

HANDBOOK 2020-21



**PROVIDENCE
WOMEN'S COLLEGE**

COLLEGE WITH POTENTIAL FOR EXCELLENCE
Re -Accredited with grade A+ by NAAC

Carmel Hill, Malaparamba, Kozhikode - 673 009

EMBLEM OF THE COLLEGE

The Cross : Stands for the Supreme sacrifice of Jesus Christ that will urge the students to realize themselves through selfless service

The Star : 'Stella Maris' : Star of the Sea – Virgin Mary, the patroness of our college, with her purity and peace guides us across the uncharted sea of life.

The Mountain : Mount Carmel in Palestine has been the abode of many an ascetic like the prophet Elias who led an austere life of contemplation. The Apostolic Carmel is a religious family that traces its roots to Mt. Carmel and prophet Elias. Simple living and high thinking characterize the order.

The Torch : Symbolizes the light of truth, justice, knowledge and love that dispels the darkness of ignorance from the seeker

The Anchor : Faith in God is the best anchor for the soul. It suffuses the spirit with such radiant sense of security and courage that we are no more afraid of the challenges raised by life.

The Palm Tree : Epitomizes the human urge to rise above baser passions and attain spiritual heights. The coconut palm also stands for Kerala, God's own country.

The Lotus : Represents the rich cultural heritage of India whose national flower it is.

The College Motto : 'In Thy Light We See Light'
In the core of the heart shines the light that God has lit, the light of consciousness. Let us be fully awake inwardly so that we carry the light of God wherever we go.

COLLEGE ANTHEM

*Jayasi Jayasi Deva
Sachinmaya deepa
Jwala Nikarasthe
Divya Prema rasam*

*Thavaka Soubhaghye
Kshalalya sakala bhuvam
Pravipataya gana thimiram
Doori kuru jana duritham*

*Shaswatha deepathman
Santhata karunya
Thava narthana mriduranitham
Na shravaya sathatha shubham.*

Cover Photo Courtesy: Dr.Minoo Divakaran

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Carmel Hill, Malaparamba, Kozhikode - 673 009

www.providencecollegecalicut.ac.in

e-mail: providencecollegecalicut@gmail.com

Phone: (Off): 0495 2371696, 2372487 Hostel: 0495 2375331

Principal : 2371697, Convent : 0495 2371059



Managed by :

The Apostolic Carmel Congregation

PERSONAL DATA

Name :

Class : Roll No.....

Admission No..... Blood Group.....

Name of Parent / Guardian.....

Home Address

..... Phone.....

Mobile e-mail

Local Guardian..... Phone.....



PRAYER TO PROVIDENCE
Providence can provide
Providence did provide
Providence will provide
O Most Merciful and all Provident God,
Hear our prayers and Grant our petitions



Mother Veronica of the Passion
Foundress of the Apostolic Carmel
1823 - 1906

The Apostolic Carmel is the logical development of a spiritual quest of Mother Mary Veronica for a better translation of love, concern for poor and faith in the divinity.

Sophie Leeves, religiously known as Mother Mary Veronica was born in Constantinople on 1st October, 1823. Her father was Henry Daniel Leeves, an Anglican chaplain and mother, Marina Haultain. The Leeves family was very much involved in charity work and promotion of true religion and “binding up the broken hearted”. Sophie strongly believed that prayer, deep faith in God and work go together to achieve divine bliss. After a fruitful search, with the help of the Bishop of Bayonne, France, the first convent of the Apostolic Carmel was opened on 16th July, 1868 at Bayonne. Mother Veronica sent the first batch of Apostolic Carmelites to Mangalore on 19th November, 1870 and they established the first Indian convent at St. Ann’s, Mangalore. She died at Pau, on 16th November 1906 at the age of 83.

The little seed sown in the heart of Mother Veronica over 140 years ago, has now grown into a mighty tree with its branches spreading over the length and breadth of India and even reaching to Sri Lanka, Kuwait, Pakistan, Kenya, Rome and Bahrain. The congregation has six provinces and is centrally administered by the Superior General Sr. M. Susheela and team from the A.C. Generalate, Bangalore.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Providence Women's College
Malaparamba, Kozhikode, affiliated to University of Calicut, Kerala as
Accredited
with CGPA of 3.52 on seven point scale
at A* grade
valid up to September 11, 2022*

Date : September 12, 2017



Director

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HISTORY OF THE COLLEGE

Providence Women's College, Calicut, is one of the largest higher education centres for women in the state of Kerala. It was established in 1952 by the Sisters of Apostolic Carmel, as a noble initiative to spread the message of empowerment through education among the women folk in the Malabar region. After the initial years of functioning in the premises of Providence High School, Calicut, the college shifted to its own building atop the picturesque Florican Hill. Providence College is the result of the collective effort of a committed group headed by our founder Principal, Mother Gabrielle. It was affiliated to the Madras University in 1952 and later on it became part of Kerala University in 1958 and finally it was brought under the University of Calicut in 1968. The college provides instruction in 6 post graduate courses and 13 under graduate courses. 6 UGC approved Add On Courses, 9 Certificate Courses and 3 Diploma Courses are offered by the college along with the main stream of academic instruction. Along with the A grade awarded by NAAC, the college has also been granted the status of CPE- College with Potential for Excellence by the UGC. The academic exercises of the college are well supported by the non curricular initiatives. The qualified teachers, the vibrant students, the enlightened leadership and the provision for manifestation of talents of the students constitute the fabric of Providence Women's College. Quality of life coupled with the cultivation of healthy life attitudes has been the main agenda of the management.

The Managing governing body consists of:

- The Manager (The Provincial Superior)
- The Educational Secretary,
- The Local Manager (Superior of Carmel Hill convent)
- The Principal
- A representative of the Management
- A staff member nominated by the Provincial Superior.

List of Principals

1.	Mother M. Gabrielle A.C.	1952- '58
2.	Mother M. Carmelita A.C.	1958- '60
3.	Mother M. Benedicta A.C.	1960- '63
4.	Sister M. Edburga A.C.	1963- '82
5.	Sister M. Geralda A.C.	1982- '89
6.	Sister M. Carmilla A.C.	1989- '95
7.	Sister M. Suman A.C.	1995- 2002
8.	Sister M. Ancilla A.C.	2002- 2013
9.	Sister M. Neetha A.C.	2013- 2018+
10.	Sister M. Ashmitha A.C.	2018 -

VISION

The guiding vision of the college is the holistic development of the individual through the dissemination of knowledge and the instilling of the Gospel values of Justice, Love and Peace in the young women we educate.

The vision envisages the formation of responsible citizens of the country who will contribute to the transformation of the world.

MISSION

- To create a community of staff and students committed to the pursuit of academic and ethical excellence.
- To empower our young women to rise up to the challenges of the times, by enlightening them with the best of ancient wisdom and new knowledge with a global outlook.
- To foster an inclusive culture by providing equal opportunities for education to every section of the society.
- To inspire Catholic students to live up to their full Christian commitment.
- To motivate students to imbibe the Gospel values and be instruments of positive change in the society.

OBJECTIVES

- To train students in creative thinking, accuracy of expression and to develop in them leadership qualities.
- To provide students with opportunities to excel in the fields of art and culture, and thereby to ensure the continuity of our rich cultural tradition.
- To encourage women to participate in sports and games
- To make students aware of their roles in the family and society, and thereby to inspire them to work for the uplift of women and children.

True to its Motto, IN THY LIGHT WE SEE LIGHT, Providence Women's College seeks to radiate the light of God's Truth, Justice and Love through instruction and the healthy atmosphere maintained through the co-operative effort of the staff and students.

