SACRED HEART COLLEGE
(AUTONOMOUS)
THEVARA, KOCHI - 682 013
(Estd. 1944)

Accredited by the NAAC at Five Star Level in 2000

Reaccredited at A+ level in 2007
and A level in 2013

College with Potential for Excellence (CPE) - UGC

HANDBOOK 2019-20
PROFILE, POLICIES, RULES & REGULATIONS

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SACRED HEART COLLEGE (AUTONOMOUS), THEVARA HANDBOOK
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The purpose of this handbook is to lay down concisely and unambiguously the goals, policies, guidelines, and the various rules and regulations under which the College Administration operates. It has been envisaged as a guiding document allowing for ready reference and consultation. The handbook have been organised along the following lines.

1. SACRED HEART COLLEGE: A PROFILE

1.1. Preamble

Sacred Heart College was established by Sacred Heart Monastery of the Sacred Heart Province, Kochi of the Carmelites of Mary Immaculate in the year 1944. The college is the realisation of a daring dream and a milestone in the evolution of the mission of Carmelites of Mary Immaculate. The institution has been envisaged as a dedication to human development, with Jesus Christ, as the role model. The College is symbolic of Christ's zeal for God and God's World, and the values he stood for – love, service, truth, justice and peace. The Sacred Heart Monastery exists as a trust overseeing the management of the college.

1.2. History of the College

Sacred Heart College, Thevara, the first CMI centre for higher education, is an autonomous college affiliated to Mahatma Gandhi University, Kottayam. The College was established in 1944 by the Carmelites of Mary Immaculate, an indigenous religious congregation. The founding fathers were Rev. Fr. John Berchmans CMI and Rev. Fr. Francis Sales CMI. Rev. Fr. Bartholomew, the

then Prior General was the source of inspiration for the founding fathers. Inspired by the firm belief that Mother India's future is her enlightened children, the CMI missionaries raised this temple of learning - against great odds - on the enchanting shores of scenic Kochi, shortly before independence, consecrating it to the Sacred Heart of Jesus, the benign fountain of Divine Wisdom.The vision was to establish a Catholic University offering secular education.

The College was initially affiliated to the University of Madras. Rev. Fr. Peter Thomas Pynumkal CMI was the first Principal. It started with a modest strength of 276 students spread across three intermediate and three undergraduate programmes offering Commerce, Mathematics and Economics as main subjects.

When the Kerala University Act came into force in 1958, the affiliation was shifted to Kerala University. In 1975, the College dispensed with its all-male tag and began to admit women too, responding to the growing need of women's education in Kerala. In 1983, affiliation was shifted to M.G. University. Now the College has 16 undergraduate, 16 postgraduate and 3 M Phil Programmes, and 7 Research Centres leading to doctoral degrees. It has a student strength of over 2400, and has 90 faculty members in the aided stream, 60 unaided faculty members and 70 administrative & ministerial staff.

The college scaled a new benchmark in the year 2000 with the National Assessment and Accreditation Council (NAAC) rating it at the 'Five Star' level. This was followed by the UGC recognising it as a **College with the Potential for Excellence** - an honour it shares with an elite league of institutions in the country. In 2007, the college was, re-accredited with 'A+' grade, in recognition of its sustained effort at excellence. In 2013, the College was again re-accredited with 'A' level in the third cycle. In 2014, the college was elevated to the autonomous status by the Government of Kerala. The college pursues the goal of holistic formation - nurturing the body, mind and soul with a social perspective - of the wards under its care, with unflinching devotion. In the 75 years of its history, the college has established an enviable record as a front-runner in the

field of higher education. Ever striving for academic excellence, harmonising the spiritual and the secular, the college has maintained high standards in curricular and co-curricular spheres.

1.3. Milestones on the Path of Progress

1944	College Established - June 16.
1944	Commencement of intermediate, B.Com, BA Mathematics and BA Economics programmes - Affiliation to Madras University
1945	Inauguration of the Main Hostel and Fr. Bartholomew Tournaments
1946	Opening of Zoology Museum
1947	B.Sc. Chemistry started
1951	Inauguration of Chemistry Block
1952	B.Sc Zoology commenced
1953	Inauguration of Physics Block
1955	Introduction of Diploma course in Social Service.
1956	B.Sc Physics and B.A. Malayalam started
	Introduction of French as a second language.
1957	B.Sc. Botany commenced
	Lake-view ground and New office block opened
1958	College gets affiliation to the Kerala University.
1959	M.A. Economics and M.Sc. Zoology commenced
1961	PG Programmes in Commerce and Social Work introduced.
1962	M.Sc. Chemistry started.
1964	M.A. English and B.A. Sociology commenced
	Inauguration of College Auditorium and library block
1967	Department of Social Work shifted to Kalamassery campus
	Opening of non-resident students centre
1968	Silver Jubilee Year of the College.
1975	Co-education introduced

Opening of Gymnasium

1980 D.S.S. and M.S.W. courses were bifurcated and Rajagiri College of Social Sciences established.

1983 The College comes under Mahatma Gandhi University.

1984 M.Sc. Botany started

1988 Department of Botany recognized as a Research Centre.

1991 Computer Centre and diploma courses started.

1994 Celebration of Golden Jubilee Year of the College.

1994 Departments of Zoology and Economics recognized as Research Centres.

1995 M.Sc. Physics commenced

Renewable Energy Research Centre opened under Physics Department and a renewable energy demonstration centre, viz., 'Mithradham' launched as an extension service centre.

Inauguration of Golden Jubilee Block

1996 *Sargapatham* – Inter-Collegiate Literary Pentathlon starts

1997 Introduction of B.Sc. Industrial Chemistry (vocational)

1998 Departments of Chemistry and Commerce approved as Research Centres and affiliation granted to B.A. English (Copy Editor).

1999 M.Sc. Mathematics.

2000 Opening of Fitness Centre

2001 B.Sc.Computer Application and M.Sc.Applied Chemistry (Pharmaceutical).

2004 M.Sc. Aquaculture begins

2005 Launching of add-on courses.

Opening of Seminar Hall

2006 Opening of A/C Conference Hall (Melesius Hall)

2007 B. Com. with Computer Application (SF) started.

2011 Inauguration of the Ladies' Hostel (Pratibha) constructed with UGC grants and the new gate of the College Campus.

2012	School of Communication (SHSC) with PG programmes in Multimedia and Graphic Design commenced.
2013	B Com Taxation (SF) and B Com Travel & Tourism started.
	BA Animation, MCJ, MA Cinema & Television introduced in SHSC
2013	College took over LFI press as SH School of Printing, Extension Centre of SHSC
2014	**College declared autonomous by UGC (June 19)**
2014	Declaration of autonomy by Sri Oommen Chandy, Chief Minister of Kerala
2014	Chavara 'Excellence for Social Transformation' Lecture series launched by Dr. Manmohan Singh
2014	Foundation stone for 'Building Space for Excellence' project laid by Dr. Manmohan Singh and blessed by Cardinal George Alenchery
2015	M Phil programmes in Physics, Economics Commerce and MA Sociology started
2016	BBA, BCA, MA Digital Animation and MSc Environmental Science programmes started
2017	Biodiversity Extension Centre started at Arayankavu

1.4. Major Achievements on the Path to Glory (last 25 years)

1997	R. Sankar Award instituted by the Govt. of Kerala for the best college in the state.
	M.G. University Overall Championship in Sports
1999	R. Sankar Award for the second time.
2000	Accredited by NAAC with Five Star status.
	M.G. University Overall Championship in sports.
2003	M.G. University Overall Championship in sports.+
2004	UGC identifies the college as a '*College with Potential for Excellence' (CPE)*
2006	Palathully Puraskaram by Malayala Manorama
2007	Reaccredited by NAAC at A+ Level.

2008	National environmental awareness Award instituted by Khadi & Village development Agency and Indian Institute of Ecology and Environment, New Delhi
2012	Wins 3rd Place in MG University Youth Festival.
2013	Reaccredited by NAAC at 'A' level, secured 3rd place in M.G. University youth festival.
2015	Second position in sports and games at the university level
2015	'Best Principal of the State' award by Retired Principal's Association of the state
2016	Second position in the university youth festival.
2017	Second position in Mahatma Gandhi University Youth festival
2017	'Best Principal Award' by All India Association for Christian Higher Education (AIACHE)
2017	'Paristhithimitra Award' instituted by St. Stephen's College, Uzhavoor.
2018	First position in Mahatma Gandhi University Youth festival
2018	Biodiversity Award by the State Government
2018	Platinum jubilee year of the college - Inauguration by Vice President
2018	Best College Award by Xavier Board of Higher Education
2019	First Position in Mahatma Gandhi University Youth Festival for the 2nd time in succession

1.5. Accreditations and Ratings

1.5.1. NAAC Accreditation

Year	CGPA	Grade/Level
2000		Five Star
2007	91.7	A+
2013	3.30	A

1.5.2. National Institutional Ranking Framework (NIRF)

Year	All India Rank	Number of Participants
2017	28	535
2018	41	1087
2019	57	1304

1.5.3. 'India Today' Ranking

Year	Arts	Science	Commerce
2007	44	17	25
2008	25	15	-
2009	21	24	25
2010	26	21	42
2011	-	-	-
2012	37	32	-
2013	-	26	43
2014	35	33	40
2015	28	27	28
2016	29	25	31
2017	33	-	26
2018	27	25	26
2019	22	26	29

1.5.4. 'The Week' Ranking

Year	Arts	Science	Commerce
2014	40	22	28
2015	36	21	
2016	43	19	23
2017	39	22	25
2018	40	24	27

1.6. Motto, Coat of Arms, Vision and Mission of the College

1.6.1. College Motto

The motto of the college is the Latin phrase, **"COR RECTUM INQUIRIT SCIENTIAM"** which means, **"A RIGHTEOUS HEART SEEKS AFTER WISDOM" (Proverbs 15:14)**.

1.6.2. Coat of Arms

The college Coat Arms is in the form of a shield divided into four parts by a Cross, with a Crown and Lily at the top and a motto in a Scroll at the bottom.

The **Flaming Heart** signifies a burning desire for true wisdom and a consuming love for fellow beings. The Sacred Heart of Jesus, the hallowed insignia of the college, symbolizes the passionate love and the unending compassion for humanity.

The **Open Book** indicates the pursuit of knowledge and intellectual formation-every individual's aspiration. The **Ship in the Ocean** with violent waves dashing against the rocks symbolizes the individual in this world. With proper nurture of the heart and the head. the student should be able to sail safety along the troubled waters of the ocean of life (*samsara sagaram*) with courage and confidence.

The natural scenery with the **Oak Tree** (signifying Western World) and the **Palm** (signifying the Orient) and a **Stream** flowing in between suggests the harmonious blending of the ethos of the east and the west, the local with the global. The pre-eminence of the Indian culture is hinted at by the Indian palm towering above the western oak.

The **White Silver Cross** that divides the shield into four parts symbolizes innocence, sanctity, discipline and the triumph of truth. The Crown and the Crest point to the goal of each student -to be crowned victorious, shielded with truth. The **Lilly** symbolises purity which is the chief characteristic of a true seeker of wisdom.

1.6.3. Vision

The vision of the college is stated as follows:

"Fashioning of an Enlightened Society founded on a Relentless Pursuit of Excellence, a Secular Outlook on Life, a Thirst for Moral Values as well as an Unflinching Faith in God."

1.6.4. Mission

- facilitates the holistic development of the individual
- enables the students to play a vital role in the nation building process and contribute to the progress of humanity.
- disseminates knowledge even beyond the academia.
- instils in the students, a feel for frontier disciplines and cultivates a concern for the environment.

by setting lofty standards in the ever evolving teacher-learner interface."

1.6.5. The CMI Vision of Education

The Congregation of Carmelites of Mary Immaculate (CMI) is a catholic religious order for men, founded in 1831 by Blessed Kuriakose Elias Chavara (1805-1871) together with his enlightened mentors Rev. Thomas Palckal Malpan and Rev. Thomas Porukkara. . The CMI institutions are established on the basis of the rights of the minorities in our country to have educational institutions of their own for fostering their religious and cultural identity. The specific aim of these institutions is the formation of the young men and women of the Christian community according to the ideals of the life and teachings of Jesus Christ as well as in their religious and cultural heritage. They are also privileged to make this heritage, particularly the values of the Gospel, open and accessible to all belonging to these institutions.

The general aim of these educational institutions is the **integral formation of the human person** for fulfilling one's individual and social responsibilities. Thus,

these institutions accept students and staff from all communities, irrespective of their caste or creed, and are encouraged to grow in their own cultural, social and religious traditions.

The CMI aims at **creating a society, which respects dignity of the individual, fights unjust social structures, nurtures religious harmony and reaches out to the needy without discrimination of any kind**. The traits that a student ought to imbibe through his/ her education in a CMI institution are: physical and mental well being, intellectual competence, spiritual maturity and moral uprightness- in short, a psychologically integrated and socially acceptable personality. They should champion the cause **of justice, love, truth and peace**.

Only **a band of dedicated teachers** can contribute to the making of such young men and women. The teacher should be an agent of change, an individual of true values imbued with a real love for the discipline he/she handles and the profession he/she has chosen. They should have moral integrity and a true loving concern for the wards entrusted to their care.

1.7. Graduate Attributes (HEARTIAN DNA)

- Faith in God and faith in oneself
- Physical and mental fitness
- Self-awareness and emotional intelligence
- Intercultural and ethical competency evidenced through a readiness to serve humanity (SH) & planet
- Critical thinking, problem solving and research aptitude
- Deep knowledge of one's academic discipline.
- Readiness to take the first step (leadership)
- Teamwork and communication skills (career readiness)

2. ADMINISTRATIVE SYSTEM IN SACRED HEART COLLEGE

2.1. The Manager: The College shall be administered by the Manager, who is the Prior of S.H. Monastery, Thevara, Kochi.

2.2. Management Council: The policy decisions shall be made by the Manager in consultation with the local council, which comprises of all the members of CMI, who are given ascription to the monastery by the appropriate authority (The Provincial and his Council). This functions as per the provisions of the constitutions and statutes of CMI congregation.

2.3. Management Committee: The day to day administrative decisions regarding the temporalities and the staff are made by the Manager in consultation with the elected council of the Monastery and the Principal. There is also a four member sub-committee for this purpose.

2.4. The Principal
- The academic administration is carried out by the Principal, who is appointed by the Manager, as per the norms of the University/State, for a tenure of five years, which is renewable, according to the provisions of the CMI constitutions (if the Principal is a CMI).
- The Principal carries out day to day administration of the academic matters in consultation with his council (College Council).

2.5. The Vice Principal
- The college shall endeavour to decentralize the Administration by appointing a Vice Principal.
- The Vice-Principal shall be appointed by the Manager, according to the advice of the Principal.
- The Vice-Principal shall assist the Principal in day to day administration, especially with respect to College discipline.
- Depending on the need additional Vice-Principal post(s) can be created.

2.6. The Bursar
The Manager shall appoint the Bursar, who is a member of the CMI, in consultation with the Principal (if the Principal is a CMI). His task will be to take

care of the temporal administration, maintenance and general purchases of the college.

- The Bursar will administer the property and infrastructure of the College in consultation with and concurrence of the principal.
- The tenure of the Bursar shall be for a period of three years, which may be renewed.

2.7. The College Council

- The College Council shall comprise of the Principal as Chairman, the Vice Principal, Bursar, Deans, IQAC Coordinator, Heads of various Departments, Staff Secretary, Staff Representative, Librarian, Controller of Examinations and the Office Superintendent.
- The College Council shall have routine meetings once in a month, and ad-hoc meetings, whenever there is a need.
- The College Council reviews the academic programmes, general discipline and all round formation of the students and advises the Principal on such matters.

2.8. Other Offices

- A Legal Advisor shall be appointed by the Manager for consultations regarding legal matters.
- An Auditor shall be appointed by the Manager for annual audit of the various accounts.
- An Internal Auditor appointed by the Manager, for periodical verification of the financial transactions.

3. Sacred Heart College Under Autonomy (As per the provisions of UGC Regulation 2018)

3.1. Objectives of an autonomous college

The National Policy on Education (1986-92) formulated the following objectives for autonomous colleges. An autonomous college will have the freedom to:

- determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs; and
- prescribe rules for admission in consonance with the reservation policy of the state government;
- Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;

- use modern tools of educational technology to achieve higher standards and greater creativity; and
- Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

3.2. Governance of an Autonomous College

The following are the statutory bodies of the Autonomous College

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

The college will, in addition, have other non-statutory committees* such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

* the various committees (statutory and others) operational at SH College with their functions are listed in pages ………

3.2.1. Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.

● Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

3.2.2. Functions of the Academic Council:

The Academic Council shall have powers to:

● Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
● Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
● Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
● Recommend to the Governing Body proposals for institution of new programmes of study.
● Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
● Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
● Perform such other functions as may be assigned by the Governing Body.

3.2.3. Functions of the Board of Studies

The Board of Studies of a Department in the college shall:

● Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
● Suggest methodologies for innovative teaching and evaluation techniques;
● Suggest panel of names to the Academic Council for appointment of examiners; and
● Coordinate research, teaching, extension and other academic activities in the department/college.

3.3. Committees (Non-statutory) for Decentralised Administration

The administration of the college is made participative through delegation. Delegation happens through committees, clubs, fora and other portfolios for the smooth functioning of the various activities. All such appointments and committees are for one year, unless otherwise specified. The term continues, if there no change is announced. A draft prepared with the approval of the Principal is circulated among the staff members for receiving suggestions, however, the Principal has the final say in these matters. As a norm, Principal is the chairperson of all committees. Each of the committees will have a senior coordinator, and a convener, who would take care of organizing the meetings and maintaining the records. As a policy, every staff member takes up at least one committee membership, and guidance of one club/forum or an independent portfolio. The various committees for participative governance on the campus are:

3.3.1. Admission Committee

Takes care of planning and execution of admission process as per the rules laid down. It includes preparation of prospectus, advertising in newspapers, announcing on the website, scrutinizing the applications for eligibility, forwarding the list of admitted students to the university etc.

3.3.2. Alumni Coordination Committee

With representatives from all departments, it promotes alumni involvement and interaction at the department level, at the virtual level through the alumni portal and through the various regional chapters.

3.3.3. Anti-Ragging and Ethics Committee

Works in collaboration with Discipline Committee, foresees the possibilities of Ragging and organises awareness programmes to create a friendly campus. It also documents activities done to prevent ragging and sends report to

concerned centres as required. In the event of any complaints or instance, it meets, make enquiries and suggests disciplinary action.

Documents: a) minutes of the committee b) report of the activities

3.3.4.   Arts   &   Cultural   Committee

With due involvement of the elected students' union, it coordinates the activities of various talent clubs, helps in organizing the College level arts festival (*hrdya sarga sangamam*), helps in the preparation for university youth festival and inter-collegiate and other open cultural and art contests.

3.3.5. Bridge and Orientation Committee

This ensures that the newly admitted students are properly oriented and inducted into the college. It plans general orientation programme, induction ceremony (*hrdyarambham*). It also ensures that every department is having a planned bridge programme.

3.3.6. Canteen Committee/Staff Welfare Committee

Staff Welfare Committee oversees the functioning of the college canteen, making sure that the service is satisfactory in all aspects. It also reviews the list of the items provided and the pricing of the items. As far as the functioning of the canteen is concerned, it also involves students on the committee to get the student feed back.

3.3.7. Consultancy Committee

It is to guide the college to tap its faculty resources for industry, business and other fields of application, for the benefit of the society, and in its turn generate income for the institution for furtherance of research. It consists in identifying, articulating and promoting faculty resources – academic and otherwise.

