

# ST. TERESA'S COLLEGE

ERNAKULAM, KOCHI - 682 011  
(Nationally Re-accredited at the 'A' Level)  
College with Potential for Excellence



## HAND BOOK AND CALENDAR

**2010-2011**

Website : [teresas.ac.in](http://teresas.ac.in)

E-mail : [teresas@eth.net](mailto:teresas@eth.net), [teresas@bsnl.in](mailto:teresas@bsnl.in)

Tel. No. : Principal : 0484 - 2351870, 2381312

Fax No. : 0484 - 2352525

E-mail : [srchristabellecsst@hotmail.com](mailto:srchristabellecsst@hotmail.com)

Main Hostel : 2353638

Science Hostels : 2361662, 2370294

Off. Campus Centre, M. G. University: 2367203

IGNOU Convergence office : 2353355



## **PERSONAL RECORD**

Name :

Class and Section :

Register number :

Father's Name :

Mother's Name :

Residential Address :

Phone Number :

Temporary Address :

Hostel/ Paying guest if yes :

Address of the same

Guardian's name with Address :

Blood group :

Contact Telephones :



The Crown at the top of the emblem represents Our Lady, Mother and Queen of Carmel. The cross at the center represents Mount Carmel, which is the symbol of prayer and contemplation. The open ends of the cross indicate that Carmel embraces the whole world with prayer and works of penance. The three stars represent the three epochs in the history of the order. The first star placed in the grotto of the mountain signifies the prophetic era, the second and the third stars rising above the mountain signify the Greek and Latin eras. The verse in the college emblem “The Fear of the Lord is the beginning of Wisdom” is from the Book of Wisdom, Sirach 1, Roman 1: 14. The verse is a reminder to the teachers and the students that true wisdom comes from God and is given to those who have reverential love for God.

## COLLEGE PRAYER

God our loving Father we worship You  
In this temple of learning

You are the source of light  
Fill us with Your spirit of wisdom  
To think, to learn and grow in knowledge  
To reach the inner mystery of all sciences  
That gives true purpose to our lives.

Guide our growing maturity  
Teach us to apply knowledge and skill  
In the larger interest of our country

Touch our hearts with Your gentle love  
And change our selfishness into self giving  
So that we love and serve You all our days  
In our brothers and sisters.

Asathoma Sat Gamaya  
Thamasoma Jyothir Gamaya  
Mrithyorma Amritam Gamaya.

## TERESIAN ANTHEM

We are the voice of truth and light  
We are the ones who make tomorrow come alive  
Teresians rise

We have the power to change the world  
And on the wings of truth we'll rise up to the skies  
Teresians rise

Step by step, day by day  
We're moving on against all odds  
Free from fear, free of chains  
We're marching on to the light

We are the stars, we're shining bright  
We take victory and success in our stride  
We are the stars, we're shining bright  
We reflect the glory of our God on high

Teresians rise...

Around the world, across the lands  
We'll make a difference through the way we live our lives  
Teresians rise

We move ahead in love and peace  
And raise the banner of integrity and faith  
Teresians rise

## PRAYER TO ST. TERESA, OUR PATRON

1. Thy watch word e'er hath been  
Let nothing trouble thee,  
Teach us what things may seem  
In the light of eternity.

Chorus : - Victim of Charity,  
Our souls with love inspire.  
May we with thee e'er yearn  
To suffer or to die.

2. Blessed messenger of peace,  
Soothing the troubled heart  
Bidding all fears to cease  
For all things pass away (Cho)

3. When wild temptation rage,  
And trouble the soul,  
Thou bid'st lift our gaze  
To our eternal goal. (Cho)

4. Let naught affrighten thee  
Rings out in accents dear,  
His will in all things see,  
His love fails not in fear (Cho)

5. Dear Saint when life shall fail,  
Lead thou thy Clients home.  
When earth's false radiance pales  
Take us with thee above (Cho)

## PATRONESS OF THE COLLEGE



The College is named after St. Teresa of Avila. Though a Saint of the 16<sup>th</sup> Century, St. Teresa is a model for youth of any age and time. Her teachings form the basis of Catholic Spirituality. She lived the life of a contemplative nun and was bestowed with the title “Doctor of the Church”. Allison Peers, who has translated her autobiography remarks, “Her purely human qualities and gifts, the saintliness of her life, the naturalness and candour of her manner and style, these are some of the reasons why her name is not only graven upon the enduring marble of history but taken on the lips of generation after generation with reverence and love”

## **OUR SAINTLY FOUNDRESS**

### **Mother Teresa of St. Rose of Lima**



**1858 - 1902**

#### **A Visionary and an Educationist**

#### **Founded Our Congregation on 24-04-1887**

Mother Teresa of St. Rose of Lima was born as Mary Grace D'Lima on 29 January 1858, in Madras. That humble beginning was by no means a prelude of what was to come. An extraordinary human being, she felt that the path to women's empowerment was through education. Indeed, it is this vision of hers that helped shape and mould the lives of many generations of women.

Mary Grace realized that her life's mission was to bring education to women. Her zeal and dedication was extraordinary and resulted in her being given charge of St. Joseph's School for girls in Alleppey at the tender age of 21. It was while working with the Carmelite Missionaries, that she received her calling. She would go on to become a Carmelite Tertiary, taking the name of Sr. Teresa of St. Rose of Lima. By the age of 29 she was given the directive to form a convent and an English medium school for girls in Ernakulam. Her social conscience never wavered and the next 15 years were groundbreaking. She founded a community of Carmelite Religious, started three schools, including an industrial school for orphaned children, launched programmes for destitute women and children besides starting a Home for the Aged and a dispensary.

Mother Teresa rose to every challenge and test that God put before her and saw in each difficulty an opportunity to better serve her fellowmen. She gave help in whatever manner she could when natural calamities struck. She initiated the Famine Relief Programme in Ernakulam, in 1897, in an effort to aid the Government and instigated the practice of offering of Holy Mass in the Sub Jail.

Though Mother Teresa passed away in a tragic and untimely accident her legacy lives on through each of us!

## **VISION**

St. Teresa's College envisions a life-oriented education that empowers women through a humanizing and liberative process, to be agents of transformation and development at different levels of life.

They are empowered to respond actively to concerns and conflicts inherent in today's world. Our thrust is in the creation of a civilization of love as envisaged and promoted by our Foundress, Mother Teresa of St. Rose of Lima.

## **MISSION**

1. To promote a college community/society/nation where spiritual, moral and genuine values are lived and witnessed.
2. To create a climate for human and academic excellence with an openness to learning, research and the development of professional skills
3. To promote peace and harmony through an intercultural and inter-religious dialogue.
4. To contribute to the transformation of society through an openness to life and living the challenges of being socially conscious and socially responsible.
5. To promote programmes/movements that foster inter-connectedness, kinship and ecojustice.

## **GOAL**

St. Teresa's the premier Catholic Institution of higher education for women, provides university education in a Christian atmosphere. The College aims at the integral formation of

Intellectually creative  
Emotionally mature  
Morally responsible  
Spiritually enlightened  
Socially committed and  
Truly liberated

young women who will reposition themselves as self-reliant and responsible individuals, who would transform society.

The mutual trust and cordial relationship of the college community contributes to the effective realisation of our goal - an "empowered woman" who would fearlessly chart the journey of her life.

# CONTENTS

Page No

1. St.Teresa's College - An Overview	13
2. Our Principals	14
3. Faculty Members	15
4. Administrative Staff	19
5. Ministerial Staff	20
6. Academic Programmes	20
7. Examinations	22
8. Scheme of Annual Examination	24
9. The College Council	27
10. IQAC	27
11. General Rules and Conduct	27
12. The College Library	28
13. Audiovisual Room	30
14. Language Laboratory	30
15. Residence of students	30
16. College Canteen	30
17. College Book Store.	30
18. Medical Aid and Blood Donation.	31
19. Rules for collection & Refund of fees	31
20. Attendance and leave of absence	33
21. Examination and Test Papers	33
22. Conduct Certificate and Transfer Certificate	33
23. Transcript and letter of recommendation	34
24. Identity Cards	34
25. Tutorial system	34

26. Value Education	34
27. Eucharistic Celebration & Annual retreat	34&35
28. Parent Teacher Association	35
29. Student Government	35
30. Associations and Clubs	35
31. Sports and Games	36
32. College Magazine	36
33. Teresian Online	36
34. National Service Scheme (N.S.S.)	36
35. N.C.C.	37
36. Counselling Cell	37
37. Remedial Services	37
38. College Alumnae	37
39. General Information -M.G.University.	38
40. Kerala Ragging Prohibition Act,	42
41. Mobile Phone, Cinematic Dance	43
42. Student Aid Fund	44
43. Details of Scholarships	44
44. Prizes and Endowments.	47
45. College Almanac.	56
46. Application for Certificates	68
47. Format for Transcript / Letter of Recommendation	68
48. Record of Leave Taken	69
49. Remarks	71
50. M.G.University Information	76
51. Time Table	77

# ST. TERESA'S COLLEGE, ERNAKULAM

## - An overview

St. Teresa's College, is a Catholic institution of higher education for women, affiliated to Mahatma Gandhi University, Kottayam. Though the college is a minority institution, it nurtures an open attitude and welcomes to its fold students of all castes and religion. In addition, the College devotes itself to serve the economically weak and socially backward students. Currently, Rev.Sr.Victorine C.S.S.T, the Superior General of the C.S.S.T Congregation is the Chairman of the governing body of the College, Rev. Sr. Francis Ann C.S.S.T.,the Provincial Superior is the Manager and Rev. Sr. Christabelle C.S.S.T. is the Principal.

The College was established in 1925 as the second women's college in Kerala and the first in Cochin, under the leadership of the Carmelite Sisters of St. Teresa. It also holds the honour of being the first aided college for women in the state. St. Teresa's College is a realization of the dreams of the founder of the congregation, Mother Teresa of St. Rose of Lima. It was founded with the supreme purpose of empowering and educating women. Mother Foundress envisioned an educational institution that would in its capacity be a home, beacon and guiding force to mould, enlighten and empower generations of women.

St. Teresa's College has two campuses, which includes the Arts Block in the Main Campus and a separate Science Campus. Its adherence to the highest standards of quality has been recognized many times over. It has been re-accredited by NAAC at the 'A' level in 2006. It had been accredited at the five star level by NAAC in 1999. In the year 2010, the UGC has recognised it as the college with Potential for Excellence.

Today the college is home to nearly 3000 students, 130 faculty numbers and 50 Non-teaching Staff. It offers 15 Undergraduate and 8 postgraduate programs. Six of its departments have been raised to the stature of M.G. University research centres. The college also has the following bodies functioning under it:

- IGNOU Convergence Scheme Centre
- Women's Studies Centre
- Mahatma Gandhi University Off-Campus Centre
- Teresian Institute of Computer Studies
- Continuing Education Centre of Govt. of Kerala
- IGNOU Study Centre

St. Teresa's College was the first recipient of the R.Sankar Award instituted in 1995-96, a prestigious and highly coveted award given to the Best College in the State for all round excellence. The

College was privileged to be conferred with the same award in 1996-97, 1998-99 and in 2001-02. The college received the Rajiv Gandhi Award for the Best College in Kerala in 1999. The college also received the Fr. Joseph Thannippara Educational Trust Award for the Best Women's College in the State of Kerala in 2001 and 2002 consecutively. The College received the Best College Award for the Xavier Board of Christian Higher Education in 2007-2008 and the Mother Teresa Award for Educational Excellence in 2009. The Rajiv Gandhi Campus Cultural Forum Award for Best College was also secured by St. Teresa's.

Sr. Christabelle received the Rev. Fr. Theo Mathias Award for Innovatri College Educators, instituted by the All India Association for Christian Higher Education (AIACHE), in 2009. She was also the recipient of the Dr. M.V. Pylee Award for the Best Principal in Kerala.

'Vanitha', a Malayala Manorama publication listed St. Teresa's College as Number One among the Ten Best Colleges in the State of Kerala and 'India Today' rated the College as 23rd among India's top 50 Colleges.