COURSES OFFERED

DOCTORAL PROGRAMMES

BOTANY	8
ENGLISH	12
PHYSICS	8

POST GRADUATE COURSES---AIDED

<i>Courses</i>	<i>No. of Seats</i>
M.A. English	20
M.Sc. Physics	12
M.Sc. Botany	12

POST GRADUATE COURSES---- SELF FINANCING

M.Sc. Computer Science	12
M.Sc. Mathematics	15
M.Com	20

UNDER GRADUATE COURSES--AIDED

HUMANITIES

<i>Core</i>	<i>Complementary</i>	<i>No. of Seats</i>
I) Economics	Indian History & Indian Constitution and Politics	60
ii) History	General Economics & Indian Constitution and Politics	60
iii) English Literature	British History & Indian Constitution and Politics	40

SCIENCE		
<i>Core</i>	<i>Complementary</i>	<i>No.of Seats</i>
iv) Mathematics	Statistics & Physics	36
v) Physics	Mathematics & Statistics or Chemistry	36
vi) Chemistry	Mathematics & Physics	36
vii) Botany	Chemistry & Zoology	36
viii) Zoology	Chemistry & Botany	36
ix) Psychology	Human Physiology & Psychological Statistics	24
COMMERCE		
x) B.Com with optional paper - Finance		60
UNDER GRADUATE COURSES---SELF FINANCING		
xi) BSc Computer Science with Mathematics & Statistics		24
xii) BBA		50
xiii) B.A Travel & Tourism		40
ix) B.Voc. Apparel / Fashion Designing		30

SIX SEMESTER DEGREE PROGRAMME			
	Core Courses	Elective Courses	Open Courses
i.	Botany	Genetics & Crop Improvement	Plant Tissue Culture
ii.	Business Ad-ministration	Human Resource Management	Hospitality Management
iii.	Chemistry	Polymer Chemistry	Environmental Chemistry
iv.	Commerce	Financial management & Financial Derivatives	Basics of Entrepreneurship and Management
v.	Computer Sci-ence	Microprocessor & Applications	Introduction to Computers & Office Automation

vi.	Economics	Environmental Economics	International Trade and Finance
vii.	English	World Classics in Translation	Applied Language Skills
viii.	History	Principles and Methods of Archaeology	Historical Tourism
ix.	Mathematics	Linear Programming	Mathematics for Social Science
x.	Physics	Computational Physics	Non-conventional Energy Sources
xi.	Psychology	Health Psychology	Psychology and Personal growth
xii.	Travel & Tourism	Tourism in India	Event Management
xiii.	Zoology	Applied Entomology	Nutrition, Health and Hygiene

In addition, audit courses will be introduced as per the norms of the University of Calicut.

DIPLOMA COURSES
(i) UGC Approved Advanced Diploma Course in Jewellery Design (ii) Diploma in Fashion designing (iii) Diploma in Computer Application

CAREER - ORIENTED ADD-ON COURSES	
<i>Course</i>	<i>Department in-charge</i>
1. e-Commerce	Commerce
2. Multimedia	Computer Science
3. Travel & Tourism	Economics
4. Communicative English	English
5. Women's Studies	History
6. Sericulture	Zoology

CERTIFICATE COURSES	
Course	Department in-charge
Herbal Health Care and First Aid	Botany
Tally ERP 9	Business Administration
Water Quality Assessment	Chemistry
ACCA Skill Development Course	Commerce
Computer Hardware & Network Maintenance	Comp. Science
Basic skills in Statistical Analysis	Mathematics
Electronic Instrumentation	Physics
Foundation in Travel & Tourism (IATA)	Travel & Tourism
Course in Basic Techniques in Molecular & Microbiology	Zoology



Reaching out to the Society: The Mask Making Drive at the Vocational Training Centre for Women

THE FACULTY			
PRINCIPAL			
Dr.(Sr.) Jaseena Joseph MA. B.Ed, Ph.D. (Sr. Ashmitha A.C.)		<i>Principal</i>	0495-2371059 jaseenajoseph18@gmail.com
ENGLISH			
1	Ms. Shyama E M.A.	<i>Associate Prof.</i>	0495-2371766 shyamaedtl@gmail.com
2	Ms. Ramani C.E. M.A., B.Ed., M.Phil.	<i>Associate Prof.</i>	0495-2372442, 9447276687 ramaniwarrier@yahoo.com
3	Ms. Bindu A. M.A.	<i>Associate Prof.</i>	0495-2771134, 9847500635 binduamat@gmail.com
4	Dr. Shanthi Vijayan M.A.,B.Ed.,M.Phil.,Ph.D.	<i>Asst. Prof.</i>	9495822519 santhivijayanclt@gmail.com
5	Dr. Surya K. M.A., B.Ed., M.Phil., Ph.D.	<i>Asst. Prof.</i>	0495-2377868, 9446537868 suryakvaishnavam@gmail.com
6	Dr. Aparna Nandakumar M.A., M.Phil.,Ph.D.	<i>Asst. Prof.</i>	9744269803 aparna.nandakumaran@gmail.com
7	Ms. Elizabeth Antony M.A., M.Phil.	<i>Asst. Prof.</i>	9400931679 elizabethantony88@gmail.com
8	Ms. Preethy Mary George M.A., B.Ed., M.Phil.	<i>Asst. Prof.</i>	8589896974. preethymaryg@gmail.com
9	Dr. Prathibha P. M.A, B.Ed, M.Phil, Ph.D	<i>Asst. Prof.</i>	9895098038 pratibhakurup2012@gmail.com
10	Dr. Jyolsna B, M.A, M.Phil, Ph.D	<i>Guest Lecturer</i>	8089907897 jyolsna.vanamali@gmail.com

HINDI			
1	Ms. Jancey C Chacko M.A.	<i>Associate Prof.</i>	0495-2370725, 9495620106 janceychacko@gmail.com
2	Ms. Sosheena C M.A. M.Phil	<i>Guest Lecturer</i>	8281583699 csosheena@gmail.com
MALAYALAM			
1	Dr. S. Sreekumari M.A., Ph.D. PDF	<i>Associate Prof.</i>	9446500049 sreekumariaa@gmail.com
2	Dr. Divya MR M.A., B.Ed., Ph.D	<i>Asst. Prof. On Contract</i>	9947123852 divyaemil.emil2@gmail.com
ECONOMICS			
1	Dr.(Sr) Sheeba Andrews M.A., B.Ed, Ph.D.	<i>Asst. Prof.</i>	0495-2370249, 8606848138 srshshebaac@gmail.com
2	Dr. K.T Vidya M.A. M.Phil., Ph.D	<i>Asst. Prof.</i>	0495-2353236, 9645689297 vidya.nairkt@gmail.com
3	Ms. Gopika Unni K M.A.	<i>Guest Lecturer</i>	9495376299 gopikaunni16@gmail.com
HISTORY			
1	Dr. Priyadarsini P M.A. Ph.D.	<i>Asst. Prof.</i>	0495-2356082, 9947008822 priyarajeevprithvi@gmail.com
2	Dr. Susmitha Ramakrishnan M.A. B.Ed. Ph.D.	<i>Asst. Prof.</i>	0495-2731894, 9496221220 susmithaajcalicut@gmail.com
3	Dr. Laina P. M.A., Ph.D.	<i>Asst. Prof.</i>	0495-2321761, 9495644528 lainaputhukkattil@yahoo.com
POLITICAL SCIENCE			
1	Ms. Ambili Thomas M.A	<i>Asst. Prof.</i>	9496684925 ambilitreesa@gmail.com