3.3.8. Discipline Committee

Helps the Principal to maintain discipline in the campus.It formulates strategies for improving discipline and meets when required and conducts enquiries and prepares report regarding the action to be taken. It also coordinate activities linked to discipline during the major events on the campus

3.3.9. Environment and Building Committee

This committee looks into the maintenance and upkeep of the campus and its infrastructure.

3.3.10. Examination Committee

This Committee reviews the preparation and conduct of Examinations, including scheduling of the exam calendar.

3.3.11. Grievance Redressal committee
Functions to address the grievances of the students and staff of the college. There is a specific mechanism for grievances regarding exam related matters.

3.3.12. Holistic (Value) Education Committee
This committee looks into education beyond the given curriculum and syllabus for the holistic formation of students as per the vision and mission of Sacred Heart College as a CMI institution. **.** It organises periodic sessions for the student community on values for a holistic life. It also organises inputs by inspirational leaders from various walks of life to challenge and inspire campus community. It works in collaboration with the spiritual animation committee

3.3.13. Internal Complaints Committee ICC (Anti Sexual Harassment Committee)

It is constituted as per the laws of the land (**Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)** to ensure gender justice and that no harassment on basis of sexual difference takes place on the campus. It looks into any complaints regarding sexual harassment.

3.3.14. International Affairs Committee

As the knowledge enterprise is going global and national barriers are breaking down as far as knowledge dissemination and sharing are concerned, it is important that S.H. students are provided with opportunities to have access to the burgeoning possibilities in this domain. For this, an international office is set up, and a committee looks into the various aspects of forging tie-ups, providing exposure for international students, facilitating faculty exchange and international research and exploring opportunities for membership in international fora.

Every department is encouraged to organise an international academic programme twice, during a 5-year period.

3.3.15. Internal Quality Assurance Cell (IQAC)

In order to improve the quality of education in higher educational centres the NAAC has proposed all accredited higher educational institutions to form Internal Quality Assurance Cells **(IQAC)** to monitor the quality improvement initiatives of the institution. This is to ensure that the long-term objectives of the institution are fulfilled in a time-bound manner.

In accordance with this proposal, on 31.03.2005 the Sacred Heart College constituted an Internal Quality Assurance Cell consisting of representatives of its stakeholders - the parents, the staff and the management - in order to ensure the continuous improvement in all the operational aspects, as well as to assure its stakeholders of the accountability of the institution of its own quality.

Since then, we have appointed a full time staff to look after the office and documentation work for the Annual Quality Assurance Report. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the college.

The IQAC ensures the development and application of quality benchmarks/ parameters for the various academic and administrative activities of the college. Besides this, it undertakes the task of disseminating information on the various quality parameters of higher education through organising workshops and seminars on quality related themes. IQAC also is responsible for documenting

various programmes as well as the preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC.

The IQAC monitors the efforts of the College towards academic excellence. The IQAC office has been liaising with different Departments for qualitative upgradation. It plays a vital role in the sustenance and enhancement of quality, and works towards inculcating a sense of belonging in every stakeholder of the College. It evaluates every activity in the campus and makes suggestions for improvement.

IQAC priorities
- Publication of research work
- Greater efficiency in the remedial programmes for weaker students
- Widening of extension services and outreach programmes
- Consultancy services
- Library and Computer Centre
- Research and Development cell
- Alumni Support
- Grievance Redressal Cell.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To act as a nodal agency for quality-related activities
- Documentation of the various programmes / activities leading to quality improvement
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- To maintain the credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Organize annual planning and budgeting; latter, in consultation with the Bursar
- Help the elected staff representatives and other administrative heads in monitoring the of the annual plan implementation.
- Collect the details of the day-today programmes of the College as well as departments
- Prepare a consolidated report every month
- Convene IQAC sub-committee regularly, and IQAC, once a year
- Ensure the regular functioning (meeting, record keeping) of all the committees and sub-units
- Send the reports to the required agencies
  The IQAC meets regularly and assesses the progress achieved in each academic year.

Departmental Quality Assurance Cell

QUALITY ASSURANCE at the department level is managed through DQAC initiated in 2011.

Objective/purpose
●To fix the quality benchmark for the various activities of the department and to improve the employability of the students.
●Monitoring and initiating quality assurance mechanisms
●Documentation of all activities – facilitation and monitoring
●Organising quality improvement programme at all levels
●Preparation of AQAR and SSR
●Convening of periodical meetings of committees
●Maintenance of various reports
●Maintenance of website

Organisation: Heads of the departments appoint a coordinator. Annually, at least, one meeting of DQAC is convened, where quality measures are evaluated and suggestions received.

Composition of DQAC
DQAC shall be constituted in every department under the chairmanship of HoD. Maximum number of external committee members may be limited to 10. All faculty members are *ex-officio* members. The composition of DQAC may be as follows:

Chairperson - Head of the department
One or two alumni members
An educationist
People from industrial sector
Nominee from research institutions/university
Nominee from local society
NGO representation
Govt. institutions/private institution
Representation from non-teaching staff.

3.3.16. Library Committee

Library committee consists of representatives from all departments to guide effective functioning of library and to gather suggestions from the users – both staff and students for making its services more efficient.

3.3.17. Media Committee

Media Committee takes care of the public relations and promotional aspects of the college. It gathers news of what is happening in the college and publishes it in the print, visual and social media and on the college website.

3.3.18. NET and Competitive Exam

This committee with representatives from all PG departments promotes the preparation for competitive Examinations, especially UGC-NET.

3.3.19. Open Course Committee

This committee takes care of the conduct of announcement, admission and conduct of open course offered in the fifth semester.

3.3.20. Planning Board is constituted as per UGC guidelines for participatory planning of college infrastructure development. PI check the UGC guidelines in this regard. The same could be mentioned here and also in the composition of the committee.

3.3.21. Publication Committee comprises of all those who are in-charge of various publications of the college. It is to ensure that publications come out regularly and quality is maintained.

3.3.22. Purchase Committee is constituted as per government regulations to ensure that purchases are done in a planned manner complying with the government regulations.

3.3.23. Remedial Committee is to co-ordinate the remedial coaching in every department, and ensure that proper records are maintained. It meets at least once in a semester and send the report

3.3.24. Research and Doctoral Committee promotes department-level research activities, documents the achievements, explores the possibilities for inter-

disciplinary research, supports and promotes consultancy. It organises a meeting of the research guides and students twice every year and oversees the conduct of doctoral programmes.

3.3.25. SC/ST Welfare and Other Welfare Activities Committee Monitors the schemes for the SC & ST students, implements such schemes at the college, evaluates the progress of the students and get feedback from them. Besides, it meets every month to scrutinize the applications for scholarship or other support by the students and makes recommendations to the Management.

3.3.26. Spiritual Animation Committee The committee leads the spiritual formation of the students on the campus. It organises the observance of various religious festivals, significant days of the academic year etc. in a manner in which it instills faith in God and love of fellow beings in the campus community. It also takes care of inspirational thoughts in connection with particular days and organizing of annual renewal day for the students and staff. Every first Friday, it organises a holy Eucharistic celebration for the campus, welcoming students from all communities.

3.3.27. Tutorial Committee: It comprises of the HoDs and the purpose is to guide the advanced learners to higher realms of learning through guided academic engagements and exposure programmes. .

3.3.28. UGC Affairs Committee The committee is in-charge of UGC related projects, programmes and takes care of timely preparation and submission of projects, their reports and accounts.

3.3.29. University and Higher Education Affairs This committee deals with the issues and correspondences related to university and higher education department.

3.3.30. Website Committee A committee with representation from all departments, takes care of the website of the college, its updation and periodical renewal etc.

3.3.31. Women's Cell (SWASTI) It promotes gender equality by focusing on Women's Development through the erstwhile statutory Women's Cell, functioning in the college as a SWASTI (Sacred Heart Women's Association for Service, Truth and Integration). It envisages periodic training and exposure programmes for women's empowerment and gender justice

4. Academic Regulations under Credit and Semester System

All Undergraduate Programmes of the college follow Choice Based Credit and Semester System **(CBCSS)** and Post Graduate Programmes follow Credit and Semester System **(CSS)**.

4.1. DEFINITIONS

i. '**Programme**' means the entire course of study and examinations.
ii. 'Duration **of Programme'** means the period of time required for the conduct of the programme. The duration of undergraduate programes shall be 6 semesters, post-graduate programme shall be of 4 semesters and M Phil programme shall be 2 semesters.

iii. **'Semester'** means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days, each with 5 contact hours of one hour duration
iv. **'Course'** means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / study tour /seminar / project / practical training / assignments/evaluation etc., to meet effective teaching and learning needs.
v. '**Common Course I**' means a course that comes under the category of courses for English and '**Common Course II**' means additional language, a

selection of both is compulsory for all students undergoing undergraduate programmes.

vi. '**Core course**' means a course in the subject of specialization within a degree programme.

vii. '**Complementary Course**' means a course which would enrich the study of core courses.

viii. '**Open course**' means a course outside the field of his/her specialization, which can be opted by a student.

ix. '**Additional core course**' means a compulsory course for all under graduate students (as per the UGC directive) to enrich their general awareness.

x. The U.G. programmes shall include (a) Common courses I & II, (b) Core courses, (c) Complementary Courses, (d) Open Course (e) Additional core course. (f) Study tour (g) Internship for selected programmes.

xi. '**Additional Course**' is a course registered by a student over and above the minimum required courses.

xii. **'Credit' (Cr)** of a course is the numerical value assigned to a course according to the relative importance of the content of the syllabus of the programme.

xiii. '**Extra credits**' are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours as directed by the College/ department. It is the numerical value assigned to Club activities, Social service, Internship etc. which is not added with the total academic credits of the students. Additional credit components

    (a) Talent & career club activity (optional)

    (b) Social service (mandatory for UG programmes)

    (c) Internship for Commerce, Communication and Computer applications (mandatory for UG programmes).

    (d) Internship (desirable for other programmes).

xiv. '**Programme Credit**' means the total credits of the UG/PG/M Phil Programmes.

xv. **'Programme Elective course'** Programme Elective course means a course, which can be chosen from a list of electives and a minimum number of courses is required to complete the programme.

xvi. '**Programme Project'** Programme Project means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department / any appropriate Institute in order to submit a dissertation on the project work as specified.

xvii. '**Internship**' is on-the-job training for professional careers.

xviii. '**Plagiarism**' Plagiarism is the unreferenced use of other authors' material in dissertations and is a serious academic offence.

xix. '**Tutorial'** Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

xx. '**Seminar'** seminar means a lecture expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

xxi. '**Evaluation'** means every course shall be evaluated by 25% continuous (internal) assessment and 75% end course/end semester (external) assessment.

xxii. '**Repeat course'** is a course that is repeated by a student for having failed in that course in an earlier registration.

xxiii. **'Audit Course'** is a course for which no credits are awarded.

xxiv. '**Department'** means any teaching Department offering a course of study approved by the college / institute as per the Act or Statute of the University.

xxv. '**Parent Department'** means the Department which offers a particular programme.

xxvi. '**Department Council'** means the body of all teachers of a Department in a College.

xxvii. **'Faculty Advisor'** is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.

xxviii. '**College Co-ordinator'** means a teacher from the college nominated by the College Council to look into the matters relating to CBCSS/CSS System. As a norm, Additional Superintendent of examinations, will simultaneously hold this post.

xxix. **'Letter Grade'** or simply '**Grade**' in a course is a letter symbol (O, A, B, C, D, etc.) which indicates the broad level of performance of a student in a course.

xxx. Each letter grade is assigned a **'Grade point'** (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

xxxi. **'Credit point'** (CP) of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course CP=GP x Cr.

xxxii. '**Semester Grade point average'** (SGPA) is the value obtained by dividing the sum of credit points (CP) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester . The grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

xxxiii. **Cumulative Grade point average'** (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places.

xxxiv. '**Grace Marks'** means marks awarded to course/s, as per the orders issued by the college from time to time, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities.

4.2. ATTENDANCE

i. Being a regular college, physical presence in the regular activities, especially, classes and examinations are mandatory for the students. However, if a

student secures 75% of attendance s/he is eligible to appear for the Examinations, provided there are no other ipmpediments like disciplinary proceedings, malpractice record etc.

ii. A maximum of 5 marks (5%) for a course is given for attendance

4.3. ABSENCE: A student found absent for one hour in the forenoon or afternoon session is deprived of the attendance for the entire session as far as eligibility for final exam is concerned.

The hour related calculation in a course is meant for awarding marks for the course concerned.

Late entry: A student is supposed to be in time in the class. Late arrival related treatment is left to the discretion of the individual teacher. However, as a norm, a late arriving student may be permitted to the class, if it is not inconvenient or distraction to the class as such; though attendance MAY NOT BE GIVEN. Late arrival beyond 5 minutes is treated as ABSENCE; though the teacher may consider permitting the student to sit in the class.

Leave : A student has to formally report his/her absence with reasons either in advance, or immediately after the absence for obtaining an approved leave. This applies to all sorts of leave – medical, on duty or other.

The student is supposed to report in proper format on the very next day of the absence; however, upto a week's time is permitted. Afterwards, the leave applications will not be considered.

The student has to retain a copy/section of the approved leave form and produce the same as proof, in case there is any confusion regarding the leave sanctioning. In the absence of such proof, the claims will not stand.

Duty Leave: A student representing college in sports, arts, social service or academic matters, has to get sanction from the class teacher concerned and submit the leave application form duly endorsed by teacher concerned & the class teacher, and submit it to the faculty Dean (or Vice Principal). The same will be forwarded by the Dean/Vice Principal for attendance entry. **SPORTS**: The approval of the sports department & the class teacher is required. The

time limit for submission mentioned above is applicable in the case of duty leave as well.

CONDONATION: a student may have the privilege of condonation of attendance shortage (upto a maximum of 10 days) on the basis of genuineness of the grounds of absence (medical reasons or college duty), duly recommended by the department. This is not a matter of right. It is a matter of privilege based on Principal's discretion and the good conduct of the student on the campus. A student of UG programme may have a maximum of two such opportunities and that of PG programmes only one opportunity.

RE-ADMISSION – a student whose attendance is inadequate will have to discontinue the studies. Such students, whose conduct is good, may be re-admitted with the approval of governing council, on the basis of recommendation from the department, and assurance from the student and the guardian regarding good conduct and compliance in academic and discipline matters. For this the prescribed re-admission fee has to be paid.

As a condition for re-admission, the student should have cleared all academic arrears, or should have appeared for the Examinations in which he/she is having an arrear (if the results are not out), and should have fulfilled all academic assignments prescribed by the department for compensating for his lack of attendance.

4.4. REGISTRATION.

a) A student shall be permitted to register for the programme at the time of admission.

b) A UG student who has registered for the programme shall complete the same within a period of 12 continuous semesters and a PG student within a period of 8 continuous semesters from the date of commencement of the programme.

4.5. PROMOTION: A student who registers for the end semester examination shall

be promoted to the next semester. Notional registration - in extreme circumstances, a student having sufficient attendance who could not register for the end semester examination may be allowed to register notionally with the recommendation of the Head of the department concerned and, by paying the prescribed fee.

4.6. EXAMINATIONS

All the End Semester Examinations of the college will be conducted by the Controller of Examination. The Principal will be the Chief Controller of Examinations. An Examination committee consisting of the Chief Controller of Examinations, Controller of Examinations, Additional Chief Superintendent, Deans, IQAC Coordinator and other faculty nominated by the Principal will act as an advisory body of the matters relating to the conduct of examinations.

4.7. EVALUATION AND GRADING

The evaluation scheme for each course shall contain two parts;
a)   Continuous Internal Assessment (CIA) or Continuous Assessment (CA) and
b)   End Semester Examination (ESE).

The internal to external assessment ratio shall be 1:3, for both courses with or without practical. For UG courses without practical, there shall be a maximum of 75 marks for external evaluation and maximum of 25 marks for continuous internal assessment. For courses with practical, generally, external evaluation shall be for a maximum of 60 marks and internal evaluation for 20 marks. Both internal and external evaluation shall be carried out in the mark system and the marks are to be rounded off to the nearest integer.

NB: For programmes offered by the School of Communication, the internal to external ratio is 50:50 and the components of internal assessment are different

from others and the details are given in the syllabus.

4.8. Continuous (Internal) Assessment (CIA or CA) The continuous assessment shall be based on predetermined transparent system involving periodic written tests, assignments, seminars/viva/field survey and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The marks assigned to various components for internal evaluation as follows.

4.9. Components of Continuous (Internal) Assessment (for theory without practical)

	Components	**Marks**
i.	Assignments	5
ii	Seminar/Quiz/Field survey /Viva etc.	5
iii	Attendance	5
iv	Two Test papers(2x5)	10
		25

i.   **Assignments**: Every student shall submit one assignment as an internal component for every course.

Components	**Marks**
Punctuality	1
Content	2

Conclusion	1
Reference/Review	1
Total	**5**

ii.   **Seminar**: The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

Components	**Marks**
Content	2
Presentation	2
Reference/Review	1
Total	**5**

iii.   Evaluation of Attendance

The attendance of students for each course shall be another component of internal assessment. Attendance may not be included in the continuous assessment for post graduate students.

% of attendance	Mark
90% and above	5
Between 85 and below 90	4
Between 80 and below 85	3

Between 76 and below 80	2
Between 75 and below 76	1

For all UG courses with practical

a) Marks of theory –End semester Examination : 60

b) Marks of theory –Internal Evaluation   : 20

Components of Theory – Internal Evaluation	*Marks*
Attendance	*5*
Seminar/ Assignment (Written assignments, preparation of models, charts, posters etc., field survey, field work)	*5*
Test paper(s)	*10*
Total	*20*

c) Marks of Practical –End semester Examination: 15+15=30 (only in even semesters)

d) Marks of Practical- Internal Evaluation: 5+5=10 (odd and even semesters combined annually)

4.10. Components of Internal Evaluation (for UG practical)

Components	Marks
Attendance and Lab involvement	2
Record	2
Viva/Model Exam	1
Total	5

4.11. Components of Internal Evaluation (for PG practical)

	Components	Marks
i.	Attendance	5
ii	Written/Lab test	5
iii	Laboratory/involvement/punctuality/Record	10
iv	Viva	5
	Total	25

i. **Class Tests** Every student shall undergo **two class tests** as an internal component for every course.

4.12. End Semester Examination (ESE)

The End Semester Examination in theory courses shall be conducted by the college with question papers set by external experts/ question bank. The evaluation of the answer scripts shall be done by the examiners based on a well-defined scheme of evaluation given by the question paper setters. The evaluation of the End Semester Examinations shall be done immediately after the examination preferably through the centralised valuation.

4.13. Project

Project work is a part of the syllabus of most of the programmes offered by the college. The guidelines for doing projects are as follows:

i. Project work shall be completed by working outside the regular teaching hours.
ii. Project work shall be carried out under the supervision of a teacher in the concerned department.
iii. A candidate may, however, in certain cases be permitted to work on the

project in an industrial / Research Organization/ Institute on the recommendation of the Supervisor.

iv. There should be an internal assessment and external assessment for the project work in the ratio 1:3

v. The external evaluation of the project work consists of valuation of the dissertation (project report) followed by presentation of the work and viva voce

vi. The mark and credit with grade awarded for the programme project should be entered in the grade card issued by the college.

Components	Marks
Topic/Area selected	2
Experimentation/Data collection	5
Punctuality (regularity in reporting & seeking guidance)	3
Compilation	5
Content	5
Presentation	5
Total	**25**

4.14. Comprehensive Viva-voce

Comprehensive Viva-voce shall be conducted at the end of the programme, which covers questions from all courses in the programme as per the syllabus.

