

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.

FEE 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.