BOTANY			
1	Dr. Deena Meria Jose M.Sc.,B.Ed.,M.Phil, Ph.D.	<i>Asst. Prof.</i>	9446243710 deenameria23@gmail.com
2	Dr. Minoo Divakaran M.Sc., Ph.D.	<i>Asst. Prof.</i>	0495-2355038, 9446345038 minoo10@yahoo.com
3	Sr. Pilty Peter M.Sc., M.Phil	<i>Guest Lecturer</i>	9495787422 srsnehaac@gmail.com
4	Dr. Jattisha P .I, MSc, B. Ed,MPhil, Ph. D	<i>Guest Lecturer</i>	9481502957 Jattisha.p@gmail.com
5	Ms. Dipija A.P., MSc, M.Phil	<i>Guest Lecturer</i>	9388322882 dipijajinesh@gmail.com
6	Dr. Sinisha K.K, MSc, Ph.D	<i>Guest Lecturer</i>	9446672386, sinishars@gmail.com
CHEMISTRY			
1	Dr. Gigy Abraham M.Sc., Ph.D., PDF(USA)	<i>Associate Prof.</i>	0495 2370503,9446258190 gigylouis@gmail.com
2	Sr. Asha Thomas M.Sc.	<i>Asst. Prof.</i>	0495-2371059, 8281962940 mariaasha19@gmail.com
3	Dr. Deepthi Jose M.Sc, Ph.D,PDF.	<i>Asst. Prof.</i>	8547385705 Alphydeepthi@gmail.com
4	Dr. Anu Jose M.sc, Ph.D	<i>Guest Lecturer</i>	9446893800 anujose8@gmail.com
5	Dr. Sareena C, MSc, MPhil, Ph.D	<i>Guest Lecturer</i>	8137078906 csareena84@gmail.com
MATHEMATICS			
1	Ms. Aiswarya Paul M.Sc. , M. Phil	<i>Asst. Prof.</i>	9745802700 aisu7799@gmail.com
2	Ms. Nitha Niralda P.C., MSc Statistics	<i>Guest Lecturer</i>	9656187641 nithaniralda@gmail.com

3	Ms. Dona Alex, MSc	<i>Guest Lecturer</i>	9488208647 donaalex@providencecollegecalicut.ac.in
4	Ms. Priya .K M.Sc. (Tech), B.Ed	<i>Asst. Prof. On Contract</i>	8113811825 priyakiyalath@gmail.com
5	Ms. Amrutha P.S, MSc	<i>Asst. Prof. On Contract</i>	9567498583, amruthaps@providencecollegecalicut.ac.in
6	Ms. Arya P, MSc	<i>Asst. Prof. On Contract</i>	9633496473, aryap@providencecollegecalicut.ac.in
PHYSICS			
1	Dr. A. Sobha M.Sc., Ph.D.	<i>Associate Prof.</i>	9495971265 sasikumarsobha@gmail.com
2	Dr. Sumangala R M.Sc., Ph.D.	<i>Associate Prof.</i>	9249292180 sumangala7@gmail.com
3	Dr. Sini .R M.Sc., Ph.D., PDF	<i>Asst. Prof.</i>	0495 – 2372729, 9447455253 rsini2002@gmail.com
4	Dr. Jeena K M.Sc., M.Phil., Ph.D. , PDF	<i>Asst. Prof.</i>	0495 – 2630417, 9895658547 jeenakarunakaran@gmail.com
5	Ms. Siji A.J M.Sc., B.Ed	<i>Asst. Prof.</i>	0495 – 2810766, 9497830766 sijialappattu@gmail.com
6	Ms. Shija K M.Sc.	<i>Asst. Prof.</i>	0495 – 6545077, 9745465514 shijakalloor@gmail.com
7	Dr. Aswathy S MSc, MPhil, Ph.D	<i>Asst. Prof.</i>	9895946308 aswathysahaj@gmail.com
8	Dr. Anjana R, MSc, Ph.D	<i>Guest Lecturer</i>	9497704551, anjanaradhakrishnan88@gmail.com

STATISTICS			
1	Dr. Dilsha M MSc, MPhil, Ph.D	<i>Guest Lecturer</i>	9791138137 dilsha.m@gmail.com
ZOOLOGY			
1	Dr. Nishi Ann M.Sc., B.Ed., Ph.D	<i>Asst. Prof.</i>	9946484810 nishi.ann9@gmail.com
2	Dr. Sangeetha G Kaimal M.Sc. , B.Ed., M.Phil., Ph.D, MSc Psychology	<i>Asst. Prof</i>	9447476859 drsangeethavinod@gmail.com
3	Dr. E. Julie M.Sc. , B.Ed., M.Phil., Ph.D	<i>Asst. Prof</i>	9496243330 julie.ajai@gmail.com
4	Ms. Rini Joseph M.Sc, PGDCA	<i>Guest Lecturer</i>	8156847260 rinijoseph1304@gmail.com
COMMERCE			
1	Ms. Ninikala K M.Com., M.Phil.	<i>Asst. Prof.</i>	8089500209 ninianoop@gmail.com
2	Ms. Shiji .P M.Com., M.Phil.	<i>Asst. Prof.</i>	9947531454 shijip.sunil@gmail.com
3	Ms. Mirabel Josephine Paul, M.Com	<i>Asst. Prof.</i>	9495140370, mirabelpaul1990@gmail.com
4	Ms. Nivedhya Pramod	<i>Guest Lecturer</i>	9605505557 nivedhyap9@gmail.com
5	Ms. Shaswati T M.Com	<i>Asst. Prof. On Contract</i>	9562938089 shaswatitsunil@gmail.com
6	Ms. Vidhya Krishna T M. Com. M.Phil	<i>Asst. Prof. On Contract</i>	7034787495 vidhyakrishna91@gmail.com
7	Ms. Arunima P, MCom	<i>Asst. Prof. On Contract</i>	9496236652 arunimabalachandran123@gmail.com

PSYCHOLOGY			
1	Dr.Lijiya Manju K.C MSc, M.Phil., Ph.D	<i>Guest Lecturer</i>	9288169728 lijiyamanju@gmail.com
2	Ms. Sruthi K MSc. Statistics	<i>Guest Lecturer</i>	9400496790 iamsruthi95@gmail.com
3	Ms. Asritha Raj, MSc	<i>Guest Lecturer</i>	7560970618 asritharajar@gmail.com
4	Ms. Chithra Prakash, MSc	<i>Guest Lecturer</i>	8547410859 chithraprakash5@gmail.com
PHYSICAL EDUCATION			
1	Ms. Sangeetha . K. M.P.Ed, M.Phil	<i>Asst. Prof</i>	9846678233 sangeethadastherath@gmail.com
NCC			
1	Capt. Lini. E. M.A.	<i>Associate NCC Officer</i>	0495-2322371, 9846435911 linip531@gmail.com
BUSINESS ADMINISTRATION			
1	Ms. Deepa Ashok K M.Com., M.B.A.	<i>Asst.Prof. on contract</i>	9447339148 deepa7sudheer@gmail.com
2	Ms. Prasy .V.K M.Com., M.Phil.	<i>Asst.Prof. on contract</i>	9037459169 prasyvk@gmail.com
3	Ms. Rashmi Rajesh M.com, BEd	<i>Asst.Prof. on contract</i>	9446644744 rashmirajesh2018@gmail.com
4	Ms. Nimisha Balagopalan Kuthoolly MBA	<i>Asst.Prof. on contract</i>	9526838585 nimi8585@gmail.com

