



St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



Criterion: II – Teaching- Learning and Evaluation
2.1: Teaching Learning Process
Year: 2018-2023



2.3.3 Preparation and adherence of Academic Calendar and Teaching Plans



**Academic Calendar
2019-2020**



ST. MARY'S COLLEGE (Autonomous)

(Re-accredited with 'A' Grade by NAAC)

Thoothukudi - 628001, Tamilnadu.



Year of Honesty

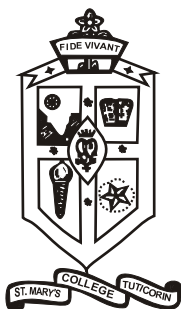
Academic Calendar

2019-2020

ST. MARY'S COLLEGE (Autonomous)

(Re-accredited with 'A+' Grade by NAAC)

THOOTHUKUDI



2019 - 2020

Postal Address

St. Mary's College (Autonomous),
104, North Beach Road,
Thoothukudi - 628 001.

2019 - 2020 Administrators

Secretary

- Sr. Flora Mary

Principal

- Dr. Sr. A.S.J. Lucia Rose

Deputy Principal

- Dr. Sr. C. Shibana

Controller of Examinations - Dr. N. Arokiya Mary

Director of SSC

- Sr. F. Mary Joyce Baby

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he

Bharatha bahgya Vidhata

Punjab Sindhu Gujarata Maratha

Dravida Utkala Vanga

Vindhya Himachala Yamuna Ganga

Uchchala jaladhi taranga

Tava Shuba name jage

Tava Shuba ashisha mage

Gahe tava jaya gatha

Jana gana mangala dayaka jaya he

Bharatha bhagya vidhata

Jaya he jaya he jaya he

Jaya jaya jaya jaya he.

- Rabindranath Tagore

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders, respect and
treat everyone with love and courtesy.

To my country and my people, I pledge my devotion; and in
their well-being and prosperity alone, lies my happiness.

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்

தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே

அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல்மறந்து

வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

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Dear Marians,

“An honest man's the noblest work of God”- Alexander Pope

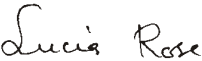
I greet you all on this joyous occasion of attaining the A⁺ Grade in the 4th cycle of NAAC Re-accreditation. St. Mary's perpetuates its vision of empowering women and carries out the mission of whole-person education throughout its 72 years of academic journey. The institution strives to integrate faith and knowledge in ways that provide the strongest value-centered education. Every student is assured of steady and continuous growth through an integrated structure of curricular, co-curricular and extra-curricular activities.

We celebrate this year as the Year of Honesty since it is the prime virtue to be inculcated from early childhood. Honesty is truly the best policy as it is the foundation of all inter-personal relationships since it nourishes the lives of people in many ways. Honesty is the indispensable component of moral character which develops good attributes including truthfulness, kindness, discipline, integrity, straight forwardness in conduct etc. Unflinching faith in truth can serve as a strong weapon to fight against the perils and challenges of life.

Our institution emphasizes on character formation with academic excellence. It motivates you to “always aim high” and also cultivates core values such as honesty which should be the governing principle of your lives. You will be challenged and engaged through authentic learning opportunities that inspire you to develop creativity, confidence and resilience to become independent and ethical life-long learners and thus be consequently well equipped to face the challenges of the competitive world.

Moving ahead on the path of excellence, the College is ready to effectively take up the forthcoming challenges in diversified domains.

I wish you all the best.


Principal

PERSONAL MEMORANDA

Name :

Date of Birth: Aadhaar No. Blood Group :

Degree and Department: Register Number :

Father's Name : Occupation:

Father's Office/Mobile No. :

Mother's Name : Occupation:

Mother's Office/Mobile No. :

Residential Address:

.....

Permanent Address:

..... Contact No.:

Mode of Transport :

Licence No.

Auto(or)Taxi Driver's Name :

MobileNo. :

Vehicle No. :

Names of sisters studying in St.Mary's (if any, mention Dept. & Year)

Date:

Signature of Parent/Guardian

Students must bring this Academic Calendar daily to College. Any change in the above data should be intimated to the teacher / warden.

Signature of the Teacher / Warden

COLLEGE MORNING PRAYER

Almighty God, our loving Father, we love you with our whole hearts and above all things. We offer to you all our thoughts and actions, and ask you to bless us during this day / week. Help us so that we may always know, love and serve you, and be eternally happy with you in Heaven.

O God, who are the truth and the origin of all knowledge, bless our studies which we consecrate to you. Enlighten our minds, strengthen our memories and direct our wills towards what is right. Grant us to seek truth always and make us truly wise.

PRAYER BEFORE CLASS

Our father who art in Heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in Heaven. Give us this day our daily bread. Forgive us our trespassers, as we forgive those who trespass against us. Lead us not into temptation. But deliver us from evil.

COLLEGE ANTHEM

The bells of St. Mary's
Are sweetly they're calling
Awaking all brightness
And laughter and cheer
While we tune our voices
In praise of St. Mary's
As loyal true to white and blue
We'll e'er remain

The bells of St. Mary's are calling today
They tell of sweet memories and friendship so gay
They tell of the efforts and victories grand
Of our beloved Alma Mater's scholarly stand.

The bells of St. Mary's they chime forth our joy
Our love and our loyalty without alloy
With Mary our Mother still guiding our youth,
In fair paths of Virtue and Honour and Truth.

College Emblem



The emblem of St. Mary's College with the motto "FIDE VIVANT" (Live by Faith) signifies the purpose of Catholic Education. The burning torch and the map of our country on the sinister side imply that the power of knowledge imparted in our institution is a Nation building exercise. The open book and the star on the dexter side are symbolic of our aim to elevate the position of women as agents of social justice and gender equality through education. The central logo is the symbol of the Congregation of Mother of Sorrows, Servants of Mary with their vision and mission of compassionate education .

MARIAN VISION AND MISSION

VISION

To make young women agents of an egalitarian society through liberative education.

MISSION

To empower women through regular and non-formal programmes to make them economically independent and socially aware so that they make better homes and contribute to family and social progress.

FOUNDATION AND ROOTS OF THE COLLEGE

The Congregation of Mother of Sorrows, Servants of Mary (Servite Sisters) is an indigenous Women's Congregation founded in 1854 at Tiruchirappalli, TamilNadu, numbering around 1000 sisters working in 150 communities spread in North and South India, Myanmar, Italy, Philippines and Australia. The Servites render their service in schools, colleges, social service centres, hospitals, dispensaries, schools for visually challenged and hearing impaired and Mission Stations.

St.Mary's College, a Catholic Institution of Higher Education for Women, run by the Servite Sisters was founded in 1948, by the joint efforts of Msgr. Francis Tiburtius Roche SJ (Bishop of Thoothukudi), Fr. B.S. Soosainathar (Former Manager of the College) and the Servite Superiors for Higher Education, especially for the marginalized women of the coastal region. It enjoys a rich academic and spiritual heritage as a Christian Minority Institution for the past seven decades. The institution has made its mark in empowering women in their march towards excellence and liberation, right from its inception.

Affiliated to Manonmaniam Sundaranar University, the college offers Graduate, Post Graduate, M.Phil. and Ph.D. programmes. Besides academics, the college aims at the integral development of students, especially in Spiritual, Social and Civic values.

The college became autonomous in 2009. Satisfied with the successful performance of the college, the Autonomy Renewal Committee renewed and extended the status upto 2021.

Succession - List of Principals

Sr. Janet Mary	1948 - 1950
Sr. Teresita Mary	1950 - 1954
Sr. Arockia Mary	1954 - 1958
Sr. Teresita Mary	1958 - 1976
Dr. Sr. Eucharista Mary	1976 - 1980
Dr. Sr. Vitalina Mary	1980 - 1992
Dr. Sr. Beatina Mary	1992 - 1997
Dr. Sr. Avelin Mary	1997 - 2000
Dr. Sr. Josephine Jeyarani	2000 - 2005
Dr. Sr. Arulananda Mary	2005 - 2010
Dr. Sr. S. Decla	2010 - 2014
Dr. Sr. S. Alphonse Roseline Mary	2014 - 2018

Telephone Numbers

Principal	: 2321606
Secretary	: 2339166
College Office	: 2320946
Controller of Examinations	: 2338777
Deans' Office	: 2300024
Self Supporting Courses	: 2324221
Convent	: 2321460
Hostel	: 2327937
STD Code	: 0461
FAX	: 0461-2320947
E-mail	: smctuty@gmail.com
Website	: www.stmaryscollege.edu.in

MILESTONES

MARKED BEGINNINGS

- 1948 On July 1, St. Mary's College was founded with 21 girls at St. Aloysius Girls' High School
- 1951 The college becomes a first grade college of Madras University with B.A. Mathematics and Economics
- 1956 PUC started with 81 students
- 1957 B.Sc. Mathematics, Chemistry and Botany
- 1963 B.A. English Literature, History and Zoology
- 1967 M.A. English Literature
- 1972 M.Sc. Botany
- 1975 B.Com.
- 1976 M.A. History
- 1979 B.Sc. Physics
- 1980 M.Com.
- 1984 M. Sc. Zoology
- 1985 B.A. Tamil Literature
- 1987 M. Phil. Botany and Certificate Course in Gandhian Thought
- 1989 B. Sc. Computer Science and M. Phil. Zoology
- 1991 M. Phil. English Literature
- 1992 Post Graduate Diploma Course in Computer Application
- 1997 Servite Computer Literacy Programme (SCLP)
- 1999 Computer 'O' Level Course introduced
- 2000 M. Phil. Botany (Restarted) and Ph.D. in Botany
- 2002 Introduction of Self Financing Courses -M.Sc. Mathematics and B.Com.
- 2003 B.Sc. Microbiology and Bio-Chemistry (SSC)
- 2004 Certificate courses : Tally packages,
Computer Literacy Programme (CLP) and Career Guidance
- 2006 M. Phil. History

- 2007 M.Sc. Microbiology (SSC)
- 2008 M.Phil. Zoology (Restarted)
- 2008 Ph.D. in History
- 2008 Stepping into Autonomy - Autonomous Commission's visit
- 2009 Implementation of Autonomy
B.Com (Corporate)
- 2010 Ph.D. in Zoology
BBA (SSC)
B.Sc. Mathematics (SSC)
- 2011 UGC Sponsored Certificate Course in Ornamental Fish
Management
- 2012 B.A. English Literature (SSC)
MHRM (Master of Human Resource Management,
UGC Sponsored Innovative Programme)
- 2013 M.A. Economics (SSC)
Ph. D. in English and Commerce
- 2014 B.Com. with Computer Application (SSC)
M.Phil. Commerce (SSC)
- 2015 B.Com. General (SSC)
M.Sc. Physics (SSC)
M.Phil. English (SSC)
Ph.D. in Mathematics (SSC)
Extension of Autonomous Status
- 2016 Implementation of School System
M.Sc. Chemistry (SSC)
M.Sc. Computer Science (SSC)
- 2017 B.Sc. Psychology (SSC)
B.Sc. Visual Communication (SSC)
M.Phil Mathematics (SSC)
MHRM (SSC)
- 2019 M.A. English (SSC)
MOOC for PG Students

MARKED EVENTS

- 1950 St. Mary's College founded at St. Aloysius Girls Hr. Sec. School (1948) was relocated to the present campus
- 1953 Ethel Harvey Hostel, the first New Building in the campus was opened by Mrs. Ethel Harvey & Mr. Graig Harvey
- 1955 The life size statue of Our Lady of Fatima (15 ft.) on the chimney (90 ft.high) blessed
- 1957 Visit of Dr. C. P. Ramasamy Iyer, Advocate - General of Madras Presidency in connection with the local celebration of the Madras University
- ✳ Inauguration of Alumnae Association
 - ✳ Visit of the Honourable Minister Lourdammal Simon and Governor A.J. John and his wife
- 1958 Physics Laboratory blessed and opened
- ✳ Visit of Sri. B. Medhi, the Governor of Madras and Mrs.Medhi
- 1959 Botany and Zoology buildings blessed
- 1960 The new dining hall of the Hostel and the Chemistry block blessed. Visit of Sri Ramaiah, Minister of Electricity and Transport
- 1960 Permanent affiliation granted
- 1961 Library extended with a reading room
- 1962 Hostel extended
- ✳ Auditorium, non-resident students' centre, office and the Physics Department constructed
 - ✳ Visit of Shri. Kamaraj, the Honorable Chief Minister of Tamilnadu
- 1966 Nine lecture halls opened by the Vice-Chancellor of Madurai University.
- 1968 The beautiful Chapel of the College blessed.
- 1969 The new block of Botany and Zoology departments and the College office inaugurated by Fr. T.N. Sequeria S.J.
- 1970 Sacerdotal Golden Jubilee of Fr. B.S. Soosainather.

