




# ST. JOHN'S COLLEGE, ANCHAL

Affiliated to the University of Kerala  
Re-accredited with A Grade by NAAC  
Recognised for STAR College by DBT, Govt. of India

LET YOUR  
LIGHT  
SHINE BEFORE  
MEN

## College Handbook

 P.B. No.3,  
Mar Gregorios Nagar,  
Anchal P.O., Kollam,  
Kerala - 691 306

Off: 0475-2966973 | Fax: 0475-2275326  
info@stjohns.ac.in | principal@stjohns.ac.in  
www.stjohns.ac.in





- The college handbook explains the mark distribution of internal and external evaluation

8. Debate Club	Dr. Dhanya Johnson
9. Human Right Forum	Dr. Ronie Thomas
10. Kerala State Literacy Mission	Mr. Shijo V. Varghese
11. Literary Club	Ms. Lalitha Joseph
12. Nature Club/ Bhoomithrasena	Dr. V. Kaladevi
13. Community Based Activities	Ms. Sonu L. Johnson
14. Performing Arts & Folklore	Ms. Sonu L. Johnson
15. Science Club	Dr. Kavitha C. H.
16. Women Study Unit	Dr. Kavitha C. H.
17. Media / Theatre Club	Mr. Arun M. George

## EVALUATION

There shall be Continuous Evaluation (CE) and End Semester Evaluation (ESE) for each course. CE is based on specific components viz., assignments, seminars and tests. The CE shall be for 20 marks and ESE shall be for 80 marks. The marks of each component of CE shall be: Assignments/Seminar- 10 and Test Papers - 10 for 2020 admission onwards, and attendance -5, Assignments/Seminar - 5 and test papers 10 for 2018, 2019 admission. A minimum of 35% marks shall be required for passing a course with a separate minimum of 35% for ESE. Those who fail to secure a pass minimum of 35% for a course will have one chance to improve CE marks for the course.

### *Teachers-in-Charge of Examinations*

Internal Examinations : Dr. Kaladevi (Convener), Dr. C. H. Kavitha,  
Ms. Sonu L. Johnson, Mr. Tony Philip,  
Dr. Sajan Thomas, Mr. Joma Joseph

University Examinations : Dr. Josin C. Tharian, Dr. Sooraj Kumar

### Public Information Officers

Mr. Sibi C. Babu (Head, Dept. of Mathematics)  
Ms. Lidiya Paul P. S. (Head Accountant, HG)



## TWO YEAR POST GRADUATE PROGRAMMES (Semester)

- M.Sc. Mathematics
- M.Sc. Environmental Sciences
- M.Sc. Chemistry
- M.A. Public Administration

### SEMESTER SYSTEM

In tune with the process of enhancing the quality of higher education, the Post Graduate courses in the College have been restructured in the semester system. Each Programme is divided into four semesters. Examinations and evaluations will be conducted at the end of each semester. Faculties of science, arts and humanities have uniform style of curriculum and evaluation.

#### Allotment of marks in a semester:

Written paper	Marks	Internal Assessment**	Marks	Total
Paper I	75	25		100
Paper II	75	25		100
Paper III	75	25		100
Paper IV	75	25		100

#### Mark allotment to the P.G. Programme

i) Total marks for 16 Courses (4 Courses each x 4 semesters x 100 marks)	=	1600
ii) Project work	=	100
iii) Viva-voce	=	100
<b>Total</b>	=	<b>1800</b>

\*\*Attendance<sup>1</sup>, Seminars<sup>2</sup>, Assignments<sup>3</sup>, Test Papers, Practicals, Record etc.

1. Marks for attendance will be given proportionately (see 'Attendance').
2. One Seminar per course : Total 8 seminars.
3. Two assignments per course : total 16 assignments

The whole programme is scheduled according to a definite academic calendar prescribed by the University.

### Research Programme

Ph.D Chemistry



## WORKING DAYS AND CLASS HOURS

The college works under the full day system with two sessions i.e., morning session of three consecutive hours divided into three periods and an afternoon session of two consecutive hours divided into two periods. In between there is a noon interval of one hour from 12.30 p.m. The morning session begins at 9.30 a.m. Remedial teaching and tutor-ward interaction will be carried for out one hour from 8.30 a.m. or 3.30 pm. The afternoon session commences at 1.30 p.m. and ends by 3.30 p.m.

