Applied Electronics(Elective)	24
<b>B.Com.</b>	Finance and Taxation (2014)		40
<b>B.Voc.</b>	Applied Accounting and Taxation (2021)(Self Financing)		50

### Post Graduate Programmes

#### M.A. / M.Sc.

No.	Courses	Seats
1	M.Sc. Family and Community Science - Aided (2000)	12
2.	M.A. Business Economics - Aided (2021)	20
3	M.Sc. Zoology (Specialization in Entomology) - Self Financing (2004)	20
4.	M.Sc. Physics - Self Financing (2013)	12
5.	M.Sc.Chemistry - Self Financing (2013)	12

### Ph.D Programme

No.	Programme	Subject	Seats
1.	Ph.D.	Home Science (2017)	12

## Certificate Courses Offered

Sl. No.	Courses	Department
1.	Home Management	Home Science
2.	Vector Borne Diseases	Zoology
3.	Pre-Marital Counselling	Zoology
4.	The Nectar: A Study on Apiculture	Zoology
5.	Research Methodology	Economics
6.	Office Automation	Chemistry
7.	Soil Chemistry	Chemistry
8.	Water Quality Analysis	Chemistry
9.	Introduction to Python Programming	Physics
10.	Embedded Systems ( Robotics) and Python	Physics
11.	Diploma in Practical Accounting and Tax Practice	Commerce
12.	CMA	Commerce
13.	Business English	English
14.	English for Global World	English
15.	Indian Polity	History
16.	Basic Yoga	Physical Education
17.	Basic Fitness	Physical Education
18.	Narishakthi	Entrepreneur Center

## Open Course

No.	Courses
1	Physical Education - Physical Health and Life Skills Education
2	Economics - Fundamentals of Economics
3	FCS - Interior Decoration and Related Arts
4	Zoology - Vocational Zoology
5	Chemistry - Chemistry in Everyday Life
6	Physics - Physics in Daily Life
7	Commerce - Fundamentals of Accounting

## DEPARTMENTS

### PG AND RESEARCH DEPARTMENT OF HOME SCIENCE

B.Sc. Home Science was the first degree programme started in the college in 1968, with Chemistry and Zoology as subsidiaries. Later it was renamed as B.Sc. Family and Community Science. The programme deals with the management of various aspects related to home and community. It provides students with the opportunity to sharpen their capacities with a sense of social responsibility. The courses included in B.Sc. Family and Community Science programme are Methodology of Home Science and Food Science, Human Physiology, Human Development, Family Dynamics, Interior Decoration, Human Nutrition, Biochemistry, Textile Science, Environmental Studies, Human Rights, Family Resource Management, Clinical Nutrition, Dietetics, Fashion Designing, Apparel Production, Extension Education, Developmental Communication and Food Safety. M.Sc. Family and Community Science programme was started in 2000. The department also offers various certificate courses to students. Both the UG and PG programmes provided by the department have a wider prospect that forms the basis of challenging professions in various fields.

The Department has well-equipped laboratories for Food and Nutrition, Biochemistry, Textiles and Human Development (Laboratory Nursery School). Residence for cottage stay is another added feature. The Dietary Counselling Centre in the department provides dietary advice to stakeholders and public. The department was upgraded as Research Centre in 2017 and the first batch of course work was started in 2019.



## **DEPARTMENT OF ZOOLOGY**

The Department of Zoology was established in 1968 as a subsidiary subject of B.Sc Home Science. B.Sc. Degree in Zoology was started in 1993 with Chemistry and Botany as subsidiary subjects. M.Sc Zoology with specialization in Entomology (Self financing) was started in 2004.

The department has well equipped laboratories for UG and PG courses and systematically arranged zoological museum with scientific collections. The departmental Library has a good stock of books. The department serves the students and society in a multidimensional manner by undertaking a lot of programmes of interdisciplinary approach. The department observes ecologically important days and organizes seminars, workshops, exhibitions and competitions. “Biomirror” the manuscript magazine, is released annually from the year 2000 onwards. A Vermiculture unit was started in 1998 for research and training purpose to the students and public. Bhoomithrasena Club and Mathrubhumi SEED Club are functioning under the department.

## **DEPARTMENT OF CHEMISTRY**

The history of the Department can be traced back to as early as 1968 when Chemistry was taught as a subsidiary subject of Home Science. It became a full-fledged department with the launching of B.Sc. Chemistry in 1998. The first faculty of the department was Sr. Lourdes C.S.N., who retired in 1995 as the Principal of the institution. The Department has produced several university ranks and a number of distinctions and first classes. M.Sc. in Chemistry was started in 2013. The department has a well-equipped laboratory to cope with the present needs of higher education and a departmental library. The alumni of the department are active and vibrant.

### **Seminars and Lectures**

Chethana, an endowment programme for the mothers of our students, started in 1995 to remember the services of Sr. Lourdes, former Principal and HOD of Chemistry is organized by the department.

## **DEPARTMENT OF ECONOMICS**

The Department of Economics started functioning with the introduction of Pre-Degree course in 1981. B.A. in Economics was introduced in the year 1995 with Sociology and History as subsidiary subjects. A new generation course, M.A. Business Economics (aided) was started in 2020.

Economics Association regularly conducts seminars, workshops and quiz programmes. The department has a well-equipped library with adequate number of books. The department organizes many programmes of social importance. National and International seminars, workshops, poster exhibitions, quiz and meetings with parents mark the department's calendar. Social exposure programmes include visits to old age homes, hospitals, orphanages and homes for the destitute which equip the students for a healthy community life. The department publishes a manuscript magazine every year.

## **DEPARTMENT OF PHYSICS**

The department started functioning with the starting of Pre-degree programme in 1981 and became a full-fledged department with the introduction of B.Sc. Physics in 1999. M.Sc. in Physics was started in 2013. The department has a departmental library with sufficient books, a computer lab, general lab and a well-equipped electronics lab. The faculty members in the department are life members of Indian Association of Physics Teachers. The department conducts power Quiz in co-operation with Kerala Electricity Board.

## **DEPARTMENT OF COMMERCE**

The three-year B. Com. degree programme specializing in Finance and Taxation was started in July 2014. This programme is divided into six semesters. It provides an understanding with the specialized operations such as Finance and Taxation by offering a comprehensive curriculum. The optional course 'Finance and Taxation' are offered in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters. The course aims to nurture commerce professionals with high level of knowledge and competence to effectively contribute to the society and nation with commitment and integrity.

The Department of Commerce also conducts various certificate programmes in the odd and the even semesters – CMA, Diploma in GST. These courses are offered as optional programmes for the Commerce, Arts and Science streams. Faculties of the Department of Commerce with domain expertise in the related areas facilitate as programme Coordinators.

Commerce Association was formed in the year 2015. The association aims at providing a blend of practical knowledge with theoretical curriculum. Commerce association provides a platform to shape the future of every student in the department of commerce by enriching knowledge, enhancing competence, imparting life skills and internalizing values.

The Department of Commerce offers Consumer Protection Club

with the objectives to bring a kind of realization and awareness among the students about their duties and responsibilities as a citizen of India and to educate them about their rights under the Consumer Protection Act, 1986.

## **B.Voc. APPLIED ACCOUNTING AND TAXATION**

The Department of B.Voc in Applied Accounting and Taxation was started in the year 2020 as self-financing mode. Bachelor of Vocation- is a scheme for skill development based higher education. The B.Voc. program is providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge. Students who wish to pursue the program should have an inclination of commerce and accounting skills. They should have the ability to analyze data, calculation and basic understanding of GST and latest taxation laws. The department has recognized the importance of practical exposure for students since the very beginning and has been actively participating in various programmes organized in and outside the college. We provide internship to our students as part of fostering community responsibility of our students and contribution to emotional health of the elderly. We train our students and fill their hearts with values and knowledge and are looking forward to reach out to new horizons in learning.

## **DEPARTMENT OF ENGLISH**

A self-financing B.A programme in English Language and Literature was started in the year 2015. A well-equipped Language Lab installed with interactive Language Software and a Department Library holding around 400 books for ready reference are the remarkable features of the Department. The Department of English offers certificate courses in Professional Communication and English for Global World.

## **DEPARTMENT OF LANGUAGES**

The Department of Languages includes faculty members of English, Hindi and Malayalam. The Department is actively involved in the activities of the college and supports other disciplines by way of providing classes for Common Course English and Second Languages- Hindi and Malayalam.

With a view at improving the language and personality skills of our students, the Department offers Literary Club where tips and practice are provided in oration, debates, group discussions etc.

## **DEPARTMENT OF PHYSICAL EDUCATION**

The Department of Physical Education was established in 1984. It provides infrastructure facilities and training in various sports events. To promote fitness culture among students, the department runs a Yoga Center and Fitness Club, the services of which are extended to the public as well. The department has been conducting Basic Training Course in Yoga from 2003 onwards and award certificates. Physical Education, a learning experience, offers a unique opportunity for problem solving, self-expression and socialisation.

### **Scholarships and prizes from the college**

1. Sherlin Memorial Endowment Prize instituted by the parents of Sherlin. V. Nair, an alumna of this college. The award comprises of two cash prizes. A cash prize of 25000 is given to the Best Outgoing Undergraduate Student every year. Another cash prize of 15000 is given to a deserving student of UG every year.
2. Alumni Prize to be awarded to the students who pass B.A. / B.Sc. / M.Sc. degree with highest marks from this college in the University Examination.
3. N.S.S. Prize to be awarded to the Best N.S.S. Volunteer of the year.

### **Department of Home Science**

1. Scholarship Prize instituted in the name of Rev. Sr. Felix and Rev. Sr. Ascensa, Former Professors of Home Science to a student who scores the highest marks in II year University Examination.
2. Rev. Sr. Isabell (former Principal and HOD of Home Science) Endowment Prize instituted by the teaching staff to the top scorer in the II year M. Sc. Home Science University Examination.
3. Endowment Prize instituted by Ms. Nina T.M., Ms. Mary K.A. Koottiparambil and Ms Shiny P.A. (Alumnus) to a student who scores the highest marks in III year University Examination.
4. Prize instituted by the staff and students to the Best Outgoing B.Sc. Home Science student.
5. Prize instituted by the staff and students to the Best Outgoing M.Sc. Home Science student.