1973	Silver Jubilee of the College. Hon. Gov. K. K. Shah, The Governor of Tamilnadu, Dr.M.Varadarasan, Vice Chancellor of MK University participated in the function
	✳ The New Hostel blessed and opened
1974	The open-air auditorium blessed by Most Rev. Ambrose, Bishop of Thoothukudi, as a memorial of the Silver Jubilee of the College
1975	Rev.Fr.B.S.Soosainather's departure to heavenly abode (10.3.1975)
1984	Soosainather Block for PG Departments blessed and opened
1990	Sacred Heart Marine Research Centre blessed and opened
1992	Valan Computer Block, Guest House and Fatima Hall blessed and opened
1993	Fr. B.S.Soosainather Birth Centenary Celebrations - BSS memorial fountain at the entrance - BSS Centenary Endowment Fund instituted
1994	Renovation of the library building BLOSSOM - Ford Foundation's Campus Diversity Initiative - Major Project grant of \$50,000. Our college is one of the 11 colleges in India to have received this exclusive credit
1995	College Day presided over by Hon'ble Minister Shri. A. Arunachalam MP
	✳ BLOSSOM accepted by MS University for Part V
1998	Golden Jubilee Year
1998	'MARYGOLD'-competitions held, Mrs. Jenifer Chandran, Hon'ble Minister of Fisheries, Govt. of Taminadu was the Chief Guest
	✳ Laying of the foundation stone of Golden Jubilee memorial building by Rt. Rev. Thomas Fernando, DDCL
	✳ Golden Jubilee Celebrations Finale President - Rev. Sr. Corona Mary, O.S.M. Superior General. Chief Guest - Her Excellency Justice M.Fathima Beevi, Governor of Tamilnadu. Distinguished Guests-Dr.K.P.Aravaanan, Vice Chancellor, Manonmaniam Sundaranar University Thiru Malik Feroze Khan, IAS, Thoothukudi District Collector
1999	Inauguration of the Veeranganai Unit by Thiru. George Fernandez, Honourable Minister for Defence, Govt. of India

1999	Accredited by the National Assessment and Accreditation Council (NAAC 1 st Cycle)
2000	Dolorosa Block -blessed and opened
2004	Internet Browsing Centre - blessed and opened
2005	Inauguration of Community Development Programme
	✳ Re-Accredited with B ++ Grade by NAAC - 2 nd Cycle
2006	Convocation-Addressed by Dr. P. Chellathurai, Registrar of Manonmaniam Sundaranar University, Tirunelveli
	✳ UGC Minor Research Project - Economics
2007	College Day - Chief Guest Dr. Mrs. Cynthia Pandian, Vice-Chancellor of Manonmaniam Sundaranar University, Tirunelveli
2007	Diamond Jubilee Year - Inauguration by Mr.Appadurai, MP
	✳ ‘Dia-Dazzle’-Inter-Collegiate Cultural Competitions -Inauguration by Tmt. P. Geetha Jeevan, Hon’ble Minister for Animal Husbandry and Social Welfare
	✳ UGC Minor Research Project - Economics
2008	Convocation-Addressed by Tamilnadu Assembly Speaker Thiru. Avudaiappan.
	✳ July 1 st - Celebration of Founders’ Day
	✳ ‘Marian Dia-Expo’ - Grand Scale Arts and Science Exhibition inaugurated by Thiru Palaniyandi, Collector, Thoothukudi District
	✳ ‘Madonna Block’ -blessed and opened by Rev. Fr. Oswald, Vicar General of Thoothukudi Diocese
	✳ Inauguration of Pearl Research Centre for History, Culture and Tourism
2008	DIAMOND JUBILEE - Grand Celebration
	✳ Inauguration of Diamond Jubilee Memorial Hall by Rt. Rev. Bishop Dr.Yvon Ambrose.
	Chief Guests Dr. K. Ponmudi, Hon’ble Minister for Higher Education, Tmt. P. Geetha Jeevan, Hon’ble Minister for Animal Husbandry and Social Welfare, Tamilnadu Government. Dr. R. Palaniyandi, District Collector, Thoothukudi, Dr. Sabapathy Mohan, Vice-Chancellor, M.S.University Tirunelveli, and Mrs. R.Kasthuri Thangam, Mayor, Thoothukudi Corporation

	✳ Alumnae Day President - Rev. Mother Ladisca Mary OSM. ✳ Grand Finale- Presided by Dr. Sr. Corona Mary OSM, Superior General, Chief Guest Dr. N. Markandan, former Vice-Chancellor of Gandhigram University
2009	Feb-11 - Language Lab inaugurated in Madonna Block
	✳ July 1 st - Inauguration of Autonomy
2010	✳ New Arch at the entrance blessed and opened ✳ Renovation of Principal Office, Secretary Office, Staff Office and Departments of History, Botany, Zoology and Commerce ✳ Renovated Auditorium blessed and opened ✳ CDP TOUCH - Inaugurated by Hon. Minister for Social Welfare Tmt. P. Geetha Jeevan ✳ UGC - Major & Minor Research Project -Botany
2011	Graduation Day addressed by Dr.Tmt. Aruna Sivakami Ananthakrishnan, Vice Chancellor, Mother Teresa Women's University, Kodaikanal ✳ Language lab shifted to New Hostel ✳ New Canteen and Equal Opportunity Centre blessed ✳ Marian Aquarium and Snows Gymnasium blessed ✳ Pavement road laid in the campus ✳ New Teresa Hostel opened by Dr. G. Srinivas, Joint Secretary, UGC- SERO, Hyderabad ✳ Renovation of Department of Mathematics ✳ Renovation of College Portico ✳ Renovation of II M.Com. class room ✳ Foundation laid for Indoor Stadium with UGC grant ✳ UGC - Major Research Project - History
2012	New Class rooms for MHRM ✳ Conference Hall opened by Sr.Eustacia Mary, General Councillor, Servite Generalate (20.1.2012) ✳ Release of Research Journal "Marian Quest" ✳ Graduation Day addressed by Dr. K. Muthuchelian, Vice Chancellor, Periyar University, Salem ✳ Release of IQAC Newsletter

- ✳ Recognised as DST-FIST funded College by DST, New Delhi with a grant of Rs. 46 lakhs
- ✳ Release of French Magazine 'DES PERLES FRANCOPHONES'
- ✳ UGC sponsored Foundation Course 'Human Rights Education' inaugurated by the Department of History and Tourism.
- ✳ Renovation of Library, Student Centre, Departments of English, Botany, Zoology, Controller's Office and Arockiya Mary Block (SSC)
- ✳ Foundation laid for Women's Study Centre
- ✳ Xavier Indoor Stadium - Blessed
- ✳ NAAC- Peer Team Visit - Third cycle (6 to 8 December 2012)
- ✳ Release of Pearl Review - A Bi-annual Research Journal by Pearl Research Centre

2013 College Re-accredited with 'A' Grade (05.01.2013)

- ✳ 'A' Grade Award Ceremony at Bangalore (24.03.2013)
- ✳ New Computer lab for MHRM
- ✳ UGC - Major Research Project - Zoology, Botany

2014 DST-FIST funded New Centralised Computer Lab

- ✳ Established College Band & Orchestra.
- ✳ UGC - Minor Research Project - Economics, Botany

2015 College Day Celebration : Chief Guests - Hon. Tmt. L. Sasikala Pushpa Member of Parliament, Dr. John De Britto, Registrar, M.S. University Dr. Emmanuel S.J. AICUF National Advisor

- ✳ Community Development Programme - 12 Villages were adopted
- ✳ Visit of Autonomy Extension Committee. Autonomous status extended upto 2021
- ✳ Curriculum revision - Innovations introduced in the 3rd Cycle of Course Pattern

2016 Graduation Day Address by Dr. H. Devaraj, Vice Chairman, UGC, New Delhi

2017	Foundation laid for UGC sponsored 100 Bedded Women's Hostel * Minor Research Projects - Chemistry & Tamil * In-Service Training to the Secondary Grade Science Teachers in Government Schools of Thoothukudi District- Sponsored by Tamil Nadu State Council for Science and Technology (TNSCST), Chennai from 28th August to 1st September 2017 * Valan Computer Block 1st floor was blessed and opened by Most.Rev.Yvon Ambroise, Bishop of Thoothukudi Diocese.
2018	Overall Trophy in Intercollegiate Sports conducted by Manonmaniam Sundaranar University (27th time) * TNSCST - Research project - Department of Zoology * Intercollegiate Cultural Competition 'Jubilo' 2018 * Women's Day Celebration - Special Invitee, Mrs. Irom Sharmila , the Iron Lady of India * 70th College Day Celebration-Dr.D.Saralathembavani, Joint Director of Collegiate Education * Graduation Day Address by Dr. G. Srinivas, Joint Secretary, Sero, Hyderabad. * Chennai Chapter of Alumnae Association commenced. * UGC Sponsored hundred bedded Sports Hostel - blessed by Rev. Fr. Julians and opened by Dr. G. Srinivas, Joint Secretary, Sero, Hyderabad. * Star Hall blessed and opened * Language Lab renovated and updated * Curriculum revision - 4th Cycle
2019	ICSSR Project - Department of Economics * Convocation Address by Dr. S. Santhosh Baboo, Registrar, Manonmaniam Sundaranar University * Energy Audit was conducted by Thigaraja College of Engineering * Academic Audit was conducted by Dr. Joseph Albert and Dr. James * Grant from DBT, for Star College Scheme * Implementation of UNNAT BHARAT ABIYAN with a fund from MHRD for rural developement through Community Development Programme. * Mega Job Fair An important milestone - * Attainment of A⁺ Grade with CGPA of 3.29 points in the 4th Cycle of NAAC Reaccreditation

GOALS

-  To bring more students of the lowest strata to the mainstream of education.
-  To make young women competent and skilled to compete in the global sphere of education and employment.
-  To bring out the inner power and potential in young women and channelize them towards social transformation.
-  To involve the students in community oriented activities thereby enabling them to contribute to national development.
-  To make them emotionally balanced, morally upright and spiritually integrated.