Mother Digna, the illustrious Principal for 27 years between 1944 and 1976 can rightly be called the 'architect of St. Teresa's College'. She transformed the College into a reputed academic community and into a much sought after destination for higher education for women. The brilliant vision and prudence coupled with dedication and action of all the Principals and Managers, who took the mantle of the college after Mother Digna, further expanded the horizon of the college. Under them the college grew in size and stature. Scholastic excellence, Spiritual vigor, Social sensitivity, and Character formation have always been the brand mark of St. Teresa's College.

### **Our Principals**

1 Rev. Sr. Beatrice 1925 – 1937

2. Rev. Sr. Antoinette 1937 – 1944

3 Rev. Sr. Digna 1944 – 1969

1973 – 1976

4 Rev. Sr. Concepta 1969 – 1973

5 Rev. Sr. Seraphia 1976 – 1982

6 Rev. Sr. Marie Cecile 1982 – 1986

7 Rev. Sr. Emeline 1986 – 1998

8 Rev. Sr. Tessa 1998 – 2005

9 Rev. Sr. Christabelle 2005 -

## **Faculty Members**

### **Principal Phone No.**

Sr. Christabelle MSc, M.Phil, BEd. 0484-2351870(0)

2352197(R)

Fax- 0484-2352525

### **Department of Bharathanatyam**

Guest Faculty

1 Smt. Radhamany K.R. PG Dip 0484- 22253677

2 Smt. Vanajakumari M.A 9961030118

3 Sri. Suresh Kumar C.K., MA 9447324346

4 Smt. Ria V.R. M.A/ 9995647749

### **Department of Botany**

**Phone No. 0484-2380651**

1 Dr. Elsam Joseph. M.Sc. M Phil. PhD 0484 2337188

2 Dr. Lissy Mathew M.Sc. M Phil. PhD 0484 2544203

3 Smt. Alphonsa Vijaya Joseph

M.Sc. M Phil. BEd (on FIP leave) 0484 2422565

4 Dr. Romily Margaret Mendez

M.Sc. M Phil. BEd, PhD 0484 2327296

5 Dr. Liza Jacob M.Sc, PhD 0484 2535357

6 Dr. R. Sheela M.Sc. BEd. PhD 0484 2304962

7 Smt. Prasanna Rajan M.Sc. 9388333768

Guest Faculty

8 Smt. Neena Unnikrishnan M.Sc. 0484 2341702

### **Department of Chemistry**

**Phone No- 0484-2380652**

1 Smt.Geetha Andrews M.Sc, M Phil. 0484 2803469

2 Dr. Tania Francis M.Sc, BEd, PhD (on leave) 0495 2809356

3 Dr. Ushamani M. M.Sc, B.Ed, PhD 0484 2428269

4 Dr. Jaya T. Varkey M.Sc, PhD 0484 2302133

5 Dr. Anu Gopinath M.Sc, PhD 0484 2345357

6 Dr. Saritha Chandran A. M.Sc, PhD 9846327730

### **Department of Commerce**

**Phone No: 0484 2372349**

1 Dr.Alice K.A. M.Com. M.Phil.PhD 0484 2348766

2 Dr.Elsamma Joseph, M.Com..PhD 0484 2408434

3 Smt. Annie George, M.Com 0484 - 4020977

4 Smt.Daisy N.O , M.Com 0484 2303754

Guest Faculty

5 Ms. Ann Abraham, M.Com 0484-2316410

Part-Time Faculty

6 Dr. Satheesan K.P. LL.B. PhD 0484-2391660

## **Department of Computer Applications**

### **Guest Faculty**

- 1 Smt Sheeba Emmanuel - M.C.A, M.Phil 9495354521
- 2 Smt. Andal V - M.C.A, M.Phil 9495467056
- 3 Smt. Dhanya R – M.C.A 9495843676
- 4 Smt. Geethakumary C – MSc (Statistics),M.Phil 9895524656

### **Department of Economics Phone No: 2350519**

- 1 DR. Helan A.P (Sr. Teresa) -M.A. PhD 9495253920
- 2 Dr Nirmala Padmanabhan - M.A. M.Phil,PhD 0484 2204784
- 3 Smt.Sujatha R.E - M.A. M.Phil 9946553812
- 4 Dr Thushara George - M.A.M.Phil, PhD 0484 2779202
- 5 Smt.Mary Liya C.A - M.A. 0484 2225435
- 6 Smt.Anupa Jacob M.A. BEd 9947771359
- 7 Ms.Swathy Varma P.R M.A. 0484 2534249
- 8 Smt.Pearly Antony.O M.A. MEd 0484 2534692

### **Department of English- Phone No. 0484- 2350519**

- 1 Dr.Renuka.S, M.A., M.Phil., Ph.D 0484 2310349
- 2 Dr.Anitha Devasia, M.A, PGDTE, M.Litt., Ph.D 0484 2532649
- 3 Dr. Celine.E ( Sr. Vinitha ) M.A , Ph.D 0484- 2352197
- 4 Dr. Tessy Anthony, M.A. B.Ed. M.Phil, Ph.D 0484 2784794
- 5 Dr. Beena Job, MA. M.Phil., Ph.D 04842348835
- 6 Smt. Arthasery Magdalene, M.A. M Phil 0484 2350722
- 7 Dr. Latha Nair R.M.A,Ph.D. M.A.IELT  
& ALS (UK) CELTA (Cambridge) 9495045293
- 8 Smt. Preethi Kumar, M.A. 04842663069
- 9 Smt. Maria Theresa Chakunny, M.A., M.Phil 04842320666

#### **Guest Faculty**

- 10 Smt. Leela Joseph , M.A. 04842339415
- 11 Miss. Vidhu Mary John ,  
M.A Mass Communication 0484 2215994
- 12 Smt. Reshma Latheef, M.A. 0484 2313770
- 13 Smt Jyothi Radhakrishnan,  
M.S.Mass Communication 0484 2391919
- 14 Smt. Dyna Celin K M, M.A. 0484 2233373
- 15 Miss. Anjali A, M.A. 0484 2408769
- 16 Smt. Tania Mary Vivera, M.A., M.Phil 0484 2231225
- 17 Miss. Chithira J, M.A. 0484 2808592
- 18 Smt Alicen Roshiny Jacob, M.A. 0484 2317726
- 19 Meera B, M.A., M.Phil. 0484 2338416
- 20 Meenu B, M.A.,M. Phil 0484 2338416

**Department of French**

1. Smt.Sabeena Bhaskar M.A. M.Phil,BEd 0484-2537403  
Guest Faculty
- 2 Ms.Reshmi Joseph M.T.A 9847220641/9809018732
- 3 Ms.Shoba Liza John 9847234356
- 4 Ms.Janu.V.kumar 9633189499
- 5 Ms.Cecilia Robache 9287272777

**Department of Hindi**

- 1 Dr. Helen K. J. M.A, Ph.D 0484 -2319329
- 2 Dr.Usha Nair. M.A, Ph.D 9947442816  
Guest Faculty
- 3 Smt.Teena Thomas, M.A, M.Phil 0484- 2550059

**Department of History**

- 1 Dr.Sreekala.S. M.A. PhD 0471-2434181
- 2 Smt.Vineetha.T.Tharakan M.A. M.Phil 9447139541  
Guest Faculty
- 3 Sr.Stancy M.A 0484-2352197

**Department of Home Science Phone No. 0484 2380691**

- 1 Dr. Shirly Rachel Kurian. MSc, PhD 0484- 2392368
- 2 Dr. Tara Sebastian MSc, PhD. (on leave) 0484- 2706835
- 3 Smt.Sheelamma Jacob K.  
M.Sc.M.Phil (on FIP leave) 6592226
- 4 Smt. Betty Rani Issac. MSc, MPhil. 0484-2423688
- 5 Smt. Teresa Kuncheria MSc, MPhil 0484-2542226
- 6 Smt. Susan Cherian MSc, M.Phil, BEd. 0484- 2215657
- 7 Smt. Anu Joseph MSc, MPhil (On F.I.P. leave) 0484 -2576484
- 8 Smt. Rosemary Francis MSc. 0484-2806355
- 9 Smt. Shilpa Jose MSc. 0484- 2349246
- 10 Smt. Dhanya N MA, MPhil,MSc 9446655577
- 11 Dr. Leena Leon MSc, BEd, PhD 0484-2424427  
Guest Faculty
- 12 Smt. Reshmi H. Poojara MSc, HSM 9846040497
- 13 Smt. Namitha Abdul Azeez MSc. 9037663870
- 14 Smt. Nimmy Jacob MSc. 9645562958
- 15 Smt. Subhasree S MSc 9633303248

**Department of Malayalam**

- 1 Dr.Seleena K.V, TTC, MA ,M.Phil,Ph.D 9447845326
- 2 Dr. Saumya Baby, MA, B.Ed., Ph.D, P.G.D.C.J 9447474688

**Department of Mathematics Phone No. 0484 -2380688**

- 1 Smt. Teresa Felita MSc, BEd, MPhil 0484-2630602
- 2 Smt. Susan Mathew Panakkal  
MSc, BEd, MPhil 0484-2104342  
Guest Faculty
- 3 Ms. Jean Mary Mycle MSc, MPhil 0484-2537470
- 4 Smt. Nisha Oommen MSc, BEd, MPhil, MCA 0484- 2403426
- 5 Ms. Nuja M. Unnikrishnan MSc 0484- 2345623
- 6 Ms Sini (Sr Anvita) MSc, MPhil, B.Ed 0484- 2422651
- 7 Ms. Elizabeth Reshma M.T, MSc 0484-2808578

**Department of Physical Education**

- 1 Dr. Thomas K.M. MPE, PhD 9447459984
- 2 Smt. Nisha Philip MPE 9747451727

**Department of Physics Phone No. 0484- 2380690**

- 1 Smt. Tessy Joseph MSc, M Phil, BEd 0484- 2806476
- 2 Smt. Sajimol Augustine M, MSc, M Phil  
(on FIP leave) 0484- 2390363
- 3 Dr. Rose P Ignatious MSc, M Phil, PhD 0484- 2426056
- 4 Dr. Kala M.S, MSc, PhD 0484- 2370198
- 5 Smt. Priya Parvathy Ameena Jose  
MSc, M Phil 0484- 2370011
- 6 Smt. Mary Vinaya M.Sc 0484- 2232871  
Guest Faculty
- 7 Smt. Susan Mathew M.Sc 0484-2427522
- 8 Smt. Catherine Sherine Aruja MSc, BEd 0484- 2390088
- 9 Smt. Sunitha Chandran MSc, 0484- 2499938
- 10 Smt. Dhanya Joe M.Sc, 9447959247
- 11 Smt. Surya Jose MSc, BEd 9447822787

**Department of Sociology**

1. Dr. Claramma Thomas MA, MPhil, PhD 0484-2303099
- 2 Dr. Shally Joseph MA, PhD 0484-2391158
- 3 Dr. Gladis Mary John MA., PhD 0484- 2322309  
2100080
- 4 Smt. Dora Dominic M.A, BEd 0484- 2397915
- 5 Dr. Jyothi S. Nair MA., PhD 9846564246
- 6 Smt. Sajitha J. Kurup M.A 9947884577
- 7 Smt. Elizabeth Abraham M.A, BEd 0484-2345035  
Guest Faculty
- 8 Ms. Lebiya Gladys M.A.( Sr. Suchitha) 0484-2352197

**Department of Statistics**

- 1 Smt. Rosa K.J. M.Sc 0484-23922953
- 2 Smt. Betty Joseph M.Sc, MPhil 0484- 2424984
- 3 Smt. Shanty B.P. M.Sc, MPhil 0484-2680504