## Department of Zoology

1. Endowment prize instituted in the name of Sr. Sophia (former HOD) to the top scorer in the second year B. Sc. Zoology examination.
2. Scholarship prize instituted by the teaching staff and management in memory of Sr. Genevieve (former HOD of Botany) to a deserving student of II year B.Sc. Zoology.
3. Sri.N.Karunakaran Nair Memorial Prize instituted by his daughter Dr.Nirmalakumari K.R. (Reader and former HOD ) to a deserving student of III B. Sc. Zoology.
4. Alumni prize instituted to remember the services of Dr. K.R. Nirmalakumari to the student who scores highest marks in the I year B. Sc. Zoology University examination.
5. Ever rolling trophy and prize instituted by the staff and students to the Best Outgoing B.Sc. Zoology student.
6. Prize instituted by the staff of the Dept. of Zoology to the student who secures the highest score in the M.Sc. university examination.
7. Endowment Prize instituted by the staff and students, in memory of Athira P.A., III B.Sc. Zoology student of 2013 batch to the deserving student in the I year B.Sc. and I year M.Sc. Zoology.
8. Scholarship prize instituted by the former Heads of the Department, Dr. Nirmala Kumari K.R. and Prof. Marykutty Joseph to a deserving student in II B.Sc. Zoology for her studies in final year.
9. Scholarship prize instituted by the staff of the Dept. of Zoology in the name of Sr. Alphonsa M. K. (former Principal) to a deserving student in 1st B Sc for her studies in second year.
10. Endowment prize instituted by Prof. Reena Varghese, Former HOD of Botany to the top scorer for complementary Botany in the second year University examination
11. Dr. Sr. Naveena CSN Jubilee research scholarship instituted by the staff and students of the Dept. of Zoology to a deserving student in 1st M.Sc to pursue her project work.
12. Endowment prize instituted by the staff of the Departments of Zoology and Botany in the name of Dr. Sr. Philo T J (Former Vice Principal and HOD of Botany) to the top scorer of complementary Botany in the first year University examination
13. Award instituted in 2022 by Mr. Joe Sebastian, Father of Sr. Mary Joe CSN in memory of his late parents. This endowment is to be awarded to a deserving student of I MSc Zoology to assist her in her academic pursuance.

### **Department of Chemistry**

1. Sr. Lourdes and Sr. Layola Endowment Prize to be given to the II year student who scores the highest marks in subsidiary Chemistry in the university examination.
2. Award instituted by the department to the Best Outgoing Student.
3. Prize instituted by Prof. Lalitha A.V., former Head of the Department of Chemistry, to the student who passes out with highest marks in B.Sc. Chemistry in the university examination.
4. Prize instituted by Prof. Salomy Joseph, Department of Chemistry, to the student who passes out with highest marks in M.Sc. Chemistry university examination.
5. Prize instituted by Prof. Lisue Xavier, Department of Chemistry, to the student in III year B.Sc. who scores highest total for vocational subjects in the university examination.

### **Department of Economics**

1. Scholarship Prize instituted by Dr.Thresiakutty K.M. (Former HOD) to the topper in the final B.A. University Examination.
2. Rev. Sr. Julit CSN (Former Office Superintendent) Endowment Prize instituted by the non-teaching staff to the Best Outgoing Student of III B.A. Economics.
3. Ever rolling trophy and prize instituted by Alumni to the topper in first year B.A. University Examination.
4. Prize instituted by Alumni to the top scorer in second year B.A. University Examination.
5. Prize instituted by staff and students to the best student in the final year B.A.
6. Prize instituted in memory of Fr. John Mampilly to the top scorers in Sociology and History in the II year B.A. University examination.
7. Scholarship prize instituted by Ms. Jasmine Gopurathingal, Ms. Desina Vadakumchery and Ms. Sheeba Paul to a deserving student of I year B.A. Economics.

### **Department of Physics**

1. Msgr. Kuriakose Chiramel Memorial Scholarship instituted by the Sisters of Nazareth to be awarded to the student who scores highest marks in B.Sc. Vocational Physics.
2. Prize instituted by the staff and students in the department to be awarded to the Best Outgoing Student
3. Vettical V.D. Varkey memorial Prize instituted by Prof. Elsamma V.V. to the student of II year Physics who scores highest marks in core Physics.

4. Endowment prize instituted by Prof. Cicily P.J. (Former Head) in the name of her father Mr. Thomas John Pazheparambil to the final year student who scores highest marks in core Physics.
5. Scholarship prize instituted by Ms. Leena Varghese in honour of her mother Mrs. Annie Varghese Thottungal to be awarded to a II M.Sc. student who submits the best Project work.

### **Department of Commerce**

1. St. Genevive Memorial Scholarship instituted by Ms. Josepheena C.R. to be awarded to the students who score the highest marks in I year, II year and III year University Examination.

### **Department of English and Languages**

1. Mrs. & Mr. E.M. John Edakkattukudy Prize instituted by their daughter Prof. Leelamma John, former Head of English, to be awarded to the student in III year Model II degree class who scores the highest marks in English in the Model II Semester IV University Examination.
2. Parambukkattil Annamma Jacob memorial prize instituted by her daughter Mrs. Valsamma Jacob, former Head of Hindi, to be awarded to the student in II year B.A./B.Sc. Model I who scores the highest marks in Hindi in the first year University Examination.
3. Panakal Jacob James Memorial Ever Rolling Shield and Prize instituted by his daughter Prof. Cicily James, former Head of English, to be awarded to the student who secures highest marks in English in the second year B.A./B.Sc. University Examination.
4. Scholarship Prize in remembrance of Prof. Cicily James, former Head of English, instituted by Dr. P.K. Zachariah and Family to be awarded to the student who secures highest marks in B.A. English.
5. Scholarship Prize in remembrance of Prof. Cicily James, former Head of English, instituted by Dr. P.K. Zachariah and Family to be awarded to a student from B.Com. who secures highest marks in Common Course English.
6. PTA (1993 - 94) Award for the students securing the highest marks in the II year degree Model I and I year degree Model II university examinations in Part II second languages: Malayalam and Hindi.

### **Department of Physical Education**

1. P.T.A. scholarship for Outstanding Sports Person.
2. P.T.A. awards for the State and University winners and team members.
3. Prize instituted by Prof. Pauline Joseph K. former HOD of Physical Education to the student who is the Best Yoga Performer of the college.
4. PTA awards for international, national and inter university performers

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**REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER  
CHOICE BASED CREDIT SYSTEM 2017****1. SCOPE**

- Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.

- Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.

- The provisions supersede all the existing regulations for the Regular/Distance/Private Undergraduate programmes to the extent herein prescribed.

**2. DEFINITIONS**

- **‘Academic Week’** is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

- **‘Choice Based Course’** means a course that enables the students to familiarize the advanced areas of core course.

- **‘College Coordinator’** is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.

- **‘Common Course I’** means a course that comes under the category of courses for English.

- **‘Common Course II’** means additional language.

- **‘Complementary Course’** means a course which would enrich the study of core courses.

- **‘Core course’** means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.

- **‘Course’** means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).



- **‘Credit’** is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- **Grace Marks** shall be awarded to candidates as per the University Orders issued from time to time.
- **‘Grade’** means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/Semester/ Programme.
- **‘Grade Point’** (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
- **‘Institutional Average (IA)’** means average mark secured (Internal + external) for a course at the college level.
- **‘Open Course’** means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.
- **‘Parent Department’** means the department which offers core course/courses within an undergraduate programme.
- **‘Programme’** means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.
- **‘Semester’** means a term consisting of a minimum **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- **‘University Average (UA)’** means average mark secured (Internal + external) for a course at the University level.
- **‘Vocational Course’ (Skill Enhancement Course)** means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.

### **3. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS**

Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

### **4. DURATION**

- The duration of U.G. programmes shall be **6 semesters**.

- There shall be two Semesters in an academic year, the “ODD” semester commences in June and on completion, the “EVEN” Semester commences. There shall be two months’ vacation during April/May.

- No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

## 5. REGISTRATION

- The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within **45** days from the commencement of the Semester.

- Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

## 6. SCHEME AND SYLLABUS

- The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, and **(d)** Open Course.

- There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

- A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D Grade** or above within the permitted period.

- Students who complete the programme with “D” grade in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.

- The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

## 7. PROGRAMME STRUCTURE

### Model I BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

### Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful Completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary/ Vocational courses including Project	95
f	Open Course	3
g	Minimum attendance required	75%

**Model II BA/B.Sc.**

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	16
d	Credits required from Common Course II	8
e	Credits required from Core + Complementary + Vocational Courses including Project	93
f	Open Course	3
g	Minimum attendance required	75%

## EXAMINATIONS

- The evaluation of each paper shall contain two parts:
  - Internal or In-Semester Assessment (ISA)
  - External or End-Semester Assessment (ESA)
- The internal to external assessment ratio shall be 1:4.
  - Both internal and external marks are to be rounded to the next integer.
  - All papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, **(ISA+ESA)** as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S, Outstanding	10
85 to below 95	A+, Excellent	9
75 to below 85	A, Very Good	8
65 to below 75	B+, Good	7
55 to below 65	B, Above Average	6
45 to below 55	C, Satisfactory	5
35 to below 45	D, Pass	4
Below 35	F, Failure	0
	Ab, Absent	0

## CREDIT POINT AND CREDIT POINT AVERAGE

**Credit Point (CP)** of a paper is calculated using the formula :-

$CP = C \times GP$ , where *C* is the Credit and *GP* is the Grade point

**Semester Grade Point Average (SGPA)** of a Semester is calculated using the formula:-

$SGPA = TCP/TC$ , where *TCP* is the Total Credit Point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the formula:-

$CGPA = TCP/TC$ , where *TCP* is the Total Credit Point of that programme.

**Grade Point Average (GPA)** of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$GPA = TCP/TC$ , where *TCP* is the Total Credit Point of a category of course. *TC* is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

<b>GPA</b>	<b>Grade</b>
9.5 and above	<b>S Outstanding</b>
8.5 to below 9.5	<b>A+ Excellent</b>
7.5 to below 8.5	<b>A Very Good</b>
6.5 to below 7.5	<b>B+ Good</b>
5.5 to below 6.5	<b>B Above Average</b>
4.5 to below 5.5	<b>C Satisfactory</b>
3.5 to below 4.5	<b>D Pass</b>
Below 3.5	<b>F Failure</b>

## MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

### For all courses without practical

- a) **Marks of external Examination : 80**  
 b) **Marks of internal evaluation : 20**

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment/Seminar/Viva	5
Test papers (2x5=10)	10
<b>Total</b>	<b>20</b>

For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

### For all courses with practical

- a) **Marks of external Examination : 60**  
 b) **Marks of internal evaluation : 15**

<b>Components of Internal Evaluation</b>	<b>Marks</b>
Attendance	5
Assignment/Seminar/Viva	2
Test papers (2 x 4)	8
<b>Total</b>	<b>15</b>

For practical examinations total marks for external evaluation is 40 for internal evaluation is 10.