The beginning of the morning session before the commencement of classes, is marked by a warning bell; then the students should go into their respective classes and occupy their seats. Every day the classes begin with a two minute prayer. All are requested to stand still on hearing the prayer bell.

## ATTENDANCE

1. The Teacher marks attendance at the beginning of each period.
2. A student who is not in the class when attendance is taken shall be marked absent.
3. Attendance may be given to the late comers up to 15 minutes in the first hour, at the discretion of the teacher.
4. At the end of each month/semester each student may check his/her attendance, which will be displayed on the notice board or from the website of the college.
5. Attendance may be given to the absentees who attend any programme with the written permission from the teacher concerned and on production of participation certificate.
6. Students who secure a minimum of 75% attendance in the aggregate for all the Courses of a semester taken together alone will be allowed to register for the End Semester Evaluation. Others have to repeat the semester along with the next batch, unless they could make up the shortage of attendance through condonation.
7. Award of grade for attendance in CE is for practicals only.

The allotment of Marks for practical class attendance for CE shall be as follows:

Percentage		Marks
Attendance less than 51%	-	0
51% to 60%	-	1
61% to 70%	-	2
71% to 80%	-	3
81% to 90%	-	4
91% to 100%	-	5



8. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Programme shall be granted by the University on valid grounds.
9. This condonation shall not be considered for awarding marks for CE in practicals. Benefits of attendance for a maximum of 10 days in a semester shall be granted to students who participate/ attend University Union activities, meetings of the University Bodies and Extra Curricular Activities, on production of participation/ attendance certificate by the University Authorities/Principals as the case may be. But in such cases, award of marks for CE will be considered.
10. A student who happens to be absent on any ground should submit a leave letter counter signed by the parent / guardian sufficiently in advance or on the joining day with supporting documents.

### WATER QUALITY TESTING LABORATORY P.G. Dept. of Environmental Sciences

*Approved by Kerala State Pollution Control Board*

[Reg. No. PCB/CL/RL/24/2021]

The public can avail the services for testing the water quality by remitting service charges.

### GOLDEN JUBILEE MEMORIAL MATHEMATICS QUIZ COMPETITION

The Post Graduate Department of Mathematics has been organizing an Inter-Collegiate Mathematics Quiz competition, in which, teams from various reputed institutions actively take part to win the prestigious Golden Jubilee Memorial Ever Rolling Trophy and cash awards.

### JOHNSIANS PBC BADMINTON CHAMPIONSHIP FOR FACULTY

St. John's College instituted the Badminton Championship in 2014 in the blessed memory of its founder His Grace Most Rev. Dr. Benedict Mar Gregorios. Each year, the college conducts the state-wide championship for college faculty for Mar Gregorios Memorial Ever Rolling Trophy and cash awards.



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## ACADEMIC CALENDAR 2022 - 23

### JUNE 2022

### JULY 2022

1	Wed	College reopens after mid summer vacation.	1	Fri	
2	Thu		2	Sat	
3	Fri		3	Sun	St. Thomas Day
4	Sat	World Environment Day	4	Mon	S4 Assignment Submission
5	Sun		5	Tue	
6	Mon		6	Wed	
7	Tue		7	Thu	S4 Internal Exams Starts
8	Wed		8	Fri	
9	Thu		9	Sat	2 <sup>nd</sup> Saturday, Bakrid-H
10	Fri		10	Sun	
11	Sat	2 <sup>nd</sup> Saturday	11	Mon	
12	Sun		12	Tue	
13	Mon		13	Wed	
14	Tue		14	Thu	
15	Wed		15	Fri	Mar Ivanios Day - H
16	Thu		16	Sat	
17	Fri		17	Sun	
18	Sat		18	Mon	
19	Sun		19	Tue	
20	Mon	S4 Commencement of Classes	20	Wed	Bakrid - H
21	Tue		21	Thu	
22	Wed		22	Fri	
23	Thu		23	Sat	
24	Fri		24	Sun	
25	Sat		25	Mon	
26	Sun		26	Tue	
27	Mon		27	Wed	S4 Open House
28	Tue		28	Thu	Karkidaka Vavu-H
29	Wed		29	Fri	
30	Thu		30	Sat	