4.15. Grade and Grade Points

For all courses (theory & practical), letter grades and grade point are given on a 10-point scale based on the total percentage of marks, (CIA+ESE) as given below:-

Percentage of Marks	Grade	Grade Point (GP)
95 and above	O Outstanding	10
85 to below 95	A$^+$ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B$^+$ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Average	5
35 to below 45	D Pass	4
Below 35	F Fail	0
	Ab Absent	0

● for PG Programmes, grade 'D' if the percentage is '40 to below 45' and 'F' if it is 'below 40'.

Grades for the different semesters and overall programme are given based on the corresponding SGPA/CGPA as shown below:

SGPA/CGPA	Grade
Equal to 9.5 and above	*O Outstanding*
Equal to 8.5 and below 9.5	*A+ Excellent*
Equal to 7.5 and below 8.5	*A Very Good*
Equal to 6.5 and below 7.5	*B+ Good*
Equal to 5.5 and below 6.5	*B Above Average*
Equal to 4.5 and below 5.5	*C Average*
**Equal to 3.5 and below 4.5	*D Pass*
Below 3.5	*F Failure*

** For PG prgrammes, grrade 'D' if the SGPA/CGPA is '4.0 to below 4.5' and 'F' if it

is 'below 40'

A separate minimum of 40% marks required for a pass for both internal evaluation and external evaluation for every PG programme. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a UG programme from 2019 admission onwards. For M.Phil Programme, the minimum grade for a pass is C.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the end semester examination for the same semester, subsequently.

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

After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of semester, a student should pass all courses and score a minimum SGPA of 4.0 However, a student is permitted to move to the next semester irrespective of her/his SGPA.

Credit Point (CP) of a course is calculated using the formula

CP = Cr x GP, where Cr = Credit; GP = Grade point

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

SGPA = TCP/TCr, where

TCP = Total Credit Point of that semester $= \sum_{1}^{n} CPi$;

TCr = Total Credit of that semester $= \sum_{1}^{n} Cri$

Where n is the number of courses in that semester

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

$$CGPA = \frac{\sum (TCP \times TCr)}{\sum TCr} \ GPA \ shall \ be \ round \ off \ to \ two \ decimal \ places$$

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board/website at least one week before the commencement of external examination. There shall not be any chance for improvement for internal mark.

The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the controller of examinations through the Head of the Department and a copy should be kept in the department for at least two years for verification.

4.16. Registration for the examination

a. All students admitted in a programme with remittance of prescribed fee are eligible for the forthcoming semester examinations.
b. Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with prescribed fee for each course in prescribed format.
c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets. The hall ticket shall be downloaded by the students from the college website.
d. The mode of fee remittance shall be through the prescribed bank.

4.17. Exclusion of Candidates on Account of Disease

Any candidate shall be excluded by the Chief Superintendent from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

4.18. Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator or behaving insolently towards the Chief Superintendent/ Additional Chief superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases the matter shall be reported to the Governing Body. The Governing Body, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent/ Principal or further punish the candidate by cancelling the examination taken by him either in whole or in part or debarring him from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

4.19. Debarring Candidates and Quashing Results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the course concerned or that he/she has secured admission to the course or the examination, on production of false information in the application form or that he/she has used unfair means at an examination, the Governing Council shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Governing Council the candidate shall be given an opportunity to present his/her case.

Punishment for Malpractice

If the Governing Council is satisfied after an enquiry that there have been malpractices in the examinations, the council, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit. (See Annexure 1 of examination manual)

4.20. Issue of Consolidated Statement of Marks

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades irrespective of the result of the examination. The fee for the mark sheet shall be collected along with the examination fee.

4.21. Revaluation

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system.

4.22. Rules for Revaluation

Candidates seeking revaluation are advised to go through these rules and regulations before they apply for the revaluation.

1. Candidates are eligible for revaluation of the answer papers of their theory examinations only. Select the papers carefully in which you wish to seek revaluation. No second application for additional papers shall be accepted and if submitted, shall be summarily rejected.

2. Candidates should apply for revaluation within 10 days of the date of uploading of results in college website.

3. Application submitted on behalf of the candidate, and incomplete application will be rejected summarily without any further reference.

4. Every application for revaluation should be submitted in the prescribed form duly signed by the candidate himself/ herself and not by anyone else on his/her behalf.

5. The Candidate is required to produce a photocopy of his/her Hall Ticket and Statement of marks for verification of Roll No., marks etc., at the time of submission of Application Form for revaluation.

6. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.

7. Entries made by the candidate have to be got verified by the HoD of the department concerned.

8. Fees prescribed for each paper along with the prescribed application fee are to be paid at the college fee counter.

NOTE

1. In revaluation, a different examiner will value the paper. Better of the two marks will be the final mark.

2. The fee shall be refunded if there is a difference of 15% or more in the score.

3. It may be noted that the College can never set in any case a time limit for the issue of the results of revaluation. However the college will take necessary steps to provide the results of the revaluation at the earliest. The College will also therefore, not be liable for loss of any sort, sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

4.23. RULES FOR CHALLENGE VALUATION

Candidates seeking challenge valuation are advised to go through these rules and regulations before they apply for the challenge valuation

1. PG Candidates are eligible for challenge valuation of the answer papers of their theory examinations only. Select the papers carefully in which you seek challenge valuation**.**

2. Candidates should apply for challenge valuation within the stipulated date notified in college website/Notice Board.

3. Every application for challenge valuation should be submitted in the prescribed form duly signed by the candidate himself/ herself and not by anyone else on his/her behalf.

4. The Candidate is required to produce a photocopy of his/her Hall Ticket and statement of marks for verification of Roll No., marks etc., at the time of submission of application form for challenge valuation.

5. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.

6. Entries made by the candidate be got verified by the HoD of the department concerned.

7. Fees prescribed for each paper along with the prescribed application fee are to be paid at the college fee counter.

NOTE

1. When you apply for challenge valuation, you surrender your original performance and will now accept the revised performance.

2. In challenge valuation, two different examiners will value the paper. Better of the two marks will be the final mark.

3. The fee shall be refunded if there is a difference of 15% or more in the score. (if the new score is higher by 15% or more)

4. It may be noted that the College can never set in any case a time limit for the issue of the results of challenge valuation. However, the college will take necessary steps to provide the results of the challenge valuation at the earliest. The College will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of challenge valuation.

4.24. SCRUTINY OF ANSWER SCRIPTS

1. Candidates are eligible to apply for scrutiny of their answer books of theory papers only.

2. Application for scrutiny should be submitted to the **Controller of Examinations** within 10 days of the date of uploading of results of college website.

3. Every application for scrutiny should be submitted in the prescribed form along with the prescribed fee mentioned below.

4. Fees prescribed for each paper along with the prescribed application fee are to be paid at the college fee counter.

5. The applications received late or not in the prescribed form or defective in any respect will not be entertained and will be summarily rejected without any notice.

6. The scope of scrutiny is to give an opportunity to the candidate to identify their valued answer scripts of examination and to check the correctness of the addition of marks awarded to the various answers. No dispute regarding marks already awarded for answers shall be entertained at the scrutiny.

7. The candidate should attach a copy of the hall ticket or a copy of the mark list of the examination concerned along with the application.

8. Separate application forms shall be submitted for each semester/year of examination, as the case may be.

9. The candidates are directed to write the name of the subject in full with branch, part etc. in the places provided for the purpose.

4.25. Supplementary Examinations

Candidates who failed in an examination can write the supplementary examination conducted by the College along with regular examinations.

4.26. Improvement of Examination

1. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of prescribed fee. In such cases the better of the two marks shall be taken as the marks awarded to him.

2. Internal assessment marks shall be carried over to the subsequent semester examination.

3. There shall not be any provision for improving internal assessment marks.

There will be no improvement examinations for PG programmes

4.27. Re-examination (RE-DO) of Continuous Internal Assessment (CIA)

As a separate minimum is required in both CIA and End Semester Examinations (ESE), a RE-DO provision is given to student who has not secured the minimum marks in CIA. The CIA re-do rules are:

- There shall be no provision for IMPROVEMENT in CIA.
- Candidates are eligible for CIA RE-DO of their theory and practical examinations.
- Candidates should apply for CIA RE-DO within 10 days after the publication of semester results.
- Application for CIA RE-DO should be submitted in the prescribed form duly signed by the candidate himself/ herself and not by anyone else on his/her behalf. SEPARATE APPLICATION shall be submitted for each semester.
- Entries made by the candidate are to be verified by the course teacher concerned and approved by HoD of the candidate's Department and forwarded with his/her signature.
- Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.
- A candidate will get maximum TWO CONSECUTIVE CHANCES to RE-DO the CIA of a course (paper).
- The prescribed fee per paper is to be deposited along with the prescribed application fee at the college fee counter for the first and for the second attempts (There will be 50% concession for SC/ST/OEC).
- The CIA RE-DO will be conducted in the department concerned within one month after the submission of the application. The date of examination and

pattern of examination shall be obtained from the HoD/teacher concerned. However attendance component will not be reconsidered.

4.28. RULES FOR CIA RE – TEST

1. There shall be no provision for IMPROVEMENT in CIA Tests.
2. Candidates who fail to attend the regular internal examination on genuine reasons shall avail the facility of re-test on scheduled dates notified in the examination calendar for the concerned semester.

    (a) College authorized absence to represent college officially.

    (b) Death in the family of close relatives – parents, siblings or grandparents.

    (c) Illness requiring hospitalization of making the appearance physically impossible, provided that information is properly communicated to the course teacher immediately (i.e., the very same day), leave application with medical certificate submitted the very next day.

3. Application for re-test should be submitted in the prescribed form duly signed by the candidate himself/ herself and not by anyone else on his/her behalf within two working days after the last date of 2nd internal test.
4. Applications which are late, not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.
5. A candidate will not get further chance for retest within the semester period.
6. Entries made by the candidate be got verified by the HoD of the department concerned.
7. Those who intend to appear for the internal retest shall pay the prescribed fee per paper (courses) along with the application fee at the college fee counter. However the fee for re-do shall be limited to a maximum amount fixed for the same by the college authorities from time to time, for a student applying for more than three papers (courses) per semester.
   - In the case of college duty the fee will be reimbursed fully.

- If a student is found unable to pay on account of financial constraints, s/he may approach the Principal for a waiver, left to the Principal's discretion.

8. Question for the retest will be from the entire syllabus of the course (paper) concerned.

9. The centralized retest will be as per the schedule prepared by the college office.

10. Details of the retest shall be obtained from the Office superintendent / HoD / teacher concerned.

4.29. Condonation of Shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a two year programme and twice in a three year programme. Following are the rules regarding attendance requirement:-

1. Every candidate is to secure 75% attendance of the total duration of the course.

2. A candidate having a shortage of 10 days can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the semester examination concerned.

3. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the course teacher and HoD concerned.

4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

Note: Condonation is not a right, but a privilege granted on the basis of genuineness of reasons, and student's adherence to the basic discipline of the campus and department. Condonation application has to be duly recommended and forwarded by the department concerned. The final authority regarding condonation shall be the Principal.

4.30. Promotion to the Next Higher Semester

A candidate shall be eligible for promotion from one semester to the next higher semester if,

1. He / she secures a minimum 75% attendance and has registered for the End Semester Examination of the programme for which he/she is studying.
2. His / her progress of study and conduct are satisfactory during the semester completed, as per the assessments recorded by the course teachers and the Head of the Department concerned.

4.31. Certificates

Diploma and Degree certificates are issued by the Mahatma Gandhi University, Kottayam as per the act and statues of the University on the submission of the consolidated mark / score cards of the students by the College.

1. A consolidated mark / scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
2. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.
3. **Collecting Certificate:** As a norm, the certificate has to be collected personally by the candidate concerned. However, in the case of mark-lists OR degree certificates, a provision to send the same by registered post shall be there, for which a fee may be paid during registration for the final examination.

4.32. Award of Degree

The successful completion of all the courses with 'D' grade shall be the minimum requirement for the award of the degree.

4.33. MONITORING

There shall be a Monitoring Committee constituted by the principal consisting of faculty advisors, HoD, a member from teaching learning evaluation committee (TLE) and the Deans to monitor the internal evaluations conducted by college. The Course teacher, Class teacher and the Deans should keep all the records of the internal

evaluation, for at least a period of two years, for verification.

Every Programme conducted under Choice Based Credit System shall be monitored by the College Council under the guidance of IQAC Coordinator, Controller of Examinations, academic deans and HoDs.

4.34. Grievance Redressal Mechanism

In order to address the grievance of students regarding Continuous internal assessment (CIA) a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: At the level of the concerned course teacher

Level 2: At the level of a department committee consisting of the Head of the Department, a coordinator of internal assessment for each programme nominated by the HoD and the course teacher concerned.

Level 3: A committee with the Principal as Chairman, Dean of the concerned Faculty, HOD of concerned   department and one member of the Academic council nominated by the principal every year as members.

5. ACADEMIC PROGRAMMES

5.1. Undergraduate Programmes

5.1.1. Aided Programmes

No.	Core	Complementary/specialisations	Seats
1	BA Economics	Politics, World history	60
2	BA Sociology	Politics, World History	30
3	BA English Language and Literature (Mode II-Copy Editor)	Printing & Publishing	24
4	B.Sc Mathematics	Statistics, Physics	32
5	B.Sc Physics	Mathematics, Chemistry	48
6	B.Sc Chemistry	Mathematics, Physics	48

7	B.Sc Botany	Chemistry, Zoology	40
8	B.Sc Zoology	Chemistry, Botany	48
9	B.Com Taxation	Finance & Taxation	60

5.1.2. Self Financing Programmes

No.	Core	Complementary/specialisations	Seats
10	B A Animation & Graphic Design	Graphic Design	40
11	B.Com	Computer Applications	60
12	B.Com	Finance & Taxation	40
13	B.Com	Travel & Tourism	40
14	BBA	Integrated marketing & New Media	40
15	BSc Computer Applications	Mathematics, Statistics	30
16	BCA	Mobile applications & Cloud Technology	40

For the above under graduate programmes
Part I – English
Part II – Malayalam/Hindi/Sanskrit/French (Except for BCA, BSc CA and BA Animation & GD)

5.1.3. Open courses for UG programmes (Semester 5)

1	English	English for Careers
2	Economics	Foundations of Environmental Economics
3	Commerce	Fundamentals of Accounting
4	Sociology	Elements of Social Psychology
5	Botany	Agri-based Microenterprises
6	Chemistry	Chemistry in Every Day Life
7	Mathematics	Applicable Mathematics
8	Physics	Energy and Environmental Studies
9	Zoology	Human Genetics, Nutrition, Community Health and Sanitation

10	Computer Science	Internet, Web designing and Cyber laws Security Threats and Trends (for BBA)
11	Physical Education	Physical Health and Life Skill Education
12	Oriental Languages	Foundation Course in German
13	Oriental Languages	French – introduction to culture and language
14	Oriental Languages	German
15	Communication	Inspirations for Daily Living – An inter-religious exploration of Scriptures
16	Computer Science	
17	Environmental Science	Disasters, Environment, Risk Reduction and Climate Change Adaptation
18	Languages	Syriac (Eastern) Language
19	Physical Education	Yoga - A path to Holism in Life
20	Holistic Education	Learning to Live Together - Insights from inter-religious scriptural study.

* Students under self-financing stream can only opt the open courses offered by another self-financing department

5.2. Post Graduate Programmes

No	Degree	Programmes	Aided/SF	Seats
1	M A	Economics	Aided	20
2	M A	English	"	15
3	M Com	Commerce	"	20
4	M Sc	Botany	"	12
5	M Sc	Chemistry	"	18
6	M Sc	Chemistry (Applied)	"	12
7	M Sc	Mathematics	"	12
8	M Sc	Physics	"	10
9	M Sc	Zoology	"	10
10	M A	Cinema & Television	Self - Financing	12
11	M A	Digital Animation	"	12
12	M A	Graphic Design	"	12
13	M A	Sociology	"	20
14	M C J	Communication & Journalism	"	12
15	M Sc	Aquaculture	"	12
16	M Sc	Environmental Science	"	12

5.3. M.Phil Programmes

No	Degree	Programme	Self-Financing	Seats
1	M Phil	Commerce	Self-Financing	10
2	M Phil	Economics	Self-Financing	10
3	M Phil	Physics	Self-Financing	10

Admissions to programmes are strictly in accordance with the regulations of the UGC and MG University. A student seeking admission to the above programmes may apply for the same through the college website www.shcollege.ac.in

5.4. DOCTORAL PROGRAMMES

1	Botany	1988
2	Chemistry	1998
3	Commerce	1998
4	Economics	1994
5	Physics	1998
6	Zoology	1994

6. Departments

6.1. Faculty of Arts and Humanities

6.1.1 SH School of Communication - 2012

Established in 2012, SH School of Communication is the Department of Sacred Heart College, Thevara that offers Under Graduate and Post Graduate Programmes in Animation, Graphic Design, Communication and Journalism, and Cinema and Television.

The Department is founded on the vision that aims to inculcate innovation, action and professional responsibility in the students while nourishing a personal bond between the mentors and students. The learning is facilitated through four-folded inclusive

pedagogies of verbal, audio, visual and hand-on training. The flipped classroom and workshop models of content delivery instill inquisitive mind and the practical application of learnt methods help to mould a wholesome approach by the students. The Department reinforces a 360 degree exposure to students by involving them in events related to art and media as well as by providing them opportunities to experience real work environment at design studios, television channels and media houses through internships and training.

The **five comprehensive media Programmes at SH School of Communication** are:

- BA Animation and Graphic Design
- MA Digital Animation
- MA Graphic Design
- MA Cinema and Television
- Master of Communication and Journalism

The **B.A Programme in Animation and Graphic Design** is branded for its creative approach and distinctive topics discussed. The curriculum followed is inspired by the stupendous world of art and new creative techniques and the syllabus tries to transmit most essential and updated information to students. The programme gives an opportunity for the students to develop the basic skills in Design, Animation, Multimedia and Publications along with Interactive Applications. Field trips, interactions with leading professionals, internships and engagement in social issues are employed in engaging the curriculum and syllabus.

The **MA Digital Animation** programme prepares graduates for a wide range of careers in the industry such as Traditional animation, Illustration, CGI and 3D Animation Film making. The students are engaged in all aspects of animation/post production, from concept development and production design to the completion of finished segments throughout the programme. In addition to the mastery of craft at a

technical level, students gain professionalism in design, drawing, critical thinking, creativity, daring, collaboration, and a fundamental awareness of theory and history.

The **M.A. Programme in Graphic Design** is intended to prepare students for professional practice through a curriculum that focuses on balanced development of technical skills and theoretical understanding. The programme is designed so as to accommodate the rapid changes in the technological and/or aesthetic innovations in the area of Communication Design while maintaining a firm grounding in basic design principles. Graduates are equipped for a wide range of careers in the industry. The program seeks to develop designers with strong aesthetic and analytic skills capable of solving real-world communication design problems, integrating a command of visual language with imagination, theory and technology.

The **Programme in Cinema and Television at the Master's level** is a professional step towards successful careers in Cinema and Television. The inter-dependability in technologies and the amalgamation in the artistic expressions in the fields of Cinema and Television led to explore the possibilities in training students to gain professional expertise in these areas. The syllabus hence envisages to fulfil the requirements of filmmaking and television production. Conceptual understanding and clarity in ideation, pre-production, production, production and aesthetics and ability to demonstrate various filmmaking skills are measured through the graduation projects.