**Department of Zoology****Phone No. 0484- 2380653**

- 1 Smt. Gladys Francis M.Sc, MPhil 0484 -2398559  
2391201
- 2 Smt. Reema Kuriakose M.Sc, MPhil,BEd  
(on FIP leave) 0484 2423591
- 3 Dr. Meera Jan Abraham MSc, BEd, PhD 0484 2340129
- 4 Dr. Soja Louis M.Sc, PhD 9349842098  
Guest Faculty
- 5 Ms. Niji Philomina CA. M.Sc 9847501089
- 6 Ms. Simi Joseph P, MSc 9447665821

**Women's Study Centre****1. Fashion Technology**

- 1 Smt. Lekha Srinivas M.Com,  
Dip in Fashion Designing, Dip in CAFD 9744860540
- 2 Sri. Praveen Varma B.Com,  
Dip in Fashion Designing 9846458598
- 3 Smt. Supriya Nair MSc- Textiles 9895165792
- 4 Ms. Dhanya K.B. BSc, P.G. Dip in Fashion  
Designing & Apparel Merchandising 9745645383
- 5 Sri. Sulfikar Ali, Dip in Fashion Designing 9846763786

**2. Clinical Nutrition and Dietetics**

- 1 Smt. Surya M. Kottaram MSc 94477111230
- 2 Ms. Siji M.S. MSc 9037312143

**Librarian**

Sr. Ashritha ,B.A. M.L.I.Sc , M.Phil 0484- 2349703

**Administrative Staff**

- 1 Sri. Antony John Tharayil 0484-2349703
- 2 Smt. Mary Linet K.V 0484-2702193
- 3 Smt. Teresa Honerine Figuredo 0484- 2392390
- 4 Smt. Anna Joseph C.S. 0484- 2405349
- 5 Sr. Cecile Rose 0484- 2355787
- 6 Smt. Thresiamma Joseph 0484- 2331899
- 7 Smt. Pushpy K.R. 0484- 2497859

- 8 Smt. Thankamma V.R. 0484-2701439  
9 Sri. Jerin K.P. 0484- 2332330  
10 Ms. Anie T.C. (Sr. Aradhana) 0484- 2352197  
11 Ms. Maggie P.T.(Sr. Maggie) 0484-2352197  
12 Smt. Mary C.P. 0484-2427759

### **Ministerial Staff**

- 1 Smt. Philomina M.K. 0484-2336917  
2 Smt. Mary Thomas 0484-2207187  
3 Sri. Thomas Mathew P.A. 0484-5522553  
4 Smt. Josephine T.G. 0484-2235828

2235424

- 5 Smt. Leelamma K.S. 0484-2319179  
6 Sr. Pearl Antony 9847708313  
7 Smt. Sheeba P.L. 0484-2224494  
8 Smt. Seena teresa K.V 9249482895  
9 Sri. Joy P.K. 9895281710  
10 Smt. Rosalind A.S 9847160939  
11 Sri. Joseph P.P. 9446496328  
12 Sri. Joshy P.G. 9645086350  
13 Sri. James K.C 04829-244185  
14 Smt. Mary Magdaline 6592128

### **Instrumentation and Maintenance Centre**

- 1 Sri. Augustine George Isaac B. 9446866734  
2 Sri. Charles Libin K.G. 9539065899  
3 Sri. Anush George 9847353916

### **Academic Programmes**

#### ***Class Timing & Time Table***

All Classes begin at **8.30 a.m. and end at 2.15 p.m.**

***The time-table is set according to the 'day Order system' to provide proper distribution of working days.***

#### **1. Under Graduate Programmes**

As an aided college affiliated to Mahatma Gandhi University, St. Teresa's College has adopted the Choice Based Credit and Semester System from 2009 admissions onwards. At the undergraduate level the curriculum is for three years Admissions prior to 2009 follow the annual pattern. This academic year, the Final Year Degree students follow the annual system, while the Second years and First years pursue the semester pattern.

The under graduate programmes offered in the college are given below.

### **Common Courses for all Under Graduate Programmes**

Part I English

Part II Malayalam/Hindi /French

#### **I. Bachelor of Arts**

##### *Core Course Complementary Courses*

Economics Sociology/Mathematics & Logic

English History of British Colonialism

&Sociology

Sociology Statistics & History

History Economics & Sociology

French Communicative English&

Travel and Tourism

Bharathanatyam Mohiniyattam &

Abhinaya Sangeetham

Communicative English

(no Second language) Poetry & Sociology

#### **II. Bachelor of Science**

##### *Core Course Complementary courses*

Mathematics Physics , Statistics

Physics Mathematics, Chemistry

Chemistry Mathematics, Physics

Botany Chemistry, Zoology

Zoology Chemistry, Botany

Family& Community Science Chemistry, Zoology

Computer Application

(no Second language) Mathematics Statistics

#### **III. Bachelor of Commerce**

##### *Core Curses*

Elective

Commerce Taxation

The duration of undergraduate programmes under CBCSS, is 3 years, which consists of 6 semesters. Each semester consists of 90 working days distributed over 18 five day academic weeks.. All UG programmes of the college except distance education/ off campus have the following features

Semester System

Choice based Credit System

A combination of Internal and External evaluation  
Grading

The structure of the courses is as follows

**Common Courses,** which include compulsory courses in English and second languages

**Core Courses** which include methodology courses and courses on the subject of specialization.

**Complementary courses** which include the study of which would complement the study of the subject of specialization

**Open courses** which include all courses other than courses in the area of specialization.

For the successful completion of a programme, a candidate should have a minimum of 120 credits. The minimum required credits from different components are as follows.

Common Courses 38

Core /Complementary Courses 78

Open Courses 04

Total	120
-------	-----

### Examinations

Each course is evaluated internally (in-semester assessment) and externally (end- semester assessment) The ratio between the internal and external assessment shall be 1:3.

**Internal evaluation** is done by continuous assessment on the following components.

**1. Attendance :** A student should have a minimum of 75% attendance to be eligible to register for the external examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subjected to a maximum of 2. times during the whole period of the programme may be granted by the university on valid grounds.

Benefit of attendance may be granted to students attending university/ college union activities, or, participating in co-curricular activities on production of participation / attendance certificates from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days.

### Evaluation of Attendance

% of attendance Points Grade

= / > 90 4 A

85-89 3 B

80-84 2 C

75-79 1 D

< 75 0 E

**2. Assignments : A** Student must prepare a number of assignments for each course in every semester and the best two assignments will be considered per course.

**3. Seminar/Viva :** A student has to present at least 1 seminar or attend 1 viva voce per course.

**4. Class Tests :** The best 2 grades obtained for the class tests will be considered for internal assessment

The Assignments, Seminars and Tests are evaluated using the Direct Grading system based on a five- point scale viz- A, B, C, D, and E.

**5. Internals assessment for Practical :** In science subjects, internal evaluation for practical must be conducted.

### External Evaluation

There will be University (external) examination at the end of every semester. All students having the required attendance can register for the examination. All students who register for the examination are eligible for promotion. There shall be no supplementary examination. Reappearance is allowed with the next batch of students.

### Calculation of Grades for each Course

<i>Grade Range</i>	<i>Grade</i>
3.5 to 4	A
2.5 to 3.49	B
1.5 to 2.49	C
0.5 to 1.49	D
0.0 to 0.49	E

**Calculation of the overall grade** for a programme is based on the Consolidated Grade Point average (CGPA) with a 7 point scale and is as follows

<i>Grade Range</i>	<i>Grade</i>
3.8 to 4	A+
3.5 to 3.79	A
3.0 to 3.49	B+
2.5 to 2.99	B
2.0 to 2.49	C+
1.5 to 1.99	C
1.0 to 1.49	D

A separate minimum of D grade for internal and external evaluation is required for pass in a course. For a pass in a programme, a separate minimum of D grade is required for all the

courses and must also score a minimum CGPA of 2.0 viz: an overall grade of C+.

Grace marks.

The revised norms for the award of grace marks to students who participate in Sports, arts, (Youth Festival), NSS, NCC, etc are given below.

1. Sports/games ( Individual& Team events) - 3% - 25%
2. Arts/Youth Festival(Intercollegiate, National Level) - 3%- 10%
3. NSS ( certificate holder- R Day Camp) - 2% - 5%( limited to 7%)
4. NCC B Certificate- R D Parade - 2% to 5% ( limited to 10%)

### **Grievance Redressal Mechanism.**

A four level Grievance Redressal Method regarding internal assessment is envisaged by the Mahatma Gandhi University.

1. Complaints regarding the evaluation shall be brought to the notice of the teacher concerned.

2. If the student is not satisfied with the clarification/ decision of the teacher concerned, she may approach the Department Grievance Redress cell which shall have as members, the Head of Department, the teacher in –charge for that class, and the teacher against whom the complaint is made.

3. The student, if still not satisfied can, approach the College level Grievance Redressal Cell which shall have the Principal, the General Co-ordinator and the concerned Head of the Department as members.

1. If the student is not contented, she may appeal to the University Level Grievance Redressal Cell which consists of the Pro- Vice Chancellor, Affiliation Committee Convener and the Controller of Examinations. The verdict of the University Level Grievance Redressal cell shall be final.

### **Scheme of Annual Examinations**

The following pattern of examination is applicable to the third year degree students

#### **Course Subject Theory Papers**

B.A. English, Communicative English, Main Papers

Economics, French ,Sociology & History III, IV, V & VI

B.A. Bharatanatyam

B. Sc. Physics, Chemistry, Botany Main Papers

Zoology & Family and Community Science III, IV, V & VI

B. Sc. Mathematics Main Papers

III, IV, V & VI, VII & VIII

B. Sc. Computer Applications Main papers

X,XI, XII, XIII,  
Statistics & Maths

B.Com Commerce Main Papers

IX,X,XI,XII,XIII,&XIV

### **Post Graduate Programmes**

At the postgraduate level the duration of study is two years. There will be four semesters in the entire course, with two semesters each year. The duration of each semester is 18 weeks with 90 working days per semester. The post-graduate programmes offered by the college are the following

#### **1. Master of Arts**

##### **Courses**

English Literature

Economics

Sociology

#### **2. Master of Science**

##### **Courses**

Botany

M.Sc Child Development

M.Sc Family Resource Management

M.Sc Food And Nutrition

M.Sc Physics(Specialisation-Electronics)

There will be five papers in every semester and one project/ dissertation during the entire course and a comprehensive viva voce at the end of the last semester. The papers in the first three semesters constitute the core papers and the papers in the fourth semester will be the optional papers.

Evaluation of all papers will be done in two parts, namely, by continuous in-semester evaluation and by the end- semester external evaluation. Twenty five percent of the marks will be set apart for internal assessment and seventy five percent marks for external evaluation.

The marks for internal evaluation will be distributed as follows.

##### **Theory papers**

1. Attendance 5marks

2. Assignment (I per paper) 5 marks

3. Test Papers (2 per paper) 10 marks

4. Seminar (I per paper) 5 marks

Total 25 marks

### **Practical Papers**

1. Attendance 5marks
  2. Record 10 marks
  3. Test Papers (2 per paper) 10 marks
- Total 25 marks

### **Project/ Dissertation**

1. Test Paper 10marks
  2. Seminar 10 marks
  3. Punctuality 5 marks
- Total 25 marks

The weightage for awarding marks for attendance shall be as follows

Below 75% - Nil

75% to 79% - 2 marks

80% to 84 % - 3 marks

85% to 89% - 4 marks

90% and above - 5 marks

### **Grievance Redressal**

There shall be provision for Grievance Redressal at four levels, as in the case of the under graduate courses. (Refer page no: )

### **III . Doctoral Programmes**

The Departments of Sociology, Botany, Home Science, English, Physics and Economics are approved Research centres of the Mahatma Gandhi University. The following faculty are recognized Research Guides.