OBJECTIVES

-  To conduct relevant courses catering to the needs of the changing Scenario.
-  To develop an in-depth knowledge in the specific area of study.
-  To ignite the quest for research.
-  To help the learners make career choices.
-  To impart an education that premises growth of knowledge, integrated with skills and values.
-  To enhance the quality of learning by conducting appropriate courses for slow learners.
-  To provide financial assistance to the economically disadvantaged students.
-  To empower young women who will in turn carry the message of empowerment and dignity to the society at large.
-  To sensitize the students to their rights and motivate them to work for their socio-economic and political emancipation.
-  To promote a composite culture and religious harmony in the campus.

AUTONOMY

Autonomous status was conferred on the college in 2009. Under this system, the institution has gained the credit of making independent decisions regarding academic and administrative affairs except the award of degrees. In 2015, the autonomous status was extended upto 2021.

The institution enjoys freedom in framing the syllabi catering to the local needs to create economically productive citizens.

COURSES OFFERED

COURSES	SUBJECTS	UG		PG		M.Phil	Ph.D
		Regular	SSC	Regular	SSC	SSC	
B.A.	ENGLISH	√	√	√	√	√	√
	HISTORY	√		√		√	√
	ECONOMICS	√			√		
B.Sc.	MATHEMATICS	√	* √√		√	√	√
	PHYSICS	√			√		
	COMPUTER SCIENCE	√			√		
	CHEMISTRY	√			√		
	BOTANY	√		√		√	√
	ZOOLOGY	√		√		√	√
	MICROBIOLOGY		√		√		
	PSYCHOLOGY		√				
	VISUAL COMMUNICATION		√				
B.Com	COMMERCE	√	* √√	√		√	√
	COMMERCE (CORPORATE)		√				
BBA	BUSINESS ADMINISTRATION		√				
UGC Innovative Course	MHRM (Master of Human Resource Management)				√		

* Two sections

Undergraduate Course Structure [Under CBCS]

Part I	:	Language – Tamil / French
Part II	:	English
Part III	:	Core, Allied, Core Integral, Core Skill based, Non Major Elective and Self-study Courses
Part IV	:	Ability Enhancement Course – Value Education, Environmental Studies, Women’s Synergy and Yoga and Meditation
Part V	:	Co-Curricular and Extension Activities – NCC, NSS, Sports and Games

Choice Based Credit System

The College has implemented Choice Based Credit System for the students admitted in UG and PG programmes from 2009 onwards. It is applicable to all the programmes under the Regular and Self Supporting sections. The word ‘credit’ suggests that learning can be measured and given a credit value i.e., one credit means specified hours of learning with the instructor. The CBCS provides ample scope for academic innovation. The learners are offered a number of career-oriented (skill-based) courses and certificate courses. It also enables the students to choose courses and skills that match their interests and learning capacities.

Certificate Courses:

Certificate courses will be conducted twice a week from 2.30 p.m. to 4 p.m.

Certificate Courses offered to the I Year Students :

Spoken English

Spoken Hindi

Basics of Computer

Tailoring

Fashion Designing

Cookery

Dance Art

Certificate Courses offered to II and III UG	
ENGLISH	Certificate Course in English Language Teaching (CELT) Certificate Course in English for Professional Competence
TAMIL	பட்டயப்படிப்பு - இதழியல் பட்டயப்படிப்பு நாட்டுப்புறக் கலை
HISTORY	Certificate Course in Soft Skills Certificate Course in Tally
ECONOMICS	Certificate Course in Employability Skills for Economics Graduates Certificate Course in Tally
MATHEMATICS	Certificate Course in Tally Certificate Course in Desk Top Publishing
PHYSICS	Certificate Course in Basic Computer Hardware & Networking Certificate Course in Desk Top Publishing
COMPUTER SCIENCE	Certificate Course in Tally Certificate Course in Android Application
CHEMISTRY	Certificate Course in Basic Computer Techniques in Chemistry Certificate Course in Nutritional Food Science
BOTANY	Certificate Course in Tally Certificate Course in Mushroom Cultivation
ZOOLOGY	Certificate Course in Hospital Instrumentation and Management. Certificate Course in Tally

COMMERCE	Certificate Course in Share Trading Certificate Course in Entrepreneurship
ENGLISH (SSC)	Certificate Course in Functional English Certificate Course in Proficiency in competitive Exams (NET/SET)
MICROBIOLOGY(SSC)	Certificate Course in Mushroom Technology Certificate Course in Food Processing Technology
COMMERCE (GENERAL A & B)(SSC)	Certificate Course in Business Administration Certificate Course in CA.Inter (Group I), TNPSC
COMMERCE (CORPORATE)(SSC)	Certificate Course in Business Administration Certificate Course in Bank Exam
MATHEMATICS (SSC)	Certificate Course in Tally Certificate Course in Quantitative Aptitude and Numerical Ability
BBA (SSC)	Certificate Course in Fairy Craft Certificate Course in Consumer Psychology
PSYCHOLOGY	Certificate Course in Media Psychology Certificate Course in Crime Psychology
VISCOM	Certificate Course in Video Editing

Assessment Criteria for Examination

Assessment is based on Continuous Internal Assessment (CIA) and End Semester Examination (ESE) with equal weightage of 50% each for III year UG students. For I and II UG and PG students the ratio of CIA and ESE is 40:60. CIA and ESE assessments are mandatory for a student to complete a course.

1. CIA includes three compulsory tests for each semester including online quiz with other components such as, assignment and seminar. The average of the best two tests will be taken as test mark.

2. Passing minimum for U.G. is 40% . For P.G. and M.Phil, it is 50% for both in CIA and ESE.

3. ESE shall be conducted twice a year in the month of November and April.

A statement of marks for every semester examination will be provided to the students. At the end of the programme, a consolidated statement of marks of the entire programme based on the credit point system will be provided to the student.

The examination results will be published within 21 days of the last examination. Retotalling, revaluation and supplementary exams are permissible as per rules framed for U.G., P.G. and M.Phil. Courses.

Continuous Internal Assessment

1. Attendance is mandatory.

2. Minimum pass is mandatory.

U.G. - 40%

P.G. - 50%

M.Phil - 50%

3. A student can become eligible to appear for ESE only on completion of CIA.

4. Adequate preparation is necessary for CIA as well as ESE.

CO- CURRICULAR ACTIVITIES

The various co-curricular and extra-curricular activities of the college support and complement the academic programme. They provide opportunities to create a rapport with the society and also serve as appropriate platforms for the students to exhibit their talents and potential. All the UG students are expected to involve in any one of the co-curricular activities during the first two years of their study. The student earns one credit for the activity.

NSS

There are four N.S.S. units with 100 students in each unit. Through this scheme, the students get an exposure to the stark realities of societal life and are made to realise their responsibilities towards the society. They have annual camps during which their service among the people in the rural area educates them and benefits the society.

NCC

The NCC wing functions to instil in the young minds discipline and a happy sense of belonging to our country. They train themselves to take up the 'B' and 'C' Certificate examinations and get sometimes the honour to be in the Republic Day parade. By attending various camps held at Inter-State level, the students get a wide exposure and gain a healthy expansion of their horizon and contacts.

SPORTS & GAMES

Our college gives importance to sports and games. Our teams have always excelled in athletics and various games. We have secured and retained MS University Women's Zone overall shield several times and consequently the Championship title. Our students participate in inter-collegiate tournaments in the University, District and State levels. The candidates with distinctions in various games and athletics are given special consideration during admissions. A Gymnasium has been set up for the benefit of students and staff.

EXTRA - CURRICULAR ACTIVITIES

The College offers various art forms to its young women enabling them to compete in the global sphere of education and employment. The varied skills foster an all round personality development. The awareness programmes regulate the students with the moral code of conduct, in accordance with their belief system and vision of life.

Specific objectives

- To train students in rational thinking and decision making and to develop their potential.
- To encourage student involvement in institutional affairs.
- To create a platform for the new entrants to exhibit their talents, thereby establishing camaraderie with their seniors
- To promote art and art consciousness through activities that will also serve as channels for expressing themselves, their ideas, spirit and faith.

Centre for Human Excellence

Campus Ministry

Catechism / Ethics

AICUF

FSS

Yoga and Meditation

Centre for Job Excellence

Career guidance & Placement

Guidance & Counselling

Centre for Entrepreneurship & Skill Excellence

Certificate Course

Consumer Club

Quiz Club

Centre for Women's Excellence

Human Rights Forum

Women's Cell

Anti-Sexual Harassment Cell

Anti-Ragging Cell

Centre for Digital Excellence

E-content Development & Website Committee

Computer Lab, Internet & Digital Notice Board / Database

Centre for Cultural Excellence

Band

Orchestra

Dance

Drama

Choir

Centre for Service Excellence

CDP

Road Safety

Red Ribbon Club

Youth Red Cross

Rotaract Club

Scribes Forum

Centre for ECO-Feminine Excellence

ECO friendly campus

Clean Campus

Green Campus

Health and Hygiene

Extension Programme : CDP - *TOUCH*

In order to promote an integrated education among the students, Community Development Programme (CDP) has been included as part of curriculum and is named as TOUCH (Towards Upliftment and Community Healing). It is mandatory for all the II UG students to participate in this extension programme. They visit the adopted neighbouring villages to get in touch with the women and children in the area and to resolve their socio-economic issues. They organise awareness programmes, medical camps and celebrations thus promoting an egalitarian society in the neighbourhood.

Alumnae Association

Every student of the college, on completion of the programme, becomes a member of the Alumnae Association. She can enroll herself either as an annual member or obtain life membership. A continual association is very much encouraged to build up a longstanding rapport with the Alma Mater.

Christian Doctrine and Ethics

One of the age old traditions of the college is to promote spiritual formation and to inculcate values among students. The Catholic students attend an hour of Christian Doctrine classes once a week, whereas the non-Catholics attend Ethics classes during the same hour.

Parent-Staff-Student Meeting

In the interest of the student welfare, the Parent-Staff-Student meeting is held every year. It is an occasion where the academic performance of students are notified, their needs and problems are discussed and necessary remedial actions are taken.

Request to Parents / Guardians

Parents / Guardians are requested to extend full co-operation to the authorities with regard to the character, discipline and academic progress of their daughter/ward. They must respond to all communications sent to them from the college pertaining to their daughter/ ward.

STUDENTS' CHARTER OF RESPONSIBILITIES

- Appreciate the institutional goals and objectives and contribute to their realizations by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other services available in the institution.
- Prepare for Continuous Internal Assessments and End Semester Examinations.
- Give feedback for system improvement.

RULES AND REGULATIONS

TERM DAYS

The academic year consists of two semesters. The number of days per semester as prescribed is 90 class days spread over 15 weeks per semester.

CLASS HOURS

- Classes are from 8.30 a.m. to 1.30 p.m. with a break for twenty minutes from 11.20 a.m. to 11.35 a.m.
- The classes function on a six day-order scheme with five periods and the sixth day alone with six periods.
- Students have to be in the campus before 8.20 a.m.
- The first bell goes at 8.25 a.m. for daily prayer and announcements.
- Students are expected to be attentive in class and maintain silence during devotion.