The **Masters Programme in Communication and Journalism** is intended to prepare students for professional practice through a curriculum that focuses on a balanced development of technical skills and theoretical understanding. The programme is designed so as to accommodate the rapid changes in technology while maintaining a firm grounding in basic media principles and ethics. The scope of Journalism and Communication Studies has expanded in the recent years and it has found new dimensions with the advent of new media. The MCJ program aims to impart quality education in Print/TV/Online journalism, advertising, Public

Relations and other areas of communication, thus moulding professionals needed for the ever expanding media industry. The course structure that blends theory and practical learning and industry interface provides ample space for specializations. Designed to meet global standards, this course fosters creative and responsible communication professionals, who will be the next generation journalists, copy writers, corporate communicators, PR professionals, visualizers and much more.

6.1.2. Department of Economics - 1944

The composite department of Economics combines the departments of History and Political science to offer complementary courses for Economics main. The Economics degree course started with the establishment of the college. It became a P.G. Department in 1959. In 1994, the department was elevated by M.G. University as a Research Centre. The department started a UGC aided foundation course in Human Rights in 2011. Besides offering BA, MA and Ph.D. Programmes, department offers M.Phil.(self-financing) programme since 2015 and also add-on courses in Basic Econometrics and Capital Markets. The co-curricular wings of the department (The Civil Service Study Circle and the Economics Association) regularly conduct seminars, symposia, debates and quiz. Teaching - Learning – Evaluation components of various programmes of the department include regular class room teaching, seminars, assignments, internal examinations, end semester examinations, farm cum industry visits, community services, internship, workshops, extension and outreach programmes etc. students of the department get placements in banks, companies and other institutions through campus recruitments. Faculty of the department are actively involved in research by undertaking minor and major research projects. The India Today and The Week (the National Journals) rated the department as the best department in the state and among one of the top 40 departments at the national level for the last so many years.

The department offers research programmes, leading to the award of Ph.D. in areas such as Industrial Economics, Agricultural Economics, Capital Market Analysis, Public Finance & Policy, and International Trade and Policy. The research wing has to its credit 34 Ph.Ds and over 70 research publications in national and international journals. The Centre is equipped with a computer lab to help data analysis, project design and presentations. 20 part-time and 4 full time scholars are engaged in research under the department. The department library has over 7500 books and subscribes to 25 periodicals exclusively on Economics.

Scholarships / Awards

1. Mr. K. Mathulla Memorial Scholarship for the topper in III B.A., instituted by K.M. Thomas, Kavalam.
2. Mr. Pothen Joseph Endowment for the topper in M.A., instituted by V.J. Mathew, Vadakkekalam.
3. Tribhuvandas J. Shah Endowment for the best student in I M.A., instituted by his sons.
4. Prof. K.U. Baby Memorial Library Fund for the purchase of books for financially weaker UG students of the department.
5. Prof. I.D. Michael Endowment for the top scorer in core papers of B.A. Economics.
6. Prof. P.J. Cyriac endowment for the topper in II BA Economics instituted by Economics Alumni Association.
7. Prof. George Thomas endowment for the topper in I BA Economics instituted by Economics Alumni Association.
8. Rev. Fr. A.U. Varghese Endowment for the topper in core papers in IBA Economics, instituted by Economics Alumni Association.
9. Rev. Fr. Joseph Kaimalayil Endowment award for the topper in History, instituted by the Economics Alumni Association.
10. Rev. Fr. Zacharias Payikat Endowment Lecture.
11. Rev. Fr. A.J. Saviance Endowment Lecture instituted by the Economics Alumni Association.
12. Prof. K.J. Joseph Endowment Lecture instituted by the Economics Alumni Association.
13. Prof. K.C. Abraham Endowment for the topper in political science instituted by the Economics Alumni Association.
14. Prof. Kerala Varma Endowment for the topper in Indian Economy (PG)
15. Rev.Fr. Victorian Endowment for topper in II MA Economics
16. Prof. K C Jacob Endowment for the best PG research Project

6.1.3. Department of English -1944

The Department of English was coetaneous with the college and was one of the first departments to offer postgraduate education under the erstwhile, undivided Kerala University. Ever since its inception, the department has maintained a remarkable record with its students claiming top positions in the university examinations and securing Junior Research Fellowships, besides qualifying the National Eligibility Test

each year. Its alumni have made their distinctive mark in their chosen fields with several of them finding positions in the English departments of various universities and colleges in the country. The undergraduate programme offered by the department viz. BA English Language and Literature (Model II - Copy Editor) was the first of its kind in the state. With its unique combination of courses, which includes editing and designing besides the majoring in literary studies, the programme became a trendsetter for similar innovative programmes in the university. Each year, graduates from the department secure admission for postgraduate studies in the top universities/national level institutes in the country.

Apart from the UG and PG programmes, the department offers a short-term course in Business English for international students. It also offers "English for Careers" as an open course for UG students from other streams. The department offers coaching for students who wish to appear for the Business English Certificate (BEC) examinations conducted by the University of Cambridge. The certificate is aligned with the Common European Framework of Reference for Languages, an international benchmark of one's skill in using English at the workplace.

At present, the department has on its roll 11 regular faculty members with four Ph. Ds and four M.Phils. The research activities of the department have gathered momentum after being elevated to the status of a Research Department under Mahatma Gandhi University in 2019. There are currently two research guides among permanent faculty members in the department.

The postgraduate library of the department has more than 8000 books and subscribes to 10 journals. The computer centre of the department is equipped with the latest

software to undertake a variety of editorial assignments which are integral part of their academic tasks. The department makes use of the digital language lab set up in the Computer Centre of the college.

The department has arguably pioneered the 'seminar culture' in the state and has been organising national /state level seminars since 1998. It has introduced a cache of eminent academicians to the academic community of the state through these seminars and lecture series by experts from all over the country and abroad.

Annual Seminars & Lectures:

1. Rev. Dr. Daniel Thottakkara Memorial National Seminar.

2. Ms Shubi Tresa Memorial Seminar
3. Rev. Fr. George Koyikara Endowment Lecture on Media Studies.
4. Rev. Dr. Daniel Thottakkara Memorial Lecture for college students.
5. Dr. Cheruveli Endowment Lecture

Scholarships/Awards

1. Archbishop Mar Joseph Cardinal Parecattil Jubilee Memorial Scholarship for the best student in II B.A./ B.Sc. Part 1 English, instituted by H.E. Joseph Cardinal Parecattil.
2. Prof. K. Gopinathan Endowment for the topper in I M.A. English, instituted by the English Department.
3. Fr. Hilarion Maliekal Endowment for the topper in II M.A. English, instituted by the Maliekal Family.
4. Excellence Award instituted by the English department for the best all-rounder of final year B.A. English (Copy Editor).

6.1.4. Department of Additional Languages -1944

Oriental Languages Department is a composite department offering common courses in Hindi, Malayalam, Sanskrit and the European language French as well.

To nurture the creativity of the students, the department organises the Writers' Club and Literary Forum of the college. The Hindi section is also functioning as a centre for the promotion of the national language in Kochi. It has produced 75 ranks in the last 18 years in the pre-test examinations of the Dakshin Bharat Hindi Prachar Sabha. It is actively involved in the implementation programme of the official language.

Scholarships/Awards

1. Prof. P. K. Narayanan Nair Scholarship for the best student in II DC Hindi, instituted by his family.

6.1.5. Department of Sociology - 1964

The Department of Sociology is one of the earliest of its kind in India. It became the first Sociology department under Kerala University in 1964. It has produced many eminent sociologists and professionals.

The Department organises many programmes of social importance such as quiz competitions, periodical get-togethers, nature - study trips, celebrations to mark important occasions, poster exhibitions, seminars and group discussions. The social exposure programmes include visits to tribal communities, slums, hospitals, juvenile homes, homes for the destitute etc. which equip our students for a healthy community life. The students are also given opportunities to participate in seminars and conferences conducted by outside agencies/organisations under the supervision of the faculty.

The Association of Former Students of Sociology (AFSS) functions effectively to establish and maintain contact with our former students. It publishes a bi-annual news letter, "Socio News".

Scholarships / Awards

Instituted by staff & students

1. Prof. Nalina Babu Award for the best student in part III of final B.A. Sociology.

2. Prof. Varghese Erattupuzha Endowment for the best student in part III of II B.A.
3. Rev. Fr. Ligori Mundackal Award for the best student in part III of I B.A. Sociology.
4. Rev. Fr. Jose Kuriedath Endowment for the best allrounder from II B.A., B.Sc. and B.Com. students.
5. Rev Fr. Abraham Kallarackal Memorial Award for the topper in Internal Assessment in Part III, instituted by the faculty and students of the Dept. of Sociology.

6.2. Faculty of Commerce & Management

6.2.1. Department of Commerce - 1944

Sacred Heart College has the singular distinction of being the first college in Kerala to start the B.Com degree course. The department started offering postgraduate course in 1961. With an enviable track record of ranks and results, the department is considered one of the prestigious Commerce Departments in the country.

In 1998, the department became an approved research centre under the M. G.University. It offers research in areas such as Finance Management, Human Resource Management and Consumer Protection. The research wing has to its credit 10 Ph.Ds and several research publications.

The reference section of the department has over 1400 books and it subscribes to 12 journals. It has a well-equipped computer lab with machines of the latest configuration. The department offers self-financing courses – B. Com Computer Application (2007), B. Com Taxation (2012) and B. Com Travel & Tourism (2012) programme under the choice based credit and semester system. The department also offers M. Phil Programme in Commerce since 2015. The department has presently four research guides.

Centre for Management Studies

It offers a programme in Business Administration (BBA) with focus on Integrated Marketing and New Media since June 2016.

Scholarships / Awards

1. Prof. Kerala Varma Endowment for the best student in III B.Com Accountancy & Auditing.
2. Prof. P.M.Joseph Scholarship for the best student in I M.Com.
3. Prof. M. L. Jose Memorial Scholarship for text-books for one student each from I and II B.Com, instituted by Mrs. Metty Jose.
4. Jeeva Jyothi Endowment for the child of NTS from I B.Com, instituted by Mr. K. J. Antony
5. Netin Lalson memorial scholarship for the highest scorer in M.G. University B.Com Degree Exam., instituted by Mr. Lalson.
6. Prof. Krishnankutty Menon Memorial Award for the student who has secured the highest marks in the M.Com. Examination.

6.3. Faculty of Science

6.3.1. Department of Aquaculture - 1994

The college, in its Golden Jubilee year started the Centre for Aquaculture Studies by offering post graduate diploma in Aquaculture to meet the increasing demand for qualified and trained technical managers required by the aquaculture industry.

M.Sc. Aquaculture and Fish Processing, a four-semester job-oriented P.G. course was started in 2004. It is a self-financing, vocationalised course, in which the students are given on-the-job training in various seafood processing plants and aquaculture farms in order to equip them to be successful researchers, managers and supervisors. The postgraduates of Aquaculture and Fish Processing find suitable and attractive placements in research institutions, govt. agencies, shrimp/fish farms and fish processing centres in public and private sectors. They are also given training in entrepreneurship to become self-employed.

The faculty consists of four regular members and five scientists. Aquaculture being a multidisciplinary subject, specialists from National Research Institutes and Central Marine Fisheries Research Institute Cochin, Central Institute of Fisheries Technology Cochin and National Bureau of Fish Genetics, Lucknow also give training in specialised areas.

6.3.2. Department of Botany -1957

The Department started functioning with B.Sc degree programme under the Madras University. The postgraduate programme was started in 1984. M.G. University recognized this department as a Research Centre in 1988. The department offers a degree programme with Phytochemistry and Pharmacognosy as electives and a postgraduate programme with Biotechnology as elective.

The department offers research programme leading to Ph. D. in areas such as Plant Tissue Culture, Environmental science, Biodiversity, Pollination Biology, Biotechnoloy, Biochemistry, Plant Taxonomy, Bioprospecting and Plant Tissue Culture under the four research guides of the department. The research wing has produced 17 Ph.Ds and has over 85 research publications in its credit. A UGC-sponsored major research project has been undertaken by the department under the supervision of Dr. Joy P. Joseph and another major project entitiled 'Orchid Ecology' funded by DST, India under Dr. Giby Kuriakose.

The department has specific laboratories for Biotechnology, Microbiology and Physiology with facilities such as Electrophoresis, Laminar Air flow Chamber, High Speed Refrigerated Centrifuge, Photomicrography. There is a well-maintained museum with more than 250 exhibits. A unique collection of dried specimens of spices and about 60 varieties of rice cultivated in Kerala by traditional farmers in different place are recent additions to this museum. The department herbarium has about 2000 sheets of specimens collected from different parts of the country A digital herbarium of these specimens will be available soon.The reference facility includes 2300 books, ten journals, including 'Nature' and a collection of references in digital format.

In 2009, the department was selected for special funding by the Department of Science and Technology, under its FIST programme. The department proposes to start certificate programmes in different disciplines like herbal medicine, bioinformatics, molecular techniques, mushroom cultivation, landscaping and gardening.

Annual Seminars and Lectures

1. Prof. T.U. Joseph Endowment Lecture instituted by 68-71 batch of B.Sc. alumni, named as 'Guruvandanam'

2. All Kerala Aquinas Memorial Botany Quiz in fond memory of Rev.Fr.Aquinas CMI, former Principal and HoD of the department.

Scholarships/Awards

Instituted by staff and students.

1. Prof. T.U. Joseph Endowment for the best student in II M.Sc. Botany.

2. Prof. Mathew Zacharias Endowment for the best student in I B.Sc. Botany.

3. Fr. Aquinas Endowment for the best student in I M.Sc. Botany.

4. Prof. M.M. Appachan Award for the best student in III B.Sc. (Theory).

5. Prof. Kurian Joseph Endowment for the best project work in M.Sc. Botany.

6. Elamthuruthy Mathew Theresiamma Award for the best student in III B.Sc. Botany, instituted by Prof. E. Zacharias Mathew.

7. Prof. Mathew Zacharias Endowment for the best student in II B.Sc. Botany, instituted by Mrs. Elizabeth Zacharia.

8. Dr. M.S. Francis Best Investigatory Project Award for the Best M.Sc. Project

6.3.3. Department of Chemistry -1945

The Post Graduate and Research Department of Chemistry, Sacred Heart College (Autonomous), Thevara is a leading academic and research centre in the state. Among the 16 faculty members 14 are PhD degree holders from reputed national and International institutes. The various academic programs in the Department comprises of one undergraduate programme, two postgraduate programmes (M.Sc. Chemistry and M.Sc. Pharmaceutical Chemistry) and a PhD Programme in Chemistry.

The UG curriculum has been set up with an objective of training the students in all the fundamental areas in Chemistry. PG curriculum is more focused on advanced studies in Chemistry with good research and practical exposure. Along with career and research orientations, department give emphasis on value education.

The Department regularly conducts seminars and interactive sessions with leading scientists of the globe for the enrichment of the students. This includes lectures by Nobel laureates in chemistry. Department sends MSc students to prestigious national institutes like IITs, IISc, NIIST, NCL etc for the fulfilment of their MSc projects. The department has succeeded in moulding rank holders each year in the University

examinations at the graduate and postgraduate levels till 2015. After getting autonomous status, the department is maintaining an excellent pass percentage with good number of A+ grade. Many of the UG students qualify JAM and postgraduate students qualify the UGC-CSIR- JRF and GATE examinations every year. Department has an excellent record of placements and higher studies.

The Department of Chemistry performs cutting-edge research in three major areas of chemistry - Organic Chemistry and Drug synthesis, Computational Chemistry, Electrochemistry and Material Science. The research centre has 6 research guides to supervise scholars in these areas. Department has completed and ongoing major/minor projects in the areas such as Cancer Drugs, Organic Chemistry, Electrochemistry, Chemical Kinetics, Mass Spectrometry and Computational Chemistry. Department has excellent publication record and research collaborations with research organizations and universities (Washington University–USA, IISc, IICT, IISER, NIIST etc.) across the globe. Department is running a two credit/3 months certificate course in Computer Aided Drug Design (CADD).

Annual Seminars & Lectures
1. Prof. P.E. Aravindaksha Kartha Endowment Lecture.
2. Prof.V.A. Joseph Endowment Lecture.
3. Prof. P.J. Joseph Endowment All Kerala Inter-Collegiate Quiz Competition.
4. Prof. K.V. Thomas Endowment National/International Seminar.
5. Prof. K.J. Thomas Jacob Endowment Lecture.
6. Prof. Varghese Paul Endowment Lecture.
7. Rev. Dr. (Sr.) Aleyamma Zachariah Endowment inter-collegiate project presentation award for PG in Chemistry.

Scholarships/Awards (Instituted by staff & students)
1. Prof. M.V. Varghese Endowment for the best student in Final M.Sc. Chemistry.
2. Prof. M.V. Varghese Endowment for the best student in III B.Sc. Chemistry.
3. Prof. K.A. Gopalakrishnan Scholarship for the best student in I M.Sc. Chemistry.
4. Prof. Sitarama Iyer Award for the best student in II B.Sc. Chemistry.
5. Prof. K.T. Kerala Varma Award for the best student in I B.Sc. Chemistry Part III.

6. Prof. Fr. George Kallarackal Award for the best student in III B.Sc. Chemistry Part III.
7. Prof. Aravindakshan Award for the best student in I M.Sc.
8. Prof. P. Babu Jose Award for the best student in final M.Sc. Applied Chemistry.
9. Prof. K.A. Gopalakrishnan Scholarship for the best student in II M.Sc. Chemistry (Theory), instituted by his sons.
10. Prof. P.J. Joseph Award for the best student in B.Sc. Chemistry (Main, Theory), instituted by Teachers.

6.3.4. Department of Computer Science - 2001

Department of Computer Science has been successfully functioning since 2001. It started three-year undergraduate programme BSc Computer Application, the triple main with Computer Science, Statistics and Mathematics. It has flagshipped another three-year undergraduate programme BCA (Specialised in Mobile Applications and Cloud Technology) in 2016. The department has total 13 faculty members.

It organizes seminars, workshops, exhibitions, and IT Fest for both students and faculty belonging to various Technical Educational Institutions. The department has computer lab which comprises of 5 fully Air Conditioned with 66 systems functioning with solar power. Our students are placed in various top MNCs like McKinsey, Infosys and TCS etc., for deserving & esteemed packages of more than 2.04 lakhs to 3 lakhs per annum. Apart of this, the successful graduates obtain eligibility to pursue their Master degree in Computer Applications, Computer Science, Information Technology, Mathematics, Statistics and Business Administration.

The Department takes care of administrative software for the entire Institute. The strength of the department is its Alumni, which adds a good amount of perception rating to the department by being most illustrious. Department is committed to encourage students to carry out innovative ideas in the field of Computer Science & technology, keeping excellence in focus and deliver quality services to match the needs of the technical education system, industry and society.

Students are motivated to be innovative in their thinking while being strong in the Computer Science core knowledge. Faculty members are always dedicated and

devoted towards the comprehensive development of their students by training them physically and mentally. The department aims at the development of students with ethical values & societal concern.

Awards:
1. Alex Memorial Award for Best Overall Performer
2. Alumni Endowment for Best Academic Performer

6.3.5. Department of Mathematics -1944

The Department of Mathematics is one of the oldest departments in the college. The degree programme in Mathematics started in 1944 as B.A. Mathematics. After a brief interruption, the course resumed in 1982, rechristened as B.Sc Mathematics. Post Graduate Programme started in the year 1999. The department has a well-equipped computer lab and a reference library with over 1900 books and 4 periodicals.