<b>Components of Internal evaluation of Practical</b>	<b>Marks</b>
Attendance	2
Test paper (1 x 4)	4
Record*	4
<b>Total</b>	<b>10</b>

Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

### **For projects**

- a) **Marks of external evaluation : 80**  
 b) **Marks of internal evaluation : 20**

<b>Components of External Evaluation of Project</b>	<b>Marks</b>
Dissertation (External)	50
Viva-Voce (External)	30
<b>Total</b>	<b>80</b>



- \* Marks for dissertation may include study tour report if proposed in the syllabus.

<b>Components of internal Evaluation of Project</b>	<b>Marks</b>
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
<b>Total</b>	<b>20</b>

### **Attendance Evaluation for all papers**

<b>% of attendance</b>	<b>Marks</b>
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

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

### **ASSIGNMENTS**

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

### **SEMINAR / VIVA**

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

### **INTERNAL ASSESSMENT TEST PAPERS**

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal

assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher (s), who teach the course.

### **GRIEVANCE REDRESSAL MECHANISM**

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

#### **Level 1: Department Level:**

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

#### **Level 2: College level**

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

#### **Level 3: University Level**

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

### **EXTERNAL EXAMINATION**

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

- Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This Condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with Condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining re-admission.

- All students are to do a **project in the area of core course**. This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice- Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

- A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

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

- A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the

University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

- All courses shall have unique alpha numeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

### **PATTERN OF QUESTIONS**

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

### **RANK CERTIFICATE**

The University publishes rank list of top 10 candidates for each programme after the publication of 6<sup>th</sup> semester results. Rank certificate shall be issued to candidates who secure positions from 1<sup>st</sup> to 3<sup>rd</sup> in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

**Pattern Of Questions Papers :****(a) Without practical**

Sl. No	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
			Total	80

**(b) With practical**

Sl. No	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
			Total	60

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees.

**MARK CUM GRADE CARD**

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information :

- Name of the University
- Name of the College
- Title & Model of the Undergraduate Programme
- Name of the Semester

- Name and Register Number of the student
- Date of publication of result
- Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.
- Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
- The total credits and total credit points in the semester.
- Semester Grade Point Average (SGPA) and corresponding Grade.
- Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
- The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

**MAHATMA GANDHI UNIVERSITY PG PROGRAMME**  
**REGULATIONS FOR CREDIT SEMESTER SYSTEM**  
**(MGU-CSS-PG)**

**SCOPE**

- The regulation provided herein shall apply to all regular post-graduate programmes, MA/MSc/M.Com, conducted by the affiliated colleges/Institutions, Constituent centers of Mahatma Gandhi University with effect from the academic year 2019-2020 admission with suitable modifications for Private study.
- The provisions herein supersede all the existing regulations for the regular post-graduate programmes conducted by the affiliated colleges of the Mahatma Gandhi University and private study unless otherwise specified.
- The details of Programmes offered under private mode shall be notified separately as the examinations of regular mode will be conducted on semester basis and the examinations of both semesters of private mode will be conducted at the end of the academic year.

**DEFINITIONS**

- **‘Academic Committee’** means the Committee constituted by the Vice-Chancellor under this regulation to monitor the running of the Post-Graduate programmes under the Credit Semester System (MGU-PG-CSS 2019)
- **‘Academic Week’** is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitute a semester.
- **CE’ means Continuous Evaluation (Internal Evaluation)**
- **College Co-ordinator’** means a teacher from the college nominated by the College Council to look into the matters relating to MGU-PG-CSS 2019 for programmes conducted in the college.

- **Comprehensive Viva-Voce** means the oral examinations conducted by the appointed examiners and shall cover all courses of study undergone by a student for the programme.
- **Core course** means a course which cannot be substituted by any other course.
- **Course** means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project / practical training / assignments / evaluation etc., to meet effective teaching and learning needs.
- **Course Code** means a unique alpha numeric code assigned to each course of a programme.
- **Course Credit** One credit of the course is defined as a minimum of one hour lecture / minimum of 2 hours lab/field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination
- **Course Teacher** means the teacher of the institution in charge of the course offered in the programme.
- **Credit** (Cr) of a course is a numerical value which depicts the measure of the weekly unit of work assigned for that course in a semester.
- **Credit point** (CP) of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course  $CP = GP \times Cr$ .
- **Cumulative Grade point average** (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places. CGPA determines the overall performance of a student at the end of a programme.  
**(CGPA = Total CP obtained / Total credits of the programme)**
- **Department** means any teaching Department offering a course of study approved by the University in a college as per the Act or Statutes of the University.



- **‘Department Council’** means the body of all teachers of a Department in a College.
- **‘Dissertation’** means the body of all teachers of a Department in a College.
- **‘Duration of Programme’** means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be of 4 semesters spread over two academic years.
- **‘Elective course’** means a course, which can be substituted, by an equivalent course from the same subject .
- **‘ESE’ means End Semester Evaluation(External Evaluation)**
- **‘Evaluation’** is the process by which the knowledge acquired by the student is quantified as per the criteria detailed in these regulations.
- **‘External Examiner’** is the teacher appointed from other colleges for the valuation of courses of study undergone by the students in a College. The external examiner shall be appointed by the University.
- **‘Faculty Advisor’** is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department of the affiliated College/Institution.
- **‘Grace Grades Points’** means grade points awarded to course/s, in recognition of the students’ meritorious achievements in NSS/ Sports/Arts and cultural activities etc.
- **‘Grade Point’(GP)** –Each letter grade is assigned a ‘Grade point’(GP) which is an integer indicating the numerical equivalent of the board level of performance of a student in a course.
- **‘Grade Point Average’(GPA)** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade point obtained in the course by the sum of the weights of Course.
- **‘Improvement course’** is a course registered by a student for improving his performance in that particular course.
- **‘Internal Examiner’** is a teacher nominated by the department concerned to conduct Internal evaluation.

- **‘Letter Grade ‘or ‘Grade’** for a course is a letter symbol (A+,A,B+,B,C+,C,D) which indicates the broad level of performance of a student for a course.
- **MGU-PG-CSS2019** means Mahatma Gandhi University Regulations Governing Post Graduate programmes under Credit Semester System,2019.
- **‘Plagiarism’** is the unreferenced use of other authors’ material in dissertations and is a serious academic offence.
- **‘Programme’** means the entire course of study and Examinations.
- **‘Project’** is a core course in a programme. It means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department/any appropriate research center in order to submit a dissertation on the project work as specified. It allows students to work more autonomously to construct their own learning and culminates in realistic, student-generated products or findings.
- **‘Repeat course’** is a course that is repeated by a student for having failed in that course in an earlier registration
- **‘Semester’** means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.
- **‘Seminar’** seminar means a lecture expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.
- **‘Semester Grade point average’ (SGPA)** is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits for the course in that semester. The SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester. (SGPA = Total CP obtained in the semester/ Total credits for the semester)

- **‘Tutorial’** Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.
- **‘University’** means Mahatma Gandhi University, Kottayam, Kerala
- **‘Weight’** is a numeric measure assigned to the assessment units of various components of a course of study.
- **‘Weighted Grade Point’ (WGP)** is the grade point multiplied by weight. ( $WGP = GP \times W$ ).
- **‘Weighted Grade Point Average (WGPA)’** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points by the sum of the weights. WGPA shall be obtained for CE (Continuous Evaluation) and ESE (End Semester Evaluation) separately and then the combined WGPA shall be obtained for each course.
- **Words and expressions** used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

## PROGRAMME STRUCTURE

- Students shall be admitted into post graduate programme under the faculties. The programme shall include three types of courses, Core Courses, Elective Courses and Common core courses. There shall be a Project with dissertation and comprehensive viva-voce as core courses for all programmes. The Programme shall also include assignments / seminars / practicals etc.
- No regular student shall register for more than 25 credits and less than 16 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80.

- **Elective courses and Groups**

- There shall be at least two and not more than four elective groups(Group A,GroupB,Group C, etc)comprising of three courses each for a programme and these elective courses shall be included either in fourth semester or be distributed among third and fourth semesters.

- The number of elective courses assigned for study in a particular semester shall be the same across all elective groups for the programme concerned.

- The colleges shall select any one of the elective groups for each programme as per the interest of the students ,availability of faculty and academic infrastructure in the institution.

- The selection of courses from different elective groups is not permitted.

- The elective groups selected by the college shall be intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group selected by the College for the Students who are admitted in a particular academic year shall not be changed.

- **Project work**

- Project work shall be completed in accordance with the guidelines given in the curriculum.

- Project work shall be carried out under the supervision of a teacher in the concerned department.

- A candidate may, however, in certain cases be permitted to work on the project in an industrial / Research Organization on the recommendation of thesupervising teacher.

- There should be an internal assessment and external assessment for the project work.

- Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva – voce on the project.

- The External evaluation of the project work shall be conducted by two external examiners from different colleges and an Internal examiner from the college concerned.
- The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.
- A separate course shall be included instead of the project for students undergoing private study.
  - **Assignments:** Every college going student shall submit one assignment as an internal component for each course.
  - **Seminar Lecture**
    - Every college going student shall deliver one seminar lecture as an internal component for every course with a weightage two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing, and presentation.
    - Every student shall undergo at least two class tests as an internal component for every course with a weightage one each. The weighted average shall be taken for awarding the grade for class tests.
  - **Test papers (Internal) :** Every college going student shall undergo at least two class tests as an internal component for each course with a weightage of one each .The best two shall be taken for awarding the grade for class tests.
  - No courses shall have more than 5 credits unless otherwise specified.
  - Comprehensive Viva-voce - shall be conducted at the end of the fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation
  - Comprehensive Viva-voce shall cover questions from all courses in the programme.

- There shall be an Internal assessment and an external assessment for the comprehensive Viva-Voce.
- Comprehensive Viva-Voce shall be included for students undergoing private study.

### **ATTENDANCE**

- The minimum requirement of aggregate attendance during a semester for appearing at the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University.
- If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union / university union activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.
- Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules .
- A Regular student who has undergone a programme of study under earlier regulation/Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU-PG-CSS2019 regulations and conditions specified.
- A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations .

- A student who had sufficient attendance and could not register for fourth semester examination can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

### **REGISTRATION / DURATION**

- A student shall be permitted to register for the programme at the time of admission.
- A student who has registered for the programme shall complete the programme within a period of four years from the date of commencement of the programme.
- Students are eligible to pursue studies for additional post graduate degree. They shall be eligible for award of degree only after successful completion of two years (Four semesters of study) either as college going student or through private study.

### **ADMISSION**

- The admission to all regular PG programmes shall be through PG-CAP (Centralized Allotment Process) of the Mahatma Gandhi University unless otherwise specified.
- The eligibility criteria for admission to PG Programmes shall be published by the University along with the notification for admission.