COMPUTER SCIENCE			
1	Dr. Manjusha .K .K. M.C.A., Ph.D	<i>Asst.Prof. on contract</i>	9447678543 manjukrishna6002@gmail.com
2	Ms. Jisha .K. M.Sc. B.Ed. M.Phil.	<i>Asst.Prof. on contract</i>	8281176494 jisha.unnikrishnan78@gmail.com
3	Ms. Savitha .S.V. M.Sc. B.Ed.M.Phil.	<i>Asst.Prof. on contract</i>	9995889638 savisudhi@gmail.com
4	Ms. Sharanya V P M.Sc.	<i>Asst.Prof. on contract</i>	9946173228 vpsharanya@gmail.com
5	Ms. Shilka M.Phil,MCA	<i>Asst.Prof. on contract</i>	7560966044 shilkamv@gmail.com
6	Ms. Shibina Msc Mathematics	<i>Asst.Prof. on contract</i>	7025381623 shibinaak16@gmail.com
7	Ms. Anupama P Msc Statistics	<i>Asst.Prof. on contract</i>	8891442454 anupamakakkottil@gmail.com
8	Ms. Priyanka Sebastian, M.Tech Computer Science	<i>Asst.Prof. on contract</i>	7558855073, priyanka.sebastian1811@gmail.com
TRAVEL & TOURISM			
1	Ms. Smitha .S MTA, M.Phil.	<i>Asst.Prof. on contract</i>	974500315 pwcsmithattm@gmail.com
2	Ms. Ann Rose Angels T. M.Com, MPhil	<i>Asst.Prof. on contract</i>	9645652328 pwcannrose@gmail.com
3	Ms. Sreya K M.T.A.	<i>Asst.Prof. on contract</i>	9526658480 sreyakrameshan.sk@gmail.com
4	Sr. Pilcy Peter.A M.A,BEd	<i>Asst.Prof. on contract</i>	7550363380 petertheresiacc@gmail.com
FRENCH			
1	Mr. Effy Christy Cheriyan M.A	<i>Asst.Prof. on contract</i>	9847547869 effychisty9@yahoo.co.in

IMPORTANT PHONE NUMBERS	
Vice - Chancellor	0494-2400241
Registrar	0494-2400252
Controller of Examinations	0494-240029, 2407200
Dean of Students Welfare	0494-2404777, 2407353
Director, School of Distance Education	0494-2400288
University Information Centre, Calicut	2365320
Vanitha Helpline	1091



Exams During the Covid 19 Year



Lending a Helping Hand to the Dist-Administration: Sanitizers Ready for Distribution at the Chemistry Lab

NON TEACHING STAFF			
1	Sri. Pradeep Kumar N	Junior Superintendent	9847031955
2	Ms. Jacklin Decoth	Head Accountant	9349279194
3	Ms. Reeni Verghese A	Senior Clerk	8943610317
4	Sri. Divon George	Clerk	9747223104
5	Ms. Nishitha Juliet	Clerk	9495972897
6	Sri. Sandeep K	Clerk	9847171025
7	Sr. Nitha Mol P G	Clerk	9061581910
8	Ms. Diana D'cruz	L D Store Keeper	9633344410
9	Ms. Seena P	L D Computer Assistant	9446891764
10	Ms. Ciciliamma M I	IV Grade Librarian (III Hr. Gr.)	9846409982
11	Ms. Mini P M	Library Assistant	9847339293
12	Sri. Sibi A	Library Assistant	9747365355
13	Ms. Vasumathy V M	Herbarium Keeper	8281227227
14	Sri. Gireesh Kumar R	Mechanic	9847291049
15	Sri. Rajan K	Lab Assistant (III Hr. Gr.)	9562392201
16	Ms. Agnes J Jose	Lab Assistant	9605998388
17	Ms. Remna K P	Lab Assistant	8281022110
18	Sri. Prabeesh Thomas	Lab assistant	9747223026
19	Sri. Tony Sebastian	Lab Assistant	9495721757
20	Sri. Jijin K	Lab Assistant	8075167672
21	Ms. Soumya M C	Lab Assistant	9048735580
22	Sri. Varun Alex	Lab Assistant	9747550055
23	Ms. Simba Sherin John	Lab Assistant	9048044803

COLEGE ADMINISTRATION

The College follows the policy of decentralization in its organization and management. The co-ordination and monitoring of the college is done by the representatives of the Management, Principal, staff, the students union and the PTA.

- Managing Governing Body
- Staff Council
- Internal Quality Assurance Cell (IQAC)
- Academic Council
- The College Union

The College Union

The activities of each academic year are managed by the College Union, which consists of the following office bearers:-

1. The President of the Union (Principal of the college-Ex-officio)
2. The Chairman
3. The Vice-Chairman
4. The Secretary
5. First University Union Councillor
6. Second University Union Councillor
7. The Secretary, Fine Arts Club
8. Student Editor-College Magazine
9. General Captain (Sports & Games)
10. The Staff Advisor (Nominated by the President)
11. The Fine Arts President
12. The Secretaries of the Departmental Associations
13. One representative each of I D.C., II D.C., III D.C., I P.G. & II P.G.

The objectives of the College Union are:

- (i) To train the students of the College in the duties and rights of citizenship.
- (ii) To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
- (iii) To organize debates, seminars, academic activities and such other important functions.
- (iv) To promote opportunities for students to organize sports, arts and other cultural and recreational activities.
- (v) To preserve and uphold the distinctive tradition of our college, the college motto being "In Thy Light we see Light". All the students of the college shall ipso facto be ordinary members of the Union and shall have the right to vote and contest in the election of the Union.

Every member of the Union can become a member of the other associations according to her main subject or second language or interest. The tenure of office of every College Union shall be one academic year. There shall be a common inauguration of the College Union and all the associations soon after the elections.

Other Committees

Research & Development Cell	Value Education committee
Cultural Committee	Magazine Committee
Library Committee	Transport Committee
Discipline Committee	Grievance Redressal cell
Handbook Committee	Ethics Committee
Admission Committee	Women's Cell
Spirituality Committee	Anti Ragging Cell

STUDENT SUPPORT PROGRAMMES

While catering to the academic and intellectual needs of the students, the college also fosters their moral and spiritual growth as well as creative talents through various student oriented programmes like

- Catholic Students' Union
- Counselling Centre
- National Sports Organization
- Fitness Centre

The Tutorial System

The students of the College will be grouped into suitable batches of twenty and each group will be under the charge of a member of the staff designated as 'Group Tutor'. Each Group Tutor will keep regular watch over the progress and conduct of the students of her group and advise them on their studies in a general way.

Leave of absence will be granted to students only if the applications for leave are forwarded through and recommended by the group tutor. The tutors will meet the parents or guardians at the end of each terminal examination to evaluate the performance of the students.

Value Education

The weekly timetable sets apart one hour for value education classes (and Catechism classes for Catholic students) where students will be able to attend sessions on various relevant issues

DEPARTMENTAL CLUBS			
SN.	Club	Title	Department in-charge
1	Bhoomithrasena club		Botany
2	Nature club		Botany
3	Jalasree club		Botany
4	Biodiversity club	<i>Aerith</i>	Botany
5	Consumer club	<i>Saskias</i>	Business Administration
6	Management club		Business Administration
7	Energy & Environment Conservation club		Chemistry
8	Entrepreneurship Development club		Commerce
9	Commerce club		Commerce
10	Environmental Club	<i>Green Cove</i>	Commerce
11	IT club	<i>E-prayan</i>	Comp.Science
12	PG club	<i>Enigma</i>	Comp.Science
13	Consumer welfare club		Economics
14	Civil Service club		Economics
15	Theatre Club	<i>Repertoire</i>	English
16	Readers' Club	<i>Bookscape</i>	English
17	Radio Club	<i>Transvision</i>	English
18	Film Club	<i>Mise-en-scene</i>	English
19	Debating Club	<i>Crossfire</i>	English
20	Environmental Club	<i>Grassroots</i>	English
21	Cultural Hindi club	<i>Sarjana</i>	Hindi
22	Folklore club	<i>Naatarivu</i>	History
23	Cultural Forum	<i>Sanskriti</i>	History
24	Political Forum	<i>Darpan</i>	History
25	Health club	<i>Ayur</i>	History

