



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

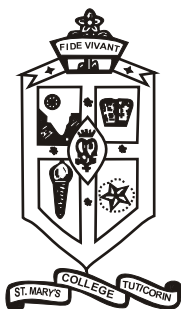


**Academic Calendar
2020-2021**

ST. MARY'S COLLEGE (Autonomous)

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

THOOTHUKUDI



2020 - 2021

Postal Address

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

2020 - 2021 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,
Bharata bhagya vidhata.
Punjaba Sindhu Gujarata Maratha
Dravida Utkala Banga,
Vindhya Himachala Yamuna Ganga
Uchchala jaladhi taranga.
Tava Shubha name jage,
Tava Shubha ashisha mage,
Gahe tava jaya gatha,
Jana gana mangala dayaka, jaya he
Bharata 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 courtesy.

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

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமீதில்
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!

மனோன்மனீயம் பெ. சுந்தரம்பிள்ளை

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Dear Marians,

Greetings from the Principal!

“Hope is the expectation of the good, the realization of the desired” -
Fr. Jeffery Walker

St. Mary's College has been imparting higher education over seven decades adopting holistic global practices to empower women with the support of resourceful and committed staff members. It undertakes path breaking initiatives in the academia with innovative modern curricula and strong academic discipline.

We cherish this academic year 2020 - 2021, as the Year of Hope. As this year is baffled with the pandemic Covid-19 and the eventual devastating lockdown seasons, challenging all with no definite solution, Hope possibly will act as an impetus in building confidence and self assurance among people.

As education prepares one to understand and face challenges of life, we, the Marians promote the best in the students both in the academic as well as non academic fields and impart to them the urge to move closer to perfection and evolve as stronger individuals.

Whilst the devastating pandemic Covid-19 has changed the conventional physical class room teaching into online, offline or blended modes of instruction at-home necessary measures have been taken to make sure that the examination taken by the students from home will meet the highest standards of reliability and validity.

The will to win, the desire to succeed, the urge to reach the full potential are the keys that will unlock the door to personal excellence. Let us adapt and work hard, hopefully for the best taking advantage of every opportunity to the full.

Let your hope shape your future...


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 :

Mobile No. :

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
How 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), an indigenous Women's Congregation founded in 1854 at Tiruchirappalli, Tamil Nadu. The congregation has spread in North and South India, Myanmar, Italy, Philippines and Australia with 1000 sisters working in 150 communities. 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, S.J (Bishop of Thoothukudi), Fr. B.S. Soosainathar (Former Manager of the College) and the Servite Superiors to provide education for women, especially, the marginalized women of the coastal region. With a rich academic and spiritual heritage as a Christian Minority Institution the college has made its mark in empowering women in their march towards excellence and liberation for the past seven decades 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 attained autonomous status in 2009. Satisfied with the good academic and administrative 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 1st July - Foundation of the college with 21 girls at St. Aloysius Girls' High School
- 1951 Honoured as a first grade college of Madras University with B.A. Mathematics and Economics
- 1956 Inception of PUC 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 Conferment of Autonomous status
- 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
- 2020 MOOC for III U.G. Students