### **PROMOTION**

- A student who registers for the end semester examination shall be promoted to the next semester.
- A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

### **EXAMINATIONS**

- There shall be University examination at the end of each semester.

- Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.
- End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student. For private students examination for both semesters shall be conducted at the end of the academic year.
- There shall be one end-semester examination of 3 hours duration for each lecture based course and practical course.
- A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

## **EVALUATION AND GRADING**

- **Evaluation:** The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation (ESE) (External Evaluation) and (b) Continuous Evaluation (CE) (Internal Evaluation). 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both End Semester Evaluation (ESE) and Continuous Evaluation (CE) shall be carried out using direct grading system.
- Private students will have to answer an additional question paper with objective type questions as part of internal evaluation along with the external examinations within the prescribed time.
- **Direct Grading :** The direct grading for CE (Internal) and ESE (External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5,4,3,2,1 and 0 respectively.



- **Grade Point Average (GPA):** Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the grade point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization.
- **Internal evaluation for Regular programme:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.
- **Components of Internal (CE) and External Evaluation (ESE):** Grades shall be given to the evaluation of theory / Practical / Project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System. Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva-voce within the framework of the regulation.
- There shall be no separate minimum grade point for internal evaluation.
- The model of the components and its weightages for continuous Evaluation (CE) and End Semester Evaluation (ESE) are shown in below:

a) **For Theory (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Assignment	1
Seminar	2
Best Two Test Papers	2 (1 each)
<b>TOTAL</b>	<b>5</b>

*(Grades of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grade.)*

**b) For theory (ESE) (External)**

Evaluation is based on the pattern of question :-

**c) For Practical (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Written/Lab test	2
Lab involvement and Record	1
Viva	2
<b>Total</b>	<b>5</b>

*(The components and the weightage of the components of the practical (Internal) can be modified by the concern BOS without changing the total weightage)*

**d) For Practical (ESE) (External)**

<b>Components</b>	<b>Weightage</b>
Written/Lab test	7
Lab involvement and Record	3
Viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the components of the practical (External) can be modified by the concerned BOS without changing the total weightage).*

**e) For Project (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
<b>Total</b>	<b>5</b>

**f) For Project (ESE) (External)**

<b>Components</b>	<b>Weightage</b>
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the components of the practical (External) can be modified by the concerned BOS without changing the total weightage).*

**g) Comprehensive viva-voce (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Comprehensive viva-voce (all courses from first semester to fourth semester)	5
<b>Total</b>	<b>5</b>

*(Weightage of the components of the Comprehensive viva-voce (Internal) shall not be modified)*

**h) Comprehensive viva-voce (ESE) (External)**

<b>Components</b>	<b>Weightage</b>
Comprehensive viva-voce (all courses from first semester to fourth semester)	15
<b>Total</b>	<b>15</b>

*(Weightage of the components of the Comprehensive viva-voce (External) shall not be modified)*

- **All grade point averages shall be rounded to two digits.**
- To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination.
- **There shall not be any chance for improvement for internal grade.**
- The Course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the Principal and a copy should be kept in the college for verification for at least two years after the student completes the programme.
- **External Evaluation.** The external examination in theory courses is to be conducted by the University at the end of the semester, **The answers may be written in English or Malayalam except those for the Faculty of Languages.** The evaluation of the answer script shall be done by examiners based on a well - defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation.
- Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University.
- The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.

## PATTERN OF QUESTIONS

- Questions shall be set to assess knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.
- The question setter shall ensure that questions covering all skills are set.
- A question paper shall be a judicious mix of short answer type, short essay type / Problem solving type and long essay type questions. The question shall be prepared in such a way that answers can be awarded A+, A, B, C, D, E grades.
- Weight: Different types of questions shall be given different weights to quantify their range as follows:

SL. No	Type of Questions	Weight	Number of questions to be answered.
1	Short Answer type questions	1	8 out of 10
2	Short essay/problem solving type questions	2	6 out of 8
3	Long Essay type questions	3	2 out of 4

- **Pattern of question for practical** : The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.
- **Direct Grading System.** – Direct Grading System based on a 6- point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

### • Performance Grading

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-Point scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
Upto 1.99	D	Deficient (Fail)

• **No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course.**

• A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

• **Improvement of Course** - The candidates who wish to improve the grade/grade point of the external examination of a course /courses

he/she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.

- **One Time Betterment Programme** – A candidate will be permitted to improve the CGPA of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The CGPA for the betterment appearance will be computed based on the SGPA secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of CGPA of a programme, he/she has to appear for the external examination of the entire semesters excluding practicals/project/comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular (First appearance).

- **Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations.** The SGPA is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{Semester Grade Point Average – SGPA (S}_j\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

(SGPA = Total credit Points awarded in a semester / Total credits of the Semester)

Where 'sj' is the jth semester, 'Gi' is the grade point scored by the student in the ith course 'ci' is the credit of the ith course.

- **Cumulative Grade Point Average (CGPA) of a Programme** is calculated using the formula :-

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

(CGPA = Total credit points awarded in all semesters / Total credits of the programme)

Where 'ci' is the credits for the ith semester 'Si' is the SGPA for the ith semester. The SGPA and CGPA shall be rounded off to 2 decimal points.

For the successful completion of semester, a student shall pass all courses and score a minimum SGPA of 2.0 .However, a student is permitted to move to the next semester irrespective of her/his SGPA.

### **AWARD OF DEGREE**

The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree





## **RULES AND REGULATIONS**

### **ADMISSIONS**

#### **Documents to be produced at the time of interview**

B.A / B.Sc. / B.Com./ M.Sc./ M.A.

- |                            |            |
|----------------------------|------------|
| 1. Mark List               | (Original) |
| 2. Transfer Certificate    | ”          |
| 3. Conduct Certificate     | ”          |
| 4. Eligibility Certificate | ”          |
| 5. Community Certificate   | ”          |
| 6. Income Certificate      | ”          |

1. Migration Certificate (in the case of a student who has passed from any University other than M.G. University) must be produced within one month after enrollment.
2. Applicants are advised to keep with them true copies of their certificates before they surrender the original certificates to the college office.
3. Students from backward communities should produce their community and income certificates from the Tahsildar concerned, at the time of admission, in order to get the benefit of fee concessions and other financial aid from the government.

### **FEES**

Tuition fee for M.Sc./ M.A. will be Rs. 1800

Tuition fee for B.A. / B.Sc./ B.Com. will be Rs. 1000

Tuition fee is payable in one instalment. If admission is secured the applicant should get herself enrolled forth with by paying the fees. At the time of admission, every student shall pay, all instalments of fee due, till the date of admission. Every student is liable to pay the fee for the whole term during any part of which her name has been on the rolls.

**The following special fees shall be paid.**

	B.Sc./B.A	M.Sc./M.A
1. Admission fee	75	150
2. Library fee	100	100
3. Stationary fee	50	50
4. Athletic fee	100	100
5. Sports Affiliation fee	200	300
6. Laboratory fee (Main)	550	1200
(One Sub)	15	
7. Medical Inspection fee	05(1 <sup>st</sup> + 3 <sup>rd</sup> )	05
8. Calendar fee	30	30
9. Magazine fee	50	50
10. Association fee	50	50
11. Insurance	23	10
12. Welfare fee	30	20
13. University Union fee	50	50
14. Student Aid Fund	05	05
15. Audio Visual fee	25	25
16. Matriculation fee	250	250
17. Women study	05	05
18. University Affiliation fee	550	750
19. Caution Deposit (refundable)	360	600

**CAUTION DEPOSIT**

Students belonging to SC/ST/OEC are exempted from paying caution deposit. At the end of the particular course of study, caution deposit (library and laboratory) will be refunded to them after adjusting the dues, if any, on account of loss of library book, breakage of laboratory equipment or any other loss caused to the properties of the college. Every student should collect the refund of her caution deposit after completion of the course. Caution deposit will be forfeited if it remains unclaimed within two months of completion of the course (last date of University exam).

The students should keep in safe custody the receipts issued for remittance of the caution deposit amount during the tenure of the course.

**N.B.**

1. Fees once paid will on no account be refunded.
2. A student joining at any part of a term will have to pay fees for the full term.
3. A student leaving at any part of a term is liable to pay fees for the full term.

**RULES REGARDING THE PAYMENT OF FEE**

1. Tuition fees will be collected in whole. Tuition fee including the special fees prescribed and caution deposit will be collected on the date of admission.
2. If any student fails to pay the Tuition fee or special fee on the due date she shall be liable to pay a fine of Rs. 5/- along with the fee or special fee on or before the 7<sup>th</sup> working day after the due date. If the 10<sup>th</sup> day happens to be a holiday the next working day will be counted as the 10<sup>th</sup> day.
3. If the Tuition fee with a fine of Rs. 5/- is not paid on or before the last date fixed for payment with a fine of Rs. 5/- an additional fine of Rs. 10/- will have to be paid. If the fee and fines of an instalment are not paid before last opportunity given for payment of the instalment, the name of the student will be removed from the rolls of the college with effect from the date following expiry of this period and the student will not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be re-admitted she has to apply for special permission of the Principal and also has to remit all the arrears of fees with fine and Rs. 50/- as readmission fee. The re-admitted student will get the benefit of attendance only from the date of re-admission.
4. The names of defaulters of an instalment will be published in the notice board immediately after expiry date of the last opportunity fixed for payment of fee.

5. Students who are admitted for a term for making up shortage of attendance for the course which the student was undergoing, should pay one third of the tuition fees for the year along with special fees and caution deposit in one instalment, at the time of admission. Only such category of former students of the college will be admitted as term students.
6. Every student is liable to pay the prescribed fee for the whole term during any part of which her name is on the rolls of the college. If a student is admitted to the same course of study in any other similar college, after obtaining transfer certificate from the institution, she shall not be required to pay the fees already paid for the term in the college which issued the TC, but special fees and caution deposit will have to be paid again in the new college.
7. Students belonging to Scheduled Caste and Scheduled Tribe who are bonafide subjects of Kerala State are eligible for full fee concession and stipend.
8. Fee shall be paid on the date fixed in the college calendar.
9. Absence with or without leave from the college shall not be an excuse for non-payment of fees on the prescribed date.
10. A receipt signed by the accountant shall be given for every payment made, which the students shall preserve and produce whenever required by the Principal.
11. Mistakes, if any, in the receipts issued for payment made should be corrected on the spot.
12. All cash transactions will be closed in the office at 2 p.m. everyday.