#### ***Department Name of Faculty Phone No.***

**Sociology** Dr. Fr. George Koilparambil 0484-2628440  
Dr. Ramola Joseph 00966542892501  
Dr. Shally Joseph 0484- 2391158  
Dr. Celinamma Scariah 0484- 2346578  
Dr. Gladis Mary John 0484- 2100080

**Botany** Dr. Sr. Avita 0484- 2352197  
Dr. Sr.Margaret Mary 0484- 2540445  
Dr. D. Sheela 0484- 2304962  
Dr. Lissy Mathew 0484-2544203  
Dr. Sreekumar 0484-2203963

**Home Science** Dr. Indulekha K.V.  
Dr. Kumari K.S. 0413-2204854  
Dr. Anooja Thomas 984785528  
Dr. M Kamamma 9446102280

<b>English</b>	Dr. Sr. Vinitha(Dr. Celine E) 0484- 2352197 Dr. Latha Nair R 9495045293
<b>Physics</b>	Dr. Annie Joseph Vallamattom 0484-2205575 Dr. Kala M.S. 0484- 2370198 Dr. Rose P. Ignatius 0484- 2426056
<b>Economics</b>	Dr.Sr.Teresa( Ms. Helen A.P) 9495253920 Dr. Kochurani 9447155736
<b>Hindi</b>	Dr. Helen 0484 -2319329

### **The College Council**

The College Council is the chief decision making body of the college. The Council is constituted as per the Mahatma Gandhi University statutes. The Heads of the Departments and elected staff members form the council, with the Principal as the Chairperson.

### **The Internal Quality Assurance Cell (IQAC)**

As per a directive issued by the Director of NAAC, all colleges that have been accredited have to set up an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure, in order to ensure that quality of a high standard is maintained. The IQAC of the college was set-up in 2004.

### **General Rules and Conduct**

For life in the college to be fulfilling and enriching unity, trust, mutual respect and cooperation must exist among the management, staff and students.

Every student must consider it her personal duty to attend classes daily and punctually. Students are expected to be in class at the first bell and to begin the day by reciting the common prayer.

When teachers are on leave students shall remain in the class and do the work assigned to them for the period. **No student shall be seen outside the classroom during class hours.**

Going to eat in hotels during the lunch recess is strictly forbidden. Lunch and snacks are provided in the College Canteens. Students shall not see visitors during class hours. Day students or those residing in other hostels are not allowed to see their visitors in the College. Letters addressed to the College shall not be delivered to the students. They shall have their letters and communication addressed to their homes.

Unswerving adherence to modesty is expected from all students. Students are expected to conduct themselves in a worthy

manner in their dress and behavior . Tights, mini skirts, flimsy clothes, short tops, sleeveless and deep necklines will not be allowed. Those who do not adhere to the rules will be punished. Serious misconduct will result in removal from the rolls. No student shall leave a class without the permission of the Lecturer.

No matter can be published in Newspapers, Magazines, Journals or notices in the name of the College without the permission of the Principal.

Megaphone, loudspeakers etc. shall not be used and posters, banners or boards should not be put up on the campus without the express permission of the principal. **Students shall not carry or use mobile phones in the campus.**

Loss or damage caused to building, furniture, tools and apparatus of the College due to violent action of students will be made good by imposing collective fines on all the students of the College.

No meeting is to be held in the College buildings or anywhere in the College premises without the permission of the Principal.

### **The College Library**

The College library is the key resource of information for the academic community. It was established along with the College in 1925 and was named “Mother Veronica Library” in fond memory of Mother Veronica who was the Superior General of the Congregation. The present library was built to commemorate the Golden Jubilee of the College in 1975 and was formally inaugurated in 1981.

The Library Consists of :-

1. General reference section
2. Periodical section.
3. Audio Visual room.
4. Stock room with lending section.
5. Post Graduate section.
6. Research wing.
7. UGC Network Resource Centre
8. Photocopying corner

Special sections are maintained for career guidance, value education, Gandhian studies and Kerala history. Computer database and Internet facilities are also available. At present there are over 75,000 books and 200 journals and magazines in the library. For the sake of convenience, department libraries for science subjects are maintained in the Science Block. A general library wing also functions in the Science Block.

The Library is open from 8.00 a.m. to 6 p.m. on week days and

Saturdays except Thursday afternoons and second Saturdays.  
A Library committee that includes the representatives of Teachers and students helps to direct the library services.

### **Library Rules**

1. Strict silence should be observed in the Library.
2. Books and other personal belongings should not be taken into the Library. However each student may take a notebook with her.
3. Not more than two volumes may stand borrowed by any student at anytime.
4. Teachers can borrow upto 15 books at a time. The books will be issued for 30 days subject to renewals till the 31<sup>st</sup> of March every year. All the books taken by the Staff must be returned on 31<sup>st</sup> March of the corresponding year.
5. Fiction is issued for ten days and other reference books for five days. However, one renewal is allowed.
6. All the books will be returned on the date marked on the date label found on the front page of the book. Absence from College will not be an excuse for not returning the books on time.
7. A fine of Rs. 1/- per day or parts thereof will be collected from the defaulters as overdue charges.
8. Loss of books has to be reported to the Library Staff as soon as possible. Lost books will have to be replaced or the cost of the books will be collected. The cost of the lost books will be assessed as multiples for each decade according to the year of publication of the book.
9. The Library follows the open access system. Application for books can be made in the prescribed form, which may be had at the counter.
10. Borrowers are responsible for the books marked against their names. In case of damage they shall pay the cost of replacement or rebinding. If a book is noticed to be damaged at the time of issue, the attention of the Library Staff should be called to the fact.
11. Every user is supposed to enter the details of the books and journals issued as well as referred, in the issue register provided at the counter.
12. Students should return their borrower's tickets to the Library before they claim their hall tickets.
13. No student shall lend either the borrower's tickets or the books to a fellow student or outsiders.
14. Scribbling and mutilating the books will be severely dealt with.
15. Books taken out of the Library shall be returned when called for.
16. A particular day is given for each class to take fiction. Other books can be borrowed on all days. However the time for issuing

and returning is fixed as follows:

9 a.m. to 1 p.m.

2 p.m. to 3.45 p.m.

17. In all matters regarding the Library the decision of the Principal shall be final.

18. Free internet facility is provided to every student for one hour per week. The user should bring her college Hand book and allow the library assistant to make the necessary entry in it. Similar facility is also available in the Physics Dept. for the Science Students.

### **Audiovisual Room**

The College has two audiovisual rooms with several audio visual aids such as over head projector, slide projector, LCD projector, mimio board, Linguaphone, video camera, recording facilities, etc. which are used as teaching aids.

### **Language Laboratory**

The college has a well-equipped computerised language lab to help the students expand their vocabulary and improve their pronunciation in English. The students listen to correct pronunciations, record their own voice and they play it back for comparison. The sessions are guided by a qualified teacher.

### **Residence of Students**

On-campus residence facilities are provided in the College. There are three hostels: one in the main block and the other two in the Science Block. Students are accommodated in these hostels. Every effort is made to foster an atmosphere of warmth and care in these residence halls so that students look on it as a “home away from home”. The application to these hostels should be given on the day of the admission.

The chief wardens of the hostel are:-

1. Rev. Sr. Vinitha : Main Block 0484-2353638

2. Rev. Sr. Ashritha : Science Block 0484-2361662

3. Rev. Sr. Herman : Post Graduate Hostel and

Staff Quarters

(Science Block) 0484-2370294

### **College Canteen**

Wholesome food is served in the college canteen at a subsidised rate.

### **College Book Store**

Students can get all the textbooks and other related books from the bookstalls in the campus.

## **Medical Aid & Blood Donation**

First aid facilities and basic medical attention are given to the students and staff. Immediate medical attention is provided when an emergency occurs.

The College community is a major donor of blood to the IMA.

## **Rules for Collection & Refund of Fees**

### **1. Mode of Collection of Tuition Fees:-**

Tuition Fees will be collected at the beginning of each term in the months of June, October and January. The first instalment of fees, including the special fees prescribed, will be collected from the students of senior classes within a period of seven working days beginning from the date of reopening of the College. In the case of junior classes, the first instalment of tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission.

The Principal of the College may fix the due date for collection of fees for each term for various classes within the seven consecutive working days.

### **2. Payment of fine for default:-**

If any student fails to pay the fees or special fees on the due date she is liable to pay a fine of Rs.5/- along with the fees or special fees on or before the 10<sup>th</sup> day after the due date. If the 10<sup>th</sup> day happens to be a holiday, the next working day will be counted as the 10<sup>th</sup> day.

### **3. Consequences of non-payment of fees:-**

If the fees or special fees with the fine of Rs.5/- is not paid on or before the last date fixed for the payment of the same, an additional fine of Rs.5/- will have to be paid. If the fees and fines are not paid before the last opportunity given for payment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of this period and this student will not get the benefit of attendance from the date of removal from the rolls of the College. If the student is to be re-admitted she shall have to apply for the special permission of the Principal and will also have to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

### **4. Publication of the names of defaulters:-**

The names of defaulters will be published on the notice board immediately after expiry of the last date fixed for payment of the fees.

According to the annual examination plan the terms are

defined clearly as follows:-

I Term : June, July, August, till the date of closing for Onam holidays.

II Term : September, October, November and December till the date of closing for Christmas holidays.

III Term : January, February and March.

**5. Payment of fees in certain other cases:-**

Students who are admitted for a term for making up shortage of attendance for the course which the student had been undergoing, should pay one third of the tuition fees for the year, together with full special fees and caution deposit at the time of admission. Only such former students of the College shall be admitted as term students.

**6. Payment of fees by students on rolls:-**

Every student is liable to pay the prescribed fee for the whole term during any part of which her name is on the roll of the College.

If a student studying in the Arts and Science College for the Degree/Post Graduate Course after obtaining Transfer Certificate from the institution is admitted to the same course of study in any other similar College she shall not be called upon to pay again the fees already paid for the term in the College which issued the Transfer Certificate. But special fees and caution deposit will have to be paid again at the new College.

**7. Collection of fees for late admission:-**

In the case of students admitted late after the commencement of the academic year the fees for the preceding months, if any, will be collected at the time of admission. No student shall be enrolled after the beginning of a term unless she has paid all the instalments of fees, which she would have had to pay had her name been on the rolls from the beginning of the term.

**8. If the student does not pay the dues till the last date prescribed she will not be allowed to appear for the Examination.**

9. Fee will be received in the College Office only on collection days from 9 a.m. to 1 p.m.

**Note: Rules concerning the collection of fees will be subject to University norms.**

Any student seeking admission will have to pay the fees prescribed before her name is enrolled.

Those students who discontinue their studies should inform the fee counter immediately. Otherwise they will have to pay the complete fees when applying for Transfer certificate and other Certificates.

## **Attendance and Leave of Absence**

Attendance shall be marked at the beginning of each class-whether lecture, practical or tutorial- by the teacher in charge of the class.

Students should occupy their respective seats before attendance is taken. They should not leave the classroom nor should late comers enter the classroom without the permission of the teacher in charge of the class.

A proper medical certificate should accompany the leave application when the period of leave extends to more than five days or synchronizes with the date on which terminal or other College Examinations are held.

No student shall absent herself from class without leave. The student shall bear in mind that proper and timely submission of application for leave of absence is a prerequisite for applying for exemption from shortage of attendance.

If leave is required for a single hour only, application may be made to the teacher in charge of the class during the hour. If leave is required for the afternoon session only, the student should appear in person before the head of the department concerned and get permission for leave from her.

## **Examinations and Test papers**

The primary purpose of Examinations and Test papers is to evaluate the work of the students and also to give them training. Exemption from attending examinations and test papers is granted **only by the Principal** .

Malpractice in test papers and examinations will be regarded as serious breach of discipline.

College scholarships/prizes/concessions etc. will be awarded only to those students who appear for the terminal examinations and test papers of the College.

## **Conduct Certificate and Transfer Certificate**

1. Application for Conduct Certificate and Transfer Certificate should be given as soon as possible after the student leaves the College.
2. No student who has previously studied in any recognised school or college shall be admitted to the College unless she presents a Transfer Certificate.
3. Ordinarily a notice of 24 hours is necessary for the issue of a Certificate.
4. Application in the prescribed format should be given to the office for obtaining the T.C.
5. A Fee of Rs. 10 is to be paid as search fees, for every 5 years.