ATTENDANCE

- Promptness and regularity are the sure steps to success. The college insists upon a regular attendance.
- Students should fulfil the minimum requirement of attendance as fixed by the university to be eligible for their semester examinations and scholarship.
- Attendance at general assemblies, college programmes or functions, is compulsory.
- The lecturer-in-charge takes attendance at the beginning of each class.
- No student will be permitted to attend class, if late by ten minutes.
- If late, permission is to be obtained from the Deputy Principal or the person authorized for the purpose.
- A student absenting from class without permission will suffer loss of attendance for the full day.

LEAVE OF ABSENCE

- Leave application must be sent in the prescribed form available in the college depot.
- It must be duly signed by the parent/guardian or hostel warden for the hostel students.

- In case of illness, the absentee is required to submit the medical certificate.
- Continued absence without due reason and leave will render the student liable for suspension or deletion of the name from the roll.

CONDUCT

Every student of the college becomes part of the ‘Marian’ family. As a ‘Marian’ she is entrusted with the responsibility of upholding the values of womanhood by her good nature, behaviour and decorum. A Marian must:

- endeavour to create an atmosphere of friendly and cordial relationships.
- respect superiors and seniors and be polite and courteous to all.
- be neatly and modestly dressed in saree, half saree or churidhar.
- keep the classrooms and college premises clean and belongings neat and tidy.
- regard the college property as one’s own and handle them properly.
- read notices placed on the notice boards. Ignorance of information will not be accepted as an excuse for failing to comply with it.

Restrictions and Limitations

- Day students are not allowed to enter college hostel quarters.
- Participation in fashion shows / modelling outside the college is not permitted.
- Prior permission from the Principal is required for orations or public talks outside the college.
- Usage of unrelated books, magazines, reading materials and mobile phones is prohibited and punishable.
- Students should not encourage unwanted communications or intimations. Letters addressed to students in the college are subject to scrutiny.
- Collections or subscriptions of any kind without the knowledge or consent of the Principal are strictly banned.
- Students should not indulge in activities leading to the disruption of peace and discipline in the college.

FEE REGULATIONS

The academic year functions in 2 semesters, the first from June to mid-November and the second from December to mid-April. Fees must be remitted within 10 working days from the date of reopening. If the fees remain unpaid, the names of such students will be removed from the roll.

Fee Concessions and Scholarships for students

The Management and the Government, both the State and the Central, render financial assistance to students to pursue their study based on prescribed eligibility norms. The scholarships can be availed through prescribed application forms duly filled in and submitted to the office (where these forms are issued on request). These application forms should be submitted only after enrollment in the college. Scholarship and Fee concession holders must secure 90% attendance, failing which they run the risk of losing these scholarships and concessions. Students may enquire in the office about fee concession, free education and other scholarships.

The Management gives fee concession to deserving and poor students who do not receive scholarships or concessions of any kind.

Scholarships

Name of Scholarship	Sanctioning Authority	Approximate Amount of the Scholarship for the year	Eligibility Particulars
National Merit Scholarship	Commissioner of Collegiate Education, Chennai	Varying Rates	On Merit basis
Scholarship to Children of Defence Services	Commissioner of Collegiate Education, Chennai	Varying Rates	Students who are children of Defence Service Personnel are eligible for fees concession only
Scholarship to Children of Freedom Fighters	Commissioner of Collegiate Education, Chennai	Varying Rates	To students who are children of Freedom Fighters
Adidraavidar Welfare Loan	Directorate of Adidraavidar & Tribal Welfare, Chennai	Rs. 6500/- to UG & Rs. 7000/- to PG students	For the students of Scheduled Caste & Tribes staying in the College Hostel
Prize money Award Scholarship	Directorate of Adidraavidar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis
C.M.Award Scholarship	Directorate of Adidraavidar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis

Govt. of India Scholarship to Scheduled Caste and Scheduled Tribes Students	District Harijan Welfare Officer	Varying Rates	To students of Scheduled Caste and Tribes
State Scholarship for Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all BC students provided the annual income of the parents does not exceed Rs. 50,000/-
State Scholarship for Most Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all MBC students irrespective of parent's income
Scholarship to disabled students	Dist. Differently Abled Welfare Dept. Thoothukudi	Rs. 3000/-	Differently Abled Persons
M.S. University Merit Scholarship	M.S. University	Varying Rates	On Merit Basis
PTP Scholarship	'Petraal Than Pillaiya' Trust, Chennai	Rs. 4450/-	Adopted Children
Indira Gandhi Single Girl Child Scholarship (PG)	UGC	Rs. 40,000/-	To any student who is a Single Girl Child

CAMPUS UTILITIES

Our college creates a healthy environment and conducive atmosphere to its students. Facilities catering to their needs are provided.

Hostel

- Hostels are attached to the college campus to create second homes to students residing outside Thoothukudi.
- A separate application is to be submitted for admission in the college hostel.
- Details regarding hostel fees, mess and other regulations are mentioned in the Hostel prospectus.

INFORMATION and LEARNING SERVICES

Library Resources

Library helps to create an academic-oriented atmosphere and provides latest facilities for the best utilisation of resources.

Books

The college library has a comprehensive collection of approximately 48,936 books on all subjects.

Periodicals

84 current periodicals and journals and four years of back issues are available for back reference.

College Archive

A collection of documentary information about the college including annual reports, prospectus, catalogues, student magazines are available.

CD/DVD collection

A collection of CD/DVD of college wide lectures and activities and a collection of feature films are available for viewing.

Inflibnet

Our library is equipped with internet, barcode and OPAC (Online Public Access). Our library has been registered to access e-resources under UGC INFLIBNET. N-LIST facilities enable the students to have quick access.

Exhibition area

Themed exhibition and displays of rare, special and interesting items taken from the library are for display in this area. In addition, exhibitions of student works are arranged in individual departments.

Library Rules:

1. Strict Silence should be observed in the library.
2. Students are expected to be conscientious, orderly and disciplined in the usage of library books.
3. Books have to be returned safe and neat.
4. Books are usually lent for a period of one week and may be renewed for a further period if those books are not in demand by other students.
5. Books should be returned on or before the due date indicated in the issue slip of the book.
6. Overdue fine of ₹ 1 per day will be charged if the book is not returned on time.
7. Students are forbidden to make any marking or underlining in books and periodicals.
8. If a book is damaged or lost, the cost of replacing it with a new copy along with fine will be recovered from the student.
9. All the students should produce their identity card at the time of borrowing library books.
10. All the students should return all the library books a week before the last working day of the academic year.
11. No outside / personal books are allowed in the library for reading purpose.
12. The students are expected to bring their own writing materials, when they visit the library.

Working Hours On Working Days : 8.00 a.m to 4.00 p.m.

Study Holidays : 9.00 a.m to 4.00 p.m.

Students are expected to spend their free hours in the library for reference and study and benefit from it.

- Books will be issued only on presenting the Id. Card, to the librarian.
- Books will be issued to both regular and SSC on :
 - Monday - III B.A., B.B.A., B.Com. and PG students
 - Tuesday - I, II B.A., B.B.A., & B.Com. students
 - Wednesday - III B.Sc. Students
 - Thursday - II B.Sc. students
 - Friday - I B.Sc. students

Computer- Internet- cum- Photo Copying Centre

Computer facilities including internet access, printing facility and e-mail are available for staff, alumnae, researchers and students.

Intranet

Intranet facility is available for inter-departmental access.

Student Technology Clinic offers direct help to students. These are 15 minutes drop in / bookable sessions only for students with an IT problem or query.

Career Guidance and Counselling Centre

Trained personnel offer guidance and counselling services to help students in their individual study problems and serve their psychological and emotional needs. The centre also offers a testing programme for students to determine their IQ, Aptitude, Personality, Interest and Special talents/skills, career and vocational inclinations and such others that will help the students plan wisely their future vocation, career and profession.

Student Support Desk

This is located in the students' office in the main building. Students may seek information and guidance regarding fee concession and admission to the short term courses offered by various academic departments and get information regarding any other matter from this office.

Chapel

The college chapel is an aesthetic edifice of spiritualism. Students participate in the Holy Eucharistic Celebrations conducted here. Catholic students are expected to attend mass on the first Friday of every month. The chapel promotes a composite culture and religious harmony in the campus.

Canteen

Students can avail the canteen facilities, but they are not permitted to use or come to the canteen during class hours. Food and beverages are not allowed inside the classrooms and corridors. Cleanliness is mandatory before and after consumption of food in the canteen.

The information and guidelines provided will help you to access the amenities, follow precepts laid down by the institution and live up to the ideals of the visionaries. Besides what is mentioned, the college offers a number of opportunities and platforms to build your confidence, talents and individuality. Make the best use of the wholesome, holistic education available to you in this renowned campus. You can be torchbearers of the Marian legacy and serve humanity as a good individual.

General Administration
Statutory Bodies 2019 - 2020
Governing Body

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Sr. A. Jeyarani Provincial	Vice Chairperson
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Sr. Flora Mary Secretary	Member
Dr. Sr. C. Shibana Deputy Principal	Member
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Ms. D. Jose Mary Dean, School of Language & Culture	Member
Dr. P. J. Joslin Dean, School of Biological Sciences	Member
Ms. M. Jothimani Dean, School of Physical & Computing Sciences	Member
Dr. Fernando Alexandria Dean, School of Management & Economics	Member
Ms. A. Amora Dean of UGC affairs	Member
Dr. B. Serena Margaret IQAC Coordinator	Member
Dr. T. Linda Fernando	Member
Rev. Dr. Sr. Mary Gilda Educationist	Member
Dr. Rajvir Sharma	UGC Nominee
The Joint Director of Collegiate Education	State Govt. Nominee
Dr. K. Senthamarai Kannan	University Nominee

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Dean, School of Biological Sciences

Ms. M. Jothimani

Dean, School of Physical & Computing Sciences

Dr. Fernando Alexandria

Dean, School of Management & Economics

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Dean of UGC affairs

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IQAC Coordinator

Dr. Sr. A. Arockia Jenecius Alphonse

Research Coordinator

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Librarian

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English

Dr. M. Mary Hepsibai

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Economics

Dr. A. Punitha Tharani

Mathematics

Dr. S. Euchrista Immaculate Sylvia

Physics

Ms. S.Gnanathangam

Computer Science

Dr. J. Martin Rathi

Chemistry

Dr. M. Glory

Botany

Dr. Hermin Pasangha

Zoology

Dr. G. Stella Beatrice Nirmala

Commerce

Dr. V. Joys Selva Mary

Microbiology

Ms. S. Gayathri

BBA

Dr. S. Jeya Bharathi

Psychology

Ms. J. Jasmine Sheeba Rajathi

Visual Communication

Dr. L. Jacquiline Leo

Senior Staff

Ms. S. Rani Jeyamary

Senior Staff

Dr. S. Arulraj

External Expert

Dr. B. Geetha

External Expert

Dr. A.I. Auxilia Felicitas

External Expert

Mr. Meenakshi Sundaram

External Expert

Dr. K. Jeganathan

University Nominee

Dr. Shubra Singh

University Nominee

Dr. S. Shailajha

University Nominee

Dr. Sr. S. Kulandai Therese

Member Secretary

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Heads of all Departments

All Staff Members

University Nominees

Student Representatives

Alumnae

External Experts

Industrialist

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Member

Secretary

Dr. Sr. C. Shibana

Member

Deputy Principal

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Member

Dean, School of Language & Culture

Dr. P. J. Joslin

Member

Dean, School of Biological Sciences

Ms. M. Jothimani

Member

Dean, School of Physical & Computing Sciences

Dr. Fernando Alexandria

Member

Dean, School of Management & Economics

Ms. A. Amora

Member

Dean of UGC affairs

Dr. Mary Judith Reese Fernando

Member

Sr. Peregrina Mary

Procurator

NON - STATUTORY BODIES

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Administrators

Dr. Sr. A.S.J. Lucia Rose	Principal
Sr. Flora Mary	Secretary
Dr. Sr. C. Shibana	Deputy Principal
Sr. F. Mary Joyce Baby	Director - SSC