**ATTENDANCE**

1. The working day is divided into two sessions: forenoon session of three hours and afternoon session of two hours.
2. Attendance will be marked at the beginning of each hour by the teacher in charge of the class.
3. Students shall occupy their respective seats before attendance is taken. Late comers should neither enter the class room, nor should any student leave the classroom, without permission of the teacher in charge of the class.
4. Late comers may be given or refused attendance for the period or marked late, at the discretion of the teacher concerned.
5. Those students going for sports, games, official purpose of union activities etc. should apply for prior permission from the Principal in the prescribed form, countersigned by the Head of the Department, in order to be eligible for leave. Non-compliance will be considered as absence from class.
6. For the purpose of attendance all working days, irrespective of the number of working periods, shall be considered full working days.

**POST-GRADUATE COURSES:** Postgraduate Courses have been functioning semester system from 2001 admission onwards. As part of the re-structured curriculum, there will be internal assessment for these courses. 25% of the total marks will be internal evaluation for all post-Graduate courses. These rules are liable to be amended as per the M.G. University orders.

**GRACE MARKS:** The Mahatma Gandhi University Syndicate has decided to implement the revised norms for award of grace marks to students who participate in sports and arts (University Youth Festival), National Service Scheme (NSS), National Cadet Corps (NCC) etc. as per order No. Ac. A1/1/2661/2003 dt. 31/12/2003.

7. The annual Certificate of Attendance and Progress required by the University for promotion or for admission to the University Examination will in no case be granted unless (1) a student has attended at least 75% of the working days for her course during the academic year, and (2) the Principal is satisfied that the student's progress and conduct have been satisfactory.

**LEAVE**

1. No student shall absent herself from class without leave. Application for leave should be made to the class advisor, in the prescribed form not later than the first day of return to the college after the absence.
2. Every application for leave shall be countersigned by the Parent or Guardian as the case may be. Incomplete application will be rejected.
3. When leave is required in case of illness for more than three consecutive working days application for the same must be supported by a Medical Certificate.
4. If absent without leave for one class hour a student will lose attendance for the whole session. When the total days of absence in the academic year exceed ten, the parent/guardian of the student shall meet the Principal and give a satisfactory explanation.
5. A student absenting herself without leave for more than ten consecutive working days will have her name removed from the roll, and she may be re-admitted only on payment of the admission fee and dues of college fee, if any.
6. Absence without leave request from any internal evaluation examination or from a practical work will be seriously dealt with.
7. Students should get 75% of attendance a year and if they fall short the deficiency will be condoned only when the University Syndicate is satisfied that the absence was for reasons beyond the control of the student. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one academic year in any course of study.

**ISSUE OF CERTIFICATES**

1. A student who has paid all dues to the college is entitled to Transfer Certificate (TC) at the completion of the course.
2. A student past or present, desiring to obtain a certificate (Transfer, Course & Conduct, Age, Marks, Identification etc.) shall apply to the Principal in writing, stating the years of study and the

class number. Application for T.C. shall ordinarily be countersigned by the parent or the approved guardian.

3. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Conduct certificate will be issued only 48 hours after application.
4. No certificate will be sent by post unless the whole transmission charge is prepaid in cash or in postage stamps.
5. In case a student is expelled from the college for serious misconduct or repeated misbehavior, her T.C. will be sent to the Registrar of the University and the matter will be reported to her parent or guardian.
6. Every student should collect her T.C. at the end of her course and produce it when admitted to the next course. T.C. will be issued only against the surrender of identity card.
7. Conduct Certificate is a document which a student has to earn. It is not issued as a matter of course. Conduct Certificate is issued on the basis of an over all evaluation by the teachers concerned.

## **CODE OF CONDUCT**

Every student of Morning Star Home Science College is expected to abide by the code of conduct detailed below to upkeep a congenial academic atmosphere in the campus.

1. The academic work of the college begins at 9.20 am with a morning prayer recited through the public address system; students are expected to maintain proper decorum throughout the prayer.
2. The students are expected to be in neat and clean uniform as per the directions of the college authority. Uniforms are mandatory on exam days.
3. Students should compulsorily wear ID cards in the college premises.
4. Use of mobile phones during class hours is prohibited. Students who bring mobile phones due to unavoidable reasons must keep them in silent / switched off mode.
5. All sorts of political and organisational activities are banned in the college.

6. Ragging is strictly prohibited in the college campus and its premises. Any such incidents may be reported to the faculty coordinator of the Anti Ragging Cell. Upon receiving a complaint the authority will carry out appropriate enquiry and action.
7. Students are **obliged to**
  - a. Be punctual and regular in classes.
  - b. Inform their absence on a working day in advance to the Class Advisor. Leave on an emergency situation may be informed either by the student or the parent and all leave days should be marked in the Handbook by the student.
  - c. Use the library and its facilities for knowledge enhancement. Attendance in library hour is mandatory
  - d. Maintain socially accepted standards of morality and discipline in the campus and its premises.
  - e. Exhibit proper respect and courtesy to all honourable guests, teachers, non-teaching staff and fellow students.
  - f. Report any kind of medical emergency to the Class Advisor or Head of the Department.
  - g. Report all kinds of grievances to the Grievance Cell in person or online.
  - h. Report the maintenance requirements to the Class Advisor.
  - i. Follow the exam related guidelines issued by the University and the Institution in its right spirit.
  - j. Inform all kinds physical abuse and sexual harassment to the Internal Complaint Centre (ICC)
  - k. Uphold the reputation of the college
  - l. Safeguard the facilities of the college.
  - m. Keep the classrooms neat and tidy.
  - n. Park vehicles in the space allotted in the campus.
  - o. Abide by the rules and regulations of the college issued from time to time.
8. Students are **obliged not to**
  - a. Stay away from classes without a proper reason.
  - b. Participate in any strike in the college or incite fellow students to join.



- c. Loiter in the campus or cause any disturbance to the classes in progress.
  - d. Organise meetings in the college or display notices on the college notice boards without the permission of the Principal.
  - e. Hold unauthorised celebrations in and around the campus.
  - f. Distribute any leaflets or printed materials and display banners or posters in the campus without the permission of the Principal.
  - g. Bring outsiders into the college campus.
  - h. Scribble offensive, abusive or obscene words or figures on black boards or desks or on walls or any other places in the campus.
  - i. Possess or consume or distribute alcohol, tobacco or harmful drugs in any form in the campus or its surroundings.
  - j. Bring camera and other electronic gadgets without prior permission from the competent authority.
9. The authority and discretion of the Principal in matters of code of conduct is final and binding.

### **LIBRARY AND READING ROOM**

- ❖ The working time of library is from 9.00 am to 4.30 pm.
- ❖ Newspaper reading section will be opened from 8.30 am till 5.00 pm.
- ❖ Strict silence is to be maintained in the library.
- ❖ Belongings of the users are to be kept in the property counter.
- ❖ Gate register facility is provided.
- ❖ Library is fully automated with LMS.
- ❖ E-resources like, N-List, Digital Library (software), National Digital Library are available to staff and students through E-Learner's Lab.
- ❖ All staff and students are members of the college library and are entitled to make proper use of the library.
- ❖ Library card is issued to all the members.

- ❖ Books and periodicals can be borrowed for seven days. An amount of Rs.1per day will be charged for delay.
- ❖ Books kept for reference shall not be issued.
- ❖ An in-house register is kept exclusively for spot readers.
- ❖ Visitors are also allowed for reference purpose under the discretion of the Librarian.
- ❖ Separate section is provided for rare books, foreign languages and career books.
- ❖ Xerox facility is provided in the Library.
- ❖ Separate reading area and books with large print are provided for Divyangjan.
- ❖ Mobile Library, Garden Library,Ladder Library and Book Bank facilities are arranged.
- ❖ Orientation about library facilities and rules are given to the students regularly.
- ❖ Library catalogue system is also available.
- ❖ New books are displayed on the ‘New Arrivals’ shelves so that library users can browse through new acquisitions.
- ❖ If a book or periodical is damaged or lost by a member, she will have to replace it or pay the replacement cost of the book including postage within the time fixed by the librarian.
- ❖ Stock verification is done properly in every year.
- ❖ As part of community extension programme, the Library takes up the mission of donating books to the nearby schools and distribution of books to the public under the name of Morning Star Mobile Library.

## **SCHOLARSHIPS & AWARDS FROM GOVERNMENT**

### **1) POST MATRIC SCHOLARSHIP (PMS)**

**[www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)**

Those who have passed Plus Two/degree with 50% marks can apply for this. Those with income below Rs. 2,00000/- for Minority students. Online Registration. Application should be renewed every year.

**2) CENTRAL SECTOR SCHOLARSHIP**

**[www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)**

Those who have passed Plus Two/degree with 80% or more marks can apply for this scholarship. income limit is below Rs. 6,00,000. Online Registration. Application should be renewed every year.

**3) HIGHER EDUCATION SCHOLARSHIP**

**[www.kshec.kerala.gov.in](http://www.kshec.kerala.gov.in)**

All those who have passed Plus Two with 50% and above marks can apply this scholarship. Online Registration. Application should be renewed every year

**4) SUVARNA JUBILEE SCHOLARSHIP**

**[www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)**

Those who have passed Plus Two/degree with 50% and above marks in the **B.P.L** category can apply for this scholarship. Online Registration. Application should be renewed every year.

**5) MUSLIM GIRLS SCHOLARSHIP**

**[www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)**

Those who have passed Plus Two/degree with 50% marks and below Rs. 2,00,000/- annual income can apply for this scholarship. Online Registration. Application should be renewed every year.

**6) INDIRA GANDHI SCHOLARSHIP FOR SINGLE GIRL CHILD**

**[www.ugc.ac.in/sgc](http://www.ugc.ac.in/sgc)**

Single girl students up to the age of 30 years at the time of admission in P.G Courses with 60% of marks in degree.

Online Registration. Application should be renewed every year.

**7) FISHERMEN SCHOLARSHIP**

This is only for the children of fishermen and fish workers. There is no income limit. Scholarship should be renewed every year. Application should contain copies of the SSLC book page No. I and certificates revealing education qualification. The eligible student should get counter signature on the application form from the Fisheries Officer before it is submitted to the College Office. The scholarship includes fees benefit, Lumpsum grant and stipend. Application should be renewed every year.

**8) OEC Educational Concession**

Dheevera, Vela, Kudumbi and Christian converted communities are eligible for this stipend. No income limit. Lumpsum grant, stipend and fee concession are available for the eligible students. They may collect the application form from the college office at the time of admission by presenting the caste certificate. Application should be submitted within 5 days of joining.

**9) SC EDUCATIONAL CONCESSION**

Students belonging to the Scheduled Caste can get the application form from the college office by presenting the caste certificate. Filled in application should be submitted to the college office within 5 days of joining. The Scholarship includes lumpsum grant, stipend and feeconcession. This should be renewed every year.

**10) ST Educational Concession**

Students belonging to the Scheduled Tribe can get the application form at the time of admission from the college office by showing the Tribe certificate. Filled in application should be submitted to the college office within 5 days of joining. The Scholarship includes lumpsum grant, stipend and fees concession.