22 Total No. of Working days 19

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2	Thu		2	Sat	
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5	Sun		5	Tue	
6	Mon		6	Wed	
7	Tue		7	Thu	S4 Internal Exams Starts
8	Wed		8	Fri	
9	Thu		9	Sat	2 <sup>nd</sup> Saturday, Bakrid-H
10	Fri		10	Sun	
11	Sat	2 <sup>nd</sup> Saturday	11	Mon	
12	Sun		12	Tue	
13	Mon		13	Wed	
14	Tue		14	Thu	
15	Wed		15	Fri	Mar Ivanios Day - H
16	Thu		16	Sat	
17	Fri		17	Sun	
18	Sat		18	Mon	
19	Sun		19	Tue	
20	Mon	S4 Commencement of Classes	20	Wed	Bakrid - H
21	Tue		21	Thu	
22	Wed		22	Fri	
23	Thu		23	Sat	
24	Fri		24	Sun	
25	Sat		25	Mon	
26	Sun		26	Tue	
27	Mon		27	Wed	S4 Open House
28	Tue		28	Thu	Karkidaka Vavu-H
29	Wed		29	Fri	
30	Thu		30	Sat	

22 Total No. of Working days 19

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## ACADEMIC CALENDAR 2022 - 23

### AUGUST 2022

### SEPTEMBER 2022

1	Mon		1	Thu	S5 Classes Starts
2	Tue		2	Fri	Onam Holidays Start
3	Wed	S2 & S5 assignment Submission	3	Sat	
4	Thu		4	Sun	
5	Fri		5	Mon	Teachers Day
6	Sat		6	Tue	
7	Sun		7	Wed	First Onam-H
8	Mon	Muharram-H	8	Thu	Thiruvonam-H, World Literacy Day
9	Tue		9	Fri	Third Onam-H
10	Wed	S4 University Exam Starts	10	Sat	Sri Narayana Guru Jayanthi-H
11	Thu		11	Sun	
12	Fri		12	Mon	College Reopens after Onam
13	Sat		13	Tue	
14	Sun	2 <sup>nd</sup> Saturday	14	Wed	S4 CE Submission to HoD, Hindi Day
15	Mon	Independence Day - H	15	Thu	
16	Tue		16	Fri	
17	Wed		17	Sat	
18	Thu	Sri Krishna Jayanthi-H	18	Sun	
19	Fri		19	Mon	
20	Sat		20	Tue	
21	Sun		21	Wed	Sree Narayana Guru Samadhi - H
22	Mon		22	Thu	
23	Tue		23	Fri	
24	Wed		24	Sat	
25	Thu		25	Sun	
26	Fri	PG S3 Commencement of Classes	26	Mon	
27	Sat	Ayyankali Jayanthi-H	27	Tue	
28	Sun		28	Wed	
29	Mon		29	Thu	
30	Tue		30	Fri	
31	Wed	PG S1 & UG S1 Commencement of Classes			

Total No. of Working days





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## ACADEMIC CALENDAR 2022 - 23

### OCTOBER 2022

1	Sat	
2	Sun	Gandhi Jayanthi - H
3	Mon	Collection of scheme of Work
4	Tue	Mahanavami-H
5	Wed	Vijayadashami-H
6	Thu	
7	Fri	PG S1 Assignment Submission
8	Sat	Milad Ul Nabi-H
9	Sun	
10	Mon	Commencement of project work for PG S3
11	Tue	
12	Wed	Induction Ceremony for S1
13	Thu	S3 Commencement of Classes
14	Fri	Allotting Mentor for S1
15	Sat	
16	Sun	
17	Mon	Alloting Project topic for S5 classes
18	Tue	
19	Wed	PG S3 Assignment Submission
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Deepavali-H
25	Tue	PG S3&PG S1 Internal Exams Start
26	Wed	S1 Assignment Submission
27	Thu	
28	Fri	PG S3&PG S1 Internal Exams End
29	Sat	
30	Sun	
31	Mon	S5 Assignment Submission