Officials

Dr. N. Arokiya Mary	Controller of Examinations
Ms. D. Jose Mary	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Ms. M. Jothimani	Dean, School of Physical & Computing Sciences
Dr. Fernando Alexandria	Dean, School of Management & Economics
Ms. A. Amora	Dean of UGC affairs
Dr. Sr. A. Arockia Jenecius Alphonse	Research Coordinator
Dr. B. Serena Margaret	IQAC Coordinator
Dr. Sr. S. Kulandai Therese	CDP Coordinator

Directors of all Centres

Heads of all the Departments

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Ms. J. Anila Maily	Students' Council Advisor
Dr. S. Mary Baptista Janet	Secretary
Dr. K. Vinitha	Librarian

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Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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	Principal, Wavoo Wajeeha Women's College of Arts & Science
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Ms. D. Jose Mary	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Ms. M. Jothimani	Dean, School of Physical & Computing Sciences
Dr. Fernando Alexandria	Dean, School of Management & Economics
Ms. A. Amora	Dean of UGC affairs
Dr. Sr. A. Arockia Jenecius Alphonse	Research Coordinator

Dr. B. Serena Margaret	IQAC Coordinator
Dr. K. Vinitha	Librarian
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
Research Scholar	
UG Student Representative	
PG Student Representative	
Sports Representative	

Admission Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Dr. A. Jacintha Tamil Malar	
Dr. S. Theresammal	
Sr. F. Mary Joyce Baby	SSC Director
Dr. C. Siluvai Kirubagari Aneeshia	
Ms. Maria Sahaya Sharmila	
Ms. P. Maria Sahaya Rossiyana	

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Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Dr. V.S. Joseph Albert	
Er. J. Sahaya Reegan	
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Student	

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Asst. Controller of Examinations

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Tamil

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French

Ms. A. Judit Sheela Damayanthi

English

Dr. S.M. Vimala

History

Dr. D. Rathi

Economics

Dr. G. Priscilla Pacifica

Mathematics

Ms. S. Mary Selvi (Mgmt)

Computer Science

Ms. P. Dhanalakshmi

Physics

Ms. B. Divya

Chemistry

Dr. B. Maria Sumathi

Botany

Dr. Jemma Hermaline Jesy Diaz

Zoology

Dr. P. Banumathi

Commerce

Ms. S. Jeya Selvi

Tamil (SSC)

Ms. A. Priyanka

English (SSC)

Dr. Kumari Pushpa Rani

Microbiology (SSC)

Ms. L. Smila

Physics (SSC)

Ms. K. Saravana Devi

Chemistry (SSC)

Ms. Nilofer

Mathematics (SSC)

Ms. Nayanthra Mascarenhas

Computer Science (SSC)

Ms. D. Saranya

Commerce General A (SSC)

Ms. S. Lyrics Miruna

Commerce General B (SSC)

Dr. Anne Devotta

Commerce Corporate (SSC)

Ms. N. Nagalakshmi

Economics (SSC)

Ms. R. Paul Roja

BBA (SSC)

Ms. Jesu Sahaya Sherina

MHRM (SSC)

Ms. Jasmine Sheeba Rajathi

Visual Communication (SSC)

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University Nominee

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Counsellor

Ms. R. Rohini

Counsellor

Ms. P. Jeya bala

Counsellor

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Dr. Amala Jothi Grace

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Dr. A. Saleth Mary Vetri Selvi

Dr. D. Vinoba Gladis

Dr. S. Bulomine Regi

Dr. P. Anbarasi Rodrigo

Dr. A. Sudha

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Librarian

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Dr. G. Amala Jothi Grace

Dr. P. Subavathy

Ms. M. Fatima Lucia Sheeba

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Deputy Principal

Sr. F. Mary Joyce Baby

Director - SSC

Deans

Members of IQAC

Attendance and Monitoring Committee

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Deputy Principal (PG)

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Vice Principal (III UG)

Ms. T. Mary Manonmani

Vice Principal (II UG)

Dr. Irudaya Antonat Sophia

Vice Principal (I UG)

Dr. Siluvai Kirubagari Aneeshia

Vice Principal - SSC

Academic Calendar Committee

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Principal

Deans

Student Welfare Committee

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Dr. S. Theresammal

Dr. A.M. Sonal

Ms. B. Divya

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All Vice Principals

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Director of Physical Education

Dr. N. Shanmuga Vadivoo @ Shanthi

Ms. P. Dhanalakshmi

Ms. X. Amala Steffi

Ms. M. Keerthana Santhosh

Ms. B. Divya
Dr. R. Mary Santhi
Dr. J. Arul Jesti
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Academic Calendar
2019 - 2020

JUNE 2019

1	SAT		
2	SUN		
3	MON		
4	TUE		
5	WED		World Environment Day Eid-ul-Fitar
6	THU		
7	FRI		
8	SAT		
9	SUN		
10	MON		

Honesty is the cornerstone of all success, without which confidence and ability to perform shall cease to exist. - Mary Kay Ash

JUNE 2019

11	TUE		
12	WED		
13	THU		
14	FRI		World Blood Donor's Day
15	SAT		
16	SUN		
17	MON	I	College reopens
18	TUE	II	
19	WED	III	
20	THU	IV	

It still takes a serious commitment and honest effort for your goals to come to fruition. - Alex Altman.

JUNE 2019

21	FRI	V	International Day of Yoga
22	SAT		
23	SUN		
24	MON	VI	
25	TUE	I	
26	WED	II	I PG Classes Commence Orientation Programme for II UG & II PG
27	THU	III	Orientation Programme for III UG & I PG
28	FRI	IV	Students Council Election
29	SAT		
30	SUN		

An honest man can feel no pleasure in the exercise of power
over his fellow citizens. - Thomas Jefferson

No. of working days : 10

JULY 2019

1	MON	V	71 st Birthday of the College
2	TUE	VI	
3	WED	III	Feast of St.Thomas
4	THU	II	
5	FRI	I	Holy Spirit Mass Inauguration of Students' Council
6	SAT		
7	SUN		
8	MON	IV	
9	TUE	V	
10	WED	VI	

Honesty is perhaps just as important a factor in one's
communication skills as trust. - Ross Elkins

JULY 2019

11	THU	I	World Population Day
12	FRI	II	
13	SAT		
14	SUN		
15	MON	III	International Youth Skills Day
16	TUE	IV	
17	WED	V	Question Paper Submission for CIA I
18	THU	VI	
19	FRI	I	
20	SAT		CDP

No legacy is so rich as Honesty. - William Shakespeare.

JULY 2019

21	SUN		
22	MON	II	Association Meeting English & History
23	TUE	III	
24	WED	IV	CIA I
25	THU	V	CIA I
26	FRI	VI	
27	SAT	I	CIA I
28	SUN		
29	MON	I	CIA I
30	TUE	II	CIA I
31	WED	III	CIA I

Honesty is only an illusion to those who seek their own
selfish needs. - Theodore Higgingsworth.

No.of working days: 24

AUGUST 2019

1	THU	IV	CIA I
2	FRI	V	CIA I
3	SAT		Pilgrimage to OLS Basilica
4	SUN		
5	MON		Feast of Our Lady of Snows
6	TUE	VI	
7	WED	I	Online Quiz I for II UG & II PG
8	THU	II	Online Quiz I for I UG & I PG
9	FRI	III	
10	SAT		CDP

Integrity is telling myself the truth. And honesty is telling the truth to other people. - Spencer Johnson

AUGUST 2019

11	SUN		
12	MON		International Youth Day Bakrid
13	TUE	IV	Association Meeting Physics & Chemistry
14	WED	V	Mark Submission for CIA I
15	THU		Independence Day The Assumption of the Blessed Virgin Mary
16	FRI	VI	
17	SAT	VI	PTA for III UG
18	SUN		
19	MON	I	Association Meeting Tamil & French
20	TUE	II	Question paper submission for CIA II

Supporting the truth, even when it is unpopular, shows
the capacity for honesty and integrity. - Steve Brunkhorst

AUGUST 2019

21	WED	III	
22	THU	IV	Association Meeting Commerce & Economics
23	FRI	V	
24	SAT		Krishna Jayanthi
25	SUN		
26	MON	VI	Association Meeting Botany & Zoology
27	TUE	I	CIA II
28	WED	II	CIA II
29	THU	III	CIA II
30	FRI	IV	CIA II
31	SAT		

We must make the world honest before we can honestly
say to our children that honesty is the best policy. - George Bernard Shaw

No.of working days: 20

SEPTEMBER 2019

1	SUN		
2	MON		Vinayagar Chathurthi
3	TUE	V	CIA II
4	WED	I	CIA II
5	THU	II	Teachers' Day
6	FRI	III	CIA II
7	SAT	IV	CIA II
8	SUN		World Literacy Day
9	MON		
10	TUE		Muharram

Honesty is fearing a negative response and telling the truth anyway. - Michelle C. Ustaszski

SEPTEMBER 2019

11	WED	V	Onam Online Quiz II for II UG & II PG
12	THU	VI	Online Quiz II for I UG & I PG
13	FRI	I	Holy Mass
14	SAT		Feast of Holy Cross
15	SUN		Feast of Mother of Sorrows
16	MON	II	Association Meeting Computer Science & Mathematics World Ozone Day
17	TUE	III	
18	WED	IV	
19	THU	V	Fine Arts celebrations
20	FRI	VI	Fine Arts celebrations

Honesty is the fastest way to prevent a mistake from
turning into a failure. - James Altucher

SEPTEMBER 2019

21	SAT		International Day of Peace CDP
22	SUN		
23	MON	I	Mark Submission for CIA II
24	TUE	II	
25	WED	III	
26	THU	IV	
27	FRI	V	World Tourism Day PTA for II UG
28	SAT		Retreat for III UG & PG Catholic Students
29	SUN		
30	MON	VI	Question Paper Submission for CIA III

Honesty is a very expensive gift. Don't expect it from
cheap people. - Warren Buffett

No. of working days: 19

OCTOBER 2019

1	TUE	III	International Day of Elderly
2	WED		Gandhi Jeyanthi
3	THU	II	
4	FRI	I	Holy Mass
5	SAT		CDP
6	SUN		
7	MON		Feast of Our Lady of Rosary Ayutha Puja
8	TUE		Vijaya Dasami
9	WED	VI	
10	THU	V	CIA III

Be honest in your life it creates positive energy. - Fathima Bibi Joosab

OCTOBER 2019

11	FRI	IV	World Girl Child Day CIA III
12	SAT	I	CIA III
13	SUN		
14	MON	II	CIA III
15	TUE	III	CIA III
16	WED	IV	CIA III
17	THU	V	CIA III
18	FRI	I	CIA III Project Submission for II PG
19	SAT		CDP Academic Council Meeting
20	SUN		