Annual Seminars & Lectures

1. Rev. Fr. John Therezhath Endowment annual lecture series in Mathematics.

Scholarships / Awards

1. Prof. P.O. Devassy Award for the topper in Part III of B.Sc Mathematics, instituted by staff & students
2. Rev. Fr. John Therezhath Endowment for the topper in M.Sc. Mathematics, instituted by staff & students.

6.3.6. Department of Physics -1956

The Department of Physics started functioning with B.Sc degree programme in 1956 under the Madras University. It was elevated to a postgraduate department in 1995 with specialisation in Advanced Electronics. The department was elevated to a research department by the MG University in 1998 and has since been offering research programme leading to the award of Ph. D. in areas such as Nano-technology, Crystal Growth and Space Physics. The department has separate laboratories for General Physics, Advanced Electronics, Electricity, Spectroscopy, Optoelectronics and Computational Physics. The reference library has a collection of over 2000 books and subscribes to 15 journals.

The department has an extension centre called 'Mitradham', a pioneering project dedicated to research and development of eco-friendly, pollution-free and technologically innovative renewable energy systems.

Renewable Energy Centre [*Mithradham*] -1996

Mithradham is a renewable energy research centre functioning under the Department of Physics of the college. It is the first solar educational institution in India, dedicated to promotion of environment and renewable energy. In the year 2001 the centre launched its solar drying and processing unit and in 2003 it started a solar photo-voltaic centre.

The center offers the following training programmes:

1. One week international training programmes in solar photovoltaic stand-alone system, solar drying and energy production from biomass.

2. One day study tour programme with renewable energy exhibition. For details, visit: www.mithradham.org

    Founder Director: Rev. Dr. George Peter Pittappillil CMI

Scholarships/Awards

Instituted by Physics Alumni Association.
1. Fr. Mathai Archangel Award for the topper in B.Sc Physics Main (Semester 1 to 6)
2. Prof. C. J. Daniel Award: Best outgoing student in B.Sc Physics Semester 6.
3. Prof. V. Anantharaman Award: Topper in B.Sc Physics Semester 4 (Theory)
4. Prof. George J. Benedict Award: Topper in B.Sc Physics Semester 2 (Theory)
5. Prof. Fr. Mathai Archangel Award: Topper in B.Sc Physics Semester 6 (Theory)
6. Prof. P. V. Chakkuuny Award: Topper in M.Sc Physics Semester 4 (Theory)
7. Prof. P. M. Joseph Award: Topper in M.Sc Physics Semester 4 (Practical)
8. Prof. G. Ramanathan Award: Topper in M.Sc Physics Semester 2 (Theory)
9. Prof. Rev. Dr. George Peter Award: Topper in B.Sc Physics Semester 1 (Theory)
10. Prof. P. J. Jose Award: Topper in M.Sc Physics Semester 3 (Theory)
11. Prof. M. A. Kurian Award: Topper in M.Sc Physics Semester 2 (Practical)
12. Prof. A. Varadarajan Award: Topper in M.Sc Physics Semester 1 (Theory)

13. Prof. Jolly Lukose Award: Topper in B.Sc. Physics Semester 3 (theory)
14. Dr. T I Palson Award: Topper in B.Sc. Physics Semester 5 (theory)
15. Prof. George Philip Award: Over-all Topper in B.Sc. Physics (Practicals, semesters 1-6)
16. Prof. A. Varadarajan Endowment Award: Best B.Sc. project.
17. Prof. P. V. Chakkuuny Award: Best M.Sc. project
18. Dr. Georgekutty Joseph Award: Over-all Topper in M.Sc Physics (Theory Sem1-4)

6.3.7. Department of Zoology -1952

The Department of Zoology is one of the oldest departments being established in 1952 with a B.Sc. degree programme under the Madras University. The M. Sc. programme was launched in 1959. The first batch itself achieved a remarkable record securing the 1st and 2nd ranks in the University. Since then, the department has maintained this good academic tradition.

In the Golden Jubilee year of the College, the department introduced a one-year P.G. diploma course in Aquaculture, a pioneering attempt of its kind in the state. It has now grown into a separate department with PG course.

The department became a Research Centre in 1994 with five of its faculty members and five from other colleges as approved research guides. So far 16 Ph.D.s have rolled out from the department. Advanced research in the fields such as Arachnology, Marine Biotechnology and Neurobiology of Ageing are the thrust areas of the research wing. The Division of Arachnology is the only centre in south India devoted exclusively for the research on spiders and their kin. In 2001, the department was selected for special funding under the FIST programme by the Department of Science and Technology, Govt. of India. During the last five years, the department has run four major research projects funded by national agencies such as Department of Science and Technology and Ministry of Environment, Forests and Climate Change. Total funds of these research projects are about 1.9 crores.

A well-equipped instrumentation room and an animal house are attached to the department. The zoology museum, with over 3000 specimens collected from various parts of the world, is one of its invaluable assets. Established in 1952, it is the largest and the most spectacular one of its kind in Kerala. The two rare exhibits are the full skeleton of a whale and that of an elephant.

The core strengths of the department lies in its highly qualified and devoted teaching staff, diverse research interests in basic and applied research in zoological domains and laboratories providing sophisticated research equipment and facilities along with deployment of modern methods in teaching and learning.

Centre for Environmental Studies

Centre for Environmental Studies under the Department of Zoology was started in 2016. The goal of the Centre is to inspire young students towards environmental protection and conservation as a career and passion. The training is intended to equip them to use various tools and techniques for the study of environment. They are also groomed to understand, think and evolve strategies for the management and conservation of the environment for a sustainable living.

Enormous opportunities await experts in environmental science in the country as well as abroad especially those who get expertise in EIA (Environment Impact Assessment), GIS (Geographic Information System) and Remote sensing, waste management and recycling, climatic analysis and climate change management, Geology and disaster management, meteorological analysis *etc.*

The Centre conducts MSc. in Environmental Science spanning four semesters with extensive field studies in each semester. Students are motivated and encouraged to learn through workshops, seminars, research, and environmental activities throughout the study period. The syllabus covers a wide array of topics including Ecology, Bioinformatics, Computer Applications, Statistics, Environmental Pollution, Toxicology, Environmental Impact Assessment, Waste treatment and management and Disaster management, GIS and Remote Sensing etc. Hands-on training in

various environmental chemical analysis, bioinformatics, GIS and Remote Sensing are part of their practical training imparted during course of the Programme. One of the highlights of the programme is that the students are intended to conduct Project work and Internship during their fourth semester to enrich them with professional competence.

Graduates from any Science stream viz., Environmental Science, Physics, Chemistry, Botany, Zoology, Aquaculture, Geology, Geography, Earth sciences, Atmosphere Science, Biochemistry, microbiology, Biotechnology, Bioscience, Agriculture, Agronomy and/or any branch in Life Sciences can apply for the Programme.

Annual Seminars & Lectures

Fr. Austin Mulerikal Endowment for organizing seminars in Zoology, instituted by colleagues and students.

Scholarships/Awards

1. Prof. Fr. John Berchaman's Jubilee Memorial Scholarship for the best student in III B.Sc. Zoology.
2. Fr. Theobald Scholarship for the best student in II M.Sc. Zoology instituted by Pothanikat family, Kothamangalam.
3. Mr. T.C. Mathew Award for the best student in II B.Sc. Zoology, instituted by his students & friends.
4. Prof. V.K. Joseph Endowment for the best student in I M.Sc. Zoology instituted by Mrs. Maya Joseph.
5. Mrs. Beena Pradeep Memorial Scholarship for the best student in I B.Sc. Zoology, instituted by Mr. Pradeep Nainan.
6. Prof. N. Appukuttan Endowment for the best student in II M.Sc. Zoology (Theory), instituted by the colleagues and students.
7. Prof. N. Appukuttan Endowment for the first in III B.Sc. Zoology (Theory), instituted by the colleagues and students.
8. Prof. P.V. Rappai, Prof. P.J. Joseph & Prof. M.J. Devasia Endowment for the best student in B.Sc. Zoology final who secures admission for higher studies in Biology, instituted by the staff and students.
9. Prof. K.S. Francis Award for the best student in B.Sc. Zoology for overall performance in curricular and co- curricular activities, instituted by Kochumalayil family.
10. Fr. Austin Endowment for organising seminar in Zoology

11. Prof. K.E. Thomas Endowment for M.Sc. Students of the department who Pass NET, instituted by the M.Sc. Students of 1998-2000 batch.

6.3.8. Department of Physical Education -1944

The Department of Physical Education is one of the oldest and reputed departments under the M.G. University. It imparts training in basketball, volleyball, athletics, football, cricket, ball badminton, shuttle badminton, yoga, wrestling, judo, table tennis, power lifting, bodybuilding etc. Besides giving practical training in the above areas, the department offers a course (Open Course with 4 credits) called *Physical education, Health and Life Skills*. Besides the conventional sports and games activities, the department offers yachting and Yoga.

The department has been organizing Fr. Bartholomew Memorial Inter-Collegiate Tournaments for the past 65 years without break - an unbeaten record for any tournament in Kerala. The department runs a health club, B-Fit (formerly "SHAPE Fitness Centre") equipped with state -of-the-art - facilities.

'Promote Fitness' (Profit) is a unique project of the department, extends the health club facilities to the public as well. The department is an associate of Kerala Cricket Academy and Mercykuttan Academy. Summer coaching camp for children is organized by the department annually.

The department won the Malayala Manorama Trophy for the overall achievements in sports under the Mahatma Gandhi University during 1997-98, 1999-2000 and 2003-04.

Tournaments
1. Fr. Bartholomew Memorial Basketball Tournament - Men.
2. Fr. Bartholomew Memorial Volleyball Tournament - Men.
3. Fr. Peter Thomas Memorial Ball Badminton Tournament - Men.
4. Fr. Victorian Memorial Basketball Tournament - Women.
5. Fr. Melesius Memorial Volleyball Tournament - Women.
6. Inter Collegiate Teachers Cricket League - Teachers

Scholarships / Awards
Instituted by the department.
1. Prof. M.K. Abraham Endowment Award for the outstanding sportsman.

2. Prof. Peter Thomman Endowment Award for the outstanding sports woman.

3. PTA Awards for the State & University Winning team members.

4. PTA Awards for representing M.G. University, Kerala State & National team.

3. PTA Awards for the State & University Winning team members.

4. PTA Awards for representing M.G. University, Kerala State & National team.

7. RESEARCH, CONSULTANCY AND EXTENSION

7.1. Research Centres

There are six research centres recognized by Mahatma Gandhi University under Sacred Heart College.

7.1.1. Botany (1998)

They offer specialisations in Algae, Environmental Science, Bio-chemistry, Bio-diversity, Ethnobotany and Plant Taxonomy

7.1.2. Chemistry (1998)

The specialisations offered are Mass Spectrometry and Polymer Science.

7.1.3. Commerce (1998)

7.1.4. Economics (1994)

The specialisations offered are Industrial Economics, Agricultural Economics, Capital Market Analysis, Public Finance and Policy, Land use patterns and International Trade and Policy

7.1.5. English (2019)

7.1.6. Physics (1998)

The specialisations offered are Crystal Growth & Characterisation, Nano-Technology, Space Research

7.1.7. Zoology (1994)

The specialisations offered are Bio-diversity, Ornithology, Arachnology, Marine Biotechnology, Neurobiology of Ageing, Taxonomy of ants,

7.2. Journals and other Publications

The college brings out nearly 12 publications through its various departments including two research journals and the rest containing the works of students and teachers.

College Journals

Heartian Journal of Pure and applied Sciences [ISSN - 2277- 1662].

S.H. Journal : Humanities & Business Studies [ISSN - 2250- 3900].

Campus Blog

The College encourages students to find a place in the blogosphere through its blog *www.heart-bytes.blogspot.com.* It is a canvass for students to draw out their talent in creative writing/photography/commentary on contemporary issues etc.

News Letters
Heartbeats

7.3. Other Research INITIATIVES

7.3.1. SHARE

Sacred Heart Advanced Research Endeavour (SHARE) is an interdisciplinary forum created in 2010, consisting of students, teachers and research scholars, which monitors and mentors research initiatives in the college. It also promotes inter-disciplinary collaboration and sharing of available human and infrastructural resources. The forum not only provides a platform for young researchers to hone their aptitude but also provides them active support through organizing talks, workshops, seminars and discussions on frontier areas of research, fund generation, consultancy work and patenting. The forum also acts as a platform for research guides to share their expertise and experiences and provide mutual help to produce high quality research output. The forum encourages a much-needed culture of teamwork among

researchers. The forum organizes Annual Science Congress involving the presentations of the research scholars of the research centres in the college and project findings of the various PG programmes. This platform is used to for the review the progress of the ongoing major and major research projects of the college.

7.3.2. SHRI – Sacred Heart Research Initiatives

This is a programme of SHARE, supported by PTA-SWT. This is to encourage research among the staff and the students. Proposals are invited and scrutinized, and as per the annual budgetary provisions, funds are allocated for the research. The amount is given on condition of successful completion of the project leading to a publication in a national-level journal.

7.3.3. Heartian Science Congress

Background, origin and evolution: This was begun in the year 2010 as an activity of SHARE (Sacred Heart Advanced Research Endeavour). The already existing presentation contest of PG projects was the starting point. It was decided that all the departments shall join this contest, including the research scholars. It is designed to increase inter-disciplinary learning and serve as a platform for inter-departmental collaboration.

Objective/purpose
1.1 Qualitative improvement of PG dissertations through a two-level contest of the project
1.2 Dissemination of knowledge generated to the academic community
1.3 Enhancement of communication skills
1.4 Providing an occasion for the gathering of SH College researchers at

Organisation
Organised by SHARE. Usually the contest is held after the PG projects are completed, and hence towards the end of July or beginning of August. After a common session with some input in new areas of research by some eminent scholar, the group gets separated into Arts, Commerce and Science streams and two of the best projects from each department are presented before the academic audience to be judged by a panel of judges. Prizes are distributed by a guest speaker, who delivers the valedictory address. The gathering also serves as the concluding finale of all the PG batches at the college.

7.4. Centre for Consultancy and Extension Service

The college has opened a Consultancy Centre offering consultancy in areas such as Copy Editing, Communicative English, Company Law, Economic Forecasting, Foreign Trade, Capital Market Analysis, Consumer Protection, Aquaculture, Polymer Science, Mass Spectrometry, Nanotechnology, Biochemistry, Biotechnology, Biological Pest Control, Spider Studies, Endocrinology, Histopathology, Marine Toxicology, Organic Chemical Analysis, Renewable Energy, Tissue Culture, Environmental Studies, Bioprospecting and Sports Management.

7.4.1. Extension Services – HEAL

A platform called HEAL (Heartian Extended Arm for Life) is created for extending the teaching learning process into everyday life and communities around. A trained social worker is made in-charge as Student Development Officer (SDO) to identify avenues for departments and students to extend their learning to real life situation, and lend service to the campus or community. The office of SDO functions for the overall development of the students especially from the angle of promoting service orientation and community engagement among the students. The office liaises with various communities, local self government institutions and prepares projects and programmes for meaningful community engagement of the campus.

7.4.2. Mitradham - Alternative Energy Centre (1996)

This was established with Dr. George Pittappilly CMI, faculty of Physics, taking the initiative and gaining funding support from agencies like …….Over the years, it has established itself as a model centre for environment friendly technology and life style, including organic farming, besides offering regular workshops and training in solar related technology.

The annual campaign for Clean Ernakulam initiated by Dr. Pittappilly - *suchitwa bodhana yajnam* - has generated great deal of awareness among the general public regarding the need for cleanliness, and waste management.

7.4.3. Centre for Biodiversity, Organic Farming and Ornithology (2018)

This centre was established in Arayankavu, 25 kms from the college, for promoting bio-diversity and related field level explorations and experiments. Being a plot located close to the low-lying paddy fields (Thotara Puncha), and with a sacred grove of the local community on its boundary, it is meant to be a field centre for hands on experience in the three areas. Organic paddy cultivation has been undertaken since 2011 by the College, with active student involvement every year. The produces like brown rice and rice flour are made available on the campus at an affordable price.

Monthly record of the birding activities is being monitored by Zoology Department.

Regular updation of the floral bio-diversity is undertaken by the Botany department.

A large pond has been created for water storage as well as experiments in fish culture..

7.5. IGNOU Study Centre

Offers MBA, MCA & BCA Course induction meetings are conducted for each semester in the month of March and August. Counselling classes for the students are conducted on 6 sundays and duration of classes in 8 hours in a day. Examinations are in the month of June & December for I & II Semesters respectively. Nearly *students have joined for there course in this centre.*

7.6. LIBRARY EXTENSION SERVICES

Fr. Francis Sales library of SH College is named after its illustrious co-founder Rev. Fr. Francis Sales CMI (1904-1984). As a vital academic unit of the College, in alignment with the vision of higher education, the library also envisions involvement in research and extension.

As part of extending the library services to the general public, the following types of membership are designed:

1. Honorary Membership - This membership will be given by the college library to eminent personalities. No Fee will be collected for this membership or renewal. The member will be entitled to free access to the library sections, without the benefit of issuing books.

2. Parton Membership - This membership is given exclusively to the retired teachers and non teaching staff of the college. The membership is free for the first year. Renewal fee will be collected from the second year onwards. However, issue of books will require deposit as per set norms.

3. Light Reader Membership - This membership is intended to the common people around the area. Membership fee and renewal fee applicable for this membership.

4. Book Worms Membership- This membership is intended to the hard-core readers of books. Membership and renewal fee applicable to this membership.

5. Reference Membership- This is a temporary membership generated on time. The membership will be provided to those who want to refer and

demands a reference letter from concerned institution. Fee will be collected on day basis.

Membership Type	Membership Deposit	Membership Renewal	Holding Days	Fine
Honorary Membership	N A	N A	NA	N A
Patron Membership	N A	Rs.200/- per Year	28 Days* 14X2	Rs.10/- per day
Light Reader Membership	500	Rs.200/- per Year	28 Days* 14X2	Rs.10/- per day
Bookworm Membership	1000	Rs.500/- per Year	28 Days* 14X2	Rs.10/- per day
Reference	N A	Rs.50/- per Day	Library Timing	N A

NA- Not Applicable

· The Number of holding days will be 14 for the first issue. After the first 14 days, if the book is not reserved by regular college students / any member, members can renew the book for one times for next 15 days. The maximum renewal is limited into one. Members can renew or reserve books by online from the website www.library.shcollege.in .Interested members may download the application (Library App) from above mentioned website.

· Categories 3 to 5 memberships will be given on the basis of recommendations of an existing member or faculty member.

· Alumni of SH college will be given 50% reduction on membership fees of all the three categories.

· In all cases of issuing of books, a deposit of a minimum amount of Rs. 1000.00 would be required. Not more than 2 books shall be issued at a time.

· All other rules applicable to library users of SH college will apply to Open Library members as well.