### NOVEMBER 2022

1	Tue	
2	Wed	PG S3 Open House
3	Thu	
4	Fri	PG S1 Open House
5	Sat	
6	Sun	
7	Mon	S1 & S5 internal Examination Starts
8	Tue	
9	Wed	
10	Thu	
11	Fri	PG S1 CE Submission to HoD
12	Sat	2nd Saturday
13	Sun	
14	Mon	PG S3 CE Submission to HoD
15	Tue	S1&S5 Internal Examination Ends
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Open House for S5
22	Tue	
23	Wed	Open House for S1
24	Thu	S5 Model Practical Exam
25	Fri	S5 Practical Mock Viva Voce
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	S1 CE Submission to HoD

18 Total No. of Working days 22

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## ACADEMIC CALENDAR 2022 - 23

### DECEMBER 2022

### JANUARY 2023

1	Thu		1	Sun	
2	Fri		2	Mon	Mannam Jayanthi - H
3	Sat		3	Tue	PG S2, UG S2&S6 Classes Starts
4	Sun		4	Wed	S3 Internal Examination Starts
5	Mon	S5 CE Submission to HoD	5	Thu	
6	Tue		6	Fri	
7	Wed		7	Sat	
8	Thu		8	Sun	
9	Fri		9	Mon	
10	Sat	2 <sup>nd</sup> Saturday	10	Tue	
11	Sun		11	Wed	PG S3 University Exams End
12	Mon	S3 Assignment Submission	12	Thu	S3 Internal Examination Ends
13	Tue		13	Fri	PG S4 Commencement of Classes
14	Wed		14	Sat	2 <sup>nd</sup> Saturday
15	Thu		15	Sun	Pongal-LH
16	Fri	College Closes for Christmas Vacation	16	Mon	
17	Sat		17	Tue	
18	Sun		18	Wed	Open House for S3
19	Mon		19	Thu	
20	Tue		20	Fri	
21	Wed		21	Sat	
22	Thu	National Mathematics Day	22	Sun	
23	Fri		23	Mon	
24	Sat		24	Tue	
25	Sun	Christmas - H	25	Wed	S3 CE Submission to HoD
26	Mon		26	Thu	Republic Day
27	Tue	Christmas Vacation Ends	27	Fri	
28	Wed		28	Sat	
29	Thu		29	Sun	
30	Fri	PG S3 University Exams Start	30	Mon	
31	Sat		31	Tue	

15 Total No. of Working days 20

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## ACADEMIC CALENDAR 2022 - 23

### FEBRUARY 2023

### MARCH 2023

1	Wed		1	Wed	S2 Assignment Submission
2	Thu		2	Thu	
3	Fri		3	Fri	College Day
4	Sat		4	Sat	
5	Sun		5	Sun	
6	Mon	S4 Commencement of Classes	6	Mon	S6 Internal Exams Start
7	Tue		7	Tue	Attukal Pongala -LH
8	Wed	Collection of Scheme of Work	8	Wed	International Women's Day
9	Thu		9	Thu	
10	Fri	Sports Day	10	Fri	PG S4 & PG S2 Internal exams Start
11	Sat	2nd Saturday, Sports Day	11	Sat	2 <sup>nd</sup> Saturday
12	Sun		12	Sun	
13	Mon		13	Mon	
14	Tue		14	Tue	S6 Internal Exams End, Pi Day
15	Wed		15	Wed	PG S4 & PG S2 Internal Exams End
16	Thu	Arts Day	16	Thu	IV <sup>th</sup> for S6
17	Fri	Arts Day	17	Fri	IV <sup>th</sup> for S6
18	Sat		18	Sat	IV <sup>th</sup> for S6
19	Sun		19	Sun	
20	Mon		20	Mon	PG S4 Open House
21	Tue		21	Tue	World Poetry Day
22	Wed	PG S4 & PG S2 Assignment Submission	22	Wed	S6 Model Practical Exam
23	Thu		23	Thu	S6 Model Practical Exam
24	Fri		24	Fri	S6 Practical Mock Viva Voce
25	Sat		25	Sat	
26	Sun		26	Sun	
27	Mon	S6 Assignment Submission	27	Mon	Project submission for S6
28	Tue	National Science Day	28	Tue	Project Mock Viva Voce for S6
			29	Wed	PG S2 Open House
			30	Thu	PG S4 CE Submission to HoD
			31	Fri	S6 CE Submission to HoD