### **Transcript and Letters of Recommendation**

Transcript and letters of recommendation may be issued from the College, provided an application is given.

A notice of 3 days is necessary for the issue of Transcripts and letters of recommendation.

### **Identity Cards**

Every student is expected to have in her possession an identity card with her photograph attested by the Principal while on the campus and when travelling to and fro from the College. Students should produce their identity cards for inspection whenever they are required to do so by the members of the Staff or other College authorities. **The identity cards** must also be presented at the time of payment of each instalment of fees, while taking the hall tickets, mark lists and other certificates and also in the library.

If the card is lost, a duplicate may be issued with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian. The student shall bear an expense of Rs. 100/- for the same.

### **Tutorial System**

The college has an efficient tutorial system in place. A group of 30 students is closely monitored and guided by a single teacher. This ensures that each student receives the attention and counseling she needs to excel in college life.

### **Value Education**

The College offers value education classes once a week to all the students. A three-day life guidance seminar on “Marriage and Family” is a compulsory programme for the final year degree students.

To foster faith formation in Christian students, the College offers the following facilities: Jesus Youth Programme, Prayer Meeting, Rosary in the month of October and other prayer sessions on special occasions.

### **Eucharistic Celebration**

At the beginning of each year an inaugural Mass / prayer service is celebrated to invoke God’s blessing on the new academic year. Mass is also celebrated on the First Friday of every month. Attendance to this is not obligatory but all are welcome. A Thanksgiving Mass is also celebrated at the end of the academic year to thank God for His bountiful blessings and guidance.

## **Annual Retreat**

Opportunities are provided for all Christian students to undergo a retreat during the course of the academic year. Spiritual discourses are given to non-Christian students. Students are expected to avail of this facility.

## **Parent Teacher Association**

The College has a Parent Teacher Association which meets twice a year to discuss various academic and non-academic matters regarding the students. The co-operation of the parents and their suggestions are welcomed by the institution.

## **The Student Government**

The College Union is the Student Government of the College. The Union consists of the elected representatives of the student community. It comprises the Chairperson, the Vice Chairperson, the Secretaries of General affairs, Arts Club and Sports, the Student Editor and two University Union Councillors, the representatives of the various classes and the Association Secretaries. The Union is guided by two members of the Faculty known as Deans.

All associations and clubs work under the formal auspices of the College Union. The students union organizes the 'Teresian Week' - a week long festival which showcases the literary, artistic and histrionic talents of the students, and the Sports Day.

## **Associations and Clubs**

There are different Associations working in affiliation with each department. They conduct various activities in connection with their academic programmes to help broaden the horizons of the students, to encourage their natural talents and to hone their sense of responsibility and initiative. The various clubs of the college are:

1. Career Guidance Cell. 11. Women's Cell
2. Debate Club 12. Nature Club
3. Dramatic Club. 13. Poet's Club.
4. Placement Cell 14. Tourism Club
5. Legal Literacy Club 5. Writer's Forum
6. Entrepreneurship 16. Youth Red Cross Unit
7. Library Club 17. Planning Forum
8. Interfaith Club 18. Film Club
9. Quiz Club 19. Development Club
10. Speakers Forum 20. Consumer Cell

Membership is voluntary. Each club has a member of the faculty as an advisor.

## **Sports and Games**

Encouragement and facilities are offered to those students who wish to develop their potential in sports and games. Infrastructural facilities are available in Basket Ball, Volley Ball, Table Tennis, Lawn Tennis, Indoor Games, Aerobics, Personal Gymnasium, Kho-kho, Ball Badminton, Shuttle Badminton, Cycling, Soft Ball, Hand Ball and Yoga.

Free accommodation in the sports hostel, special food, prizes for outstanding achievements and admission through sports quota are the incentives given.

The University awards grace marks for distinguished sports persons besides the sports scholarships which are given to them.

## **The College Magazine**

The College Magazine “Teresian” is an open forum where students can express their views and opinions. It is an outlet for the creative talents of the Students. The student Editor, helped by an Editorial Board and the Staff Editor, brings out the magazine at the beginning of the academic year.

The magazine showcases the literary, cultural and sports activities and the achievements of the students. The success of a college magazine depends upon the students. By writing for the magazine, a student leaves behind an indelible mark of her passing through.

## **Teresian Online**

Teresian Online provides another platform for students to display their creativity, writing skills and interests.

The college website [www.terasas.ac.in](http://www.terasas.ac.in) provides the link to Teresian Online.

## **National Service Scheme (N.S.S.)**

The College has a committed N.S.S. Wing. It is a voluntary organization for the students and teachers to involve themselves in rural development programmes and to participate in the socio-economic life of the community. The focus is on activities that augment the social awareness of students and mould them into responsible citizens in society. The students are made aware of the plight of the less privileged and disadvantaged sections in society. Volunteers who undergo the prescribed course of training are given certificates from the University and are eligible for grace marks in University examinations. They are also awarded bonus marks - 15 marks for degree course and 5 mark for PG courses - at the time of admission.

## **N.C.C**

The NCC has an active army subunit functioning in the College. The NCC provides the cadets with ample opportunities to enhance their character, leadership, qualities and initiative.

The wide array of activities undertaken by the NCC include basic training sessions in first-aid, drill, parades, signals, home nursing, communication, map reading and weapon training.

Advanced training in mountaineering, rock climbing, para jumping and cycling offer the cadets exciting vistas to quench their thirst for adventure. Apart from building a sense of patriotism, it also moulds the cadets into able and smart citizens of tomorrow.

Students are enrolled after a selection procedure. Once enrolled the cadet remain a member of the corps for a minimum period of two years. At the end of the period a weightage certificate will be given. Cadets can also appear for the 'B' and 'C' certificate examination.

The cadets obtaining the certificate are eligible for grace marks in University examinations and bonus marks for admission to higher studies. They are also awarded bonus marks - 15 marks for degree course and 5 mark for PG courses - at the time of admission.

## **Counselling Cell**

## **c OUNSELLING CELL**

A Counselling Cell functions in the college and it has two units – one in the Arts block and the other in the Science block. Once a week full time Counsellors are available to render service to those who need help.

## **Remedial Services**

As per University rules, SC/ST minority students receive special help. Extra classes and coaching, taken after regular class hours, are provided.

## **Alumnae**

The membership is open to the old students. It is hoped that all the students completing any course of study in this College will become members of the Old Students Association before they leave the College.

The annual alumnae meet takes place every year on the 2nd saturday of July.

The website of the college keeps the alumnae well informed about the activities taking place in every department of the College.

## **General Information of the Rules issued by Mahatma Gandhi University**

### **1. Cancellation of Examination & Registration**

- a. All Annual Examinations (of which results are announced) except I M.A/M.Sc and professional courses can be cancelled.
- b. When the Examinations are cancelled papers of the same subject appeared in the previous year will also get cancelled. Eg. If the Part III Main of B.A. at the final year is cancelled, papers of first and second years will also be cancelled.
- c. Cancellation is allowed only at the first appearance.
- d. Four more chances are allowed for the cancelled papers.
- e. Degree Examination can be cancelled in order to take up the same courses with different optional.
- f. Apply to the Controller of Examination with Principal's recommendation, attested photocopy of the hall ticket and S.B.T. chalan for prescribed fees within 14 days from the last Examination including practical/Viva voice.

### **2. Duplicate copy of Certificate**

Duplicate Degree Certificate, Migration Certificate, Mark lists, Pass Certificate can be had from the University by producing a declaration on a stamp paper of Rs. 50/- to the effect that the Certificate has been irrecoverably lost, attested by a Notary Public along with the State Bank of Travancore chalan for prescribed fees.

### **3. Eligibility Certificate**

Applicants from outside the State have to get an eligibility certificate from the University to join any course. The application prescribed by the University with duly attested photocopies of the original mark list and State Bank of Travancore chalan for prescribed fee has to be remitted to the Registrar of the University.

The University has stopped issuing eligibility certificate to CBSE and ICSE students from getting individual recognition with effect from 3-1-2005. (Uty. order No. CE/2005/Recog-1 Dt. 4-2-2005)

### **4. Medium of University Examinations**

Students can write answers in the Degree Examination either in English or in Malayalam. But a mix of English and Malayalam is not allowed in the same paper.

### **5. University Examination – Extension of time for Physically Handicapped**

Physically handicapped candidates can avail themselves

of time extension for various University Examinations. They should apply to the Controller of Examinations on a plain paper along with medical certificates and a photo showing disability duly attested by the medical officer well in time before the commencement of Examinations.

## **6. Practical Examination & Submission of Record**

There is no separate minimum for practical Examinations. But absence in practical Examinations will be treated as failure in the Examinations. Record has to be produced while appearing for supplementary Examination too. If the record is lost a new one has to be prepared.

## **7. Internal Assessment for Regular Courses**

As per the stipulations of the Mahatma Gandhi University, internal assessment marks account for 20 percent of the total marks in each paper. The allotment of the 20 percent is as follows:

**Attendance:** 4% of the total marks for each paper. The calculation of the attendance for awarding marks shall be as follows:

### **Attendance Marks**

Below 50% Nil

Between 50 and 74% 1% of the total marks

Between 75 and 79% 2% of the total marks

Between 80 and 89% 3% of the total marks

90% and above 4% of the total marks

Only those who secure a minimum of 75% attendance will be allowed to appear for the University Examination at the end of the year.

**Test papers:** 4% each for two test papers. Three tests papers will be held on previously appointed days and the marks of the best two test papers will be considered for the assessment. There will be no retest.

**Assignment:** 4% of the total marks. The student will be given an assignment on each paper for the year.

**Seminar:** 4% of the total marks. In each main/subsidiary paper, the student will present a seminar paper. In the first and second language papers, seminar is optional and instead an additional assignment may be given.

**Grievance Redressal Mechanism:** Any grievance regarding the internal assessment marks can be brought to the notice of the Department Redressal Cell consisting of the Head of the Department, the class teacher and the teacher in charge of that paper.

## 8. Grace Marks

Winners in sports events and youth festivals are given grace marks as follows:

- a. Grace Marks will be given for the first appearance in Examinations. Improvements and appearance after cancellation and absence will not be considered.
- b. Grace Marks will be given irrespective of a pass or fail in the Examination and will be given after effecting the moderation.
- c. Grace marks will not be reckoned for fixing ranks.
- d. Marks will be allotted to each paper and 50% of these can be redistributed to other subjects in order to effect a pass.
- e. Students of professional courses are not eligible for grace marks.
- f. Only the winning participants are eligible for grace marks, not the accompanists.
- g. The maximum limit of grace marks is 25%
- i. Sports – India representation (25%), All India Inter University I, II, III (17, 14, 12). Representing combined University (10). Approved National I, II, III places (10, 8, 7) Inter University representation (7), University/State representation (5).
- ii. **Youth Festival** – University individual I Place or A Grade (5%), University Group I Place (3%) both to a maximum of 5%. South Zone I, II Places individual and Group events (5, 4 additional) National India Group I, II, III places (10, 7, 5 additional).
- iii. **Deaf and Dumb students** – will be given grace marks of 25% of the total marks of each and every paper of the Degree attempted by them subject to a maximum of 25% of the aggregate marks.
- iv. **NSS volunteers** - a) NSS certificate holders 2%. b) Attending National Camp with attendance certificates 3%. c) Republic Day Camp 5%. (Limited to 7%)
- v. **NCC Cadets** - a) Attending Republic Day Camp/Parade 5%. b) Basic Leadership Camp, TSC, Nav Sainik Camp/Vayu Sainik Camp/ Independence Day Camp (Sports and Games at Delhi) 4% c) Certificate holders: ‘C’ Certificate 3%, ‘B’ Certificate 2% (Limited to 10%).

## 9. Recognition of Examinations Conducted by the University/ Boards Outside Kerala.

When students of other Universities (out side the State) join this University, they have to apply for the recognition of their qualifying Examination in the prescribed form.

The application for recognition should be accompanied by chalan receipt for prescribed fee, pass certificate, migration certificate and eligibility certificate issued by this University.