MARKED EVENTS

- 1950 Relocation of St. Mary's College, founded at St. Aloysius Girls High School (1948) 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 Installation and blessing of the life size statue of Our Lady of Fatima (15 ft.) on the chimney (90 ft.high)
- 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 for Electricity and Transport, Govt. of Tamil Nadu
 - ✳ Permanent affiliation granted
- 1961 Extension of Library with a reading room
- 1962
- ✳ Extension of the Hostel
 - ✳ Construction of Auditorium, Non-resident students' centre, Office and the Physics Department
 - ✳ Visit of Shri. Kamaraj, the Honourable Chief Minister of Tamil Nadu
- 1966 Opening of nine lecture halls by the Vice-Chancellor of Madurai Kamaraj University
- 1968 Dedication of the college chapel
- 1969 The new block of Botany and Zoology departments and the College office opened 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, Madurai participated in the function
 - ✳ Blessing and opening of the New Hostel
- 1974 Blessing of the open-air auditorium, a memorial of the Silver Jubilee of the college by Most Rev. Ambrose, Bishop of Thoothukudi.
- 1975 Heavenly abode of Rev.Fr.B.S.Soosainather (10.03.1975)
- 1984 Blessing and opening of Soosainather Block for PG Departments
- 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 by Hon'ble Minister Shri. A. Arunachalam MP
 - ✳ BLOSSOM accepted by MS University for Part V
- 1998 Golden Jubilee Year
- ✳ 'MARYGOLD'- competitions held, Mrs. Jenifer Chandran, Hon'ble Minister for Fisheries, Govt. of Tami Nadu was the Chief Guest
 - ✳ Foundation stone of Golden Jubilee memorial building was laid by Rt. Rev. Thomas Fernando, DDCL
 - ✳ Golden Jubilee Celebrations Finale
President - Rev. Sr. Corona Mary, OSM. 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
- ✳ Accredited by the National Assessment and Accreditation Council (NAAC 1st 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 - 2nd 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
- ✳ 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, Govt. of Tamil Nadu
- ✳ UGC Minor Research Project - Economics

2008

- ✳ Graduation Day - Addressed by Thiru. Avudaiappan, Assembly Speaker, Govt. of Tamil Nadu
- ✳ July 1st - Celebration of Founder’s 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, Diocese of Thoothukudi
- ✳ 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 Ambroise.
- ✳ Chief Guests Dr. K. Ponmudi, Hon'ble Minister for Higher Education, Tmt. P. Geetha Jeevan, Hon'ble Minister for Animal Husbandry and Social Welfare, Govt. of Tamil Nadu. 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 - Presided by 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

- ✳ 11th February - Inauguration of Language Lab in Madonna Block
- ✳ 1st July - 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 Tmt. P. Geetha Jeevan Hon. Minister for Social Welfare, Govt. of Tamil Nadu
- ✳ 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
- ✳ 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’
- * Inauguration of UGC sponsored Foundation Course ‘Human Rights Education’ by the Department of History and Tourism.
- * Renovation of Library, Student Centre, Departments of English, Botany, Zoology, Controller’s Office and Arockiya Block (SSC)
- * Foundation laid for Women’s Study Centre
- * Blessing of Xavier Indoor Stadium
- * NAAC-Peer Team Visit- Third cycle (6th to 8th 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

- * Opening of New Centralised Computer Lab funded by DST-FIST
- * Establishment of 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, Tirunelveli. Dr. Emmanuel S.J. National Advisor, AICUF.
- ✳ Adoption of 12 villages under Community Development Programme - TOUCH
- ✳ Visit of Autonomy Extension Committee. Autonomous status extended upto 2021
- ✳ Curriculum revision - Innovations introduced in the 3rd Cycle of Course Pattern

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

2017

- ✳ Inauguration of Women's Studies Centre
- ✳ 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.
- ✳ Marian Commerce Mega Alumnae meet

2018

- ✳ 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, Tirunelveli
- ✳ Graduation Day - Addressed by Dr. G. Srinivas, Joint Secretary, SERO, Hyderabad.
- ✳ Chennai Chapter of Alumnae Association commenced.

- ✧ UGC Sponsored 100 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 in Valan Computer Block
- ✧ Curriculum revision - 4th Cycle

2019

- ✧ ICSSR Project - Department of Economics
- ✧ Convocation Address by Dr. S. Santhosh Baboo, Registrar, Manonmaniam Sundaranar University, Tirunelveli
- ✧ Energy Audit was conducted by Thiagaraja College of Engineering
- ✧ Green Audit was conducted by the Department of Botany
- ✧ Academic Audit was conducted by Dr. Joseph Albert and Dr. James
- ✧ Grant from DBT, for Star College Scheme
- ✧ Implementation of UNNAT BHARAT ABHIYAN with a fund from MHRD for rural development through Community Development Programme.
- ✧ Mega Job Fair
- ✧ Implementation of PFMS
- An important milestone -**
- ✧ Attainment of A+ Grade with CGPA of 3.29 points in the 4th Cycle of NAAC Re-accreditation