20 Total No. of Working days 22

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No type of fund raising from the students shall be permitted, as these practices lead to extortion and misuse of funds.

7. For all students' programme in the campus, supervision of all teachers is mandatory. All programmes shall be held within the working hours.

## 2. ACADEMIC PLANNING AND AUDIT COMMITTEE

In the beginning of each semester the Academic Audit Committee ensures and supervises the distribution of syllabus to all students as per the curriculum and by the commencement of the Internal Examinations and End Semester Examinations, the Committee, besides the weekly and monthly Department-wise evaluations, assesses the completion of portions according to the timetable. After the publication of university results, the Committee evaluates the performance and places suggestions for improvement. The data for evaluation is collected from all Departments, teachers, student and parents on the basis of questionnaires. The following are the teachers in charge of the committee: Mr Sibi C. Babu (Convenor), Ms Bainy George, Dr Brilliant Rajan, Mr Jerry C. Jacson, Dr Mary M. Abraham, Ms Nisha Thomas, Ms Rashmi S. Pillai, Dr Ronie Thomas, and Dr Thomas Mathew.

## 3. ADMISSION COMMITTEE

The admission process for the UG and the PG programmes is carried out by the Admission Committee. The members of the Committee are Fr Shoji Varghese (Convenor), Mr Arun M. George, Dr Brilliant Rajan, Ms Julie George, Mr Sibi C. Babu, Dr Sooraj Kumar, and Mr Sunoj J. Daniel.

## 4. ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

In association with the Higher Education Dept, the college conducts Additional Skill Acquisition Programme for selected students for enhancing their soft skills and professional skills. Mr Arun M. George (Convenor), Ms Akhila Ajith, Ms Anu Varghese, Dr Dhanya Johnson, Ms Padma Chandran, and Mr Vinod L. are in charge of the programme.

## 5. ADULT AND CONTINUING EDUCATION CELL

The Cell works for the completion of the mission of the State, 'Each one teach one' to attain cent percent literacy and for promoting adult education. Ms Nisha Thomas coordinates the programmes and Dr Arun P. S., Ms Padma Chandran, Dr Ronie Thomas, and Mr Sibi C. Babu are the associate members.



Complaints can also be filed to:

Toll Free No. 1800 - 180 - 5522 and  
[helpline@antiragging.net](mailto:helpline@antiragging.net)

#### 10. ATTENDANCE COMMITTEE

The Attendance Committee assists in the online entry of students' attendance, the prompt publication of the attendance statements at the end of every month and semester, and the timely submission of attendance statements to the University. Dr Benzon K. B. (Convener), Dr Dilip D.S., Dr Dhanya Ramachandran, Dr Josin C. Tharian, and Ms Simi Saju are the members of the Committee.

#### 11. AUDIO VISUAL THEATRE/ SMART CLASSROOMS

A sophisticated AV theatre and smart class rooms are set up in the college for the benefit of the students. Students shall enter the AV theatre/Smart Classrooms only accompanied by the teacher. The equipment in these rooms shall be operated only with the assistance of the staff technicians. Those who cause any damage to the facilities of the college will be liable for punishment and compensation. The Technical Committee comprises Dr Brilliant Rajan (Convener), Dr D. S. Dilip, Dr Praveen S. G., and Mr Renjith Ramesh.

#### 12. BIODIVERSITY CLUB

The intention behind the institution of the Club is to develop a very close acquaintance with and appreciation for the multiplicity of the Mother Nature. The members of the Club engage in maintaining the natural diversity of the campus. The guiding forces behind the Club are Dr Anila George (Convener), Dr Brilliant Rajan, Dr Jency Roshan F., Dr Kaladevi V., Dr Kavitha C. H., Dr Nansimole A., and Ms Nisha Thomas.