Migration certificate from institutions outside Kerala are to

be forwarded along with the application for recognition.

Column No.2 (c) and (d) in the prescribed form should be clearly filled in, supported by necessary documents.

A certificate from the Principal of the College (where the student studied for the Examination sought to be recognised) should be enclosed if the pass certificate does not contain the information about the subjects taken for the Examination.

Applications for the recognition should reach the University office within one month from the date of admission without fail.

### **10. Migration Certificate**

Students of other Universities and boards of Secondary/ Higher Secondary Education (except State boards like VHSE, Plus Two) who join this University should produce a Migration Certificate issued by the concerned Universities and Boards.

Migration Certificate from Mahatma Gandhi University will be issued if applied in the prescribed form with chalan receipt for prescribed fees.

The University has exempted the students of Higher Secondary Course (Plus Two) Vocational Higher Secondary Education Course and Technical Higher Secondary Education Course of Government of Kerala from producing Migration Certificate and getting individual recognition order (University Order No. EK.V/ 96 dated 26<sup>th</sup> July 1996)

### **11. Registration as Matriculate of the University**

Students of other Universities and Boards who join this University should submit the application in the prescribed form with Migration Certificate, General form, Matriculation fee receipt and chalan receipt for prescribed fee to the University through the Principal. Application for Matriculation should reach the University Office within one month from the date of admission without fail.

### **12. Revaluation and Identification of Papers**

The students should apply in the prescribed form within 21 days from the date of receipt of mark list in the College. Change of marks will be effected if the difference is 5% or more. If the difference is 10% or more the paper will be subjected to a second evaluation. There will be no refund of revaluation fee. Students will be allowed to identify their revalued papers.

### **13. Scrutiny of Answer Sheets**

Answer papers will be scrutinized if applied within 30 days from the date of receipt of mark list in the College.

**14. SC/ST Students Exemption for Payment of Examination Fees**

SC/ST students need not pay the Examination fees for two consecutive chances including regular one. The application should be forwarded through the Principal.

**15. Improvement Facilities for Various Examinations**

The University offers improvement facility for various examinations. The first year papers of the Degree and Post Graduate Courses under all parts and II year papers of Degree Part III Main can be improved along with their next year regular Examinations.

Those who have passed M.A/M.Sc/M.Com Examination can improve their marks by availing themselves of two more chances irrespective of time limit. All papers of previous Examination at P.G. level can be improved along with their regular final year Examination.

**16. Confidential Marklist**

Candidates who have taken their final year Examination can apply in the prescribed form for confidential mark list before the publication of the results for employment and educational purposes. However this mark list will be sent only to the head of the Institution concerned.

**17. Exemption from Attending Classes**

Students of regular Colleges who desire to be exempted from attending classes of additional language have to apply for the same in the prescribed form. Special English is not offered as additional language at the Degree level. Deaf and dumb students are exempted from studying second language, if they so desire.

**Kerala Ragging Prohibition ACT 1998**

t\cf kwkvYm\sØ hnZym`ymk kvYm]\βfn¬ dmKnwKv  
 \ntcm[n@psIm p~ 1998 se t\cf dmKnwKv \ntcm[\ BIVSns,  
 { ]kIv X` mKβf hnZym;XvYnIfptSbpw c£I;Øm°fptSbpw Adnhnte°mbn  
 Xmsg sImSp°p p. Hcp hnZym;XvYnIfptSbpw {Iahncp=amb s]cpam%ow aqew B  
 hnZym;XvYnIfptSbpw mcoconItam am\knltam Bb JoV\w D mIp tXm D mIm=  
 km=yXbp~tXm Asv¶n¬ `bmi¶tbm, `b mtSm, A]am\tam, \_p=napt´m  
 D mIp tXm Bb GsX¶nepw { ]hrØn sNØ¬ F ;XvY am°p Xpw AXn¬  
 1. Aβs\bp~ hnZym;XvYnIfptSbpw ieys SpØp tXm A[nt£]n°p tXm,  
 ]cnlkn°p tXm D]{Zhn°p tXm,  
 Asv¶n¬  
 2. Hcp hnZym;8n km[mcWKXnbn¬ kza\kmse sNØm= Hcps°SmØ  
 GsX¶nepw { ]h;Øn sNØp Xnt\m \n; ln°p Xnt\m Bhiys Sp tXm  
 Dfs Sp Xmlp p.

3. dmKnwKv \w: GsXmcp hnZym`ymk kvYm] \ Ons, bpw AIØpw ]pdØpw dmKnwKv \ntcm[n@ncn°p p
4. dmKnwKv \p~ in£: GsX¶nepw hnZym`ymk kvYm] \Øn\ItØm AYhm ]pdtØm dmKnwKv \SØpItbm dmKnwKv \]s¶Sp°pItbm AXn\p t{]cn n°pItbm Asv¶n- dmKnwKv]Ncn n°pItbm sNøp GsXmcmfpw Ip%okvYm] \Øn\pta-, c p h¿jw hscbmImhp Imebfhnte°v XShp in£ \-In in£n°s tS Xpw Abmf ]Xn\mbncw cq] hscbmImhp ]ng in£ bv °pw IqSn hnt[b\mtI XpamWv.
5. hnZym¿XvYnsb ]ncn@phnS-: 4 -mw hIp n= Iognep~ Hcp Ip%oØn\ v in£n°s Sp GsXmcp hnZym¿XvYnsbbpw hnZym`ymk kvYm] \Øn\ n pw ]ncn@phntS Xpw Aßs\bp~ hnZym¿XvYn°v ]ncn@phnS- DØchv ]pds Sphn@ XobXn apX- aq p h¿jImetØ°v , a°op bmsXmcp hnZym`ymk kvYm] \Ønepw {]thi\w \-Im= ]mSnmØXpamIp p.
6. hnZym¿8nsb kls]=Up sNø-: ap= ]d™ hyhkv YIf°v `wKw hcmsX Hcp hnZym`ymk kvYm] \Øns, ta[mhntbmsKnwKns\°pdn@p~ nepw hnZym`ymk kvYm] \Øn, AXXp kwKXnt]mse, amXm]nXm°tfm, c£I¿Ømthm, AYhm B hnZym`ymk kvYm] \Ønse GsX¶nepw A=ymlIt\m tcJmaqew ]cmXns `m- B hnZym`ymk kvYm] \Øns, ta[mhn, ]cmXn e`n@p Ggmw ZnhkØn\Iw, ]cmXnbn-]d™ncn°p kwKXn sb kw `n@v At\zjWw \StØ Xpw, {]YaZrjv Sym kXyaps p I m- Ip%omtcm]W hnt[b\mb hnZym¿XvYnsb kkw sNtø Xpw DS= Xs , {]kvXpX ]cmXn B hnZym`ymk kvYm] \w kvYnXn sNøp {]tZiØB[nImcnIXbp~ t]meokv kv°oj\nte°v ta- \S]Sn°mbn Ab@psImSpt° XpamWv .
2. 1 mw D]hIp n- ]d™ coXnbn- ]cmXn tcJmaqew e`n°pIbpw hnZym`ymk kvYm] \Øns, ta[mhnbpsS At\zjWØn- {]Ya Zrjv Sym ]cmXnbn- Ig°nvmsb v sXfnbpIbpw sNbv Xm- C°mcyw ]cmXn°mcs\ tcJmaqew Adnbnt° XmIp p.
7. Ip%ow sNøm= t{]cn n°p Xmbn IcpXmhp:Xv hnZym`ymk kvYm] \Øns, ta[mhn 6 mw hIp n- ]dbs Sp coXnbn- dmKnwßns\°pdn@p~ Hcp ]cmXnta- \S]SnsbSp°mXncn°pItbm AYhm \S]Sn FSp°m= A\mkvY ImWn°pItbm sNøpIbmsW¶n- Aßs\bp~ hy¿n dmKnwKv F Ip%ow sNøm= t{]cn n@Xmbn IcpXs tS Xpw Ip%okv] \Øn=ta- 4 mw hIp n- hyh\w sNbvXn`p~ {]Imcw in£n°s tS XpamWv .

01 03 2005 XobXnse k¿°mj DØchv (B¿. °on.) \w. 346/05/D.hn.h. {]Imew hnhc kmt¶Xnl hnZybpsS Zpcp]tbmKw XSbp Xns, `mKambn Cu ým] \Øn- samss\_ - t^mWns, D]tbmKhpw t^mt`m{Km^`n kulcyap~ samss\_ - t^mWns, D]tbmKhpw, kn\nam°onIv Um=kv, ^mj= tjm F nhbpw \ndpØem°nbncn°p p.

## **Student Aid Fund**

The Student Aid Fund is built up with the contribution from the students and well wishers. Deserving students are identified and help is given.

## **Details of Scholarships**

### **1. University Merit Scholarship**

Only Students from Mahatma Gandhi University can apply. The first 15 top scorers from each class should bring the attested copies of Higher Secondary and S.S.L.C. mark list to the scholarship counter.

### **2. Kerala State Govt. Merit Scholarship**

Students who secure 60% of marks and above from Mahatma Gandhi/ Kerala/Calicut University can apply. Eligible candidates can approach to the scholarship counter for application form.

### **3. Kerala State Merit cum Means Scholarship**

Students from Mahatma Gandhi/Kerala/Calicut University can apply. Those who have secured I Class and whose parent's annual income is below ` 10000/- (for Degree) and ` 12000/- (for P.G.) can apply. Eligible candidates can approach the scholarship counter for application form.

### **4. Hindi Scholarship**

Students who have chosen Hindi as their second language with 80% marks can apply. Application form can be had from the scholarship counter.

### **5. District Merit Scholarship**

Students who are in receipt of District Merit Scholarship for Higher Secondary can renew their scholarship for Degree course. Eligible candidates should contact the scholarship counter.

### **6. Muslim/Nadar Scholarship**

Students with 60% marks and whose parents' annual income is Rs. 6000/- and below can apply. Eligible candidates should contact the scholarship counter.

### **7. Scholarship for Physically Handicapped**

Physically handicapped students can apply. Students with 40% marks and whose parents' annual income is below Rs. 25000/

- can apply. Eligible candidates should contact the scholarship counter.

### **8. Fisheries Scholarship**

Only children of Fishermen are eligible. Such students can approach the scholarship counter after enrolling in the college.

### **9. Temple Entry Scholarship**

Only SC/ST students can apply. Students with 50% marks & above can approach the scholarship counter after joining the college.

### **10. Hindustan Petroleum Scholarship**

Students who have secured 45% of marks and above, whose parental income is Rs. 25000/- and below can apply. Such students should report at the scholarship counter in the month of January.

### **11. JNB Foundation Scholarships**

The JNB Foundation in Ernakulam awards scholarships of ` 1 Lakh to deserving students on a merit-cum-means basis.

### **12. Platinum Jubilee Educational Scholarships**

Instituted by the St. Teresa's College Platinum Jubilee Trust, the scholarships are awarded to 25 students of the undergraduate classes and 5 students of the post-graduate classes on a merit-cum-means basis. This is in keeping with the spirit of St. Teresa's College, which has always been keen to help the underprivileged.

### **13. Scholarships by the Stars**

St. Teresa's Association of Retired staff awards scholarships to 25 deserving students.

### **14. Sr. Tessa Merit-cum-Means Scholarship**

The Staff of the College has set up the Sr. Tessa Merit-cum-Means Scholarship in honour of former Principal of the College. It is awarded to students who show remarkable improvement in their studies as well as development of their other gifts and talents.

### **15. Smt. N.C. Mariyakutty Endowment Scholarship**

Smt. N.C. Mariyakutty Endowment Scholarship to be given to 3 deserving students.

**16. Sr. Teresa De Lina Scholarship**

Sr. Teresa De Lina Scholarship for a deserving student.

**17. Scholarship instituted by the 1983 Degree Batch on the occasion of their Silver Jubilee** to be given to a deserving student.