2020

- ✧ TNSCST - MATLAB - Department of Mathematics
- ✧ Commerce Trade Expo
- ✧ SERB - Project - Department of Mathematics
- ✧ Local Chapter on SWAYAM NPTEL Portal with the LC ID 3688
- ✧ Marian Star Bio Expo 2020
- ✧ TNSCST - Student Project - PG Department of Physics & Chemistry

GOALS

- ♣ To bring more students of the lowest strata to the mainstream of education.
- ♣ To make young women capable and skilled to compete in the global sphere of education and employment.
- ♣ To bring out the inner power and potential of young women and channelize them towards social transformation.
- ♣ To involve the students in community oriented activities and thereby enable 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		√				
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, Common Core, Allied, Core Integral, Core Skill Based, Non Major Elective
Part IV	:	Ability Enhancement Course – Value Education, Environmental Studies, Women’s Synergy and Yoga and Meditation and Self-Study Courses
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 are conducted twice a week from 2.15 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

Career Oriented Courses offered to III UG

ENGLISH	English for Professional Competence
HISTORY	Tally
ECONOMICS	Tally
MATHEMATICS	Desk Top Publishing
PHYSICS	Web Designing
CHEMISTRY	Nutritional Food Science
BOTANY	Tally
ZOOLOGY	Value added Food Products
COMPUTER SCIENCE	Android Application
COMMERCE	Professional Training for Self Employment
ENGLISH (SSC)	English Proficiency for Competitive Exams
MICROBIOLOGY(SSC)	Food Processing Technology
COMMERCE (GENERAL A & B) (SSC)	TNPSC Accounting Technology
COMMERCE (CORPORATE)(SSC)	Training for Bank Exam
MATHEMATICS (SSC)	Numerical Quantitative Aptitude and Numerical Ability
BBA (SSC)	Connect Effective Communication Skills Programme
PSYCHOLOGY	Crime Psychology

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. It is mandatory for all UG students to opt any one of the co-curricular activities during the first two years of their study. The students earn 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 for 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 the country. They train themselves to take up the 'B' and 'C' certificate examinations and get the honour of taking part in the Republic Day parade occasionally. 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 for 28 times and consequently the Championship title. Our students participate in inter-collegiate tournaments held at 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 excel 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 students' 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) titled as TOUCH (Towards Upliftment and Community Healing) has been included as part of the curriculum. Under this programme each department adopts a village and it is mandatory for 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 and thus promote 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 enrolls herself either as an annual member or obtain life membership. A continual association is very much

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-Teacher Association :

To build a strong working relationships among parents, teachers and the institution in support of the students the parent-teacher 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 11.40 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 teacher-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 form 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 inside the college premises 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

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
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
Govt. of India Scholarship to Scheduled Caste and Scheduled Tribes Students	District Harijan Welfare Officer, Thoothukudi	Varying Rates	To students of Scheduled Caste and Tribes
State Scholarship for Backward Classes	District Backward Class Welfare Officer, Thoothukudi	Varying Rates	To all BC students provided the annual income of the parents does not exceed Rs. 50,000/-
Minority Scholarship	Govt. Of India Central Government	Varying Rates	Christian & Muslim Students
Scholarship for disabled students	District Differently Abled Welfare Dept. Thoothukudi	Rs. 3000/-	Differently Abled Persons
M.S. University Merit Scholarship	M.S. University, Tirunelveli	Varying Rates	On Merit Basis
Indira Gandhi Single Girl Child Scholarship (PG)	UGC, New Delhi	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 49,396 books on all subjects.

Periodicals :

64 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 Catalog). Our library has been registered under UGC INFLIBNET to access e-resources. 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 inside the library for reading purpose.
12. The students are expected to bring their own writing materials, when they visit the library.

Working Hours: 8.00 a.m to 4.00 p.m. (on working days)

9.00 a.m to 4.00 p.m. (on study holidays)

Students are expected to spend their free hours in the library for reference and get benefited.

- No student will be allowed to avail library facility without ID card.
- Books will be issued to both regular and SSC students in the following order :

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- Photocopying Centre

Computer facilities including internet access, printing and photocopying facilities are available for staff, alumnae, researchers and students.