25	Legal Awareness club	<i>Vaiga</i>	History
26	Quizing club	<i>Janati</i>	History
27	Malayalam literary & Cultural club	<i>Spandanam</i>	Malayalam
28	Maths club		Mathematics
29	Astro club		Physics
30	Energy & Environment club		Physics
31	Parliamentary club		Political Science
32	Personality Development club	<i>Meraki</i>	Psychology
33	Heritage club		TTM
34	Tourism Club		TTM
35	Eco-club	<i>Eco-dudette</i>	Zoology
36	AIDS-awareness	<i>Red Ribbon</i>	Zoology

SCHOLARSHIPS

Central Govt. Scholarships

- Indira Gandhi Single Girl Scholarship
- Lakshadweep Students' Scholarship

State Govt. Scholarships

1. State Merit scholarship
2. District Merit scholarship
3. Post Matric scholarship
4. Central Sector scholarship
5. Kerala State Higher Education Scholarship
6. Suvarna Jubilee Merit Scholarship
7. C.H. Mohammed Koya Scholarship
8. Snehapoorvam Padhathi Scholarship
9. Hindi Merit Scholarship
10. Muslim Nadar Girls Scholarship
11. Blind / PH Scholarship

Calicut Univerity scholarships

1. University Merit Scholarship
2. Cultural Scholarship
3. Sports Scholarship

Scholarships from other Institutions

1. Gandhi Peace Foundation Scholarship
2. Sreekandeswara Kshethra Yogam Scholarship

Institutional scholarships

1. Students Aid Fund
2. Alumnae Scholarships
3. Teaching Staff Scholarship
4. Non-teaching Staff Scholarship
5. Mother Veronica Scholarship
6. Endowment Scholarship
7. Apostolic Carmel Education Society Scholarship



The New Library Complex under Construction

COLLEGE LIBRARY

The college has a well equipped computerized digital library, which holds a stock of 58,523 volumes, 974 bound back volumes of journals, 555 maps & audio-video collections and 125 volumes of Xerox copies. It subscribes 102 journals & periodicals and 8 dailies. E-resources (E-Books & E. Journals) are also available.

The general library functions on all college working days from 9 am to 4.30 pm. The reading room will be open from 9 am to 5 pm on all days, except public holidays.

Text Book library

A Text Book Library or Book Bank is functioning on the grants from the UGC, maintaining itself as a separate section of the College Library.

Departmental Libraries

Every department of the college has a subject oriented sectional library. The Head of the Department is in charge of the stock, issue and return of books.

INTERNAL EXAMINATIONS

A set of two Internal Examinations will be conducted during each semester. It will be during the months of July and October for the odd semesters and during January and March for the even semesters.

Internal Assessment Grade

Internal assessment constitutes 25% of the total credits for each course. The grades will be allotted under the heads-Attendance, Seminar/ Assignment/ Viva voce and Tests. The students are given grades according to their grade points.

AWARD OF GRACE MARKS

Grace marks will be awarded by the University for those who excel in the University Arts Festival and extra curricular activities like NCC, NSS and Sports. Eligible students should apply to the University before the publication of results.

COMMUNITY ORIENTED PROGRAMMES

The College takes special care to instil a keen social awareness in the students through the following community oriented programmes.

1. N.S.S (units 15& 116)
2. N.C.C
3. CSS

4. BLOOD DONORS' FORUM
5. PAIN AND PALLIATIVE CARE UNIT
6. MOTHER VERONICA HOUSING PROJECT
7. BHOOMITHRASENA



Ashley Augustine, the Best Stick Orderly Runner up, R D Camp, 2020



The Seven-day Residential Camp Vilambara Jadha

WOMEN CENTRED PROGRAMMES

MOTHER VERONICA LIBRARY- For women and children of the Locality.

1. ED Club
2. Women's Cell
3. Add on course in Women's Studies

SKILL DEVELOPMENT PROGRAMMES

The following skill development courses are being offered by various departments:

- | | |
|-------------------------|-------------------------------------|
| 1. Driving | 7. LED Bulb making |
| 2. Karate | 8. Android/mobile app |
| 3. Tailoring | 9. Fashion trends |
| 4. Software programming | 10. Manufacturing chemical products |
| 5. Personality training | 11. Instrumental music |
| 6. Communication | |

CAREER GUIDANCE CELL

A Career Guidance Cell functions on the campus with the aim to notify the students about competitive examinations, options in higher education and placement opportunities. The cell also organizes campus placement drives.

Under the New Initiative of the Directorate of Higher Education, Government of Kerala three programmes are conducted on the campus.

1. Additional Skill Acquisition Programme (ASAP)

Under the programme, 30 students from every batch are given training in communicative English and Information and Communication Technology. The students also get an opportunity to undergo a skill-based course according to their area of interest.

2. Scholar Support Programme (SSP)

The programme aims at extending additional support to students in the subjects included in the curriculum through personalized mentoring and providing study materials during all the six semesters of the undergraduate programme. External mentoring sessions are also provided on life skills, learning skills and skills in Information Technology.

3. Walk With a Scholar (WWS)

The programme arranges specialized mentoring to advanced learners at the undergraduate level. Visit to Centres of Excellence in various fields is a regular feature of the programme.

PARTICULARS OF FEES		
Admission fee		
Degree	Rs. 75/-	PG Rs. 150/-
Tuition Fee B.A/B.Sc/B.Com		
(Three years)	Rs. 1050/- per annum or Rs. 525/- (per Semester)	
M.A/M.Sc	Rs. 1890/- per annum or Rs. 945/- (per Semester)	
Special Fees		
1.Sports	Degree, PG	Rs. 105/- per annum
2.Stationery	„	Rs. 55/- per annum
3.Calendar	„	Rs. 35/ per annum
4.Medical Inspection	„	Rs. 10/- per annum
Laboratory Fees		
B.Sc. (Maths)	Rs. 160/- per annum	
B.Sc. (Physics)	Rs. 265/-per annum	
B.Sc. (Physics main with Chemistry Sub)	Rs. 425/-per annum	
B.Sc. (Chemistry)	Rs. 425/-per annum	
B.Sc. (Zoology)	Rs. 585/-per annum	
B.Sc. (Botany)	Rs. 585/-per annum	
B.Sc. (Psychology)	Rs. 265/-per annum	
M.Sc. (Physics)	Rs. 1260/-per annum	
M.Sc. Botany	Rs. 1260/-per annum	
Subscriptions		
1. Magazine	Rs. 55/- per annum	
2. Association & Union Fees	Rs. 175/-per annum	
3. Visual Education	Rs. 30/-per annum	
4. Women's Study	Rs. 10/-per annum	
5. Students' Aid fund (Voluntary)	Rs 10/-per annum	

University Fees	
1. University Union fees	Rs. 85/- per annum
2. Sports Affiliation	Rs. 280/-per annum
3. Matriculation fees	Rs. 115/-per annum
4. Recognition fees from	
5 Students of other Universities	Rs. 100/-per annum
5 GPAIS	NIL
Library Fees	
Degree	Rs. 105/- per annum
PG	Rs. 105/-per annum
Caution Deposit	
Degree	Rs. 360/-per annum
P.G.	Rs. 600/-per annum

The Caution deposit will be returned to the student only at the end of her course of study after making the necessary deductions towards her dues, if any.