Being honest may not get you a lot of friends but it'll
always get you the right ones. - John Lennon

OCTOBER 2019

21	MON	VI	Online Quiz III for II UG & II PG
22	TUE	II	Online Quiz III for I UG & I PG
23	WED	III	Practical Exam Commences
24	THU	IV	
25	FRI	V	
26	SAT		
27	SUN		Deepavali
28	MON		
29	TUE	VI	Online Mark Entry
30	WED	I	
31	THU	II	

Honesty is the first chapter in the book of wisdom. - Thomas Jefferson

No.of working days: 20

NOVEMBER 2019

1	FRI		All Saints Day
2	SAT		All Souls Day
3	SUN		
4	MON		
5	TUE		
6	WED		
7	THU		ESE begins
8	FRI		Governing Body Meeting
9	SAT		
10	SUN		Milad un Nabi

Honesty and transparency make you vulnerable. Be honest
and transparent anyway. - Mother Teresa

NOVEMBER 2019

11	MON		
12	TUE		
13	WED		
14	THU		Children's Day
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		

Honesty is the best policy - Benjamin Franklin

NOVEMBER 2019

21	THU		
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED	I	College reopens for Even Semester
28	THU	II	
29	FRI	III	
30	SAT		

No matter what you do, stand up for who you are
and be honest. - Bryant McGill

No.of working days : 3

DECEMBER 2019

1	SUN		
2	MON	IV	
3	TUE	V	
4	WED	VI	
5	THU	II	
6	FRI	I	Holy Mass
7	SAT		CDP
8	SUN		Feast of the Immaculate Conception of the Blessed Virgin Mary
9	MON	III	
10	TUE	IV	Human Rights Day

Honesty is more than not lying. It is truth telling,
truth speaking, truth living, and truth loving. - James E. Faust

DECEMBER 2019

11	WED	V	
12	THU	VI	
13	FRI	I	Association Meeting English & History
14	SAT	II	Sports Day
15	SUN		
16	MON	III	
17	TUE	IV	
18	WED	V	Association Meeting Physics & Chemistry
19	THU	VI	Question Paper Submission for CIA I
20	FRI	I	

Honesty has a power that very few people can handle. - Steven Aitchison

DECEMBER 2019

21	SAT	II	Christmas day celebration
22	SUN		
23	MON		
24	TUE		
25	WED		Christmas
26	THU		
27	FRI		
28	SAT		
29	SUN		
30	MON		
31	TUE		

Honesty prospers in every condition of life. - Friedrich Schiller

No.of working days: 17

JANUARY 2020

1	WED		New Year's Day
2	THU		
3	FRI	III	College reopens
4	SAT	IV	CIA I
5	SUN		
6	MON	V	CIA I
7	TUE	I	CIA I
8	WED	I	CIA I
9	THU	II	CIA I
10	FRI	III	CIA I

Be honest, brutally honest. - Lauryn Hill

JANUARY 2020

11	SAT	IV	CIA I
12	SUN		
13	MON	V	CIA I
14	TUE	VI	Pongal Celebrations
15	WED		Pongal
16	THU		Thiruvalluvar Day
17	FRI		Uzhavar Thirunal
18	SAT		
19	SUN		
20	MON	VI	Online Quiz I for II UG & II PG

Just be honest with yourself. That opens the door. - Vernon Howard

JANUARY 2020

21	TUE	II	Online Quiz I for I UG & I PG
22	WED	III	
23	THU	IV	
24	FRI	V	Association Meeting Tamil & French
25	SAT		CDP
26	SUN		Republic Day
27	MON	VI	
28	TUE	I	
29	WED	II	Mark Submission for CIA I
30	THU	III	
31	FRI	IV	

Honesty and loyalty are key. - Taylor Lautner

No.of working days: 20

FEBRUARY 2020

1	SAT	V	
2	SUN		
3	MON	VI	
4	TUE	I	
5	WED	II	
6	THU	III	Association Meeting Commerce & Economics
7	FRI	IV	Question Paper Submission for CIA II
8	SAT		Boards of Studies
9	SUN		
10	MON	V	

When you do something with a lot of honesty, appetite and commitment,
the input reflects in the output. - A. R. Rahman

FEBRUARY 2020

11	TUE	VI	
12	WED	VI	
13	THU	II	CIA II
14	FRI	III	CIA II
15	SAT		Graduation Day
16	SUN		
17	MON	IV	CIA II
18	TUE	V	CIA II
19	WED	I	CIA II
20	THU	I	CIA II

An honest man is believed without an oath, for his
reputation swears for him. - Eliza Cook.

FEBRUARY 2020

21	FRI	II	CIA II
22	SAT	III	CIA II
23	SUN		
24	MON	IV	Online Quiz II for II UG & II PG
25	TUE	V	Online Quiz II for I UG & I PG
26	WED	I	Ash Wednesday Holy Mass
27	THU	VI	Association Meeting Botany & Zoology
28	FRI	II	
29	SAT		CDP

Honest people don't hide their deeds. - Emily Bronte

No. of working days: 22

MARCH 2020

1	SUN		
2	MON	III	
3	TUE	IV	
4	WED	V	
5	THU	VI	
6	FRI	I	Mark Submission for CIA II
7	SAT		Retreat for I UG & II UG Catholic students
8	SUN		Women's Day
9	MON	II	
10	TUE	I	Fr.B.S.Soosainather's Death Anniversary - Holy Mass

Honesty is like an icicle--if once it melts that is the end of it. - American Proverb

MARCH 2020

11	WED	IV	
12	THU	V	Question Paper Submission for CIA III
13	FRI	VI	Association Meeting Mathematics & Computer Science
14	SAT		Retreat for Teachers & Non Teaching Staff
15	SUN		
16	MON	III	
17	TUE	II	
18	WED	III	CIA III
19	THU	IV	CIA III
20	FRI	V	CIA III

Honest hearts produce honest actions. - Brigham Young.

MARCH 2020

21	SAT	IV	CIA III
22	SUN		
23	MON	I	CIA III
24	TUE	II	CIA III
25	WED	III	CIA III
26	THU	IV	CIA III
27	FRI	V	III UG Project Submission
28	SAT		CDP
29	SUN		
30	MON	VI	Online Quiz III for II UG & II PG
31	TUE	VI	Online Quiz III for I UG & I PG

An honest man's word is as good as the king's. - Portuguese Proverb

No. of working days : 23

APRIL 2020

1	WED	II	Practical Exam Commences
2	THU	III	
3	FRI	I	Thanksgiving Mass
4	SAT		
5	SUN		Palm Sunday
6	MON		Mahavir Jayanti
7	TUE	V	
8	WED	VI	Online Mark Entry
9	THU		Maundy Thursday
10	FRI		Good Friday

Being entirely honest with oneself is a good exercise - Sigmund Freud.

APRIL 2020

11	SAT		Holy Saturday
12	SUN		Easter
13	MON		
14	TUE		Tamil New Year Dr. Ambedkar Jayanti Holiday
15	WED	I	
16	THU	II	
17	FRI	III	Last Working day
18	SAT		Academic Council Meeting
19	SUN		
20	MON		

Honesty is the rarest wealth anyone can possess, and yet all the honesty in the world ain't lawful tender for a loaf of bread. - Josh Billings.

No. of working days: 8

APRIL 2020

21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		Governing Body Meeting
26	SUN		
27	MON		ESE begins
28	TUE		
29	WED		
30	THU		

The elegance of honesty needs no adornment. - Merry Browne.

MAY 2020

1	FRI		May Day / Labour Day
2	SAT		
3	SUN		
4	MON		
5	TUE		
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN		

A clean mouth and an honest hand will take a man
through any land. - German Proverb

MAY 2020

11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		

A clear conscience is far more valuable than money. - Proverb

MAY 2020

21	THU		
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN		

Healthy relationships of all kinds are usually composed of honesty, trust, and respect. - Ace McCloud

EVALUATION PROCEDURES - RULES AND REGULATIONS

Assessment Rules

1.0. Assessment Ratio

Theory Ratio

Assessment for each course has two components:

Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). These two put together ensure an objective assessment throughout the programme of study and cumulatively as well.

The ratio of CIA and ESE is

40 : 60 for I and II UG and all PG courses.

50:50 for III UG courses.

Practical Ratio

For practical the ratio is

40:60 for I and II UG and all PG courses

50:50 for III UG courses. The components for internal evaluation are as follows.

Components	I UG and II UG & all PG	III UG
1. Involvement in doing the experiments	20	25
2. Record	5	5
3. Attendance	5	5
4. Model exam	10	15
Total	40	50

*A candidate can take her ESE practicals only if she has submitted her practical record.

Both CIA and ESE are mandatory to complete a programme successfully.

2.0.Assessment Rules for UG

2.1.Evaluation Pattern for I and II UG

Tamil /French / General English /All Core/Core Integral / Core Skill Based / Allied (Science)

CIA : ESE ratio = 40 : 60

Components of CIA:

(i) Internal Test (Average of best two tests)	= 30 Marks
(ii) On-line quiz / quiz (Average of best two quizzes)	= 5 Marks
(iii) Assignment	= 5 Marks
Total	= 40 Marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. On-line quiz will be conducted for 10 marks in each CIA. For Tamil and General English quiz will be conducted in the class. The average of best two quizzes will be converted to 5. Assignment carries 5 marks.

Question Paper Pattern for CIA

Time : 1 ½ hours. Total Marks = 50

Section A : 10x1 = 10 (Match the following, fill up the blanks, true/false)

Section B : 4x2 = 8 (Knowledge based - 4 out of 5) (50 words each)

Section C: 2x6 = 12 (Internal choice- one question from each unit)

(200 words each)

Section D: 2x10 = 20 (Application/Creativity based- open choice 2 out of 3)

(400 words each)

Total = 50 (converted to 30)+Assignment 5 + Online quiz 5

Final CIA marks = 40

Question Paper Pattern for ESE

Time : 3 hours Total Marks =100 (converted to 60)

Section A : 20x1 = 20 (Multiple choice questions)

Section B : 10x2 = 20 (Knowledge based - 10 out of 12) (50 words each)

Section C : 5x6 = 30 (Internal choice- one question from each unit)
(200 words each)

Section D : 3x10 = 30 (Application/Creativity based-open choice - 3 out of 5)
(400 words each)

Total = 100 (converted to 60)

Final ESE marks = 60

Allied (Arts & Commerce) and NME CIA : ESE = 20 : 30

Question Paper Pattern for CIA

Time : 1 Hour Total Marks = 30

Section A : 5x1 = 5 (Match the following, fill up the blanks, true/false)

Section B : 3x5 = 15 (Knowledge based 3 out of 4) (150 words each)

Section C: 1x10 = 10 (Application/Creativity based-open choice 1 out of 3)
(400 words each)

Total = 30 (converted to 15) + Assignment 5

Final CIA marks = 20

Question Paper Pattern for ESE

Time: 2 hours. Total Marks-60 (converted to 30)

Section A : 10x1 = 10 (multiple choice questions)

Section B : 5x2 = 10 (Knowledge based-5 out of 7) (50 words each)

Section C : 5x4 = 20 (internal choice- one question from each unit)
(100 words each)

Section D : 2x10 = 20 (Application/Creativity based-open choice - 2 out of 4)
(400 words each)

Total = 60 (converted to 30)

Final ESE marks = 30

Ability Enhancement Course

CIA : ESE = 20 : 30

Question Paper Pattern for CIA

Time : 1hour. Total Marks- 30

Section A: $5 \times 1 = 5$ (Match the following, fill up the blanks, true/false)

Section B: $3 \times 5 = 15$ (Knowledge based-3 out of 4) (150 words each)

Section C: $1 \times 10 = 10$ (Application/Creativity based-open choice 1 out of 3)
(400 words each)

.....
Total = 30 (converted to 20)
.....