#### 13. BLOOD/ORGAN DONORS FORUM

Under the leadership of Mr Shijo V. Varghese (Convener), Ms Anu Varghese, Dr Alexander T., Dr Praveen S. G., Dr Ratheesh, Dr. Sunitha Grace Zacharia, and Mr Thomas Mohan, the Forum propagates its importance and creates awareness on the need for donating organs and blood, aiming at achieving the target of complete organ donated campus.

#### 14. BUILDING/INFRASTRUCTURAL DEVELOPMENT COMMITTEE

The members of the Committee are the Principal, Prof. Dr Cherian John (Chairman), Rev. Fr Jinoy Mathew (Bursar), Dr Brilliant Rajan, Mr Jerry C. Jacson,





Thomas (Convenor), Dr Deepa Mary Joseph, Ms Rashmi S. Pillai, Mr Sibi C. Babu, Mr Thomas Mohan, and Mr Tony Philip.

#### 20. CBCSS-CLMC (COLLEGE LEVEL MONITORING COMMITTEE)

Students shall approach the Department Level Monitoring Committee (DLMC) if they have grievances on matters related to CBCSS. If the grievances are not redressed they can approach the College Level Monitoring Committee (CLMC) and further the University Level Monitoring Committee (ULMC). The CLMC consists of the Principal, Fr. Shoji Varghese (Convenor), Mr. Tony Philip, Dr. D. S. Dilip, Mr. Joma Joseph and Mr. L. Vinod.

#### 21. COMMITTEE FOR SC/ST

The Scheduled Caste (SC) and Scheduled Tribes (ST) Committee in our college promotes and ensures the special interest of students in the reserved category and provides necessary input in areas where the students experience difficulty. The Committee regularly conducts remedial coaching classes and training sessions in life skills, personality development, writing assignments, and making presentations and also organizes interactive sessions and informal meetings with students to attend to their personal, social, and academic challenges. The following are the teachers in charge of the Committee: Mr Arun M. George (Convenor), Dr Anooosh Varghese, Ms Bainy George, Dr Deepa Mary Joseph, Mr Jerry C. Jacson, Dr Kaladevi V., Dr Linna Raj B. P., and Mr Tony Philip.

#### 22. COUNSELLING CENTRE

To heed to the problems of the students and to guide them in proper ways, a Counselling Centre has been instituted, with the service of a full-time counselling psychologist. Fr Shoji Varghese (Convenor), Fr Jinoy Mathew (Bursar), Dr Mary M. Abraham, Mr Joma Joseph, Fr Renji Maniparampil, and Sr Rabaeka Rachael V. G. are in charge.

#### 23. COVID -19 JAGRATHA SAMITHI

An Institution Level Covid-19 *Jagratha Samithi* has been set up to ensure coordinated and effective measures for COVID-19 management. The Principal and all members of the College Council, the Office Superintendent, Dr. Gopan (Junior Health Inspector), the Sub-Inspector of Police, Anchal, Mr Mathra Ravi (PTA President), and Representative of Students constitute the *Samithi*.

#### 24. CULTURAL / PROGRAMMES COMMITTEE

The various cultural programmes and other functions of the college are coordinated by the Committee. The members of the Committee are Ms Rashmi S.



### 34. GRIEVANCE REDRESSAL CELL

The Cell is constituted in accordance with the government policy and will look into and take necessary action if any grievances are brought to notice. Prof. Dr Cherian John (Chairman), Dr Jency Roshan F. (Convenor), Mr Joma Joseph, Ms Lalitha Joseph, Dr Ronie Thomas, and Ms Sonu L. Johnson are the members of the Cell.