7.7. COLLABORATIONS

The following universities and educational/cultural agencies associate with Sacred Heart College in various ways:

Juniata College, Huntingdon, Pennsylvania, USA

Student Exchange Programme

Concordia University, New York

 Student Exchange Programme

Auckland University of Technology, New Zealand

Student Exchange Programme

Indocosmo system Pvt. Ltd. Kochi

Nihon Fukushi University Japan

Student Exchange Programme

Pondicherry University :

Distance Education Centre) Spot Admission, Contact Classes, and Examination Centre

Madras University :

Distance Education Examination Centre

Sikkim Manipal University :

(Distance Education in Degree, P.G Examination Centre

Bharathiar University :

(Study Centre) MBA, MCA, MSc., (Computer Science)

MSc (Applied Psychology)

Indira Gandhi National Open University (IGNOU)

BCA, MBA, MCA Programme

British Council, Madras :
Business English Certificate [BEC]
Association of British Scholars:
Organising awareness Programmes
BAYIND (Germany):
Student Exchange Programme
American Consulate – Cultural Division (Chennai)
UNICEF

8. INFRASTRUCTURE AND FACILITIES

8.1. College Library

The general library of the college is a fully automated computerized resource centre with a collection of over 90,000 books and subscribes to 90 journals and magazines. The library has a spacious reference section with a seating capacity of around 320, and has a collection of over 10,000 books for reference. The library purchases 14 different newspapers. The library is also equipped with advanced facilities such as RFID entry and CCTV monitoring OPAC facility.

8.2. Chavara I.T. Centre

The College has a computer centre capable of providing high quality training to the students. In recognition of the quality and standards maintained by the Computer Centre, IGNOU has accredited the centre for conducting various courses and programmes.

8.3. Audio- Visual Centre

Audio -Visual Equipment - LCD TVs, MP3/ DVD players, HD video camera, LCD Projectors, educational CD/ DVDs are provided for the students and staff to conduct classes, discussions, Tele conferencing etc. The digital recording facility is in place to enable the students to record, analyse and perfect their skills in group discussions.

8.4. Fr. Theobald Digital Studio

State-of-the-art technology in videography is provided in this facility. The studio is equipped with facilities for production, documentation and presentation such as video recording, dubbing and editing.

8.5. Language Lab

A facility to fine tune the speech skills of students and staff, Presentation, Group Discussion etc. are recorded live and replayed for correction and comparison using advanced technology. The lab is attached to the Chavara IT Centre.

8.6. Fr. Berchmans - Instrumentation Centre

In this centre, advanced electronic devices and specialised equipment are installed for research and analysis. This facility accessible to staff, students and research scholars.

8.7. Reprographic Centre

Photocopying services are provided at subsidized rate at the reprographic centre. The reprographic centre is working as per the rules of Indian Copyright Act. Colour and black and white printing facilities are available.

8.8. College bus

To facilitate the commutation of students, the college buses ply between Thevara and various other parts of the city with less public transport connectivity.

8.9. Mushroom Cultivation Centre

Our college has facilities for mushroom cultivation. Students of first year Botany degree class undertake mushroom cultivation every year as a part of their curriculum. This is a job-oriented training programme.

8.10. Botanical Garden

Campus has a green cover with lush lawns and beautiful gardens. Botanical garden brims with a collection of potted, aesthetic, medicinal plants of rare varieties.

8.11. Video Conferencing

A fully operational video-conferencing facility is set up in the Melasius Hall for national level and international conferences.

8.12. Fr. Saviance Students' Centre

The hall is a renovated facility for various student activities organised by associations and clubs. It has a seating capacity of 200 and is located above the college canteen, separate from the main block of the college.

8.13. Fr. Gabriel Zoology Museum

This is the largest and the most spectacular among the museums maintained in the colleges of Kerala. It was established in 1952. About 3000 specimens on display in the museum have been collected from various parts of India and abroad. Two rare exhibits are the full skeleton of a whale and an elephant. Stuffed mammalian specimens like leopard, spotted deer, Nilgiri Thar and Australian mammals like kangaroo, platypus, echidna, etc are among them. Large number of local fishes and invertebrates add to the richness of the museum.

8.14. Sports & Games Facilities

The sports facilities of the college include a 400-mtr 8 lane track & field, a flood-lit basketball court, a volley ball court, a shuttle badminton court, a ball badminton court, a football field, a judo/ Wrestling / Yoga hall, a cricket pitch, cricket nets, TT Tables, a handball court and a softball field. "B-fit", the fitness centre, the Cricket Academy, the Judo Coaching Centre, the Yachting Club, the Horse-riding Club and the Chess Club are the other facilities for select disciplines.

8.15. College Canteen

The college has canteen (DIET) run by Staff Welfare Association with private assistance providing food and refreshments for students and staff at moderate rates. The canteen is open from 6.30 am to 9.00 pm.

8.16. SH Foodies Corner

Foodies' Corner (2016) serves as a joint for informal chat and light snacks on the campus. It is located close to the Main gate and two-wheeler parking lot. It is open from 8 am to 6 pm.

8.17. Tea Corner

Tea corner is located within the college campus to provide light snacks and refreshments during the working hours.

8.18. College hostels

The college provides residential accommodation for PG & UG students with single occupancy rooms, adjacent to the college building. It is under the supervision of the college management. A separate hostel for women (**Pratibha**) with a capacity to accommodate 100 hostellers (shared rooms) has been constructed for the women students.

8.19. Co-operative Store

The Co-operative Store functioning in the college supplies books and stationery at moderate rates for the students and the staff. It is run by a non-profit society with all the staff as its members.

8.20. Fitness Centre – "B-Fit"

It is a complete fitness concept that blends body workouts, recreation and healthy camaraderie. It aims the all round development of young men and women under its care and regimen. Run by a private agency, the fitness centre offers its services to the students at concessional rates and gives free access to the officials of the college. It is open from 5 am to 8.30 am and from 4 pm to 8.30 pm.

8.21. Health Centre

A facility for general health services and check up with a professionally trained health professional is on the campus. The health professional, in collaboration with the Physical Education Department, organises various awareness programmes and health check ups for the campus.

8.22. Wi-Fi Campus

Accessing the Internet for learning purposes is encouraged and is often a part of the exercises and assignments given to the students. The college offers internet access to the students at PG class rooms as well as at the college library. All the faculty members and the office are provided with round the clock internet access. The college office, Departments, Library, Chavara IT centre and P.G. Classes are linked through wired and wi-fi connections. This facilitates digital learning, online classes, interactive sessions, etc. Wi-Fi enabled campus all students are giving internet access to their laptops.

9. GREEN INITIATIVES

9.1. Rain Water Harvesting Plant

To create awareness about water conservation among students and the public, the college has installed a 50,000 litre tank for harvesting rainwater. In addition to the potable needs, it is envisaged to irrigate the surrounding botanical garden and replenish the existing hard water pond.

Four wells (one adjacent to College Zoo, one in the lawn in front of Marian Hall and a third in the lawn close to the lift) have been dug with water recharging systems including water percolation pits.

9.2. Solar

Two on-grid solar plants with a power output of 20kw and 15 kwa are installed.

9.3. Windmill

A windmill of .4 kw is working.

9.4. Gas Plant

A gas plant using kitchen waste is set up as a model for students. The energy generated is used as fuel for the college canteen.

10. HALLS AND AUDITORIUMS

10.1. Main Auditorium

The main auditorium has a seating capacity of 1200 people and is equipped with large screen projection facility and flying speaker system. It is meant for common programms of the college such as presentations, entertainment programmes, Examinations, training programmes and competitions

10.2. Marian Hall (VLC)

The Marian Hall has a seating capacity of 200 and is equipped with audio video facilities including ceiling-mounted LCD projection system.

10.3. Fr. Melesius Seminar Hall (Air Conditioned)

This is a well-furnished, air-conditioned seminar hall meant for training programmes, seminars and conferences of very special nature. It has a capacity of 200 people and is equipped with the latest audio-visual devices.

10.4. Hadrian Hall - Board Room (Air Conditioned)

Fr. Hadrian Conference Hall is located near the Principal's office and it is primarily meant for the high-level meetings such as council meeting, staff selection interview and important policy meetings with the management.

10.5. Palackal Sophia Hall (Air Conditioned)
A conference hall of 30 seating capacity in the upper loft of the library. This is basically intended for research related discussions and presentations.

10.6. International Office Conference Hall (Air Conditioned)
This Air-conditioned facility is meant as a facility for discussions and conferences related to academic collaborations, both international and national. Seating capacity – 20.

10.7. Fr. Archangel Exam Hall

This is on the top floor of Life Science wing with a seating capacity of 200 candidates at a time.

10.8. SH Platinum Piazza it is a 6500 sq ft roofed area for various purposes like place for assembly, games etc.

10.9. Visitors' Hall (Room No. 102)

11. STUDENT SERVICES, SUPPORT SCHEMES AND SCHOLARSHIPS

11.1.Institutional Schemes

It is the policy of the college that no student who gets admitted to the college on merit shall discontinue his/her studies on account of financial constraints. Accordingly, the college has made provision to reach out to those students who need financial/material support for their education. Accordingly, the Parent-Teacher Association, the Students' Welfare Trust and the College Cooperative Society have made provision to help the needy students in the form of books, study materials and meal coupons besides financial support. Students who wish to avail the assistance may apply in the prescribed form available on the website

11.1.1.Scholarships and Awards
1. Fr. Michael Graff Endowment for 'Environment protection and the best classroom beautification' instituted by Fr. Michael Graff.
2. Fr. Bernd Cire Endowment for Environment Protection and the Second best in classroom beautification contest.
3. Rev. Fr. Melesius Palatty Memorial Scholarship for the Child of ESA member who secures highest marks in SSLC, instituted by ESA.
4. Rev. Dr. Dan Thottakara publishing Scholars Award for Staff.
5. Rev. Dr. Dan Thottakara Students Service Award for staff.
6. Rev. Dr. Jose Kuriedath Endowment for the Best All-rounder (outgoing).
7. Dr. V.J. Dominic Endowment for best PG Science Project.
8. Sri. N.P. Vasudevan Memorial Endowment for student support.
9. Dr. Cyriac Antony Young Scientist/Researcher Award

11.1.2. Research Fellowships (SHRI) :

Students or faculty members interested in research projects can apply to the research committee, and the research committee allocates research fellowships out of the annual budgetary provision for research.

11.2. Scholarships from Government Agencies

11.2.1. National Merit Scholarship - NMS

Those who have passed SSLC with 50% marks can apply for this. Those with income below Rs.25,000/- will get Rs. 60/-per month and those with income above Rs.25,000/- will get a National scholarship of Rs.100/- and a merit certificate.

11.2.2. State Merit Scholarship

Those who have secured 50% and more marks can avail this scholarship. Income limit is given below:

Class	Income Limit	Scholarship Amount
UG	Rs.10,000/-Per annum	Rs.625/- Per annum
PG	Rs.12,000/-Per annum	Rs.750/-Per annum

11.2.3. District Merit Scholarship

Students who secure 80% or above marks in S.S.L.C. Examination are eligible for this scholarship. Applicants should send their application through their school itself. Students of P.G. Classes should give fresh application.

11.2.4. National Loan Scholarship

Those who have minimum 50% marks and with an annual family income below Rs. 25,000/- are eligible for this scholarship.

Class	Amount of Scholarship
I UG	Rs.720/-per annum
I PG	Rs.900/-per annum

Students have to reimburse this amount within one year of getting employed.

11.2.5. Kerala State Govt. Scholarship

These Scholarships are for low income group students.

Class	Income Limit	Scholarship Amount
I UG	Rs. 10,000/- pa	Rs. 625/- pa
I PG	Rs. 12,000/- pa	Rs. 750- pa

Application forms can be obtained from the college office. Application should be accompanied with income certificate and a copy of mark list. Application should be renewed every year.

11.2.6. University Merit Scholarship

All those who have secured 50% and more marks are eligible for this. This has no income limit.

Class	Amount of Scholarship
UG	Rs. 900/- per annum
PG	Rs. 1200/- per annum

Although there is no prescribed application form for this, the candidates may submit an attested copy of the relevant mark list in the college office soon after getting admission.

11.2.7. Hindi Scholarship

This scholarship is for students of non-Hindi speaking states for studying Hindi. Applicants should have passed previous Examinations. Completed application along with copies of mark lists should be submitted to the college office. Application forms can be had from the special officer for scholarship, Directorate of Collegiate Education (Annex), Sanskrit College Campus, Thiruvanthapuram-695034, by sending a request with a self-addressed, stamped envelope.

11.2.8. K.P.C.R. Scholarship

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

> *Class*   *Income Limit (per annum)*
>
> I UG   - 25,000/-
>
> I PG   - 42,000/-

Application should be submitted along with attested true copies of S.S.L.C. Book (page 1), mark lists and income certificate from village officer. The application is to be renewed every year.

11.2.9. NCERT Scholarship

Those who have cleared National Talent Research Scheme Test and with an annual family income below Rs. 50,000/- are eligible for the Scholarship. Application form can be had from National Council of Educational Research and Training, Sree Aurobindo Marg, New Delhi-110016.

11.2.10. Labour Welfare Funds Scholarship

This scholarship is for eligible children of members of Kerala Labour Welfare Board. The application form can be obtained from the Labour Welfare Fund Commissioner, Vazhuthakadu, Thiruvanthapuram - 34.

11.2.11.Fishermen Scholarship

This is only for the children of Fishermen and Fish Workers. There is no income limit. Application should contain copy of the S.S.L.C. book page No. 1 and copies of certificates revealing educational qualification. The eligible student should get counter signature on the application from the Fisheries Officer before it is submitted to the college office. The scholarship includes fees benefit, lumpsum grant and stipend. Application should be renewed every year.

11.2.12. OBC Educational Concession

OBC Students with low income are eligible for stipends

Class		Income limit (per annum)
I UG	-	Rs. 25,000
I PG	-	Rs. 42,000

Application along with caste and income certificate should be submitted to the college office within 5 days of the beginning of the course. Application forms can be had from the college office. Application for this scholarship should be renewed every year.

11.2.13. OEC Educational Concession

Dheevara, Vala, Kudumbi and Christian converted communities are eligible for this stipend. There is no income limit. Lumpsum grant, stipend and fee concession are available for those who are eligible. They should obtain application form from the college office at the time of admission by showing the caste certificate. Applications should be submitted within 5 days of the commencement of the classes.

11.2.14. SPH (Scholarship for the Physically Handicapped)

Available for those who have 40% physical disability and their annual family Income is below Rs.24,000/- They should obtain the application form from the college office at the time of admission by showing a Physician's certificate revealing the disability. The completed application form should be submitted to the college office within 5 days of the commencement of the classes.

11.2.15. SC Educational Concession

For Scheduled Caste students. They should obtain application form from the College office by showing a caste and income certificates. The completed application should be submitted to the college office within 5 days of starting the course. The scholarship includes lumpsum grant, stipend and fee concession. This should be renewed every year.

11.2.16. ST Educational Concession

For Scheduled Tribe students. The application form can be had from the college office by showing a tribe and income certificates at the time of admission. Completed application should be submitted to the college office within 5 days of the commencement of the course. The Scholarship includes lumpsum grant, stipend and fee concession.

11.2.17.Post-Matric Scholarship

This scholarship is awarded to the meritorious students from economically weaker sections of the minority communities, who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardian from all sources does not exceed Rs. 5 lakh.

11.2.18. UGC Scholarship for Single Girl Child

This is a postgraduate scholarship awarded to single girl children. The scholarship will be Rs. 2000 per month for two years. Recipients of PG merit scholarship are not eligible for this scholarship. Application should be submitted to Joint Secretary (SA), University Grants Commission, Bahadurshah Safar Marg, New Delhi - 110002, along with proof age, proof of admission to a PG programme to a recognised University/College, and Affidavit of the single girl child status.

11.2.19. Other Scholarships Available

a) Merit Scholarship to the children of school teachers

b) Educational concession to the children of political sufferers

c) Educational concession under the Unified Fee Concession Scheme

d) Scholarship for proficiency in sports

N.B.(1) For details students may contact the college office.

(2) A student can avail only one Scholarship at a time.

(3) Applications forms for Scholarships 1, 2, 3 & 4 can be had from:

The Special Officer for Scholarships,

Directorate of Collegiate Education,

Sanskrit College Campus,

Thiruvananthapuram - 695034.

11.3. Counselling Service

The college appoints the service of trained counsellor for helping the students. Counselling is aimed at the health and growth of the person. Counselling helps the student to become aware of his/her real problem; to own his/her problems; to know the cause of the thoughts behind negative feelings; to take decisions that will be conducive to one's growth; and to use one's psychic energy positively. Students who need counselling may avail themselves of the opportunity. Confidentiality is ensured in all matters.

The centre is engaged in making students understand the need and importance of healthy interpersonal relationships and prepare them to help themselves in times of crisis, by giving them tips to face various crisis of life through seminars, groups discussions and provide personal guidance to the youth.

The centre currently avails the service of a professional counsellor besides that of the regular teaching staff of the college.

11.4. CAMPUS MINISTRY

Campus ministry is the service to help students to integrate faith dimension in their academic life. It meant to organise religious feasts in a befitting manner, help students to grow in faith life as pursuers of wisdom, and translate that through communion and fellowship with people of other faiths and with all beings.

As a Christian minority institution, it also caters to the campus growth as a Christian campus, with regular opportunities for celebrations of important days from a faith and cultural angle.

11.5. Jesus Youth (JY) is a youth movement that makes effort to promote Christian culture of service and devotion to God, in an inclusive fashion. They function on a triple platform of prayer, fellowship and service.

11.6. Career guidance and placement Cell

The cell is guided by a faculty and committee of faculty members. It is supported by the personnel for student services as well as by IQAC. It organises orientation for career paths, prepares student profiles, conducts campus selection avenues as well as preparation for interviews and GDs bringing experts in various fields.

The unit for Civil Service Training also comes under its ambit. The cell makes arrangement with various organisations or experts to have civil service preparations for the students on the campus.

11.7. Civil Service Institute Pala

11.8. Student Development Office (SDO)

Student Development Office functions to support various student activities especially those beyond the curriculum. Their focus is on social and community service and meaningful community engagement of the students and staff.

11.9. International Office - Services for International Students

International Office was established in the year 2011, with the purpose of promoting education beyond borders, and in this connection, a few collaborative tie-ups have evolved. A committee works towards the development of such tie-ups and one of the committee members is available for counselling students in this regard, during the office hours. The office facilitates the admission of international students and study abroad programmes of the students of SH.

12. CLUBS AND FORA FOR HOLISTIC DEVELOPMENT

Clubs and Fora play a significant role in the all round development of the students at Sacred Hearts. An initial orientation is given to the students at the time of their admission. They are of three categories - career oriented, social service oriented and talent clubs. It is recommended that all students be part of at least one social service oriented club and depending on their tastes and future

goal, in at least one career oriented or talent clubs. The various clubs work in coordination to organise various programmes and events on the campus. They are guided by faculty members appointed for the same.

12.1.CAREER - ORIENTED ACTIVITIES & CLUBS

12.1.1.Civil Service Study Circle (CSSC)

The civil service study circle provides guidance to students who are interested in a career in Indian Civil Service. A library functions next to the Department of Economics for assisting students who appear for civil service examinations. The CSSC organises guest lectures, seminars and social awareness programmes besides conducting group discussions and quiz programmes twice a week.

12.1.2. Entrepreneurship Development (ED) Club

This is meant to generate entrepreneurial interest in the students cutting across the various disciplines.

12.1.3.NCC-National Cadet Corps (Army, Navy and Air wings)

The National Cadet Corps (NCC) gives opportunities for military training and social service to students without imposing on them any obligation for active military service. The NCC aims :

1. To develop qualities of character, courage, comradeship, discipline, fitness, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizens.
2. To create a human resource of organised, trained and motivated youth to provide leadership in all walks of life including the Armed Forces and to be always available to the service of the nation.
3. To build a reserve of potential officers so that the defence service of the country can expand in a national emergency.