**Add-on Courses**

1. Certificate in Functional English
2. Certificate in Tourism Studies
3. Certificate in Environmental Studies
4. Certificate in Business Skills
5. Certificate in Information Technology
6. Certificate in Performing Arts - Carnatic Music
7. Certificate in Communication Skills [Non credit]
8. Certificate in Desktop Publishing [Non credit]
9. Computer Literacy Programme [Non credit]
10. Web Designing
11. Jewellery Design
12. T.V. Program Anchoring
13. Practical Accountancy
14. Practical Manual
15. Diploma in Computer Application [DCA]
16. Diploma in Computer Science [DCS]
17. Office Automation
18. P.G.D.C.A.
19. Graphic Design and Animation
20. Plant Resource Development and Management
21. Functional English
22. Tourism French Language and Cultural History of Kerala

## PRIZES AND ENDOWMENTS

- | <b>Name of Award</b>                                       | <b>Awarded To</b>   |
|--|---|
| 1. Sr. Antoinette Prize                                    | The student who secures highest marks in Final year Degree English.   |
| 2. Dr. P.R. Nambiar Memorial Prize                         | The student who secures the highest marks in Part III English B.A. Degree.  |
| 3. Sr. Therese Marie Prize                                 | The student who secures the highest marks in Main Poetry.   |
| 4. Sr. Concepta Silver Jubilee Prize                       | The student who secures the highest marks in Part I English Degree Course.  |
| 5. Sebastian Fernandez & Victoria Fernandez Memorial Prize | The student who secures the highest marks in Part III English, Paper IV, Final Year B.A. Literature II Terminal Examinations. |
| 6. Jacob Thomas Anathanam Memorial Prize                   | The student who secures the highest marks in English Part III Paper I Prose B.A. Degree.                                      |
| 7. Puthethathu Gangadhara Menon Memorial Prize             | The student who secures the highest marks in final Year Communicative English Examination.                                    |
| 8. Sr. Seraphia Prize                                      | The student who secures the highest marks in I B.A. Communicative English Main Papers.  |
| 9. Sr. Emeline Prize                                       | The student who secures the highest marks in I Terminal Examination, II DC Communicative English                              |
| 10. Lt. Cdr. Chettupuzha Varghese Anthappan Memorial Prize | The student who secures the highest marks in subsidiary I of II Degree Eng. Literature Examination.                           |

<b>Name of Award</b>	<b>Awarded To</b>
11. M.S. Narayanan Memorial Prize	The student who secures the highest marks in MA English III Semester
12. Mrs. Hessey Albert Koikaran Scholarship	The student who secures the highest marks in II BA English Literature
13. Nalini Memorial Prize	The student who secures the highest marks in BA Economics
14. The Dina Munshi Prize	The student who secures the highest marks in I B.A. Economics.
15. Sr. Teresita Prize	The student who secures the highest marks for B.A. Economics Main Papers.
16. Sr. Digna Prize	The student who secures the highest marks for B.A. Economics.
17. Suhara Memorial Prize	The student who secures the Second highest marks for B.A. Economics.
18. Mother Digna Scholarship	An Outstanding student of B.A. Degree Economics.
19. Mrs. Alice Noble Prize	The student who secures the highest marks in Subsidiary Political Science II BA
20. Paulose Memorial Prize	The student who secures the highest marks for B.A. Sociology.
21. Dominic Maniparambil Memorial Prize	The student who secures the highest marks for B.A. Sociology.
22. Sr. Marie Cecile Prize	The student who secures the highest marks in I BA Sociology Main Paper
23. Mrs. Anne Joachim Memorial Prize	The student who secures the highest marks in II B.A. Sociology Main Paper.

<b>Name of Award</b>	<b>Awarded To</b>
24. Thariyan Memorial	The student who secures the highest Prize marks for Final B.Com Examination.
25. Mother Digna Prize	The student who secures the highest marks in II B. Com Main Papers
26. Proficiency Prize	The student who secures the highest by SBT marks for Banking - B. Com
27. Ambadi Sankara Menon Memorial Prize	Best outgoing student of B. Com
28. Placid Lopez Memorial Prize	To the most deserving student of final B.Com
29. Nileema Samson Memorial Prize	To the student who secures highest Prize marks in B.A. History Degree Examination
30. V.M. Mascrenhas Memorial Prize	The student who secures the highest Prize marks for Mathematics in B.Sc Mathematics.
31. Mrs. Indira Varma Prize	The student who secures the highest Prize marks for B.Sc Mathematics.
32. Mrs. Annie John Prize	The student who secures the highest marks for III B.Sc Mathematics Terminal Examinations.
33. Mrs.A.R.Vijayalakshmi Prize	Best all rounder from final B. Sc. Maths.
34. Mrs. Mary Varghese Prize	Best all rounder from II B. Sc. Maths
35. Mrs. Dharmambal Prize	The student who secures the highest Prize marks in II B.Sc. Maths Terminal Exam
36. Sr. Emeline Prize	The student who secures the highest marks in BSc. Computer Applications.
37. Sr. Emeline Prize	The student who secures the highest marks for II Terminal Examinations of III BSc Computer Applications.
38. W. H. Lowe Memorial Prize	The student who secures the highest Prize marks in BSc Physics Examinations.
39. Sr. Marita Prize	The student who secures the highest marks for Physics in I, II &III B.Sc Physics.

<b>Name of Award</b>	<b>Awarded To</b>
40. Rangachalu Prize	The student who secures the highest marks in B.Sc. Chemistry
41. Mrs. Sumangala T. Pai Prize	The student who secures the highest marks for I BSc. Chemistry.
42. Prof. Annakutty Prize	The Best all rounder from B. Sc. Degree Class in Chemistry for excellence in curricular and co-curricular fields.
43. Mrs. Thangam Mathew Gold Medal	The student who secures the I Rank for B.Sc Botany.
44. Krishna Nursing Home Silver Jubilee Prize	The student who secures the highest marks for B.Sc Botany
45. Sulabha Memorial Prize	The student who secures the highest marks for B.Sc Botany
46. Sr. Tessa Silver Jubilee Prize	Two Deserving students of III Year B.Sc. Degree Botany for their fieldwork.
47. Botany silver jubilee Prize	Deserving BSc students for field work in Botany
48. Prof. Parvathy K.K. Prize	The student who secures the highest marks in Genetics - B.Sc. Botany
49. J.S. Pinto Prize	The student who secures the highest marks for B.Sc Zoology.
50. Sr. Carmelita Prize	The student who secures the highest marks for B.Sc Zoology
51. Sr. Carmelita Prize	III B.Sc Zoology student who secures the highest marks for I, II & III Year.
52. Sr. Rosalind Prize	Best student of I B.Sc Zoology.
53. Joseph Vithayathil Memorial Prize	The student who secures the highest marks for I B.Sc Zoology.

<b>Name of Award</b>	<b>Awarded To</b>
54. Geetha Memorial Prize	The student who secures the highest marks for Home Science in B.Sc.
55. Mother Bernardine Memorial Prize	II B.Sc Degree Home Science student who secures the highest marks in II Year Main Examination.
56. Suma Anil Mathew Memorial Prize	Best out going Home Science Student.
57. John Nidhiry Memorial Prize	The student who secures the highest marks in Part II Malayalam in II B. Sc. Degree
58. Sr. Seraphia Prize	The student who secures the highest marks in Part II Malayalam in II B. A. Degree
59. Sr. Modesta Prize	The student who secures the highest marks in I B.Com Part II Malayalam.
60. Elizabeth Uthup Memorial Prize	The student who secures the highest marks for I B.A. Part II Malayalam.
61. Sr. Seraphia Prize	The student who secures the highest marks in I B.Sc Degree Part II Malayalam.
62. Women social Workers of Ernakulam Prize Exams.	The student who secures the highest marks in Part II Hindi - in II BA/Bsc. Prize Exams.
63. Mrs. Padmavathy Prize	The student who secures the highest marks in Part II Hindi I B. Com
64. Sr. Regis Prize	The student who secures the highest marks in Part II Hindi in I & II BA/BSc. Degree Examinations
65. Sr. Immaculata Prize	The student who secures the highest marks for Part II French - Degree in I DC Terminal Exams
66. Mrs. Alice Pinto Prize	The student who secures the highest marks for Part II French- Degree in II BA/BSc. Exams
67. M.S. Narayanan Memorial Cash Prize	The student who secures the highest marks in B.Sc Degree Exams

<b>Name of Award</b>	<b>Awarded To</b>
68. Mother Digna Prize	To the best student of the B.Sc. Class
69. Mother Digna Prize	To the best student of the BA Class
70. Mother Mary Prize	An outstanding student of I DC Class
71. Sr. Teresita Memorial	For a deserving Graduate in Economics Scholarship for PG studies in Economics
72. Sr. Teresita Memorial	The student who secures the highest Prize marks in MA Economics IV Semester
73. Mother Digna Prize	The student who secures the highest marks in MA Economics I Semester
74. Mother Mary Memorial	The student who secures the highest Prize marks in MA Economics II Semester
75. Sr. Teresita Memorial	For PG studies in Economics Prize
76. Jimmy Mayne and Mary Mayne	The student who secures the highest Mary Mayne marks in M.A. Economics III Semester.
77. George Joseph Memorial	The student who secures the highest Prize marks in Final M.A. Sociology IV Semester
78. Sr. Anne Felice Prize	The student who secures the highest marks in M.A. Sociology I Semester.
79. Sr. Teresita Memorial	For Research in Social Sciences Prize Project
80. Dr. Fr. George	For best speaker from among the Koilparambil Prize student of Sociology
81. Justice George	For the Sociology student who makes Vadakkal the best Use of the Library
82. Eledath Janakiamma Memorial	The student who secures the highest Prize marks in II Semester M.Sc FRM IV Semester
83. Sr. Irminia Prize	The student who secures the highest marks in M.Sc F. R.M. I Semester.
84. Ravikala Kamath Prize	The student who secures the highest marks in Final M.Sc CD IV Semester
85. Dr. Sr. Loretta Prize	The student who secures the highest marks in M.Sc Home Science Child Development I Semester.

<b>Name of Award</b>	<b>Awarded To</b>
86. Dr. C.M. Joseph Prize	The student who secures the highest marks in M.Sc Home Science Food and Nutrition IV Semester.
87. Sr. Ligouri rolling Trophy	The Class that secures the highest points in the competitions conducted by the Home Science Association.
88. The Golden Wedding Jubilee Prize	The student who secures the highest marks for M.Sc Botany
89. Mother Valeria Memorial Prize	The student who secures the highest marks in M.Sc Botany I Semester.
90. Vincent Mahadevan Memorial Prize	The student who secures the highest marks in M.Sc Botany II Semester.
91. Thangam Mathew I Rank holder	M.Sc. Botany Gold Medal
92. Prof. K. K. Parvathy Prize	The student who secures the highest marks in Genetics M. Sc. Botany
93. Dr. Sr. Margaret Mary Prize	For the best publication in Botany by the Research Scholar in the Department of Botany.
94. Dr. Sr. Avita Prize	For Best Fieldworker M.Sc. Botany
95. Mrs. Ammini Joseph Prize	The student who secures the highest marks in final M.Sc. Physics
96. Christine Pinto Memorial Prize	The student who secures the highest marks in M.Sc Physics I Semester.
97. Premi Manavalan Prize	The student who secures the highest marks in M.Sc Physics II Semester.
98. Chandran Memorial Prize	The student who secures the highest marks in M.Sc Physics III Semester.
99. Mrs. Daisy A. Punnose Prize	The student who secures the highest marks in M. Sc. Physics IV Semester
100. Nandini Nandakumar Prize	The Best All Rounder in M.Sc Physics.