Final CIA marks = 20

Question Paper Pattern for ESE

Time : 2 hours. Total Marks-60 (converted to 30)

Section A : $10 \times 1 = 10$ (Multiple choice questions)

Section B: $5 \times 2 = 10$ (Knowledge based-1 question from each unit - no choice)
(50 words each)

Section C: $5 \times 4 = 20$ (Internal choice- one question from each unit)
(100 words each)

Section D: $2 \times 10 = 20$ (Application/Creativity based - open choice 2 out of 4)
(400 words each)

.....
Total = 60 (converted to 30)
.....

Final ESE marks = 30

2.2 Evaluation Pattern for III UG

CIA : ESE = 50 : 50

Continuous Internal Assessment (CIA)

Evaluation Pattern Core / Core Elective / Skill Based Elective

- i. Internal Test (Average of best two tests) = 40 marks
- ii. Quiz / Snap test / etc. = 5 marks
- iii. Assignment = 5 marks
- Total = 50 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 40.

The other components are quiz, snap test, assignment, seminar, viva-voce or any other form the teacher may deem appropriate.

Question Paper Pattern for CIA (Core / Core Elective / Skill Based Elective) - 1½ hours duration

Section A : 8 x 1 = 8 (multiple choice)

Section B : 3 x 2 = 6 (open choice) (50 words each) (3 out of 5)

Section C : 2 x 6 = 12 (internal choice) (200 words each)

Section D : 2 x 12 = 24 (open choice) (500 words each) (2 out of 3)

Total = 50 marks

Question Paper Pattern for ESE (Core / Core Elective / Skill Based Elective) Time : 3 hours Total mark 100 (Converted to 50)

Section A : 20 x 1 = 20 (multiple choice)

Section B : 7 x 2 = 14 (open choice) (50 words each) (7 out of 10)

Section C : 5 x 6 = 30 (internal choice) (200 words each)

Section D : 3 x 12 = 36 (open choice) (500 words each) (3 out of 5)

Total = 100 marks (Converted to 50)

Online Objective Type Test :

Every CIA consists of an on-line objective type test to promote computer literacy uniformly among the students. Online quizzes will be conducted for I and II UG and all PG courses. Students will have to appear for objective type test in the prescribed papers conducted together after CIA.

Eligibility for CIA Retest

- No retest will be conducted for CIA.
- Only those candidates who represent the institution or the university or the state or the nation at the time of CIA are eligible for retests and they should apply for the same through a requisition letter duly signed by head of the department and course teacher.
- All requests for retest must be accompanied by valid supporting documents.

Answer Scripts

- The CIA answer scripts shall be returned to the students within 10 days of the test date. The students must scrutinize the scripts, sign and return them to the teacher concerned.
- Any discrepancy in the marks should be brought to the notice of the respective teacher immediately.
- It is mandatory that the students sign in the consolidated internal mark record sheet before the submission of the same. Requests for correction in CIA marks after the date of signing will not be entertained.

Self Study Course (ESE) 2 hours duration - 50 marks

There is no Internal Examination, only End Semester Examination.
Question paper pattern depends on the content of the paper.

Viva Voce

All the I and II year (except Commerce and Computer Science) students and I and II Year French students will undergo a spoken English viva and spoken French viva respectively for 10 marks in the even semester.

The Project report submitted at the end of VI Semester will be evaluated as follows:	
Under Graduate (UG)	Marks
Internal Evaluation	
Data Collection & Experiment work	10
Relevance, Objective & Focus of Project	15
Team Work	5
Originality, Innovation & Creativity	10
Oral Presentation	10
Total	50
External Evaluation	
Relevance to the theme	15
Design of the Project	10
Mode of presentation (Models/Charts/Graph/ Power Point Presentation)	15
Response to questions & Criticisms	10
Total	50
• An undergraduate student will be declared to have passed the course only if she secures 40% marks in the CIA and 40% in ESE. • Minimum pass mark in CIA is mandatory (40% for UG). • No improvement is allowed for CIA and ESE.	

3.0. Assessment Rules for PG

Evaluation Pattern

Continuous Internal Assessment (CIA)

Components of CIA

i. Internal Test (Average of best two tests)	=	30 marks
ii. Seminar	=	5 marks
iii. Assignment	=	5 marks

Total	=	40 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. The other components will be seminar and assignment.

Question Paper Pattern for CIA - 1½ hours duration

Section A : 8 x 1 = 8 (multiple choice)

Section B : 3 x 2 = 6 (open choice) (50 words each) (3 out of 5)

Section C : 2 x 6 = 12 (internal choice) (200 words each)

Section D : 2 x 12 = 24 (open choice) (500 words each)(2 out of 3)

Total	=	50 marks

End Semester Examinations (ESE)

The duration of the ESE will be three hours and for 100 marks each. This will be converted to 60 marks.

Question Paper Pattern for ESE.

Section A : 20x1 = 20 (multiple choice)

Section B : 7x2 = 14 (open choice) (50 words each) (7 out of 10)

Section C : 5x6 = 30 (internal choice) (200 words each)

Section D : 3x12 = 36 (open choice) (500 words each) (3 out of 5)

Total	=	100 marks

The Project report submitted at the end of III/IV semester will be evaluated as follows:

Project evaluation	-	70 (40 Internal + 30 External)
Viva-voce	-	30 (External)
Total	-	100 marks

Post Graduate (PG)	Marks
Internal Evaluation	
Originality	10
Experimental design / Data collection /Experimental work	15
Literature Review / Mechanics of writing	15
Total	40
External Evaluation	
Viva-voce - Presentation of premises	15
Response	15
Total	30
Dissertation - Relevance to Topic	5
Dissertation format	10
Results & Discussion / Methodology	15
Total	30

- A post graduate student will be declared to have passed a course only if she secures 50% in CIA and 50% in ESE.
- Minimum pass mark in CIA is mandatory (50% for PG).
- No improvement is allowed for CIA and ESE.
- It is mandatory for students to complete one MOOC course during the first year of study.

4.0. Assessment Rules for M.Phil.

Evaluation Pattern

CIA : ESE ratio is 50 : 50

All core and project related elective papers will be completed in Semester I. Semester II will be devoted to project and dissertation submission.

Continuous Internal Assessment (CIA)

Components for CIA

i. Internal Test (Average of best two tests)	= 30 marks
ii. Assignment	= 5 marks
iii. Seminar	= 5 marks
iv. Library Work	= 10 marks
Total	= 50 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. The other components will be assignment, seminar, and library work.

Question Paper Pattern for CIA

Section A : $2 \times 5 = 10$ (short notes internal choice) (200 words each)

Section B : $4 \times 10 = 40$ (answer in detail internal choice)
(500 words each)

Total = 50 marks

End Semester Examinations (ESE)

The duration of ESE will be three hours and for 100 marks each. This will be converted to 50.

Question Paper Pattern for ESE

Section A : $5 \times 5 = 25$ (short notes-internal choice) (200 words each)

Section B : $5 \times 15 = 75$ (answer in detail-internal choice)
(500 words each)

Total = 100 marks

- A dissertation should be submitted at the end of the second semester and will be evaluated as follows:

Dissertation = 75 marks (50 Internal + 25 External)

Viva Voce = 25 marks (External)

Total = 100 marks

- An M.Phil. student will be declared to have passed the programme only if she secures 50% in CIA and 50% in ESE.
- Minimum pass mark in CIA is mandatory (50% for M.Phil.).
- No improvement is allowed for CIA and ESE.

5.0. Eligibility for ESE

Common Rules

- A student must have completed all the requirements of the CIA to appear for the End Semester Examinations.
- A student is eligible to appear for the ESE in a course only if she has secured 75% attendance. However condonation of absence till 60% may be granted by the Principal on medical grounds.
- If the attendance is below 60%, the student has to repeat the semester.
- A student should have paid all the fees payable to the college and to the hostel if she is a hosteller.

6.0. Examination Fee

- Students must apply in the prescribed form for appearing for the ESE. Examination fee will be collected for all the courses for every semester. Students are expected to pay the prescribed End Semester Examination fee and fill the examination forms within the stipulated date.
- Applications will be received with a late fee upto 5 days after the specified date.

7.0. Valuation

- There is single valuation for UG and double valuation for PG and M.Phil. The ESE papers are valued by external examiners only.
- In double valuation the average of the two valuations will be the final result.
- In case of a difference of 10% of marks or above between the first valuation and the second valuation, there will be a third valuation. The marks secured in the third valuation will be final.

8.0 Result Publication

- The results will be scrutinized by the Awards Committee and published within 21 days of the last exam.

9.0 Statement of Marks

- Students will be given a statement of marks for each semester.
- A consolidated statement of marks will be given at the end of the programme of study.
- On receiving the mark statement, the student should ensure that entries (spellings of name, initials, register number, CIA marks, course title and code) are entered correctly. Any discrepancy should be reported to the Controller of Examinations within 4 days from the date of receiving the statement.
- Statement of marks for the semesters I, II, III, IV and V will be distributed to the parents on a notified date within three weeks from the publication of results.
- If a student loses her original statement of marks, she can apply for a duplicate mark statement by paying a prescribed fee.
- A duplicate mark statement will be issued after the usual process of police verification and submission of FIR copy.

10.0. Arrears

- A student of any programme who has arrears can appear for her arrear papers in any semester. However she can appear for a maximum of 6 arrear papers only in one semester.
- The time limit for successfully completing a programme is as follows:

UG	-	6 years
PG	-	4 years
M.Phil	-	2 years

11.0. Revaluation

- Revaluation of answer scripts is possible only for UG on payment of a prescribed fee. Application for revaluation must be made within 10 days from the date of publication of results.

12.0. Retotalling

- Retotalling of the marks is possible on payment of a prescribed fee for all the courses. Application for retotalling must be made within 7 days from the date of publication of results.
- There is no provision for retotalling or revaluation of practical papers for any of the courses.

13.0. Supplementary Examination

- Supplementary exams will be held for all courses after VI Semester ESE for UG, after IV Semester ESE for PG and II Semester ESE for M.Phil.
- The students who have **three arrear papers** are eligible for the supplementary exams.
- Supplementary exams will be conducted within 21 days from the date of publication of results.
- Applications for supplementary exams should be submitted within 10 days from the date of publication of results.

14.0. Special Examination

Special exams will be held for every semester after the completion of the regular ESE. Only those students who represent the institution or the university or the state or the nation in a competition or a meet at the time of the ESE are eligible to appear for special exams

15.0. Grievance Redressal

To ensure transparency and objectivity in the evaluation process, a grievance redressal cell has been constituted.

If a student has grievances related to the CIA (theory and practical), she may approach the respective teacher and the head of the department within 3 days from the announcement of the marks. The head of the department, in turn, will refer the matter to the grievance redressal cell. The decision of the redressal cell shall be final.