It is obligatory on the part of the cadets to attend weekly parades, annual camp, and a minimum two years of membership in NCC. Cadets who wish to obtain B & C certificates will have additional parades. Cadets obtaining Certificate C and a university degree are eligible to appear before the Service Selection Board for

direct commission in the army, navy and air force without appearing for the UPSC examination. They are eligible for weightage of marks at the time of admission for higher studies under the university.

12.2. SOCIAL SERVICE CLUBS

12.2.1. Age-friendly

The club is formed with the aim of working towards the well being of aging population. It offers outreach programmes, awareness and education programmes, cultural and sports meet for the aged. University of Third Age is the programme that is well received by the local community through which computer and social media literacy is imparted to senior citizens.

12.2.2.AICUF (All India Catholic University Federation)

All catholic students of the college are encouraged to become members of the AICUF unit in the college and all the catholic members of the faculty and the staff are its honorary members.

The affairs of the association shall be managed by a committee, consisting the Principal, chaplain, advisers, unit president, vice-president, secretary, joint secretary and the treasurer.

The unit president shall, under the direction of the chaplain and advisors, arrange work-camps, seminars and lectures on religious and social subjects of special interest to students.

12.2.3.Nature clubs

Since forests are invaluable gifts of nature to man, it is essential to create awareness among students and the public on forest conservation and tree planting. Keeping this in mind a Social Forestry Club was formed in our college in 1983, which was later registered under Social Forestry Division of the Kerala Forest Department.

(i) The club has developed a non-formal, pro-active system of imparting environmental education to the students, involving them in various activities through the schemes for voluntary organizations.The nature club of our college

was revived in 1990 by the name **Primrose Nature Club**, and is closely associated with the social forestry club in its varied activities.

(ii) In 2001, the Kochi Refineries Ltd. recognised the Primrose Nature Club as one of the units of **ENCON Clubs** when they instituted Encon clubs in select educational institutions throughout kerala. The programmes of the club include seminars, guest lectures, film shows, poster exhibitions, nature study camps etc. Encon Club lays major thrust on energy related aspects of environment protection.

For the coordinated efforts of Nature club with other student organisations of the college, the college was awarded the Palathulli Puraskaram instituted by Malayala Manorama in 2006. The college won the national Environmental Awareness Award instituted by the Khadi and Village Development agency and Indian Institute of Ecology and Environment, New Delhi in 2008.

(iii) In 2010, when the government of Kerala initiated **Bhoomitrasena**, this was also introduced in the nature club activities of the college, with greater focus on water and earth related conservation initiatives.

(iv) Bird Club - Heartian Sparrows was initiated in the year 2018. The club promotes bird watching and documentation of local avian fauna.

12.2.4. Tourism Club

In tune with the initiative of the Tourism department of Kerala to educate the students on the cultural richness and to appreciate the natural beauty of Kerala as well as to give them the opportunity to experience the delights of travel, the college has initiated a club known as the Tourism club.

The Tourism club of the college was formed in 2002. The Club organizes trekking, seminars, quiz, identification of tourist spots etc. sponsored by the Tourism Department. The Department organizes tourism camps and study tours within and outside the state for selected members of the Club. The membership, is limited and is given on a first-come-first-served basis.

12.2.5. National Service Scheme (NSS)

The first NSS unit started its functioning in 1976-77. Its aim to educate the students through community service and enrich their personality and deepen their understanding of the social environment in which they live. The more specific objectives of the NSS are to arouse the student's social awareness, to provide them with opportunities to work with the public for community development. Although admission to the scheme is purely voluntary, once a student opts for it, it will be obligatory for him/her to complete the minimum requirements. The NSS volunteers are expected to work for 120 hours a year. So they should be prepared to utilize their holidays and vacations for social service.

The NSS volunteers who complete the minimum requirements for two consecutive years will be given a certificate by the University which makes them eligible to get weightage of marks at the time of admission to any course of study.

12.2.6. Women's Cell (SWASTI)

Following the Government of India's initiatives lays to empower the women of the country the college has established a cell known as the Women's Cell. The women's cell of our college started functioning in 1990 under the banner SWASTI (Sacred Heart Women's Association for Service, Truth and Integration).

It was technically assisted by the All India Association for Christian Higher Education (AIACHE). The objective of the Women's cell is the overall development of the women students in the college through conscientisation of their responsibility in building the society; cultivating in them a deeper interest in the cultural heritage of our country; bringing out the best in them by providing opportunities in the form of discussions, seminars, symposia, exposure programmes, and taking up projects in related issues as well as developing leadership qualities in them. Membership to SWASTI is open to all the women students of the college.

12.2.7. Youth Red Cross

Youth Red Cross is a wing of Indian Red Cross Society. All students above 16 years can be the members of this unit. The society aims at:

● The development of healthy habits for self-discipline such as punctuality, regularity, neatness, honesty decency in behaviour and manners, sportsman spirit and respect for law and authorities.

● To Extend a helping hand to the physically and mentally disadvantaged.

● Give training in First Aid to help the victims of accidents.

● To initiate and assist in organising blood-group determination camps and encouraging blood donation.

● To conscientise the youth on the disastrous consequences of consumption of alcohol, drugs, smoking and chewing of tobacco as well as inculcate values of health and hygiene.

12.3. TALENT CLUBS

These clubs are constituted on the broad parameters of the cultural events of University Youth Festival. The main objective of these clubs is provide students with a platform to train themselves and develop their talents, and to equip them to compete and participate in the inter-collegiate and University competitions and contests. Nomination for college representations will be through these clubs.

12.3.1. Dance Club
12.3.2. Film Club
12.3.3. Fine Arts Club
12.3.4. Literary Club
12.3.5. Music club
12.3.6. Quiz Club
12.3.7. Speakers Forum
12.3.8. SADAS
12.3.9. Theatre Club
12.3.10. Writers' Forum
12.3.11. Sample Survey and Analysis Wing (SAW)
12.3.12. Editors' Club

12.4. ASSOCIATIONS

12.4.1. Alumni Association (Alumni Association of Sacred Heart – AASH)

This was established in the year 2012 with the purpose of promoting alumni-alma mater relationships. Effort is to promote chapters across the globe. Chapters are established in Delhi, Bangalore, Qatar, Dubai, Chicago and New York. The Executive Committee organizes programmes periodically on and off the campus in collaboration with the various chapters and departments. The annual alumni homing coming happens on the second Saturday of January every year, together with the college cultural festival – Heartifest.

This is an association formed by the students who have passed out from the college. Any student passing out from the college becomes a member of this association by registering at the college office and joining the web-platform for the alumni. .

Alumni Association functions at two levels, Departmental and College. An elected member from the former students is the president of the Departmental Alumni Association and a member teaching staff shall function as the Secretary and Treasurer. Members of each Departmental Alumni Association organise annual gatherings and other programmes. The cluster of the Departmental Alumni Associations functions as College Alumni Association and it is coordinated by a faculty member.

A registered wing of the alumni association (Sacred Heart College NSS Fraternity Alumni) functions to coodinate community service activities on behalf of the alumni, coordinating with the present NSS unit.

12.4.2. Departmental Associations

Students under each department organize various activities - academic, cultural social etc. through the departmental associations. The Heads of the departments and a representative from the students function as president and secretary respectively of these associations.

12.4.3. Establishment Staff Association (ESA)

This Association is for the non-teaching staff of the college. It was established in 1955. The objective of the Association is to promote the financial and social status of the members through co-operation and mutual help.

12.4.4. Former Teacher's Forum (Forum of Retired Educators of SH – FRESH)

It is an organisation of the retired teachers of Sacred Heart College. The group came together on the basis of the shared experience in and sentiments towards the S.H. College. The forum offers its expertise and experience for the betterment of the college. It serves as a link between the retired teachers and the present faculty.

12.4.5. Golden Jubilee Memorial Trust

The Golden Jubilee Memorial Trust functions in close collaboration with the PTA of the college. Its chief aim is the development of facilities for the college to meet the needs of the new training programmes introduced in the college.

12.4.6.Parents' Council

Parents' Council is a body of representatives from all the classes and serves as a consultative and supportive body to ensure smooth functioning of the college.

12.4.7.Parent-Teacher Association

Every parent/guardian becomes a member of the association by paying the prescribed membership fee. The association renders every possible help to the management and teachers for the smooth running of the College. The office-bearers are elected annually in the general body meeting.

12.4.8. Staff Welfare Society

Staff Welfare Society functions for the welfare of the staff members and organizes activities that promote staff welfare. It looks after the provisions of college canteen and ensures that it is working in an efficient manner.

12.4.9. Student Welfare Trust

The PTA of our college has been formed and registered as a Trust under Charitable Societies Act as "Sacred Heart College Students Welfare Trust, Thevara, Kochi-682013". This is mainly meant to raise funds for helping the financially weak students.

13. COLLEGE POLICIES

13.1.Environment Policy

- Sacred Heart College is committed to protection and promotion of life on the planet. It believes in 'go-green and grow green' as early as 2008. As a matter of practice, it shall:
- adhere to the GREEN PROTOCOL promoted by the Government of Kerala, and collaborate with the Swachch Bharat Abhiyan.
- seek to spread and deepen awareness on environment issues and an environment friendly life-style among the academic community and neighbourhood community
- pay special attention to minimizing waste, with 'zero waste' as the ideal, managing it properly with advance planning of this aspect of our activities/programmes/celebrations, and avoiding/minimizing the use of disposables and flex banners
- introduce recycling at the student level through entrepreneurship development cell, and at the college level, by establishing a paper recycling unit in due course
- tap renewable energy resources and introduce water recycling by 2020.
- protect and promote diversity, especially of indigenous and coastal flora and fauna and work for their documentation.
- promote organic vegetable and food production on and off-campus

13.2. Equity Policy

Sacred Heart College holds the ideals of Higher Education in India, especially its stress on equity and access high. It is determined to cater to the needs of the sections of our society who face challenges on account of physical, social or economic factors. For this, it will strictly adhere to the norms of reservation laid down by the state for such sections.

In addition, the Admission Committee of the Management sets apart 20% of the privileged Management Quota seats to take care of deserving students from financially or socially challenged groups. If there are applicants from Dalit Christian groups, special effort would be made to accommodate them through MQ under this quota, if they are not able to secure admission otherwise. All this, on condition of fulfilling the eligibility criteria stipulated for MQ from time to time.

If any student getting admitted in merit finds it difficult to continue studies on account of financial constraints, the Management would make all efforts to take

care of that aspect so that s/he is able to complete the programme s/he has joined in.

Any student of the college is free to apply for assistance to cover tuition fee, transportation, books or meals. A committee scrutinizes the applications and depending on the available resources, help is provided to the applicants. A detachable form for the same is available in the college hand book.

The college has instituted an Equal Opportunity Cell, with the support of UGC for promoting the development of students who face such challenges.

13.3. Gender Policy

Sacred Heart College is a centre of Higher Education, open to all. Though it began as a Men's College, its recent past shows that majority of its student population is women.

It envisions a similar openness in the matter of staff appointment as well, roping in more women in the teaching and non-teaching categories.

It promotes gender equality by focusing on Women's Development through the erstwhile statutory Women's Cell, functioning in the college as a women's forum called SWASTI (Sacred Heart Women's Association for Service, Truth and Integration). It envisages periodic training and exposure programmes for women's empowerment and gender justice.

The management is committed to ensure that the mandatory Anti-Sexual Harassment Cell at work place (Supreme Court & UGC guidelines) is duly constituted and functioning in the college.

In all this, Mary, the Mother of Jesus, at the same time empowered and empowering, shall be the model and inspiration (Ref. Lk. 1: 46-55; Jn 2: 1-5; Jn 19:25-27; Acts 1:14).

13.4. Holistic Education

At S.H., tutorials are those interactive sessions intended to impart value education to the students. The sessions are to be planned with pre-drafted materials by the tutorial committee. Value education classes go in tandem with the tutorial sessions.

The students are to be engaged either as a single class unit, or wherever possible, as a group of 30 to 35, on a relatively permanent basis, and by one teacher (for a period of one year).

The lessons are to be prepared in advance, revised periodically, and they should be so devised to extend over a period of three years.

Teachers concerned have to familiarize the lesson, so that more or less same messages reach the entire group.

All lessons should lead to practical implications for life, and wherever possible to be concluded with personal or collective resolutions, and a prayer.

On an average, 2 hours a month should be devoted to tutorial sessions.

Besides tutorials, the renewal programmes, personality development sessions, observances of socially significant days, thought for the week, life-orientation programme etc. should also serve as platform for value education.The value orientation imparted through the regular classroom teaching.

One of the core values to be imparted is that of 'cleanliness as next to godliness'. This is to be ensured by every teacher every time he/she engages a class, that the class room is litter-free.

And whenever, a programme is organized, there is a plan for minimizing waste (zero waste) and managing it.

13.5. HRD @ SHC
Human Resources Development at SHC is looked at from four angles:
● Students
● Teaching Staff
● Administrative Staff
● Community
Primarily, the college is meant for developing human resources for the society through its core functions of teaching-learning, research and extension, with students as the primary focus.

The HRD process starts from the day of admission, through the personal interview encouraging students to think about their future and career, through the induction programmes, initiation ceremony, orientation sessions etc. Later on, with the insistence on their being part of at least one club or fora for a holistic and integrated development, the students are steered to fine-tune their skills. As a policy, students are encouraged to join in three varieties of clubs or fora: a)

socially-oriented clubs/fora, b) career-oriented ones and c) talent clubs. The Career Guidance cell and Placement cell function together to orient students towards their careers and provides periodical training and orientation regarding soft skills and other related requirements. A spiritual affairs committee looks into the spiritual grooming of the students, providing them with insights on the occasion of various religious feasts and providing an annual occasion for spiritual animation. A life-orientation programme is offered annually for the final year students. Mentoring is the core programme by which a student's resources are identified and encouraged. It is coupled with the programme of value education through an interactive session planned and reviewed every month.

The students are also encouraged and supported to take part in various cultural and art competitions for which there are separate guidelines. It is prescribed that during the course of their study, every student is to be encouraged to take part in at least one national/international academic programme and be part of organising one such programme. While the college generously invests in the human resource development, whatever income is generated by way of rewards, remunerations, prize money etc. is to be shared between the winners and the College, as in the case of Research and Consultancy, on a 70-30 basis.

Mentoring – An Individualised Student Support Programme
Background, origin and evolution:
Being a typical Arts &Science college, the concept of mentoring routine schedule has limitations. However, college has introduced this concept with class teachers playing the pivotal role.

Objective/purpose
- To ensure individualized attention to the students' progress
- Documentation of students' over-all progress
- To generate data for providing a meaningful transcript to the student at the end of their academic programme.

Organisation:
Mentoring is done under the leadership of the Principal with active assistance of IQAC, and the committees for tutorials, spiritual education and value education. Each class teacher has to know each individual student, and his/her background, if possible, make at least one visit to their homes during the programme of studies.
An orientation in this regard is given to the students. The principal calls a meeting of the class teachers in the beginning of the academic year; and a review is done in the beginning of the even semester.
A file/note book is maintained regarding the progress of the students

The student is personally met at least once in a year by the faculty concerned.
Tutorials are made use of for greater and freer inter-personal interaction
Small groups could be formed for sorting out issues which affect the student groups; help of college counsellor could be sought.
The mentor has also to look into the general well-being (including financial)of the protégés.
Special awards could be given to the teachers for innovation and excellence in mentoring.
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Tutorials

Tutorials are envisaged as a programme for promoting higher learning among the students. The students who show a higher potential are guided to pursue higher levels of learning through individualized guidance for solving problems, reading wider, doing experiments, attending extra courses, participating and presenting papers at seminars/conferences.

As a standard policy, all higher learners are encouraged to attend at least one seminar or conference or undergo some special skill development programme every year. The HoD takes care of the programme, with the active involvement of the mentors.

13.6. IT Policy

SH College promotes use and application of Information Technology in administration and academics. This involves promoting technology based and technology assisted teaching and learning. To begin with the college is determined to ensure that everyone on the campus is digitally literate.

It goes by the principle that knowledge domain has to be constantly expanded. However, the knowledge produced is to be shared for the betterment of the life on the planet with due recognition for those who have worked for its production. Hence while it accepts the international policies on intellectual property rights (IPR) it also actively promotes knowledge sharing. College will create a digital depository of its knowledge generation of courses developed, course materials, slides, video strips and powerpoints.

It shall ensure IT literacy of all its staff and students and promote the same in the neighbourhood and communities in which it works through its extension programmes.

It shall also make ethical use of the modern media for promotion of teaching and learning. The learning management platforms like MOODLE shall be promoted for efficient management of learning. It shall also have a time bound plan for digitizing the administration and existing records, and of utilizing the contributing to massive online and open courses.

On the whole college is committed to optimize the provisions of IT so as to bring about e-governance in all fields possible by 2020, and thus ensure maximum transparency as well as environment friendly paper-less administration.

13.6. Quality Policy

Sacred Heart College aims at creation of an 'enlightened society' through 'the pursuit of wisdom with a righteous heart' (*Cor Rectum Inquirit Scientiam*) after the Sacred Heart of Jesus.

For this, the Management and the staff are committed to providing a holistic education to the students through an empowering process of participation of various stakeholders in adequate measure.

The efforts will be to orientate entire teaching-learning-evaluation process as linked to the goals of higher education, national goals and the core values of the college as spelt out in its vision and mission. Towards attaining this college shall adopt OBE (outcome based education) by 2021. Quality policy envisages that the prescribed syllabus is covered in time, with adequate stress on skill development and societal application through an enabling inter-disciplinary teaching-learning environment having its foundation on the twin principles of faith in God with due respect for all (faiths) and a spirit of enquiry.

The process of learning is intended to instill in the academic community a concern for knowledge beyond boundaries and a concern for planet and people.

As part of the quality policy, there shall be a provision to receive suggestions (suggestion box, digital suggestion box) and redress grievances. Complaints regarding facilities can be registered with the College office.

Complaints regarding facilities shall be dealt with in a matter of one week, and grievances shall be addressed without delay, through the established channel.

As part of the quality policy, there shall be a students' charter, which the authorities shall strive to fulfill.

13.7. Research & Consultancy Policy

As part of its commitment to quality, Sacred Heart College is determined to promote knowledge creation. For this it shall actively promote research at all levels – viz., UG through (preferably group) project works of practical use for the society, PG through PG project leading to publishable standards, Ph. D centres

in as many departments as possible also ensuring regular follow up of the research processes and providing high end research facilities of lab, library and software, and at the faculty level through Major and Minor projects, attainment of Research degrees and post-doctoral and inter-disciplinary projects.

As a policy, all faculty members will be supported to obtain research degrees, by making all concessions possible, with the approval of the authorities concerned, and within the framework of the institutional HR policy.

A forum for promotion of staff and student level research is introduced as SHRI (Sacred Heart Research Initiative).

An amount shall be set apart in the budget for supporting faculty and /or student research leading to a practical community involvement or publication. The amount shall be gradually enhanced by tapping the administrative overheads available through the various projects

A platform SHARE is promoted for research related advancements and applications. Faculty's academic and research skills are to be extended to the society through voluntary or paid services in terms of training and consultancy. The college shall facilitate such activities by way of providing necessary leave or adjustments in schedule to accommodate them. In the event of generating income 70% of what is generated will go to the faculty concerned.

Amount thus generated shall be made available for staff welfare measures and promotion of research.

14. COLLEGE RULES

The college functions as a community and it is expected of each member of the community that he/she respects the rights of the others as individuals and should provide space for them to grow in knowledge and attain personal development and fulfillment after the mature measure of Jesus Christ (Eph 4:13). Rights entail responsibilities. The following set of rules is based on the fundamental tenet that each individual has a responsibility to respect the rights of the other and is expected to conduct himself/herself with self-discipline and dignity.