Intranet

Intranet facility is available for inter-departmental access.

Student Technology Clinic

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 personnels 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 them 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 the torchbearers of the Marian legacy and serve humanity as a good individual.

General Administration
Statutory Bodies 2020 - 2021
Governing Body

Rev. Sr. Josephine Prema Mary Superior General	Chairperson
Sr. A. Jeyarani Provincial	Vice Chairperson
Dr. Sr. A. S. J. Lucia Rose Principal	Secretary
Sr. Flora Mary Secretary	Member
Dr. Sr. C. Shibana Deputy Principal	Member
Dr. N. Arokiya Mary Controller of Examinations	Member
Dr. L. Jacqueline Leo Dean, School of Language & Culture	Member
Dr. S. Mary Baptista Janet 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

ACADEMIC COUNCIL

Chairperson

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

Principal

Members

Dr. N. Arokiya Mary

Controller of Examinations

Sr. F. Mary Joyce Baby

Director - SSC

Dr. L. Jacquiline Leo

Dean, School of Language & Culture

Dr. S. Mary Baptista Janet

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. B. Serena Margaret

IQAC Coordinator

Dr. P.J. Joslin

Research Coordinator

Dr. K. Vinitha

Librarian

Dr. N. Shunmuga Vadivoo @ Shanthi

Tamil

Ms. A. Christina

French

Ms. A. Judit Sheela Damayanthi

English

Dr. M. Mary Hepsibai

History

Ms. X. Esther Vimala

Economics

Dr. A. Punitha Tharani

Mathematics

Dr. Sr. Jessie Fernando

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. Joys Selva Mary Albert

Microbiology

Ms. S. Gayathri

BBA

Dr. S. Jeya Bharathi

Psychology

Ms. D. Daisy Bai

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. R. Kala

University Nominee

Dr. G. Murugeswari

University Nominee

Dr. K. Swarnalatha

University Nominee

Dr. Sr. S. Kulandai Therese

Member Secretary

BOARDS OF STUDIES

Heads of all Departments

All Faculty Members

University Nominees

Alumnae

External Experts

Industrialist

FINANCE COMMITTEE

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Members

Sr. Flora Mary Secretary	Member
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Dr. Sr. C. Shibana Deputy Principal	Member
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Dr. L. Jacqueline Leo Dean, School of Language & Culture	Member
---	--------

Dr. S. Mary Baptista Janet 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
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Dr. Mary Judith Reese Fernando	Member
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Sr. S. Savari	Procurator
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NON - STATUTORY BODIES

College Council

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
Dr. L. Jacquiline Leo	Dean, School of Language & Culture
Dr. S. Mary Baptista Janet	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. P.J. Joslin	Research Coordinator
Dr. B. Serena Margaret	IQAC Coordinator
Dr. Sr. S. Kulandai Therese	CDP Coordinator

Directors of all Centres

Heads of all the Departments

Ms. P. Rose Wens	Superintendent
Ms. J. Anila Maily	Students' Council Advisor
Dr. S. Euchrista Immaculate Sylvia	Secretary
Dr. K. Vinitha	Librarian

Planning and Evaluation Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Members

Sr. Flora Mary	Secretary
Dr. Sr. C. Shibana	Deputy Principal
Sr. F. Mary Joyce Baby	Director - SSC
Dr. Vasuki	External Expert
	Principal, Wavoo Wajeeha Women's College of Arts & Science
Dr. N. Arokiya Mary	Controller of Examinations
Dr. L. Jacquiline Leo	Dean, School of Language & Culture
Dr. S. Mary Baptista Janet	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. P.J. Joslin	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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Members

Sr. Flora Mary	Secretary
Dr. Sr. C. Shibana	Deputy Principal
Dr. T. Linda Fernando	
Ms. T. Mary Manonmani	
Dr. S. Theresammal	
Sr. F. Mary Joyce Baby	SSC Director
Dr. C. Siluvai Kirubagari Aneeshia	
Ms. Maria Sahaya Sharmila	
Ms. P. Maria Sahaya Rossiyana	

Internal Quality Assurance Cell (IQAC)