16.0. Malpractice

- Malpractice in any form is strictly forbidden and will be severely dealt with.
- Possession of study materials or mobile phones in the exam halls and attempts to indulge in malpractice will also be viewed as malpractice.
- All cases of malpractice will be referred to a discipline committee constituted for this purpose. The decision of the committee shall be final.
- The above rules are applicable for both CIA and ESE. All the students who indulge in malpractice are barred from appearing for all the papers for one year.

17.0. Conversion of marks to Grade Points and Letter Grade (Performance in a Paper / Course) U.G. (Under Graduate)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory
00 - 39	0.0	RA	Re-appear
ABSENT	0.0	AA	ABSENT

Conversion of marks to Grade Points and Letter Grade			
(Performance in a Course / Paper) Post Graduate / M.Phil.			
RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
00 - 49	0.0	RA	Re-appear
ABSENT	0.0	AA	ABSENT
OVERALL PERFORMANCE			
CGPA	GRADE	CLASSIFICATION OF FINAL RESULT	
9.5 - 10.0	O+	First Class Exemplary*	
9.0 and above but below 9.4	O		
8.5 and above but below 8.9	D++	First Class with Distinction*	
8.0 and above but below 8.4	D+		
7.5 and above but below 7.9	D		
7.0 and above but below 7.4	A++	First Class	
6.5 and above but below 6.9	A+		
6.0 and above but below 6.4	A		
5.5 and above but below 5.9	B+	Second Class	
5.0 and above but below 5.4	B		
4.0 and above but below 4.9	C	Third Class	
For a Semester :			
SEMESTER GRADE POINT AVERAGE (SGPA) = $\sum_i C_i G_i / \sum_i C_i$			
Sum of the multiplication of grade points by the credits of the courses			
SGPA = -----			
Sum of the credits of the courses of the Semester			
105			

For the entire programme :

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

C - Credits earned for the course / in any semester.

G - Grade point obtained for the course / in any semester.

N - refers to the semester in which such course were credited

- * Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the scheme of examination; otherwise they are eligible for classification only.

18.0. Awarding of Ranks

- Students who have arrears and clear them subsequently will not be considered for ranks.
- Ranks will be decided based on the marks secured in core and core integral papers.

19.0. Special Rules for M.Phil

- A consolidated statement of marks will be issued after successful completion of viva voce.
- If submission of dissertation is delayed, an extension fee for submission of dissertation should be paid for every additional 3 months taken by the student after the stipulated time for submission.
- A student will be allowed only 2 such extensions.
- The dissertation can be submitted for evaluation only after passing all the theory papers.
- The theory papers and the dissertation must be completed within 2 years.

20.0. Discipline to be maintained inside the Examination Hall

1. Duplicate hall ticket will not be issued in the students' office without the permission of the Principal. In addition, hostel students should get the approval from the Warden. The penalty should be paid to receive the duplicate hall ticket if the student has lost the hall ticket.
2. Students are advised not to wear/bring gold ornaments.
3. Management is not responsible for the money/valuable things kept in the bags outside the examination hall.
4. Students are not allowed to enter/exit through all the doorways unless otherwise it is indicated as Entrance/Exit.
5. A student entering the examination hall must possess hall-ticket and identity card issued by the Principal; else she will be denied permission to write the examination. Students are permitted to carry only the writing materials.
6. Students have to occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They should stand for the prayer song as well as for prayer. All should recite the Lord's Prayer aloud after the prayer song.
7. Students have to pay due attention to the instructions given by the staff before the commencement and also during the examination. Students have to fill the front page with legible handwriting before getting signature from the invigilator. Forenoon and Afternoon have to be specified as FN/AN accordingly.

8. Students must verify and satisfy themselves that they have received correct question papers with proper subject code before they start answering questions. Irrelevant question paper should be returned to the staff at once.
9. Students should not write their Register number anywhere else (except in the specified space) on the first page of the Answer Book (Main/Additional). Writing the name or making any appeal to the examiner or writing the internal assessment marks or writing the register number in the additional sheets or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings.
10. Students should write a minimum of 20 lines per page in the answer script issued during examinations. If found careless in usage of paper, considering space required for diagrams/charts/illustrations etc., the amount equivalent to the examination fee of that paper will be collected as fine before the issue of mark sheets.
11. Objective type questions in Section A should be answered in the first page/OMR Sheet.
12. The counting of page excludes the front main sheet containing details and instructions. Page numbers should be written at the centre of the top of the paper. Writing page numbers in the left corner should be eradicated to differentiate it from the question number.
13. Students will not be allowed to borrow writing materials, geometrical instruments, calculators etc. from others.
14. Students are prohibited from carrying Mobile phone inside the examination hall and also not allowed to carry purse, any textual material, printed or written or bits of papers.

15. Students should use only blue or black ink pen while answering their papers. Only for drawing diagrams or chart, colour pens/sketch pens are allowed.
16. Clark's mathematical table, Statistical table and Graph sheet will be supplied to students on request and the same should be returned immediately after use, without any scribbling. Students are permitted to use only non-programmable calculators.
17. Rough work, if any, must be done by the students on the bottom of page itself. Students can reserve, if necessary, one fourth of the page at the bottom exclusively for the purpose. No separate answer book for rough work will be supplied to students. Rough work carried out by a student will become part and parcel of the answer script. Rough work/marking questions should not be done in the question paper.
18. Students are forbidden from asking questions or clarifications of any kind from the staff during the examination.
19. Students should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
20. The students who indulge in any malpractice while writing examination will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary proceedings. If they are proved guilty of malpractice, the Examination Disciplinary Action Committee is empowered to impose punishment including fine, cancellation of papers, debarring from writing examinations for the next 2 - 5 years according to the cognizance (seriousness) of the malpractice.
21. Students are expected to stand for additional sheets earlier and to behave politely with the staff.

22. Students are not allowed to write beyond the time prescribed for the examinations.
23. Students should hand over the answer books personally to the staff, before leaving the examination hall.
24. Students must leave the exam hall column wise, silently, as guided by the invigilators.
25. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. The examinations will be conducted as scheduled, unless otherwise notified by the Principal.
26. Re-examinations will not be conducted if a student fails to notify the correct date/session/subject title/subject code.
27. Private students should receive the hall ticket in the office of the Controller of Examinations. Getting hall ticket on the exam date is strictly forbidden.
28. Hall tickets will be issued to the regular candidates by the heads of departments/online. Any discrepancies should be clarified immediately with the Controller of Examinations.

TIME TABLE - ODD SEMESTER (June - October)						
TIME DAY ORDER	I 8.30 - 9.30	II 9.30 - 10.30	III 10.30 - 11.20	IV 11.40 - 12.30	V 12.30 - 1.30	VI
I	Ethics & Catechism					
II						
III						
IV						
V						
VI	8.30 - 9.20	9.20 - 10.10	10.10 - 10.55	11.10 - 11.55	11.55 - 12.40	12.40 - 1.30

TIME TABLE - EVEN SEMESTER (December - April)						
TIME DAY ORDER	I 8.30 - 9.30	II 9.30 - 10.30	III 10.30 - 11.20	IV 11.40 - 12.30	V 12.30 - 1.30	VI
I	Ethics & Catechism					
II						
III						
IV						
V						
VI	8.30 - 9.20	9.20 - 10.10	10.10 - 10.55	11.10 - 11.55	11.55 - 12.40	12.40 - 1.30

PARTICULARS OF LEAVE TAKEN

[illegible]

[illegible]

CALENDAR 2019 - 2020

JUNE 2019							JULY 2019							AUGUST 2019							SEPTEMBER 2019						
SUN	30	2	9	16	23		SUN		7	14	21	28	SUN		4	11	18	25	SUN		1	8	15	22	29		
MON		3	10	17	24		MON		1	8	15	22	MON		5	12	19	26	MON		2	9	16	23	30		
TUE		4	11	18	25		TUE		2	9	16	23	TUE		6	13	20	27	TUE		3	10	17	24			
WED		5	12	19	26		WED		3	10	17	24	WED		7	14	21	28	WED		4	11	18	25			
THU		6	13	20	27		THU		4	11	18	25	THU		1	8	15	22	THU		5	12	19	26			
FRI		7	14	21	28		FRI		5	12	19	26	FRI		2	9	16	23	FRI		6	13	20	27			
SAT		1	8	15	22	29	SAT		6	13	20	27	SAT		3	10	17	24	SAT		7	14	21	28			
OCTOBER 2019							NOVEMBER 2019							DECEMBER 2019							JANUARY 2020						
SUN		6	13	20	27		SUN		3	10	17	24	SUN		1	8	15	22	29	SUN		5	12	19	26		
MON		7	14	21	28		MON		4	11	18	25	MON		2	9	16	23	30	MON		6	13	20	27		
TUE	1	8	15	22	29		TUE		5	12	19	26	TUE		3	10	17	24	31	TUE		7	14	21	28		
WED	2	9	16	23	30		WED		6	13	20	27	WED		4	11	18	25		WED	1	8	15	22	29		
THU	3	10	17	24	31		THU		7	14	21	28	THU		5	12	19	26		THU	2	9	16	23	30		
FRI	4	11	18	25			FRI		1	8	15	22	FRI		6	13	20	27		FRI	3	10	17	24	31		
SAT	5	12	19	26			SAT		2	9	16	23	SAT		7	14	21	28		SAT	4	11	18	25			
FEBRUARY 2020							MARCH 2020							APRIL 2020							MAY 2020						
SUN		2	9	16	23		SUN		1	8	15	22	29	SUN		5	12	19	26	SUN		31	3	10	17	24	
MON		3	10	17	24		MON		2	9	16	23	30	MON		6	13	20	27	MON		4	11	18	25		
TUE		4	11	18	25		TUE		3	10	17	24	31	TUE		7	14	21	28	TUE		5	12	19	26		
WED		5	12	19	26		WED		4	11	18	25		WED		1	8	15	22	WED		6	13	20	27		
THU		6	13	20	27		THU		5	12	19	26		THU		2	9	16	23	THU		7	14	21	28		
FRI		7	14	21	28		FRI		6	13	20	27		FRI		3	10	17	24	FRI		1	8	15	22	29	
SAT	1	8	15	22	29		SAT		7	14	21	28		SAT		4	11	18	25	SAT		2	9	16	23	30	

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UG Programmes	Entrance Fee	Admission Fee	Lab Fee	Special Fee	Non Salary Fee
English	250	5	-	295	110
History	250	5	-	295	110
Economics	250	5	-	295	100
Mathematics	250	5	40	295	110
Physics Major Allied	250	5	80 40	295	110
Chemistry Major Allied	250	5	100 50	295	110
Com.Science Major Allied	250	5	500	295	110
Botany Major Allied	250	5	75 40	295	110
Zoology Major Allied	250	5	100 40	295	110
B.Com	250	5		295	110

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REGULAR - FEE STRUCTURE

PG Programmes	Entrance Fee ₹	Admission Fee ₹	Tuition Fee (Per year) ₹	Lab Fee ₹	Special Fee ₹	Non Salary Fee ₹
English	250	5	500		294	60
History	250	5	500		294	60
M.Com	250	5	750		294	60
Botany	250	5	750	250	294	60
Zoology	250	5	750	300	294	60

N.B.: Fee Structure is as per Government Norms.