14.1. Information and notification

All notification regarding admissions, interviews, fee payment, holidays, working days, scholarship and other applications, exam/re-exam schedule, placements,

competitions and all other matters affecting the students shall be notified on college website.

An added facility is that of publishing notifications on the notice boards.

The students are bound to regularly browse the website and watch out for announcements both on the website and college notice boards.

The dead lines are to be adhered to strictly. Excuses of not having seen or known the notification shall not be entertained.

In case of any emergency leading to non-adherence to the deadlines, if it is duly informed before the deadline, possible consideration shall be shown.

14.2. Office Hours

The office shall function from 9.30 am to 4.30 pm with a lunch break from 12 to 12.30 pm.

Applications for various certificates/services for non-students can be submitted from 10 am to 12 noon. Such certificates shall be issued between 10 am and 12 noon and from 2 pm to 3 pm only.

All money transactions in the office shall be wound up by 2 pm.

Attestation by Principal's office: 9 am to 9.25 am; 1 pm to 1.25 pm, 3.30 to 4 pm. (Each of the documents to be attested have to be brought ready after verification by respective class teacher or HoD after matching with the originals).

Meeting with Principal for students – Monday to Friday - 3.30 to 4.30 pm - if Principal is available in the office. (All other times, with prior appointment only).

For staff and parents - Monday to Friday 11 am to 12 noon. (All other times, with prior appointment only).

14.3.Rules regarding the access to the campus & use of campus facilities

Sacred Heart College campus is place where students and staff of the college come to work together towards attaining the set objectives of higher education within the framework of the vision, mission and set goals of Sacred Heart college. In a nutshell, it is meant to provide an environment that facilitates holistic development, enables the students to play a vital role in the nation building process, disseminates knowledge beyond the academia and helps the members to collectively seek wisdom with a righteous heart.

The final authority regarding granting access to the campus rests with the Principal.

The college management has the following policy regarding access to the campus and its facilities:

For access to the campus, the students and staff are required to have ID card provided by the college authorities. As a norm, it should be worn visibly while on the campus. Access may be denied if the id card is not produced on demand.

The students and staff members on the rolls at a given time, have access to the campus from 8.30 am to 4.30 pm.

The students may access the library facilities from 8 am to 8 pm. (The extended time is a privilege offered, and continuation of the extend time will be reviewed every year based on the utility and disciplinary matters involved).

For the purposes of maintaining physical fitness, the college (lake view) grounds may be used by the students from 6 am to 8.30 am in the morning and from 4 pm to 6.30 pm in the evening without hindering regular practices of college team or others permitted by the college management.

The students, when permitted, may use the grounds to spend their free time, without losing the decorum of the campus from 12.30 pm till 5 pm. Students shall not be found in the lake-view grounds, while their class room or lab sessions are on.

Any meeting or celebration on the campus shall be with the permission of the college authorities. Unauthorized meetings or unauthorized celebrations of any sort are not permitted in the grounds or anywhere on the campus.

After the first two hours of forenoon, the students may spend their free hours in the lakeview ground area or the library or the Platinum Piazza without creating disturbance to classes and abiding by the rules and general decorum of the campus.

On holidays, and after working hours, access to class rooms or college campus requires the permission from college authorities – College office/Bursar/Principal.

No furniture of the college may be shifted from one place to another without the permission of the college authorities.

Any stay after the regular access hours should be with due permission from the college authorities, with due recommendation and under supervision of the staff concerned.

Special classes may be arranged on holidays, with due advanced information to the college office.

The alumni are welcome to visit the campus, with due advance information and facilitation for the same shall be made.

The time for collection of certificates etc. will be from 10 am to 12 noon and from 2 pm to 3 pm only.

14.5. Identity Card

Students should wear the identification cards provided by the college. Any services of the college will be provided only on production of proper identity card visibly on them while they are in the college. If a student leaves the college during class hours he/she should register their passage using the same at the security post.

If I-Card is lost, the student should report the same immediately to the college office, and get a duplicate without delay paying the fees due for a duplicate card.

14.6. Political Activities

All students of this college are hereby informed that all sorts of political activities, and other activities of students' organizations supported by political parties are banned in this college campus.

Students shall not participate or take part in any such activities, meetings or demonstrations organized or supported by any organization supported by political parties within the campus. Disrupting the classes, or interfering with the peaceful functioning of the college will be treated as breach of college discipline.

Materials carrying logo of political outfits, including students political organisations shall not be brought within or used on the campus.

14.7. Ragging

According to the Prohibition of Ragging Act, Kerala, 1998, Section 3, the Principal is bound, whenever any student or a teacher of an educational

Institution/Hostel or the parent or guardian of the students, as the case may be, complains in writing about ragging either inside or outside their institution, to take prompt action (by reporting to the police) in accordance with the said Act, in order to nip in the bud the deleterious consequences of ragging, both physical and mental, on the victims.

14.8. Vehicular Traffic on the Campus

No vehicle is allowed to ply through the campus between 9.30 am. and 4.30 pm. On working days, entry and exit of vehicles are allowed only through the southern gate of the college. Vehicles are expected to be parked only in the space provided for the purpose. Parking on the campus is at the owner's risk.

Students are encouraged to use public transport or non-motorised vehicles (bicycles). However, considering the limited parking space, students except those of first year UG programme are permitted to bring two wheelers. Helmet, Noise related norms and other traffic regulations have to be strictly adhered to. Entry of student vehicles during the working hours is not permitted.

All students bringing vehicles to campus need to obtain a prior permission for the same.and obtain an access card for the same. Only two wheelers of a maximum of 500 CC shall be permitted on the campus.

Exit of student vehicles during the working hours can be done only with permission of authorities concerned.

Violation of norms shall lead to disciplinary action including that of deprival of the permission to bring vehicles to the campus.

Any parking violation within on the public road adjacent to college campus shall be treated as a breach of discipline.

A day in a week is dedicated as BUS DAY or NO VEHICLES day and maximum encouragement is given to people who travel by public transport or bicycle.

14.9. Rules regarding Two Wheeler Permit on the Campus for Students

As per the orders of Government of Kerala, student vehicles are not permitted on the campus. However, a facility is being provided for the students for their convenience, under the following rules.

1) I DC students will not have 2 wheeler access to the campus

2) For second year students, a full pass is required for having the privilege of two wheeler access to the campus.

3) There will only be limited slots available to all students, which will be allotted on a first come first served basis or on a lot basis if the number of applicants exceed the available number of slots.

4) Dates of application for the parking slots will be advertised during the start of each year.

5) Vehicles must be parked only in allotted slots.

6) Student Two wheelers not exceeding 350 CC only will be permitted inside the campus.

7) All motor rules which are enforced by the road transport authority will be applicable inside campus.

8) Vehicle speeds are limited to 15 Km/hr inside campus.

9) Vehicle has to enter the campus before the second bell and may be taken out only during the lunch break or when the class is dispersed.

10) During the working hours vehicles shall not be permitted inside the campus.

11) An amount of Rs. 500 will be collected towards caution deposit, which will be refunded at the end of the year.

12) Only one RFID tag will be issued per student, upon a payment of Rs. 150

13) Duplicate tag will only be issued in exceptional circumstances on payment of Rs. 300

14) Vehicular **parking shall be on their own care and risk**. The **college authorities shall not be responsible for damage or loss**, if any, sustained to the vehicle parked on the campus.

15) **Any instructions in this context issued by the college from time to time are also applicable**.

16) Any viiolation of these rules will lead to cancellation of parking permit.

14.10. Use of Mobile Phone & Camera on Campus

Use of mobile phone and camera is not allowed on the campus as per Kerala State Government Regulations. Students can use the pay phones installed in the campus.

As a norm, bag check is not done in this regard. Students, if in possession of a mobile phone, should ensure that their phones are in switched off mode, while being on the campus.

If a student has an emergency, s/he may seek permission and use a mobile phone within the staff room or an office.

If a student is found using mobile phone on the campus, the phone has to be surrendered to the college office, with due acknowledgement of the error and apology, and for one time it may be given back, after the semester Examinations concerned.

For one time, an exception could be made and the phone may be given back, on the written request of the parent/guardian and the approval of the department, with a penalty of Rs. 500.00. (The penalty amount shall be used for student welfare activities)

In the event of a repetition, the matter will be recorded and the phone will not be given back, until his/her study programme is over.

14.11. General Discipline

In accordance with the local culture and tradition and the policy of the management the following guidelines are given to the students regarding how they should conduct themselves in the college campus. Students of the college shall co-operate with the college authorities and staff to ensure an atmosphere conducive to the academic activities and the overall development of the

community and for the maintenance of discipline on the campus. Violation of these guidelines will be treated as indiscipline leading to penal action.

1. Respectful behaviour towards the staff at all times is expected of every student of the college.

2. Classes will be conducted from 9.30 am. to 4.30 pm. Students should on no account arrive late for the class.

3. At the stroke of the third bell, all members of the campus should stand up in silence for the morning prayer, wherever they be on the campus.

4. No student shall enter a classroom other than his/her own without the permission from the principal or members of the staff, whether it is before, during or after the working hours.

5. Students shall use the college properties with care and keep the building and furniture clean.

6. No student is allowed to collect money from their colleagues either by request or by compulsion; or buy and sell any article in the college campus except with specific permission of the Principal.

7. The loss or damage caused to the college articles will have to be made good by the student(s) concerned by paying for the repair of the damage and penalty prescribed by the college authorities.

8. Damages to common college property is assessed annually and is deducted from the caution deposit.

9. Students should obtain permission from the college authorities to stay back after 5 p.m. or to use college facilities on holidays.

10. **Dress Code:** The campus is meant to be a centre of higher learning and dressing should be such that it is conducive for a learning atmosphere, and not distractive. Dress shall be such that it always reveals the face fully, covers the body in such a way that it does not show forth bare arms, above elbow and shall reach below knees.

11. **Promotion of Khadi:** The College encourages the staff and students to use Khadi in tune with the policy of the state government, and as a symbol

of our committment to nature and national values. Wednesday is a day set apart for the same and all are encouraged to wear Khadi cloth on that day.

14.12. Disciplinary Action

In the interest of serving the goals of the institution and maintaining its good name, the Principal is entitled to refuse admission to an applicant / to suspend/ dismiss or take any other punitive action on any student for misconduct.

The purpose of disciplinary action is to ensure a conducive environment 'for seeking wisdom with a righteous heart' and to grow into an enlightened society. The focus shall be on creating this, and correcting behaviour and trends that cause impediment to this.

Misconduct shall include:

1. Not having ID proper visibly on the person while being on the campus.
2. Disrespectful behaviour toward the staff.
3. Staying away from classes without sufficient reason.
4. Inciting/coercing students to strike classes and participate in strike in the college.
5. Loitering on the verandas during class hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of the library or go to the retiring rooms or the grounds).
6. Disorderly behaviour in class.
7. Disorderly dressing and violating college dress code.
8. Violation of the rules regarding the use of mobile phone or camera on the campus.
9. Violation of rules regarding the use of motor vehicles on the campus.
10. Organizing tours without the permission of the principal.
11. Organizing meetings in the college or displaying notices on the college notice board or walls without the permission of the principal.
12. Bringing outsiders into the college campus, without the permission of college authority.
13. Distributing leaflets, handbills or other printed materials and displaying banners and posters inside the campus.

14. Graffiti of all kinds

15. Smoking, consumption of alcoholic beverages and use of narcotic drugs. (Criminal proceedings will be initiated against those found under the influence of alcohol or narcotic drugs on the campus).

16. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.

17. All expressions or activities which are immoral, antisocial, communal and anti-national.

  The Principal is the final authority on matters of discipline.

14.13.Library Rules

1. All members of the staff and students are members of the college library.

2. The library will remain open from 8.00 am. to 8.00 pm. on all working days, with an interval of 45 minutes from 12 to 12.45 pm. On vacations and saturdays, it opens from 9.30 to 4.30.

3. Strict silence should be observed in the library.

4. Personal belongings like books, umbrella, bags etc. are not allowed into the library.

5. Books or any other records of the Reference Section will not be lent out.

6. (a) The borrower of a book has to point out to the librarian, at the time of the borrowing, any defect the book may already have. Otherwise it will be deemed that the book was intact when issued. The borrower will be responsible for any damage caused to a book while in his/her custody.

(b) If a book or periodical is damaged or lost by a member, he/she will have to replace it or pay the replacement cost of the book including postage etc., within the time fixed by the librarian.

(c) If one book of a set is damaged or lost by a member he/she must replace it with a copy of the same edition. If such a copy is not available he/she shall replace the same book with latest edition with bill within the time fixed

by the librarian. In the case of multi volume set, if one volume is missing, the member should replace the whole set.

(d) If a member happens to recover a lost volume after having replaced it or paid the value thereof he/she shall not be allowed to return it to the library and get back the new copy.

7. Each UG student member will be given 3 books and PG student 5 books at a time for which he/she has to sign in an issuing register. The date on which the book is due will be noted on a label inside the book.

8. The period of loan is usually 15 days including the day of issue after which period a fine of Rs. 1/- per day per book will be levied. Any book, which is temporarily in special demand, will be lent out only for a shorter period.

9. No member of staff is allowed to keep more than 20 books with him/her at a time.

10. Members are not allowed to sub-lend the books of the library.

14.14. PAYMENT OF FEES

1. Fees are to be paid in as lump sum for a year within the first week of the beginning of the academic session. However, permission may be obtained from the principal to pay the fees in two equal installments. Special fees will be collected along with the first instalment itself.

2. If a student fails to pay the fee by the due date, he/she shall be eligible for a grace period of 10 days provided he/she pays the prescribed fine of Rs.5/- along with the fee. In case the 10th day is a holiday, the next working day will be considered as the 10th day. The last opportunity to pay the fees would be the 11th day after the due date with additional fine prescribed.

3. If a student fails to pay the fees even at the last opportunity given, his/her name will be removed from the rolls, thereby losing the benefit of attendance thenceforth. The defaulters could seek readmission by applying for special permission from the Principal. On getting the required permission, the student will have to pay all arrears with fine as well as the readmission fee of Rs.50/-. In case of readmission, the benefit of attendance shall be granted only from the date of readmission.

4. If a student studying in degree or postgraduate course leaves the college with T.C. and is admitted in another similar college, he/she would be given a fee remittance certificate.

5. If a student admitted to a programme leaves after the last date of the closure of admission, no fee shall be reimbursed. (For Self-Financing Programmes, the students who leave a programme mid-course will have to pay the fees for the entire programme, as filling the empty seat would be impossible)

6. Absence, with or without leave sanction from the college, shall not be an excuse for non-payment of fees on time.

7. No part - payment will be accepted, unless it is specifically approved by the principal.

8. Every student has to pay the prescribed fee for the whole term during any part of which his/her name is on the rolls of the college.

9. 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.

10. Students belonging to Scheduled Castes, Scheduled Tribes and fishermen are eligible for full fee concession and stipend on admission in merit quota. They will have to produce a certificate of nativity and community (only if these are not specified in their S.S.L.C. Book) from a revenue officer not below the rank of a Tahasildar.

11. Students from low income families will get the concession as per rules.

12. Students should keep the fee receipts and should produce the same, whenever required by the authorities.

13. Term fees will be accepted only on days assigned for each class.

14. Mistakes, if any, in the receipts issued for payments made, should be pointed out before leaving the counter and should get the same corrected on the spot.

15. Caution deposit will be refunded after deducting dues, if any, on completion of the course of study, or when the student leaves the college with T.C.

16. It shall be the responsibility of the student to claim the refund of his/her caution deposit.

17. All cash transactions will be closed in the office at 2 p.m.

14.15. Attendance and Leave

1. The working days are divided into two sessions: the forenoon session of three hours and the afternoon session of two hours.

2. Attendance will be marked at the beginning of each period and late arrival shall be treated as absent.

3. All students should be seated in the class before the teacher enters the class room, nor should any student leave the class room without the permission of the teacher concerned.

4. Late comers may be given or refused attendance for the period. This is at the discretion of the teacher concerned.

5. Those students going for sports, games and official purposes etc, should apply for the prior permission of the Principal in the prescribed form, countersigned by the Head, in order to be eligible for duty leave. Non-compliance will be considered as absence from class.

6. All working days, irrespective of the number of working periods, shall be considered full working days.

7. No student shall absent himself/herself from class without sanction for leave. Application for leave of absence should be made to the Principal, in the prescribed form not later than the date of return to the college after the absence.

8. Every application for leave shall be countersigned by the parent or guardian, as the case may be and by the class teacher. Incomplete application will be rejected.

9. Application for leave on medical grounds should be supported by medical certificate on the first day of joining back.

11. A student absenting himself/herself without leave for more than ten consecutive working days will have his/her name removed from the roll, and may be readmitted only on payment of the re-admission fee

12. Absence without permission from any terminal/class examination or practical work, or failure to complete the internal assessment tasks before the deadline, will be considered serious breach of disciplines.

14.16. ISSUE OF CERTIFICATES

1. A student who has paid all dues to the College is entitled to a Transfer Certificate (TC). This has to be secured within four weeks of the completion of the programme without additional fees. Requests made later than the prescribed time shall be entertained with additional fee prescribed from time to time. .

2. A student, past or present, desiring to obtain a certificate (Transfer, Course & Conduct, Age, Marks, Identification, Reference etc.) shall apply to the Principal in writing stating the years of study and the class number, and get the same verified by college office/department.

3. T.C. will be issued only against the surrender of identity card.

4. Application for T.C. or C.C. received after the fifteenth working day of the following academic year after the completion of the programme should be accompanied by an additional fee prescribed.

5. A certificate, in normal course, will require 48 hours after the application fee is paid. .

6. Certificates may be issued on emergency basis (four to six hours) with a special fee charged for the same. This may be permitted during other hours, however, limited to 10 nos. per day

7. No certificate will be sent by post unless the entire transmission charge is prepaid.

8. In case a student is expelled from the college for serious misconduct or repeated misbehaviour, his/her T.C. will be sent to the Registrar of the University and the matter will be reported to his/her parent or guardian.

9. Transcript and Reference Letters shall be issued against the payment of prescribed fees. Issue of transcript will require normally a two week period.

10. Conduct Certificate is issued on the basis of an over-all evaluation by the teachers concerned. Duplicate of conduct certificate shall be issued only on production of the original or copy of the conduct certificate issued.

11. Certificates shall be received in person by the applicant or shall be sent to the applicant's address by registered post after fulfilling all requirements of authorization and fees.

14.17. GRIEVANCE REDRESSAL CELL

The mechanism for the redressal of students' grievances is functioning in the college.

14.18. Non - Academic matters:

If the student has any grievance on non-academic issues, s/he may approach the department Head or the Teacher in-charge (of extra curricular activities

like sports or cultural programmes) or the Dean of Student Services. If it doesn't get resolved there, the matter may be reported to the Principal who refers it to the grievance redressal cell, constituted as follows:

- Vice Principal
- Senior-most Faculty Member
- Dean – Student Services
- A female faculty member
- Faculty-in-charge or Department Head concerned.

The cell looks into the grievance and the makes its recommendations to the Principal.

14.19. Academic matters:

In order to address the grievance of students regarding academic matters, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: At the level of the concerned course teacher

Level 2: At the level of a department committee consisting of the Head of the Department, a coordinator of internal assessment for each programme nominated by the HoD and the course teacher concerned.

Level 3: A committee with the Principal as Chairman, Dean of the concerned Faculty, HOD of the concerned department and one member of the Academic council nominated by the principal every year as members.