### 35. GRIEVANCES RELATING TO SEXUAL HARASSMENT / INTERNAL COMPLAINTS COMMITTEE

Anyone with a genuine grievance relating to sexual harassment may lodge their complaint, written or oral, with or without necessary documents, if any, to the Chairman (the Principal) or any of the members of this Committee. After the receipt of the application/complaint of the aggrieved, the Chairman shall fix the date, time, and venue of the meeting after having a discussion with the members. The meeting shall be scheduled within ten days of receipt of the application. All relevant papers shall be circulated as hard/soft copy to all the members on or before the date of the meeting. After fixing the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee. In case of a minor student (applicant), the student may be accompanied by his or her parents/guardian. The brief facts, evidences, and the final recommendations by the Committee members shall be recorded in the format of minutes of the meeting. The minutes shall be circulated to all the members of the Grievance Committee for their signature. The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest. Dr Ronie Thomas (Convenor), Ms Bainy George, Dr Jency Roshan F., Mr Jerry C. Jacson, Ms Nisha Thomas, and Fr Shoji Varghese are the other members of the Committee.

### 36. HOUSE ACTIVITIES

To provide a healthy competitive spirit, the student community and teaching faculty of the College are grouped into four different houses. Each House organises, under the leadership of student representatives, Literary, Sports, and Arts activities to develop those abilities among its members which will be put to test at the Annual Inter-House Competition during the Campus Week.

*The students of different classes are divided into the four Houses as given below.*



### 37. HUMAN RESOURCES DEVELOPMENT

In order to develop and enhance the abilities, skills, and knowledge of the students and to equip them for various state/national level examinations, a Centre has been functioning under the leadership of Mr Joma Joseph, Dr Alexander T., Dr Jency Roshan F., Dr Josin C. Tharian, and Ms Padma Chandran are the other members.

### 38. INDUSTRY-LINKAGE PROMOTION COMMITTEE

The Committee seeks to augment the linkage between the institution and the industry sector for promoting research and employability of the students. Dr Thomas Mathew (Convenor), Dr Benzon K. B., Mr Jerry C. Jacson, Mr Joma Joseph, Dr Josin C. Tharian, Fr Shoji Varghese, and Mr Tony Philip are the members.

### 39. INNOVATIVE AND START-UP CLUB

In order to provide platforms for those students with innovative idea or creative potential, the Innovative and Start-up Club has been set up in the college. Dr Arun P. S. (Convenor), Dr Benzon K. B., Mr Jerry C. Jacson, Dr Josin C. Tharian, Dr Revathy R., and Mr Tony Philip are in charge of the Club.

### 40. INTERNAL EXAMINATIONS COMMITTEE

The Committee is in charge of conducting the Internal Examinations of the UG/PG programmes. The preparation and publication of the timetable of the examinations, the collection of question papers from the Course Coordinators through the respective HODs, the planning of seating arrangements in the examination halls, assigning invigilation duty to the faculty, the distribution of the answer scripts for valuation, and the timely publication of the results are the major responsibilities of the Committee. Dr Kaladevi V. (Convenor), Mr Joma Joseph, Dr Kavitha C. H., Dr Sajan Thomas, Ms Sonu L. Johnson, and Mr Tony Philip are the Committee members.

### 41. INTERNSHIP PROGRAMME COMMITTEE

The Committee aims to provide short term professional/work experience to students in their field of study in order to enhance career options and employability. Ms Anu Varghese (Convenor) and the Head of the Departments of all UG and PG programmes are in charge of the Committee.

### 42. KERALA STATE LITERACY MISSION

Dr Sajan Thomas coordinates the activities of the Mission in the college and is assisted by Dr Mini Mol S. and Ms Smitha Mary Mathew.







## 56. NATURE CLUB / BHOOMITHRA SENA / ECO-CADETS

To create a life style attuned to the vibes of the Earth, to love and preserve the Nature, and to protect the ecosystem, three Clubs have been formed in the college: Bhoomithra Sena, Eco-Cadets, and Nature Club. The members conduct a series of programmes in order to love, preserve, and protect the nature. Dr Deepa Mary Joseph (Convenor), Dr Anoosh Varghese, Dr Brilliant Rajan, Dr Kaladevi V., Dr Kavitha C. H., Dr Limna Raj B. P., Dr S. Mini Mol, Ms Rashmi S. Pillai, and Mr Shijo V. Varghese are in charge.