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Members

Dr. B. Serena Margaret	IQAC Coordinator
Dr. Sr. A. Arockia Jenecius Alphonse	Asst. Coordinator
Dr. S. Euchrista Immaculate Sylvia	
Dr. S. Beulah Jerlin	
Ms. S. M. Rojapoo	
Ms. A. Nirmala Shirley	
Dr. C. Zozimus Divya Lobo	
Dr. T. Priyanka	
Ms. P. Rose Wens - Senior Administrative Officer	
Ms. S. Rajathi - Local Society Nominee	
Er. J. Sahaya Reegan - Industrialist	
Dr. V. S. Joseph Albert - External Expert	

Ms. J. Esther Mereen - Alumna
 Dr. P. Johnson Durairaj - Employer
 Mr. A. Paranjothi Packianathan - Stake Holder (Parent)
 Ms. S. Minmini - Student Nominee

Curriculum Development Committee

Chairperson

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

Members

Deans

Heads of all the Departments

Experts Committee

Chairperson

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

Convenor

Dr. B. Serena Margaret IQAC Coordinator

Members

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Dr. N. Arokiya Mary Controller of Examinations

Dr. L. Jacquiline Leo Dean, School of Language & Culture

Dr. S. Mary Baptista Janet 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. C. Siluvai Kirubagari Aneeshia Vice Principal of SSC

Examination Committee

Chairperson

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

Members

Dr. N. Arokiya Mary Controller of Examinations

Ms. A. Lucas Rexceline Asst. Controller of Examinations

Dr. T. Linda Fernando Coordinator

Dr. S. Arul Josephine Tamil

Ms. A. Christina French

Ms. M. Mangalaeswari English

Dr. S.M. Vimala History

Dr. D. Rathi Economics

Dr. G. Priscilla Pacifica Mathematics

Ms. S. Andrews Felicita (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)
Ms. D. Saranya	Commerce General A (SSC)
Ms. Tiny Jose	Commerce General B (SSC)
Ms. Meena Pattu Revathi	Commerce Corporate (SSC)
Ms. A. Maria Heartina Adlin Vaz	Microbiology (SSC)
Ms. R. Paul Roja	BBA (SSC)
Ms. Yuva Bala	Psychology (SSC)
Ms. L. Smila	Physics (SSC)
Ms. K. Saravana Devi	Chemistry (SSC)
Ms. Nilofer	Mathematics (SSC)
Ms. Nayanthra Mascarenhas	Computer Science (SSC)
Ms. N. Nagalakshmi	Economics (SSC)
Ms. Jesu Sahaya Sherina	MHRM (SSC)
Awards Committee	
Chairperson	
Dr. Sr. A.S. J. Lucia Rose	Principal
Members	
Dr. N. Arokiya Mary	Controller of Examinations
Ms. A. Lucas Rexceline	Asst. Controller of Examinations
Dr. Sr. C. Shibana	Deputy Principal
Sr. F. Mary Joyce Baby	Director - SSC
Dr. L. Jacqueline Leo	Dean, School of Language & Culture
Dr. S. Mary Baptista Janet	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. P.J. Joslin	Research Coordinator
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
All the Heads of the Departments	
University Nominee	

Grievance & Redressal Committee**Chairperson**

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Members

Dr. Sr. C. Shibana Deputy Principal

All Vice Principals

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Ms. R. Rohini Counsellor

Ms. P. Jeya bala Counsellor

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Members

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Dr. K. Vinitha

Dr. Amala Jothi Grace

Dr. V. Soumya

Dr. R. Sri Priya

Dr. A. Saleth Mary Vetriselvi

Dr. D. Vinoba Gladis

Dr. S. Bulomine Regi

Dr. P. Anbarasi Rodrigo

Dr. A. Sudha

Research Ethics Committee

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Dr. Sr. S. Kulandai Therese Deputy Principal