**11) K.P.C.R. / OBC EDUCATIONAL CONCESSION**

OBC and all students who come under the low income category as mentioned below can avail this scholarship.

I B.A / B.Sc / B.Com.                      RS. 25,000/- (Income Limit)

I M.Sc    RS.42,000/- (Income Limit)

Application form can be received from the college office and applied through Akshya Centers. Applications and necessary documents should be submitted to the college office within 5 days of joining.

**12) OTHER SCHOLARSHIPS**

- a) Merit Scholarship to the children of school teachers.
- b) Education concession to the children of political sufferers.

c) Educational concession under the Unified Fee Concession Scheme.

**N.B.** A student can avail only one Scholarship at a time.

## **FACULTY IN CHARGE OF INSTITUTIONAL RESPONSIBILITIES**

Staff Secretary	: Ms. Neenu Mary Thomas
Union Advisors	: Dr. Teji K.T, Ms. Jyothi Maria Johny Ms. Chandini P. K, Ms. Priyanka T.R., Dr. Sr. Jennees Mathew
PTA Secretary	: Dr. Lizmitha Godwin and Dr. Resmi G.
Save –A – Star	: Mrs. Sophia James and Dr. Sr. Jessy K.P.
Alumni Association	: Ms. Leena K. Joseph and Dr. Gisha M. Joseph
Women Cell & Youth Red Cross	: Ms. Rinu K. Louis, Ms. Sandra James
Career Guidance & Placement Cell	: Dr. Sindhu K. S, Dr. Rashmi M. B, Ms. Remya R.
IEDC, Incubation Center, YIP	: Dr. Rintu Mary Sebastian, Dr. Marilyn Mary Xavier
NSS Coordinators	: Dr. Megha Thampy and Dr.Reshmi G.
Magazine Editors	: Ms. K.S Jwalini, Dr. Gincy P. Kuriakose
Value Education	: Ms. Leena K. Joseph (III D.C. and II P.G.), Ms. Sajitha Suseelan S.(II D.C and I P.G), and Dr. Marylin Mary Xavier (I D.C).
Counseling in charge	: Dr.Sr. Jennees Mathew
Internal Examination in-charge:	Dr.Sr. Shemi George
Nodal Officer – Scholarship	: Ms. Sajitha Suseelan S.
Nodal Officer- Admission	: Dr.Mettilda Thomas
Public Relation Officers	: Ms. Neenu Mary Thomas and Dr. Teji K.T.
AICUF Coordinator	: Dr. Laisa Thomas, Ms. Rinu K. Louis
UBA Coordinator	: Dr.Sr. Gisha M. Joseph
Entrepreneur Cell Coordinator	: Dr. Navya Antony

## **ADMINISTRATIVE SUPPORTING WINGS**

### **Grievance Redressal Cell**

Coordinator : Ms. Sophia James

The institution has a well-structured grievance redressal mechanism to address the complaints lodged in connection with admissions, teaching-learning, examinations, common facilities and general matters. A complaint from an aggrieved student is to be reported to the Grievance Redressal Cell with the following composition: Principal (Chairperson), Vice Principal, two senior faculty members and a student representative.

#### **Objectives:**

- To provide a platform to freely express grievances without any fear of being victimised.
- To assure confidence in students that their problems will be duly taken care of.
- To uphold the dignity of the institution by solving the issues of its students through a transparent mechanism.

#### **Functions:**

- Mechanism for submission: Grievances may be submitted through the online portal in the college website, deposited in the Grievance Box placed near the Administrative Office or reported in person. Grievances presented by word or over the phone do not come under the consideration of the Cell. The Cell is bound to act only upon the grievances that are presented with valid supporting data.
- The Cell functions in accordance with the policies of the Management. If a particular grievance is not coming under the purview of the cell, it will be reported to the relevant authority through the Management.
- The grievance reported are attended and reviewed promptly.

**Four Level System for Examination Grievances:**

The College has a four level system for the redress of grievances related to the academic aspects of teaching-learning process and examinations.

- Teacher level - Grievances regarding evaluation shall be brought to the notice of the teacher concerned.
- Department level - If not satisfied with the decision of the teacher concerned, an appeal may be given at the department level chaired by the Head of the Department and teacher-in-charge as members.
- College level - The student has the freedom to make a further appeal to the college level Grievance Redressal Cell.
- University level - If the student is still not satisfied, she may appeal to the University level committee constituted by the Vice-Chancellor.

A student can approach the upper level only if a grievance is not addressed at the lower level.

**Anti - Ragging Cell**

Coordinator : Dr. Laisa Thomas

Anti-Ragging Cell is constituted in the college to prevent ragging. The College has a vigilant committee against instances of ragging. The cell is constituted with the following members, Principal, Coordinator, teachers in charge and student representatives to take anti-ragging measures as per the guide lines issued by the Supreme Court of India and UGC.

**Cell Against Sexual Harassments (CASH)**

Coordinator : Mrs. Leena K. Joseph

CASH has been established as per UGC guidelines to provide a healthy and pleasant atmosphere in Campus. The Internal complaint cell has been established according to the provisions of “The Sexual Harassment of women at work place Act 2013.”

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## **SC/ST & OBC CELL**

Coordinator : Dr. Mettilda Thomas

- ❖ The college has instituted the SC/ST and OBC cells to ascertain there is no caste based discrimination and ensure equal opportunities to all students.
- ❖ The cell is constituted with Principal, Office Superintendent, Admission in charge and Scholarship in charge.
- ❖ The cell caters to the needs of the SC/ST and OBC students and updates them on the available scholarships programs of the UGC and State Government.
- ❖ The grievances of SC/ST students are resolved by the committee.
- ❖ Motivation, encouragement and opportunities are provided for these students to enhance their potential and equip them for a bright future.

## **Minority Cell**

Coordinator : Dr.Sr. Shemi George

The college, being a Christian minority institution, a Minority Cell is constituted with the objective of uplifting the members of the minority community to reach at par with others. Care is taken to provide assistance to the educational and cultural needs of the members of the minority community. The cell provides support through aiding them to avail of financial support and scholarships from the government. The cell functions with the Principal as the Chairperson, Office superintendent, Admission in charge, Scholarship in charge and two senior faculty are the members of the cell.



## **Divyangjan Cell**

Coordinator : Ms. K.S Jwalini

The college caters to the needs of individuals who need special attention. A cell- constituting the Principal, a senior faculty, the NSS Coordinator and student's union chairperson - is constituted for their assistance.

## **ACADEMIC SUPPORT MEASURES**

### **BRIDGE COURSE**

Bridge Course is provided to the newly admitted students every year. The objective of the course is to bridge the gap between the subjects studied at the higher secondary level and the subjects they would be studying for graduation.

### **TUTORIAL SESSIONS**

There is an efficient tutorial system in the college guided by the concerned teacher. Tutorial sessions are held on Mondays from 1 p.m. to 1.30 p.m. to identify the needs and wants of the students of each class. The teacher in charge interacts with students and gives guidance for the needful. Efficient counselling is also given to students.

### **REMEDIAL COACHING**

As per university rules SC/ST/ minority students receive special help. Extra classes and coaching are provided on every Tuesdays as part of a systematic schedule.

### **SCHOLAR SUPPORT PROGRAMME (SSP)**

This is a confidential and learning based programme that incorporates a holistic approach to a student's needs.

### **WALK WITH A SCHOLAR (WWS)**

This scheme proposes to arrange specialized mentoring programs for students of Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a 'guide' and 'friend'. The mentoring scheme for students will be purely voluntary in nature.

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**ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)**

ASAP is the skill training program conducted by Government of Kerala. The ASAP-Foundation course is conducted in the campus. In the foundation module ASAP trainees shall undergo a mandatory soft skill training programme of 180 hours. The module includes 100 hrs of Communication module and basic IT module of 80 hours. Foundation module help students improve their presentation skills, rise their confidence level, groom them to be a better individual by inculcating moral values etc. Students attend foundation course training before or after their regular class timing.

**MORNING STAR LECTURE SERIES**

Morning Star Lecture Series, started in 2014, is an attempt to provide our students with wider perspectives on their areas of study. Students are given invited lectures by experts in respective subjects.

**STUDENT COUNSELLING**

Students are placed under the personal supervision of a teacher who monitors the academic progress as well as the psychological and material needs of the students. The tutor also acts as a personal guide and counsellor. Parents are contacted by the teachers whenever their co-operation is required in matters concerning their wards. The college avails the services of trained counsellors to help the students.

**CAREER GUIDANCE CELL**

It was started in 1995 to assist students to select the right profession of their taste and interest. Work shops, Talks, Seminars, Open Discussions are the main programmes.

**INNOVATION AND ENTREPRENEURSHIP  
DEVELOPMENT CELL (IEDC)**

The Innovation and Entrepreneurship Development Cell is set up in the campus by Kerala Startup Mission. This initiative by the government is a platform with an aim to provide students with an opportunity to experiment and innovate. IEDC provides an avenue for creative students to learn, collaborate and transform their innovative ideas into prototypes of viable products and services.

## **RED CELL**

Mahatma Gandhi National Council of Rural Education under the Ministry of Human Resource Development, Government of India strives to promote resilient rural India through Higher Education interventions. As required for taking the mission of building entrepreneurship among students of our Institution, a cell on Rural Entrepreneurship Development is constituted in the campus. Our Institution has been recognised as a Member of National Rural Entrepreneurship Mission by MGNCRE.

## **SAVE A STAR**

Save - a - Star is a project started in 1991 to support the needy students. The staff generously contributes towards this cause. Staff and students actively participate in the auction conducted once a year to raise funds. The fund thus collected is utilized for the deserving students in the form of noon meal, text books, uniform, dress etc. Management and well-wishers also contribute to the fund.

## **CAMPUS MINISTRY**

Campus Ministry is to ensure the spiritual and moral development of staff and students. Holy Mass is arranged for catholic students on special occasions like opening and closing days of the academic year, First Fridays etc. Weekly prayer meetings are held on Thursdays.

Value Education classes on family values and social life which the students have to cultivate in their life.

# **CO - CURRICULAR ACTIVITIES**

## **COLLEGE UNION**

The Union consists of elected members from the student community. It comprises of Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, Sports Secretary, two University Union Councillors and Class Representatives. Staff Advisors are there to guide them.

## **NATIONAL SERVICE SCHEME**

The motto of National Service Scheme is 'Not me, but You'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society as a whole.

## **SPORTS AND GAMES**

The Department of Physical Education provides coaching in different sports events like Table Tennis, Shuttle badminton and Judo. The department offers classes and training in Yoga and aerobics. The practice of Yoga and aerobics helps in the overall development of the students and the harmonious growth of body, mind and soul.