## 57. NOON MEAL PROGRAMME

This is one of the welfare measures of the institution coordinated by Dr Ronnie Thomas along with Ms Amala Johnson, Dr S. Mini Mol, Fr Shoji Varghese, and Dr Sunitha Grace Zacharia.

## 58. OBC CELL

The Cell attends to the welfare and needs of OBC students and initiates steps to redress their grievances, if any. It also brings to their attention various welfare schemes and programmes of the Govt. The teachers in charge of the Cell are Ms Anu Varghese (Convenor), Dr Benzon K. B., Dr Dhanya Ramachandran, Dr Niecy Elsa Mathews, and Fr Shoji Varghese.

## 59. ORATORY TRAINING PROGRAMME AND ELOCUTION CLUB

Being fully conscious of the fact that good leaders are also good orators, the Elocution Club has been formed with a view to moulding able leaders from the college. The programme is conducted regularly to help the students to develop their oratory as well as leadership skills. Ms Rashmi S. Pillai is the Convenor of the programme and Dr Dhanya Johnson, Ms Lalitha Joseph, and Ms Simi Saju are its members.

## 60. PARENT-TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association of the College provides active support for the academic and infrastructural development of the college. The Association also gives away prizes to meritorious students every year. All parents of the students on roll are members of the Association and the Executive Committee is elected in the General Body meeting annually. The administration of the Association shall be in accordance with G.O. H.Edn. Dtd. 01.06.'90 & G.O.(Rt.) No.1276/96 H.Edn. Dtd. 26.10.'96.

Following are the office bearers of the PTA for the academic year 2022-23:  
President: the Principal, Prof. Dr Cherian John; Vice President: Mr Mohanraj V.



V.; Secretary: Dr Sajan Thomas; Joint Secretary: Ms Shylajakumary S.; and Treasurer: Dr Alexander T. Dr Arun P. S., Dr Mini Mol S., Ms Rashmi S. Pillai, and Ms Simi Saju are the faculty members of the Executive Committee. Ms Girija L., Mr D. Rajeevan, Ms Sreeja Anil, and Mr Sunilkumar S. A. represent the parents in the Executive Committee.

#### *Departmental Parents' Meeting*

Besides the regular General Body meetings and Executive Committee meetings, each Department conducts parents' meetings at least once in a semester to discuss the progress of the students and the related issues and to gather feedback for improving the learning environment further. These meetings are coordinated by the respective HODs and the Faculty Advisors.

#### **61. PERFORMING ARTS AND FOLKLORE CLUB**

The Club aims at fostering the talents of the students in performing arts such as music, dance, mime, and drama by giving them training, to carry out music concerts and other performances as well as to participate in competitions. Besides the weekly meeting, students gather separately as per the schedule for instrumental and vocal training. Ms Sonu L. Johnson (Convenor), Dr Brilliant Rajan, Ms Chithra S. Pillai, Dr Prasad P. N., Ms Rashmi S. Pillai, and Mr Vinod L. are in charge of the Club.

#### **62. PLANNING COMMITTEE**

The planning and the timely implementation of the various schemes of the UGC, Govt., and the College are the major responsibilities of the Committee. The members of the Committee are Prof. Dr Cherian John (Chairman), Fr Jinoy Mathew (Bursar), Head of all Departments, Mr Jerry C. Jacson (IQAC Coordinator), Ms Julie George (Superintendent), and Ms Lidiya Paul P. S. (Head Accountant).

#### **63. PURCHASE COMMITTEE**

The Committee ensures that all purchases are carried out strictly in accordance with the Govt/UGC rules and as per the guidelines of the Stores and Purchase Manual of the Govt of Kerala. The members of the Committee are Prof. Dr Cherian John (Chairman), Fr Jinoy Mathew (Bursar), Dr P. S. Arun, Mr Jerry C. Jacson, Ms Julie George, Ms Lidiya Paul P. S., Rev. Sr Rabaeka Rachael V. G. (Librarian), and Mr Shijo V. Varghese.

#### **64. QUIZ CLUB**

The Quiz Club functions under the leadership of Ms Padma Chandran (Convenor), Dr Alexander T., Ms Aswathy M., Dr Deepa Mary Joseph.