Ms. M. Jothimani Dean, School of Physical & Computing Sciences

Dr. L. Jacqueline Leo Dean, School of Language & Culture

Dr. M. Mary Hepsibai Member, Associate Professor of History

Dr. P. J. Joslin Member, Research Coordinator

Dr. K. Vinitha Member, Librarian

Dr. P. Anuradha Member, Assistant Professor of Economics

Code of Ethics Committee

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

Dr. Sr. S. Kulandai Therese Deputy Principal

Dr. J. Martin Rathi Member, Associate Professor of Chemistry

Ms. J. Anila Maily Member, Associate Professor of Computer Science

Dr. T. Mary Manonmani Member, Associate Professor of English

Dr. Sr. A. Maria Shanthi	Member, Assistant Professor of Tamil
Dr. Sr. M.S. Ezhilarasi	Member, Assistant Professor of Tamil
Sr. Maria Clara	Member, Administrative and Supportive Staff
Dr. Joys Selva Mary Albert	Member, Assistant Professor of Microbiology
Dr. C. Reena	Member, Assistant Professor of Mathematics

Library Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Members

Dr. K. Vinitha	Librarian
Dr. G. Amala Jothi Grace	
Dr. P. Subavathy	
Dr. S. Jeya Bharathi	
Ms. M. Fatima Lucia Sheeba	
Ms. Dhanam Jeyaseeli	
Ms. R. Paul Roja	

Academic Audit Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
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Members

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Sr. F. Mary Joyce Baby	Director - SSC
Deans	
Members of IQAC	

Attendance and Monitoring Committee

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Dr. Mary Judith Reene Fernando	Vice Principal (III UG)
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Dr. Irudaya Antonat Sophia	Vice Principal (I UG)
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Academic Calendar
2020 - 2021

JUNE 2020

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

While there's life, there's hope - Marcus Tullius Cicero

JUNE 2020

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

Hope is a passion for the possible. - Soren Kierkegaard

JUNE 2020

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

Hope is the ocean for the river, the sun for trees
and the sky for us. - MaximeLagacé

JULY 2020

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

Hope is the power of being cheerful in circumstances
that we know to be desperate - G.K. Chesterton

JULY 2020

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

Where there is no vision, there is no hope - George Washington Carver

JULY 2020

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

In all things it is better to hope than to despair
- Johann Wolfgang von Goethe

AUGUST 2020

1	SAT		Bakrid
2	SUN		
3	MON	I	College reopens for II UG, III UG & II PG
4	TUE	II	
5	WED		Feast of Our Lady of Snows
6	THU	IV	
7	FRI	V	
8	SAT	VI	
9	SUN		
10	MON	I	

Carve a tunnel of hope through the dark mountain of
disappointment - Martin Luther King Jr

AUGUST 2020

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

Hope is but the dream of those who wake - Matthew Prior

AUGUST 2020

21	FRI	III	
22	SAT		Vinayagar Chathurthi
23	SUN		
24	MON	IV	Reopens for I UG
25	TUE	V	
26	WED	VI	
27	THU	I	
28	FRI	II	CIA I
29	SAT	III	CIA I
30	SUN		Muharram
31	MON	IV	CIA I

Hope is a good thing, maybe even the best of things,
and good things never die - Andy Dufresne

SEPTEMBER 2020

1	TUE	V	CIA I
2	WED	IV	Reopens for I PG CIA I
3	THU	I	CIA I
4	FRI	II	CIA I
5	SAT	III	CIA I Teachers' Day
6	SUN		
7	MON	VI	
8	TUE	V	
9	WED	VI	
10	THU	I	CIA I for I UG

The main hope of a nation lies in the proper education
of its youth - Desiderius Erasmus

SEPTEMBER 2020

11	FRI	II	CIA I for I UG
12	SAT	III	CIA I for I UG
13	SUN		
14	MON	IV	CIA I for I UG Feast of Holy Cross
15	TUE		Feast of Mother of Sorrows
16	WED	V	CIA I for I UG
17	THU	II	CIA I for I UG
18	FRI	I	CIA I for I UG
19	SAT	VI	
20	SUN		

A good teacher can inspire hope, ignite the imagination,
and instill a love of learnin. - Brad Henry