FREE CONCESSION

1. Full fee concession from the Harijan Welfare Departments is obtained by the students of all classes belonging to scheduled caste, scheduled tribe, and other eligible communities as per rules of Government without consideration of income. Students belonging to other backward and forward communities are also eligible to get fee concession provided their income does not exceed 1 lakh. Fee concession application should be submitted to the college office within 15 days from the date of admission or re-opening of the college, whichever is earlier.

RULES & REGULATIONS

General Behaviour and Discipline

1. Students should be in their classes by 9.15 a.m, and can leave the campus only after 3.15 p.m, They shall attend all classes, and shall not leave the class room without the permission of the lecturer or until the class is dismissed. Students who have no class to attend during any particular period are expected to be in the Reading Room. They are not permitted to loiter in the campus or on the corridors.

2. A call to the auditorium for morning prayer or a common purpose or any other programme must be promptly and strictly answered. No one is to remain in classrooms or elsewhere during such occasions. While attending a meeting, students should show due respect to the speakers and should avoid leaving during the meeting or showing their approval or disapproval in a noisy manner.
3. Students shall not engage themselves in actions that are offensive and are of disservice to succeeding generations of students of the college
4. No meeting or entertainment shall be organized, nor notices put up, nor any fund collected, or tickets sold in the college or the hostel, without the express permission of the Principal.
5. Students shall not take part in any movement with which it is undesirable for persons in status populi to be associated.
6. Students are forbidden to write or make any marks on the walls or any part of the college building or furniture or to throw paper about or spill ink on the floors of the class rooms. Classroom furniture should not be displaced. Legal action will be initiated against those who destroy or cause to destroy the property of the college under existing laws including the Prevention of Damage to Public Property Act 1984.
7. Any Student who is persistently insubordinate, who is repeatedly wilfully mischievous, who is guilty of fraud, or malpractice in connection with examinations or who, in the opinion of the principal is likely to have an unwholesome influence on her fellow students shall be removed from the roll. The removal shall be either temporary or permanent according to the gravity of the offence.
8. Students who are charged in criminal offences and are under suspension shall not be allowed to enter the campus without permission.
9. No student should appear for an interview or an examination without obtaining the prior permission of the Principal.
10. Dress Code: It is the decision of the Management and the Parent Teacher Association that the students wear Churidaar with knee length top and dupatta or full length jeans with knee-length top in college. Students who prefer to wear a Purdah have to change into the permitted dress code after entering the campus. Wearing Purdha is not permitted on the campus, particularly in classrooms and examination halls.
11. Students will not be allowed to see visitors, or to send or receive phone calls during class hours. Urgent messages will be written down and given to them.
12. Students are not permitted to use cell phones on the campus. They are liable for punishment as per the University Rules/ Govt. Orders. If needed, they may carry base model mobiles (with the consent of their parents only) for communicating with their parents after leaving campus. Parents of those students, who carry mobiles, should submit a letter of permission to the college authorities, citing the phone model and mobile phone number. Only then will they be permitted to carry phones. Phones with advanced applications / Smart phones etc. will not be permitted on campus. In case any student is found carrying such a phone to college, it will be confiscated by the college authorities and the parents will have to pay a fine of Rs. 5000/- (Rupees Five Thousand) in person.
13. Students shall salute their lecturers on the occasion of their first meeting of the day within the precincts of the college and whenever they meet them in public.
14. On a lecturer entering the class room, students shall rise from their seats and remain standing till she takes her seat or beckons them to sit.
15. Students of the college should reside either in the college hostel or with their parents or approved guardians.
16. Students should apply for and obtain the permission of the Principal prior to joining any other hostel not maintained by the college. They should state definitely where they intend to stay during the years of study in the college.
17. Students are expected to wear their ID card and bring their hand book every day.
18. Students should read the notices put up on the notice board carefully every day and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with it.
19. Any form of Ragging which causes physical or mental harm to the students is strictly prohibited inside and outside the campus as per the verdict of the Hon'ble Supreme Court of India. Students indulging in such disorderly acts are liable for punishment as per the Indian Penal Code.
20. As per the judgment of the Hon'ble High Court of Kerala (RP 435/03) the Management has banned student politics on the college campus.
21. Complaints of students will be looked into if they are presented

through the proper channel. Collective petitions, however, will not be allowed.

Library Rules

1. Students are allowed to carry only blank sheets of paper and pen with them to the library.
2. Personal articles such as bags, books, umbrellas, files, mobile phones etc are not allowed in the library and should be kept outside before entering the library.
3. Strict silence is to be maintained in the library and its premises.
4. Use of mobile phones is strictly prohibited in the library.
5. All the students and staff of the college are members of the library and have free access to books and journals They are expected to follow all the rules of the library
6. Ordinarily, books will not be issued to non-members. In an exceptional case the Principal may permit non members to have access to the library or to borrow books on such terms as the Principal determines.
7. Students are entitled to borrow books on the production of Borrower Cards. Lost cards will be replaced only on payment of fine.
8. Loss of Borrower Cards must be reported immediately to the Librarian. Unless duly reported, the students will be responsible for the misuse of lost cards. Borrower Cards are not transferable.
9. The Borrower Cards should be submitted at the end of the course or before taking T C from the college.
10. For taking books from the Library, students must bring their individual Borrower Cards. The Borrower Cards should be shown at the library counter before selecting the books. The books and borrower cards should be submitted at the library counter for issuing books.
11. Only four books at a time are issued from the library. They must be returned within a fortnight. Reference books should be returned within seven days.
12. Students failing to return books within the prescribed period of time should pay a fine of Re 1/- per day on each book.
13. The borrower should examine the book issued to them and any damage or defect of any sort, if noticed, should be reported to the librarian before leaving the counter.
14. All documents or books borrowed from the library by the students, and the members of the Staff should be returned on or before the last working day of the academic year or on the date fixed by the librarian.

Payment of Fees

1. Tuition fees will be collected twice a year. The first instalment of fees includes the special fees prescribed which will be collected on the date of admission.
2. Second instalment will be collected on or before the 7th working day of November.
3. If any student fails to pay the fees or special fees on the due date, she shall be liable to pay a fine of Rs. 5 along with the fees on or before the 10th day after the due date.
4. If the fees with a fine of Rs. 5 is not paid on or before the 10th day after the due date, an additional fine of Rs. 10/- will have to be paid. If the fees and the fine are not paid within 5 days from that date, the name of the student will have to be removed from the rolls of the college.
5. If the fees and fine are not paid by the last day fixed for payment with a fine of Rs. 10/- the names of such students will be published on the Notice Board. If the student does not pay the dues by the last date prescribed, she will be removed from the rolls. Rs. 50/- will be imposed as re-admission fees from those who fail to remit the tuition fees even after the allowed date of remittance of fees with fine. The attendance of the student will be taken every day as usual and her attendance or absence will be marked. If the student settles the arrears of fees with fine before the last opportunity given for such a settlement, she will be granted attendance as recorded. If the student does not pay the dues by the last date prescribed, she will not be allowed to appear for the examination.
6. A student leaving the college at any part of the term is liable to pay the fees for the whole term.
7. Absence from the college with or without leave shall not be an excuse for non-payment of fees on the prescribed date.
8. On the day fixed for the payment of fees for any class, fees from students of any other class will not be accepted.
9. A receipt signed by the Accountant will be given for every payment made.
10. Fees will be accepted in the college office till 2 p.m.
11. Fees once paid will not be returned under any circumstance whatsoever.

Attendance

1. The working day is divided into two sessions- the forenoon session of three lectures, and the afternoon session of two lectures.