<b>Name of Award</b>	<b>Awarded To</b>
101. Grand Chevalier L.M.	The student who secures the highest Pylee Prize marks for Post Graduate Course.
102. Centenarian N.C.	Krishna Nambiar Outstanding student of the College. Memorial Prize
103. Prof. Betty Kurian	The student for her outstanding Prize performance in theatrical events.
104. Bishop Kelanthara	Exceptional performance in Memorial Prize co-curricular activities.
105. Prof. Samuel Mathai B.A./B.Sc	student for exemplary service Prize and co-curricular activities.
106. Sr. Emeline Prize	To the student who combines academic merit with extracurricular excellence.
107. Mr. J.E. Kurian	Best Class Representative of the year. Memorial Prize
108. Sini Jacob Kozhipat	A Deserving Degree student. Memorial Scholarship
109. Sr. Seraphia	To a deserving student of II DC Class Memorial Scholarship
110. University Women's Association of Cochin	To be awarded to the best debater Prize
111. Bishop Dr. Antony	Thannikot Memorial For the best actress Prize
112. Alappatt Sisters	Prize For selfless service
113. Mother Rita Memorial	The student who secures the highest Prize point at the Mahatma Gandhi University Youth Festival

Name of Award	Awarded To
114.Sr. Benhilda Prize	The student who secures the I Prize for Bible Quiz
115.Special Prize by	To the student who secures the highest Miss. Saroja Joseph marks in the SSLC Examinations among the children of Non Teaching Staff
116.Special Prize by	For selfless service rendered by a Prof.Thankam Mathew member of Non Teaching Staff
117.Odathuparambil	For a Best Deserving student. Francis Memorial Prize
118.Special Prize	For the outstanding performance in Sports
119.Dr. Jose Alappatt	For the best NSS volunteer of the year Prize
120.Sr. Marie Therese	To the best NCC Cadet of the year Memorial Prize
121.Zeena & Subin	NCC Cadets who represent the College Kalarikal Prize at the Thal Sainik Camp at Delhi
122.Mother Digna	Prize by For the best Competition Intercollegiate OSA Debate
123.Sr. Seraphia Memorial	Intercollegiate Sports/Quiz competition Prize to be held annually
124.Sr. Concepta Memorial	For the Intercollegiate English Drama Prize competition
125 Adv. Joseph	Vallamattam & Mrs. Mary Joseph To a M.Sc. Physics / MA Sociology Vallamattam student for doing research work in the Memorial Prize PG level

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Tuesday	College re-opens after Summer Vacation
2	Wednesday	
3	Thursday	I Term fee for II year Degree without fine
4	Friday	I Term fee for III year Degree without fine
5	Saturday	*
6	Sunday	*
7	Monday	I Term fee for II PG without fine
8	Tuesday	
9	Wednesday	
10	Thursday	Orientation Seminar for staff
11	Friday	” ”
12	Saturday	* Second Saturday
13	Sunday	*
14	Monday	I Term fee for II year Degree with fine of Rs. 5/-
15	Tuesday	II Year Degree classes begin
16	Wednesday	Orientation Programme for I <sup>st</sup> Year Degree Students
17	Thursday	I Term fee for III year Degree with fine of Rs. 5/-
18	Friday	I Term fee for II PG with fine of Rs. 5/-
19	Saturday	*
20	Sunday	*
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	I Term fee for II year Degree with fine of Rs. 10/-
25	Friday	
26	Saturday	*
27	Sunday	*
28	Monday	I Term fee for III year Degree & II PG with fine of Rs. 10/-
29	Tuesday	I term fee for II PG with fine of Rs. 10. Inauguration of Association & Welcome to the Iyear Degree Students
30	Wednesday	

*No. of working days: 22*

# CALENDAR

**JULY 2010**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Thursday	Talent Day - I year Degree (Arts)
2	Friday	„ „ „ (Science) / First Friday Mass
3	Saturday	*
4	Sunday	*
5	Monday	
6	Tuesday	Inauguration of Associations & Welcome to the I year Students
7	Wednesday	
8	Thursday	
9	Friday	* Second Saturday - Alumnae annual meet
10	Saturday	*
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	Felicitation of the Rank Holders & Distribution of scholarships
16	Friday	
17	Saturday	*
18	Sunday	*
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	*
25	Sunday	*
26	Monday	I Internal Test
27	Tuesday	„
28	Wednesday	„
29	Thursday	
30	Friday	
31	Saturday	

*No. of working days: 22*

**AUGUST 2010****CALENDAR**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Sunday	*
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	First Friday Mass
7	Saturday	*
8	Sunday	*
9	Monday	* Karkidakavavu
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	* Second Saturday
15	Sunday	* Independence Day
16	Monday	
17	Tuesday	Onam celebrations
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	College closes for Onam holidays
22	Sunday	* First Onam
23	Monday	* Thiruvonam
24	Tuesday	* Third Onam
25	Wednesday	* Sree Narayana Guru Jayanthi
26	Thursday	
27	Friday	
28	Saturday	*
29	Sunday	*
30	Monday	
31	Tuesday	

*No. of working days: 18*

# C A L E N D A R

# SEPTEMBER 2010

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Wednesday	* Sree Krishna Jayanthi
2	Thursday	College re-opens after Onam holidays
3	Friday	First friday Mass
4	Saturday	*
5	Sunday	*
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	* Idul Fither
11	Saturday	* Second Saturday
12	Sunday	108 <sup>th</sup> Death Aniversary of our Founder Mother Teresa of St. Rose of Li
13	Monday	} TERESIAN WEEK
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	*
19	Sunday	
20	Monday	
21	Tuesday	* Sree Narayana Guru Samadhi
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	*
26	Sunday	* } } II Internal tests
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

*No. of working days: 19*

**OCTOBER 2010****C A L E N D A R**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Friday	II Term fee for I year Degree without fine / First Friday Mass
2	Saturday	* Gandhi Jayanthi
3	Sunday	*
4	Monday	II Term fee for II year Degree without fine
5	Tuesday	II Term fee for III year Degree without fine
6	Wednesday	II Term fee for I & II PG without fine
7	Thursday	
8	Friday	
9	Saturday	* Second Saturday
10	Sunday	*
11	Monday	II Term fee for I year Degree with fine of Rs.5/-
12	Tuesday	
13	Wednesday	
14	Thursday	II Term fee for II year Degree with fine of Rs. 5/-
15	Friday	II Term fee for II year Degree with fine of Rs.5/- Feast-Teresian Day
16	Saturday	* Mahanavami
17	Sunday	*
18	Monday	II Term fee for I & II PG with fine of Rs.5/-
19	Tuesday	
20	Wednesday	
21	Thursday	II Term fee for I year Degree with fine of Rs.10/-
22	Friday	
23	Saturday	*
24	Sunday	*
25	Monday	II Term fee for II & III year Degree with fine of Rs.10/-
26	Tuesday	
27	Wednesday	
28	Thursday	II Term fee for I & II PG with fine of Rs. 10/-
29	Friday	
30	Saturday	*
31	Sunday	*

*No. of working days:21*

# C A L E N D A R

## NOVEMBER 2010

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Monday	Kerala Day
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	* Deepavali
6	Saturday	*
7	Sunday	*
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	* Second Saturday
14	Sunday	*
15	Monday	
16	Tuesday	
17	Wednesday	* Edul Asah
18	Thursday	
19	Friday	
20	Saturday	*
21	Sunday	*
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	*
28	Sunday	*
29	Monday	
30	Tuesday	

*No. of working days: 20*

**DECEMBER 2010****CALENDAR**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Wednesday	UG II Semester Begins
2	Thursday	
3	Friday	First Friday Mass
4	Saturday	*
5	Sunday	*
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	* Second Saturday
12	Sunday	*
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	Muharam
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	Christmas celebrations
22	Wednesday	
23	Thursday	College closes for Christmas holidays
24	Friday	*
25	Saturday	* Christmas
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

*No. of working days: 22*

**C A L E N D A R****JANUARY 2011**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Saturday	*
2	Sunday	*
3	Monday	Co llege reopens after X'mas Holidays / III Term fee for I year Deg
4	Tuesday	III Term fee for II & III Degree without fine
5	Wednesday	III Term fee for I & II PG without fine
6	Thursday	
7	Friday	First Friday Mass
8	Saturday	* Second Saturday
9	Sunday	*
10	Monday	II&IV Semester Internals and IIIyear's model exams
11	Tuesday	
12	Wednesday	III Term fee for I year Degree with fine of Rs. 5/-
13	Thursday	III Term fee for II & III year Degree with fine of Rs.5/ -
14	Friday	
15	Saturday	*
16	Sunday	*
17	Monday	III Term free for I & II PG with fine of Rs. 5/-
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	*
23	Sunday	*
24	Monday	III Term fee for I year Degree with fine of Rs.10/-
25	Tuesday	III Term fee for II,&III year Degree with fine of Rs.10/-
26	Wednesday	* Republic Day
27	Thursday	III Term free for I & II PG with fine of Rs. 10/-
28	Friday	
29	Saturday	* Birthday of our Founder Mother Teresa of St. Rose of Lima
30	Sunday	*
31	Monday	

*No. of working days: 20*

**FEBRUARY 2011****C A L E N D A R**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Tuesday	
2	Wednesday	College Day
3	Thursday	
4	Friday	Thanks giving & Farewell to outgoing students
5	Saturday	*
6	Sunday	*
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	* Second Saturday
13	Sunday	*
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	*
20	Sunday	*
21	Monday	II Internals for II & IV Semester
22	Tuesday	„ „
23	Wednesday	„ „
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	*
28	Monday	*

*No. of working days: 20*

# CALENDAR

## MARCH 2011

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	First Friday Mass
5	Saturday	*
6	Sunday	*
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	* Second Saturday
13	Sunday	*
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	*
20	Sunday	*
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	*
27	Sunday	*
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	College closes for Summer Vacation

*No. of working days: 23*

# APRIL 2011

# CALENDAR

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Friday	
2	Saturday	*
3	Sunday	*
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	* Second Saturday
10	Sunday	*
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	*
17	Sunday	*
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	*
24	Sunday	*
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	

# CALENDAR

**MAY 2011**

<b>Date</b>	<b>Days</b>	<b>Particulars</b>
1	Sunday	*
2	Monday	*
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	* Second Saturday
9	Monday	*
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	*
16	Monday	*
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	*
23	Monday	*
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	

**ST. TERESA'S COLLEGE, ERNAKULAM**

**APPLICATION FOR CERTIFICATES**

1. Name of the student (in full):.....

2. Residential Address :.....

.....

..... 3.

Class:.....Main Subject:.....Class No:.....

4. Year of joining:..... Year of Leaving:.....

5. Year of last University exam taken in this college:.....Reg. No.....

6. Part/parts passed:.....Part/parts failed:.....

7. Certificates required:.....

8. Your identity card is to be surrendered herewith:.....

Date:..... Signature of Student

**FORMAT FOR TRANSCRIPT / LETTER OF RECOMMENDATION**

1. Name
2. Course Completed
3. Year of Study
4. Signature

## RECORD OF LEAVE TAKEN

Date on  
which  
leave was  
taken

Reason for leave taking

Signature  
of Parent  
with date

Signature of  
ClassTeacher  
with date

## RECORD OF LEAVE TAKEN

Date on which leave was taken	Reason for leave taking	Signature of Parent with date	Signature of ClassTeacher with date
--	-------------------------	-------------------------------------	---

## REMARKS

Date Remarks

Signature  
of Parent  
with date

Signature of  
ClassTeacher  
with date

## NOTES

## NOTES

## NOTES

## NOTES

# MAHATMA GANDHI UNIVERSITY

PRIYADARSHINI HILLS, ATHIRAMPUZHA  
KOTTAYAM – 686 562

## Phone Number

Vice Chancellor : 0481-2731001, 2731003 (R)

Pro-Vice Chancellor : 2731005, 2731006 (R)

Registrar : 2731007, 2583131 (R)

Controller of Examinations : 2731000, 2792133 (R)

” Fax : 2731011

Director of College Development

Council : 2731013

University Information and

Guidance Bureau : 2731025

Public Relations Officer : 2731020

Director of Physical Education : 2560511

Director of Students Services : 2731024

Dean of Students : 2731031

N.S.S. Programme Co-ordinator : 2731029

Director of Collegiate Education

Trivandrum : 0471-2303107

Deputy Director of Collegiate

Education, Ernakulam : 2362268