SEPTEMBER 2020

21	MON	III	
22	TUE	IV	
23	WED	V	
24	THU	VI	
25	FRI	I	CIA II - II, III UG & II PG
26	SAT	II	CIA II - II, III UG & II PG
27	SUN		
28	MON	III	CIA II - II, III UG & II PG
29	TUE	IV	CIA II - II, III UG & II PG
30	WED	V	CIA II - II, III UG & II PG

Hope lies in dreams, in imagination, and in the courage of
those who dare to make dreams into reality. - Jonas Salk

OCTOBER 2020

1	THU	I	CIA II - II, III UG & II PG
2	FRI		Gandhi Jayanti
3	SAT	II	CIA II - II, III UG CIA II - I UG
4	SUN		
5	MON	III	CIA II - II UG CIA II - I UG
6	TUE	IV	CIA II - I UG
7	WED	V	Feast of Our Lady of Rosary CIA II - I UG Association Meeting - Economics, Mathematics, Physics, Commerce (Reg), & MHRM
8	THU	III	CIA II - I UG Association Meeting - English (Reg), History, Chemistry, Computer Science
9	FRI	I	CIA II - I UG
10	SAT	II	CIA II - I UG

Hope is the thing with feathers that perches in the soul and sings
the tune without the words and never stops at all. - Emily Dickinson

OCTOBER 2020

11	SUN		
12	MON	VI	Association Meeting - Botany, Zoology, Commerce (SSC), BBA
13	TUE	IV	Association Meeting-English(SSC),Mathematics (SSC), Microbiology (SSC), Psychology (SSC)
14	WED	V	Association Meeting - Tamil, French
15	THU	VI	
16	FRI	I	CIA III - II UG, III UG & II PG
17	SAT	II	CIA III- II UG, III UG & II PG
18	SUN		
19	MON	III	CIA III - II UG, III UG & II PG
20	TUE	IV	CIA III - II UG, III UG & II PG

In fact, hope is best gained after defeat and failure, because then inner strength and toughness is produced. - Fritz Knapp

OCTOBER 2020

21	WED	V	CIA III - II UG, III UG & II PG CIA I for I PG
22	THU	III	CIA III - II UG, III UG & II PG CIA I for I PG
23	FRI	I	CIA III - II UG, III UG & II PG CIA I for I PG
24	SAT	II	CIA III - II UG, III UG & II PG CIA I for I PG
25	SUN		Ayutha Puja
26	MON		Vijaya Dasami
27	TUE	VI	
28	WED	IV	CIA III - I UG CIA I for I PG
29	THU	V	CIA I for I PG CIA III - I UG
30	FRI		Milad un Nabi
31	SAT	I	CIA III - I UG Holiday for II, III UG & II PG

A positive statement propels hope toward a better future; it builds up your faith and that of others, and it promotes change. - Jan Dargatz

NOVEMBER 2020

1	SUN		All Saints Day
2	MON		All Souls Day
3	TUE	II	CIA III - I UG
4	WED	III	CIA III - I UG CIA Mark Submission for II, III UG & II PG
5	THU	IV	CIA III - I UG
6	FRI	V	CIA III - I UG Last Working Day for II & III UG & II PG
7	SAT	VI	
8	SUN		
9	MON	I	Practical Exam Commences I, II, III UG & II PG
10	TUE	II	

Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning. - Albert Einstein

NOVEMBER 2020

11	WED	III	CIA Mark Submission for I UG
12	THU	IV	
13	FRI	V	
14	SAT		Deepavali Children's Day
15	SUN		
16	MON	VI	II CIA for I PG
17	TUE	I	II CIA for I PG
18	WED	II	II CIA for I PG ESE Commences for II, III UG & II PG
19	THU	III	II CIA for I PG
20	FRI	IV	II CIA for I PG Last Working Day for I UG

We must accept finite disappointment, but never lose
infinite hope. - Martin Luther King, Jr.