2. Each day's work is begun with a prayer. Lecturers shall take attendance at the commencement of each lecture and any one who is not in the class when her name is called shall be marked absent.
3. A student coming late should not enter the class without obtaining the permission of the lecturer. Absence for one lecture, is absence for half a day. A student absent for half a day without leave shall lose one day's attendance and if absent for one day without leave she shall lose two days' attendance and so on.
4. Students coming habitually late to class shall be subject to such disciplinary action as the Principal may prescribe, in addition to losing their attendance as per Rule 3.
5. A student requiring leave from class or a portion of class should apply for it in person to the lecturer concerned before the commencement of the lecture. The rule applies also to resident students (wanting to go to the hostel during lecture hours)
6. Students are permitted to leave the campus only after prior permission letters are received from their parents, sanctioned by the tutor and consent received from the Principal. If any student disobeys this rule, disciplinary action will be taken against her and she will be suspended from the college for at least 5 working days. Parents of such students will have to pay a fine of Rs.5000/- (Five Thousand).
7. All applications for leave shall be countersigned by the parent or guardian and in the case of Hostel students by their Warden and also by their respective tutors. Such leave notes must be dropped into the box placed in the office.
8. If the leave exceeds more than three days, the application should be made to the Principal through the group tutor by the student in person.
9. In case of leave for illness extending over more than five days, a medical certificate is required.
10. Leave will be granted only for proper and adequate reasons which should be clearly stated in the application, and not for such reasons as "business" "or urgent circumstances".
11. When previous permission for absence cannot be obtained because of unavoidable circumstances, an application for leave must be submitted to the Principal as soon as possible and in no case later than the first day of return to the college.
12. A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each

semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the University.

13. 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 (i) a student has attended not less than three fourth of the number of working days of her class during the academic year, and (ii) The Principal is satisfied that the student's progress and conduct have been satisfactory.
14. Physical education, either in the form of N.C.C. training or regular physical training is an integral part of college education. Attendance at physical education will be counted separately.
15. Any student who repeatedly absents herself on insufficient grounds or who obtains leave under a false pretext will be severely dealt with.

Issue of Certificates

1. A student who has paid all dues to the college (including hostel fees or other amounts due as the Principal may see fit to demand) is entitled to a Transfer Certificate at the end of an academic year, and if progress and conduct have been satisfactory, also to an annual certificate required by the University.
2. A student past or present desiring to obtain a certificate (Transfer, character, age, identification etc.) shall apply to the Principal stating the year, the class last attended, class number etc. A fee of Rs.10/- will be levied from those who apply for the transfer certificate one year or more after leaving the college and Rs.25/- for duplicate T.C. For all such payments, receipts shall be obtained from the office.
3. Ordinarily, a notice of 48 hours is necessary for the issue of a certificate. The certificate will be issued only if the student has cleared all the dues to the college.
4. The conduct certificate is a document which a student has to earn. It will not be issued as a matter of course.
5. No certificate will be sent by post unless the necessary self addressed stamped envelope is enclosed with the application. Request for sending the mark list by post will be entertained only on receipt of Rs. 25/- for registration charges.
6. The Pass Certificate of the qualifying examinations and the mark

lists surrendered in the College Office at the time of admission to the College and the mark lists of the University examinations for which the student is presented from this college should be taken back by the students as soon as they complete their course. The College will own no responsibility for the certificates if they are retained after six months of the completion of their course or discontinuance from studies.

7. Before the issue of the Transfer Certificate the student should obtain the Non-liability certificate from the Department Library, concerned and fee section.

COLLEGE HOSTEL

1. Hostel accommodation is provided for the Degree and P.G Students.
2. Application for admission to the hostel should be made in the prescribed form available at the office. Registration of an application does not guarantee a seat in the hostel.
3. Vegetarian and non-vegetarian meals are provided.
4. Mess dues will be published on or before the 2nd day of every month. The 10th is the last date for payment of dues without fine. A receipt shall be issued for all payments and in the event of a doubt, the receipt should be produced.
5. SC/ST/OEC students residing in the College hostel will not be entitled to get monthly stipend /boarding charges and pocket money from the Govt. If they leave the hostel during the academic year they should pay all the fees.
6. The students should strictly adhere to the rules of the hostel. They require the warden's permission each time they leave the hostel premises. Inmates should reach the hostel before 6.00 p.m.
7. Students will not be allowed to go home unless the warden receives a written request from the parent or guardian. This applies to weekend visits to relatives' homes as well. If it involves absence from class she should also secure permission from the principal and adhere to the leave rules of the college.
8. No fund shall be collected or meeting organised without the prior consent of the warden.
9. Each student will hold herself responsible for her ornaments and other personal valuable possessions.
10. Visitors or phone calls to students will not be allowed during Col-

lege hours. However, visitors are allowed on Sundays and holidays. Students will be allowed to use the hostel telephone according to the schedule drafted by the warden. The hostel Phone number is 0495-2375331.

11. No person is allowed to enter the hostel without obtaining the permission of the Warden.

PARENT TEACHER ASSOCIATION

Membership of the PTA is compulsory for the parents of all the students of the college. The Executive Committee of the PTA consists of the following members:-

- The President (Principal of the College)
- The Local Manager (The Superior of Carmel Hill Convent) - Ex-Officio Member
- The Vice President (Parent elected at the General PTA meeting)
- The Vice Principal
- The Secretary (Member of the Staff nominated by the Principal)
- Parent representatives of each class
- 3 Members of the staff nominated by the Principal. The Executive Committee meets regularly and decides on the planning and implementation of all matters pertaining to the physical, mental and moral welfare of the students.

COLLEGE DEVELOPMENT SOCIETY

The CDS was formed for planning and executing all the long term projects of the Institution, particularly with regard to infrastructural development. The members constituting the CDS are the Local Manager, Principal, representatives of the Management, staff, students, parents, alumnae and academicians. The society meets thrice a year.

ALUMNAE ASSOCIATION

The Alumnae Association, which had begun functioning in the 1950s, but had since been lying dormant was revived during the Golden Jubilee Year. The outgoing final year students become members of the Association. This 2 year membership can then be extended as a 5 year membership, Life membership or Patron membership. The Association meets on the 15th of August at 2.30 pm every year. The Executive committee, which consists of 10 members selected at the General Body Meeting, meets regularly to plan and implement various programmes and activities meant to strengthen the link between the alumnae and their alma mater.

2020 JUNE				
1	MON		COLLEGE RE-OPENS	1
2	TUE			2
3	WED			3
4	THU			4
5	FRI		WORLD ENVIRONMENTAL DAY	5
6	SAT	H		
7	SUN	H		
8	MON		Degree III&V sem, PG III sem fees collection	6
9	TUE			7
10	WED			8
11	THU			9
12	FRI			10
13	SAT	H		
14	SUN	H		
15	MON		WORLD BLOOD DONORS' DAY	11
16	TUE		Last Date for fees without fine	12
17	WED		Degree III&V sem, PG III sem fees with a fine of Rs. 5/-	13
18	THU			14
19	FRI			15
20	SAT	H	READING DAY	
21	SUN	H	WORLD YOGA DAY	
22	MON			16
23	TUE			17
24	WED			18
25	THU		Last Date for fees with a fine of Rs. 5/-	19
26	FRI		Degree III&V sem, PG III sem fees with a fine of Rs. 10/-	20
27	SAT	H		
28	SUN	H		
29	MON			21
30	TUE			22
Total No. of working days 22				