## **CLUBS**

The college offers the following clubs as avenues for the overall development of the students.

### **Various Clubs and its Coordinators**

1. Electoral Literacy Club : Dr. Rashmi M. B.
2. Bhoomithrasena Club : Ms. K.Leena Joseph, Ms. Ajitha T.V.
3. ED Club : Dr. Laisa Thomas, Dr. Resmi G
4. Literary Club : Ms.Vyshnavy Baiju, Ms. Mariya Seby
5. Sannadham : Dr. Megha Thampy, Dr. Resmi G.
6. Energy Conservation Club : Dr. Rintu Mary Sebastian
7. Consumer Protection Club : Ms.K.S.Jwalini
8. Sports and Fitness Club : Dr. Mettilda Thomas
9. EBSB Club : Dr. Gincy P. Kuriakose
10. Mathrubhoomi seed Club : Dr. Teji K.T. and Ms.Reshma M.

## **SREYAS (WOMEN'S CELL)**

An active Women's Cell is functioning in the college. As a women's college we have to enrich our womenfolk by upholding the dignity and protecting the rights of women. Every year through various programmes we are doing valuable services for making each woman economically self-reliant.

## **YOUTH RED CROSS UNIT**

A branch of Youth Red Cross Unit was started in the college in 2006. Red Cross Society is an International movement for the relief of the victims of war and natural disasters. The emblem of Red Cross was selected by the first Geneva conference in 1863 as a mark of respect to the founder of the movement Henry Dunant and his country, Switzerland, by reversing the colours of Swiss national flag. The international conference adopted seven fundamental principles as guiding factors for its operations. They are Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

## **AICUF**

A unit of All India Catholic University Federation was started in 2004. It organizes programmes for the personality development of students.

# **ASSOCIATIONS AND FORUMS**

## **STAFF ASSOCIATION**

Staff association ensures the effective functioning of the college as well as the welfare of the staff members through creative involvement and timely inputs. The secretary of the association is in charge of co-ordinating and leading the functions of the association. There are separate associations for teaching and non-teaching faculty members. Along with productive contributions for the functioning of the college, the association takes interest in conducting get togethers, celebrating special occasions and arranging staff trips.

## **DEPARTMENTAL ASSOCIATIONS**

Departments of Family and Community Science, Zoology, Physics, Chemistry, Economics, Commerce and English have formed associations. They conduct seminars, workshops, quiz programmes, lectures etc. on topics related to each discipline. Inter disciplinary programmes are also organized.

## **PARENT TEACHER ASSOCIATION**

Every parent / guardian becomes a member of the association once his / her ward gets admitted as a student of this college. The association is actively involved in the various academic and co-curricular activities of the college.

## **ALUMNAE ASSOCIATION**

The membership open to the former students and staff of the college. Every year the second saturday of August is celebrated as the Alumini Day.

## **FORMER TEACHERS' FORUM (GOLDEN FLOWERS)**

Former Teachers'Forum acts as a platform for the re-union of the former teachers of the college. It also serves the functions of

bridging the former and present faculty and effecting a feeling of solidarity. The forum helps the retired staff members to keep in touch with the institution as well as with each other.

### **INTER RELIGIOUS FORUM (SAMANWAYA)**

The forum has the special aim of celebrating the diversity of Indian culture and enabling our students to imbibe the true essence of this diversity. This is achieved by fostering fraternity and respect towards other religions.

## **EXTENSION SERVICES**

### **COMMUNITY LAB**

The extension activities of the college are organised under the leadership of Morning Star Community Lab. The activities taken up mainly involve community service programme in the neighbouring wards of Nedumbassery Grama Panchayat.

### **VISITS TO CHARITABLE INSTITUTIONS**

Staff and students visit nearby charitable homes where desolate and aged people are looked after. They spend their time there and make themselves useful to the inmates by helping them to clean up, entertaining them and sometimes by just listening to them.

### **SHARE - A - MEAL**

This is a philanthropic gesture under the initiative of the National Service Scheme of the college with a purpose to nurture the virtues of love, kindness and concern for fellow human beings. Students are encouraged to share their meal with the destitute once in a month thereby becoming partakers in social development. Lunch packets thus collected on all first Fridays are distributed to the inmates of Abhayabhavan Koovappady.

### **UNNAT BHARAT ABHIYAN**

Unnat Bharat Abhiyan (UBA) is the flagship programme of MHRD, Government of India. Its mission is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. UBA has been Sanctioned to Morning Star Home Science College in the Academic Year 2018-19.

Morning Star Home Science College has adopted the following villages for their development and collaboration with the district administration.

- 1) Alangad, 2) Ayyampuzha, 3) Changamanad, 4) Keezmadu
- 5) Parakkadavu

## **GRAHADARSHAN**

It is an endowment programme started in 1992 to remember the services of Rev. Sr. Loyola, our former Principal. It is a training programme organized by the Department of Home Science for selected non-Home Science students from various colleges of M.G. University.

## **CHETHANA**

Chethana is an endowment programme started in 1995 to remember the services of Rev. Sr. Lourdes, our former Principal. It is conducted by the Department of Chemistry as a one day seminar for mothers of our students with a view to enlighten and empower them.

## **CAMPUS FACILITIES**

### **MORNING STAR LIBRARY**

The central library consisting of periodicals, journals, literary books, books on subjects of study, reference books and career books provides convenient and comfortable reading experience to staff and students. The library provides the following facilities:

**BOOK BANK** - Book Bank provides academic books for students (especially backward ones) for extended periods of time.

**E - LEARNING LAB** - In this facility, books in the institutional repository are made digitally available for readers. In addition, several e-books are also available through CD mirroring method.

**INFLIBNET** - The college is a member of N LIST of UGC since 2014. More than eighty thousand e-books and e-journals are available in this portal.

**DR. KALAM GARDEN LIBRARY** - This is a novel venture from the library with an aim to make reading more leisurable to our students. Books are provided at a spot in the campus with no rules and regulations applicable.

**MORNING STAR MOBILE LIBRARY** - This is an extension programme of the library. Books are made available for reading for the public of a selected ward (Ward VII) of Nedumbassery Panchayath.

### **COMPUTER CENTER**

Students can utilize the computer center for their projects and assignments. Photostat, printout and internet facilities are available at the Computer Center.

### **LABORATORIES AND MUSEUM**

All science departments have well equipped and well maintained labs for doing practical experiments. The Department of Zoology has a museum .

### **LANGUAGE LABORATORY**

A well-equipped Language Lab installed with language software enables students to improve language skills through interactive learning.

### **AUDITORIUMS & SEMINAR HALLS**

There are one main auditorium, two mini auditoriums and a seminar hall. Main functions in the college and examinations, public meetings are conducted in main auditorium. Orientation classes and get togethers are arranged in mini auditoriums. Seminar halls are utilised for academic discussions, seminars and workshops. The Following are the halls:

1. Msgr. Kuriakose Chiramel Hall (Main Auditorium) - 1000 seats
2. Sanjo Hall (Seminar Hall) - 60 seats
3. Mother Teresita Hall (Mini Auditorium) - 200 seats  
(Nazareth Block)
4. Ms. Mary Pothen Hall (Mini Auditorium) - 80 seats
5. Angelica Theatre (Audio Visual Room)- 70 seats
6. Physics Hall (Seminar Hall) - 20 seats
7. C.V. Raman Hall (Seminar Hall) - 20 seats

### **YOGA AND FITNESS CENTRE**

A Fitness Club with modern equipments functions under the department of Physical Education. It offers facilities for fitness, slimming and figure correction. The Department has a Yoga Centre too. Yoga helps a person to be relaxed and to lead a balanced and long



life. Certificate Course (Basic) in Yoga is offered to students as well as outsiders.

### **ST. JUDE COUNSELLING CENTRE**

A Counselling Centre is functioning in the campus. Availing the services of the centre plays a major role in the student support initiatives of the college. Those students who are identified with challenges like academic pressures, learning disorders, social incompatibilities, family problems etc. during the personal counselling by the class advisors, are referred to expert counselling by trained counsellors. The counsellors help those students in strict confidentiality to identify, address and solve their problems through guidance and counselling.

### **MORNING STAR HOSTEL**

Morning Star Hostel provides homely stay to all the students requiring boarding facility.

- a) Apart from college hours, hostel students are expected to spend most of their time within the hostel premises except during the time allowed according to the rules of the hostel. Absence from the hostel must be with the permission of the warden.
- b) The hostel will be under the direct control of a Resident Warden who will look after the welfare and the good conduct of the hostel inmates.
- c) It rests with the warden to allot a room or part of a room to a student or resident or to change such allotment at any time during the year.
- d) The hostel rules and regulations, which the Resident Warden may issue from time to time apply to all the hostel residents. The warden's interpretation of the rules shall be final.
- e) The Principal is the ex-officio General Warden of the hostel.
- f) All dues to the hostel will be treated as dues to the college.

### **CANTEEN**

The college provides canteen facility for students. The canteen is open on all working days.

### **MORNING STAR PLAY SCHOOL**

The play school set up in a healthy, spacious surrounding renders

valuable service to many working mothers in and around Angamaly. It also serves as the observation lab for the BSc Family and Community Science students.

### **INSTITUTIONAL POLICIES**

- 1) Quality Policy
- 2) Admission Policy
- 3) Policy on Curriculum Delivery
- 4) Examination and Evaluation Policy
- 5) Curriculum Enrichment Policy
- 6) Feedback Policy
- 7) Policy on Internship/Project/OJT/IV/Study Tour
- 8) Mentoring Policy
- 9) Policy on Bridge Course
- 10) Policy on Tutorial Classes
- 11) Policy on Remedial Coaching
- 12) Human Resource Policy
- 13) Welfare Policy
- 14) Policy on Environmental Consciousness and Sustainability
- 15) Maintenance Policy

NB: For more details visit the college website



**GRADUATE PROGRAMME OUTCOMES(PO)**

Programme Outcome	Description
<b>PO1:Critical Thinking</b>	Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions(intellectual,organizational and personal) from different perspectives.
<b>PO2: Effective Communication</b>	Speak, read, write and listen clearly in person and through electronic media in English and in one Indian Language, and make meaning of the world by connecting people, ideas, books, media and technology
<b>PO3: Environment and Sustainability</b>	Understand the issues of environmental contexts and sustainable development.
<b>PO4:Problem Solving</b>	Identify and formulate problems, and integrate resources to reach decisions, make recommendations or implement actionplans.
<b>PO5:Effective Citizenship</b>	Demonstrate empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.
<b>P06:Ethics</b>	Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.
<b>PO7:Global Perspective</b>	Understand the economic,social, and ecological connections that link the world’s nations and people.