2020 JULY				
1	WED			1
2	THU			2
3	FRI		ST. THOMAS DAY	3
4	SAT	H		
5	SUN	H		
6	MON		Last Date for fees with a fine of Rs. 10/-	4
7	TUE			5
8	WED			6
9	THU			7
10	FRI			8
11	SAT	H	WORLD POPULATION DAY	
12	SUN	H		
13	MON			9
14	TUE			10
15	WED			11
16	THU	H	CARMEL DAY	
17	FRI			12
18	SAT	H		
19	SUN	H		
20	MON	H	KARKKIDAKA VAVU	
21	TUE			13
22	WED			14
23	THU			15
24	FRI			16
25	SAT	H		
26	SUN	H		
27	MON	H	DEATH ANNIVERSARY OF A.P. J. ABDUL KALAM	
28	TUE			17
29	WED			18
30	THU			19
31	FRI	H	BAKRID	
Total No. of working days 19				

2020 AUGUST				
1	SAT	H		
2	SUN	H		
3	MON			1
4	TUE			2
5	WED			3
6	THU			4
7	FRI			5
8	SAT	H		
9	SUN	H	QUIT INDIA DAY	
10	MON		I Internal exams for III & V sem	6
11	TUE			7
12	WED			8
13	THU			9
14	FRI			10
15	SAT	H	INDEPENDENCE DAY	
16	SUN	H		
17	MON			11
18	TUE			12
19	WED			13
20	THU			14
21	FRI			15
22	SAT	H		
23	SUN	H		
24	MON			16
25	TUE			17
26	WED			18
27	THU			19
28	FRI	H	AYYANKALI JAYANTHI	
29	SAT	H	NATIONAL SPORTS DAY - MUHARRAM	
30	SUN	H	FIRST ONAM	
31	MON	H	THIRUVONAM	
Total No.of working days 19				

2020 SEPTEMBER				
1	TUE	H	THIRD ONAM	
2	WED	H	SREENARAYANA GURU JAYANTHI	
3	THU			1
4	FRI			2
5	SAT	H	TEACHERS' DAY	
6	SUN	H		
7	MON			3
8	TUE		INTERNATIONAL LITERACY DAY	4
9	WED			5
10	THU	H	SREEKRISHNA JAYANTHI	
11	FRI			6
12	SAT	H		
13	SUN	H		
14	MON			7
15	TUE			8
16	WED		WORLD OZONE DAY	9
17	THU			10
18	FRI			11
19	SAT	H		
20	SUN	H		
21	MON	H	SREENARAYANA GURU SAMADHI	
22	TUE			12
23	WED			13
24	THU			14
25	FRI			15
26	SAT	H		
27	SUN	H		
28	MON			16
29	TUE			17
30	WED			18
Total No.of working days 18				

2020 OCTOBER				
1	THU		INTERNATIONAL DAY FOR OLDER PERSONS	1
2	FRI	H	GANDHI JAYANTHI	
3	SAT	H		
4	SUN	H		
5	MON			2
6	TUE			3
7	WED			4
8	THU			5
9	FRI			6
10	SAT	H	WORLD MENTAL HEALTH DAY	
11	SUN	H		
12	MON			7
13	TUE			8
14	WED			9
15	THU			10
16	FRI			11
17	SAT	H		
18	SUN	H		
19	MON			12
20	TUE			13
21	WED			14
22	THU			15
23	FRI			16
24	SAT	H	MAHANAVAMI	
25	SUN	H		
26	MON	H	VIJAYA DASHMI	
27	TUE		II Internal exams for III & V sem	17
28	WED			18
29	THU	H	NABI DINAM	
30	FRI			19
31	SAT	H		
Total No.of working days 19				

2020 NOVEMBER				
1	SUN	H	KERALA PIRAVI	
2	MON		Degree IV & VI sem, PG IV sem fee without fine	1
3	TUE			2
4	WED			3
5	THU			4
6	FRI			5
7	SAT	H		
8	SUN	H		
9	MON			6
10	TUE		WORLD SCIENCE DAY / Last Date for fees without fine	7
11	WED		Degree IV & VI sem, PG IV sem fees with a fine of Rs.5/-	8
12	THU			9
13	FRI			10
14	SAT	H	DIWALI - CHILDREN'S DAY	
15	SUN	H		
16	MON			11
17	TUE			12
18	WED			13
19	THU		Establishment Day of APOSTOLIC CARMEL in India	14
20	FRI		Last Date for fees with a fine of Rs. 5/-	15
21	SAT	H		
22	SUN	H		
23	MON		Degree IV & VI sem, PG IV sem fee with a fine of Rs.10/-	16
24	TUE			17
25	WED			18
26	THU			19
27	FRI			20
28	SAT	H		
29	SUN	H		
30	MON			21
Total No.of working days 21				

2020 DECEMBER				
1	TUE		Last Date for fees with a fine of Rs. 10/-	1
2	WED			2
3	THU			3
4	FRI			4
5	SAT	H		
6	SUN	H		
7	MON		FLAG DAY	5
8	TUE			6
9	WED			7
10	THU		HUMAN RIGHTS DAY	8
11	FRI			9
12	SAT	H		
13	SUN	H		
14	MON			10
15	TUE			11
16	WED			12
17	THU			13
18	FRI			14
19	SAT	H		
20	SUN	H		
21	MON			15
22	TUE			16
23	WED			17
24	THU			18
25	FRI	H	CHRISTMAS	
26	SAT	H		
27	SUN	H		
28	MON			19
29	TUE			20
30	WED			21
31	THU			22
Total No.of working days 22				

2021 JANUARY				
1	FRI			1
2	SAT	H	MANNAM JAYANTHI	
3	SUN	H		
4	MON			2
5	TUE			3
6	WED			4
7	THU			5
8	FRI			6
9	SAT	H		
10	SUN	H		
11	MON			7
12	TUE			8
13	WED			9
14	THU			10
15	FRI		PAIN & PALLIATIVE CARE DAY	11
16	SAT			12
17	SUN	H		
18	MON		I Internal exams for II, IV & VI sem	13
19	TUE			14
20	WED			15
21	THU			16
22	FRI			17
23	SAT			18
24	SUN	H		
25	MON			19
26	TUE	H	REPUBLIC DAY	
27	WED			20
28	THU			21
29	FRI			22
30	SAT			23
31	SUN	H		
Total No.of working days 23				

2021 FEBRUARY				
1	MON			1
2	TUE			2
3	WED			3
4	THU			4
5	FRI			5
6	SAT			6
7	SUN	H		
8	MON			7
9	TUE			8
10	WED			9
11	THU			10
12	FRI			11
13	SAT	H		
14	SUN	H		
15	MON			12
16	TUE			13
17	WED			14
18	THU			15
19	FRI			16
20	SAT			17
21	SUN	H		
22	MON			18
23	TUE			19
24	WED			20
25	THU			21
26	FRI			22
27	SAT			23
28	SUN	H		
Total No.of working days 23				

2021 MARCH				
1	MON			1
2	TUE			2
3	WED			3
4	THU			4
5	FRI			5
6	SAT			6
7	SUN	H		
8	MON		II Internal exams for II, IV & VI sem	7
9	TUE			8
10	WED			9
11	THU	H	SHIVRATRI	
12	FRI			10
13	SAT	H		
14	SUN	H		
15	MON			11
16	TUE			12
17	WED			13
18	THU			14
19	FRI			15
20	SAT			16
21	SUN	H		
22	MON			17
23	TUE			18
24	WED			19
25	THU			20
26	FRI			21
27	SAT			22
28	SUN	H		
29	MON			23
30	TUE			24
31	WED			25
Total No.of working days 25				

LEAVE RECORD

Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
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Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		

LEAVE RECORD

Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
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Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		
Date		Reason for Leave	Signature of	
From				The Parent
To		The Tutor		

Time Table for the Year 2020-2021

	I Hour	II Hour	III Hour	IV Hour	V Hour
1 st Day					
2 nd Day					
3 rd Day					
4 th Day					
5 th Day					

RECESS

NOON INTERVAL