**POSTGRADUATE PROGRAMME OUTCOMES(PO)**

Programme Outcome	Description
<b>PO1:Critical Thinking</b>	Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions(intellectual,organizational and personal) from different perspectives.
<b>PO2: Environment and Sustainability</b>	Understand the issues of environmental contexts and sustainable development.
<b>PO3:Self- directed and Life-long Learning</b>	Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.
<b>PO4:Computational Thinking</b>	Understand data-based reasoning through translation of data in to abstract concepts using computing technology based tools.
<b>PO5:Problem Solving</b>	Identify and formulate problems, and integrate resources to reach decisions, make recommendations or implement action plans.
<b>PO6:Global Perspective</b>	Understand the economic,social, and ecological connections that link the world's nations and people.

**COLLEGE CALENDAR****JUNE - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Wed	Re - opening of the College	
2	Thu		
3	Fri		
4	Sat		H
5	Sun	World Environment Day	H
6	Mon		
7	Tue		
8	Wed	World Oceans Day	
9	Thu		
10	Fri		
11	Sat	Second Saturday	H
12	Sun		H
13	Mon		
14	Tue	World Blood Bonor Day	
15	Wed		
16	Thu		

**JUNE - 2022**

DATE	DAY	PARTICULARS	WORKING
17	Fri		
18	Sat		H
19	Sun	National Reading Day	H
20	Mon		
21	Tue	Music Day, Yoga Day	
22	Wed		
23	Thu	International Olympic Day	
24	Fri		
25	Sat		H
26	Sun	International Day against Drug Abuse and Illicit Trafficking	H
27	Mon		
28	Tue		
29	Wed		
30	Thu		

**JULY - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Fri		
2	Sat		H
3	Sun	St. Thomas Day	H
4	Mon		
5	Tue		
6	Wed	World Zoonoses Day	
7	Thu		
8	Fri		
9	Sat	Bakrid Second Saturday	H
10	Sun		H
11	Mon	World Population Day	
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		H

**JULY - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Sun		H
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		H
24	Sun		H
25	Mon		
26	Tue		
27	Wed		
28	Thu	World Nature Conservation Day	
29	Fri		
30	Sat		H
31	Sun		H



**AUGUST - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat	Hiroshima Day, Anti Nuclear Day	H
7	Sun	Handloom Day	H
8	Mon	Quit India Movement Day, Muharam	
9	Tue	Nagasaki Day.	
10	Wed		
11	Thu		
12	Fri	International Youth Day	
13	Sat	World Left Handers' Day, Second Saturday	H
14	Sun		H
15	Mon	Independence Day	H
16	Tue		

**AUGUST- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Wed		
18	Thu	Sree Krishna Jayanthi	
19	Fri	World Photography Day	
20	Sat		H
21	Sun	World Senior Citizen's Day	H
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri	Women's Equality Day	
27	Sat		H
28	Sun		H
29	Mon	National Sports Day	
30	Tue		
31	Wed		

**SEPTEMBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Thu		
2	Fri		
3	Sat		H
4	Sun		H
5	Mon	Teacher's Day	
6	Tue		
7	Wed		
8	Thu	Thiruvonam, Morning Star Day, International Literacy Day	
9	Fri		
10	Sat	Second Saturday	H
11	Sun		H
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri	World Ozone Day	

**SEPTEMBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Sat		H
18	Sun		H
19	Mon		
20	Tue		
21	Wed	World Alzheimers Day, Sree Narayana Guru Samadhi	
22	Thu		
23	Fri		
24	Sat	NSS Day	H
25	Sun		H
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

**OCTOBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Sat		H
2	Sun	Gandhi Jayanthi	H
3	Mon	World Habitat Day	
4	Tue	World Animal Welfare Day, Mahanavami	
5	Wed	Vijayadashami	
6	Thu		
7	Fri		
8	Sat	Second Saturday	H
9	Sun		H
10	Mon	World Mental Health Day	
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		H
16	Sun	World Food Day	H

**OCTOBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Mon	International Poverty Eradiation Day	
18	Tue		
19	Wed		
20	Thu	National Solidarity Day	
21	Fri		
22	Sat		H
23	Sun	International Mole Day	H
24	Mon	United Nations Day, Deepavali	
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		H
30	Sun		H
31	Mon	National Unity Day	

**NOVEMBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Tue	Kerala Piravi	
2	Wed		
3	Thu		
4	Fri		
5	Sat		H
6	Sun		H
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat	Second Saturday	H
13	Sun	World Kindness Day	H
14	Mon	Children's Day, World Diabetics Day	
15	Tue		
16	Wed		

**NOVEMBER- 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Thu	International Students Day	
18	Fri		
19	Sat		H
20	Sun		H
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat	Constitution Day	H
27	Sun		H
28	Mon		
29	Tue		
30	Wed		



**DECEMBER - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Thu	AIDS Day	
2	Fri	National Pollution Control Day	
3	Sat		H
4	Sun	World Wildlife Conservation Day	H
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	Human Rights Day, International Animal Rights Day	H
11	Sun		H
12	Mon		
13	Tue		
14	Wed	Energy Conservation Day	
15	Thu		
16	Fri		

**DECEMBER - 2022**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Sat		H
18	Sun		H
19	Mon		
20	Tue	International Solidarity Day	
21	Wed		
22	Thu		
23	Fri		
24	Sat		H
25	Sun	Christmas	H
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat		H

**JANUARY - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Sun		H
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		H
8	Sun		H
9	Mon		
10	Tue		
11	Wed		
12	Thu	National Youth Day	
13	Fri		
14	Sat	Second Saturday	H
15	Sun		H
16	Mon		

**JANUARY - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		H
22	Sun		H
23	Mon		
24	Tue	International Education Day	
25	Wed		
26	Thu	Republic Day	H
27	Fri		
28	Sat		H
29	Sun		H
30	Mon	Mahatma Gandhi's Martyrdom Day	
31	Tue		

**FEBRUARY - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Wed		
2	Thu	World Wetland Day	
3	Fri		
4	Sat	World Cancer Day	H
5	Sun		H
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	Second Saturday	H
12	Sun	National Productivity Day	H
13	Mon	World Radio Day	
14	Tue		
15	Wed		
16	Thu		

**FEBRUARY - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Fri		
18	Sat		H
19	Sun		H
20	Mon	World Day of Social Justice	
21	Tue	International Mother Language Day	
22	Wed		
23	Thu		
24	Fri		
25	Sat		H
26	Sun		H
27	Mon	World NGO Day, World Sustainable Energy Day	
28	Tue	National Science Day	

**MARCH - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Wed	Zero Discrimination Day	
2	Thu		
3	Fri	World Wildlife Day	
4	Sat		H
5	Sun		H
6	Mon		
7	Tue		
8	Wed	International Women's Day, Second Saturday	
9	Thu		
10	Fri		
11	Sat	Second Saturday	H
12	Sun		H
13	Mon		
14	Tue		
15	Wed	World Consumer Rights Day	
16	Thu		

**MARCH - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Fri		
18	Sat		H
19	Sun		H
20	Mon		
21	Tue	World Poetry Day	
22	Wed	World Water Day	
23	Thu		
24	Fri		
25	Sat		H
26	Sun		H
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		



**APRIL - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun		

**APRIL - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun		
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun		

**MAY - 2023**

DATE	DAY	PARTICULARS	WORKING DAYS
1	Mon	May Day- Holiday	
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun		
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat	Second Saturday	
14	Sun		
15	Mon		
16	Tue		

### RECORD OF LEAVE TAKEN

Date on which leave was taken	Reason for leave taking	Signature of Parent with date	Signature of Class Teacher with date

### RECORD OF LEAVE TAKEN

Date on which leave was taken	Reason for leave taking	Signature of Parent with date	Signature of Class Teacher with date

## RECORD OF LEAVE TAKEN

Date on which leave was taken	Reason for leave taking	Signature of Parent with date	Signature of Class Teacher with date

## **CONTACT NUMBERS**

Library	- 0484 - 2455154
Morning Star Play School	- 9562853565
St. Jude Counselling Centre	- 0484 - 2457021
Police Station, Angamaly	- 0484 - 2452328
C.I. of Police, Angamaly	- 0484 - 2456500
Police Station, Nedumbassery	- 0484 - 2610611
Malayala Manorama Agent	- 0484 - 2452741
Mathrubhoomi Agent, Angamaly	- 0484 - 2456318
Deepika Agent, Angamaly	- 0484 - 2452541
St. Martin Convent, Angamaly	- 0484- 2456933
St. Martin Offset Press, Angamaly	- 0484 - 2456533
Electrical Section, Angamaly	- 0484 - 2452280 - 9496009027
Fire Station, Angamaly	- 0484 - 2452101
KSRTC, Angamaly	- 0484 - 2453050
Vincention House Angamaly South	- 0484 - 2452336
Private Bust Stand, Angamaly	- 0484 - 2452233
Railway Station, Angamaly	- 0484 - 2452340
Auto stand (Telk)	- 0484 - 2458815 - 9947845576

## **EDUCATIONAL DEPARTMENTS**

Principal Secretary Higher Education, Kerala	- 0471 - 2333439
Director of College Education, Trivandrum	- 0471 - 2303548
Deputy D.C.E., Ernakulam	- 0484 - 2362268
Sub - Treasury, Angamaly	- 0484 - 2452670

## **MAHATMA GANDHI UNIVERSITY**

Priyadarsini Hills P.O.,

Athirampuzha,

Kottayam.

Pin - 686 560

Vice Chancellor	- 0481 - 2731001
Pro Vice Chancellor	- 0481 - 2731005
Registrar	- 0481 - 2731007
Controller of Examination	- 0481 - 2731000
Public Relation Officer	- 0481 - 2731020
Director of Student Services	- 0481 - 2731024
Director College Development Council	- 0481 - 2731013
General Exchange Unit	- 0484 - 2731050



## **E-Mail Addresses of Faculty**

1. Ms. Sophia James	sophiajamesmorningstar@gmail.com
2. Dr. Gincy P Kuriakose	gincypkuriakose@gmail.com
3. Dr. Sr. Gisha Joseph	csnanugraha@gmail.com
4. Dr. Sr. Jessy K.P.	jisma8@gmail.com
5. Ms. Shiny K. Ittiachan	joshyshiny@gmail.com
6. Ms. Neenu Mary Thomas	neenumarythomas2@gmail.com
7. Dr. Rintu Mary Sebastian	rintumsk@gmail.com
8. Ms. Divya R	divia2006@rediffmail.com
9. Ms. Nayana George	nayanageorge1994@gmail.com
10. Ms. Dinta David Pynadath	dinta.david@gmail.com
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18. Ms. Ayana Divakaran	ayanadivakaran@gmail.com
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