NOVEMBER 2020

21	SAT	V	II CIA for I PG
22	SUN		
23	MON	VI	ESE Commences for I UG
24	TUE	I	
25	WED	II	
26	THU	III	
27	FRI	IV	
28	SAT	V	
29	SUN		
30	MON	VI	

We must vote for hope, vote for life, vote for a brighter future
for all of our loved ones. - Ed Markey

DECEMBER 2020

1	TUE	I	III CIA for I PG
2	WED	II	III CIA for I PG
3	THU	III	III CIA for I PG
4	FRI	IV	III CIA for I PG
5	SAT	V	III CIA for I PG
6	SUN		
7	MON	VI	III CIA for I PG College reopens for Even Semester - I, II & III UG & II PG
8	TUE	I	Feast of the Immaculate Conception of the Blessed Virgin Mary
9	WED	II	
10	THU	III	Practical Exam Commences for I PG

Hope is the companion of power, and mother of success; for who so hopes strongly has within him the gift of miracles. - Samuel Smiles

DECEMBER 2020

11	FRI	IV	CIA Mark Submission for I PG
12	SAT		
13	SUN		
14	MON	VI	
15	TUE	I	
16	WED	II	
17	THU	III	
18	FRI	IV	
19	SAT	V	Last Working Day for I PG
20	SUN		

A dream is the bearer of a new possibility, the enlarged horizon, the great hope. - Howard Thurman

DECEMBER 2020

21	MON	VI	ESE Commences for I PG
22	TUE	I	ESE for I PG
23	WED	II	ESE for I PG
24	THU		Christmas - Holiday
25	FRI		Christmas
26	SAT		
27	SUN		
28	MON		ESE for I PG
29	TUE		ESE for I PG
30	WED		ESE for I PG
31	THU		

Hope is being able to see that there is light despite
all of the darkness. - Desmond Tutu

JANUARY 2021

1	FRI		New Year's Day
2	SAT		
3	SUN		
4	MON	III	College reopens for Even Semester for I PG
5	TUE	IV	I CIA for I, II, III UG & II PG
6	WED	V	I CIA for I, II, III UG & II PG
7	THU	VI	I CIA for I, II, III UG & II PG
8	FRI	I	I CIA for I, II, III UG & II PG
9	SAT	II	I CIA for I, II, III UG & II PG
10	SUN		

There was never a night or a problem that could
defeat sunrise or hope. - Bernard Williams

JANUARY 2021

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

Let your hopes, not your hurts, shape
your future. - Robert H. Schuller

JANUARY 2021

21	THU	III	I CIA for I PG
22	FRI	IV	I CIA for I PG
23	SAT	V	
24	SUN		
25	MON	VI	I CIA for I PG
26	TUE		Republic Day
27	WED	I	I CIA for I PG
28	THU		Holiday (Thaipoozam)
29	FRI	III	
30	SAT	II	
31	SUN		

I think it's a mistake to ever look for hope outside
of one's self. - Arthur Miller

FEBRUARY 2021

1	MON	IV	
2	TUE	V	
3	WED	VI	
4	THU	I	
5	FRI	II	Holy Mass Students' Council Investiture Ceremony
6	SAT	III	
7	SUN		
8	MON	IV	
9	TUE	V	
10	WED	VI	II CIA for I, II, III UG & II PG

Hope is the only bee that makes honey without
flowers. - Robert Green Ingersoll

FEBRUARY 2021

11	THU	I	II CIA for I, II, III UG & II PG
12	FRI	II	II CIA for I, II, III UG & II PG
13	SAT		
14	SUN		
15	MON	III	II CIA for I, II, III UG & II PG
16	TUE	IV	II CIA for I, II, III UG & II PG
17	WED	V	Ash Wednesday - Holy Mass II CIA for I, II, III UG & II PG
18	THU	VI	II CIA for I, II, III UG & II PG
19	FRI	I	II CIA for I, II, III UG & II PG II CIA for I PG
20	SAT	I	

Hope fills the holes of my frustration in
my heart.” Emanuel Cleaver

FEBRUARY 2021

21	SUN		
22	MON	II	II CIA for I PG
23	TUE	III	II CIA for I PG
24	WED	IV	II CIA for I PG
25	THU	V	II CIA for I PG
26	FRI	VI	II CIA for I PG
27	SAT		Board of Studies
28	SUN		

Time is no longer endless or the horizon destitute
of hope.- Charles Lindbergh

MARCH 2021

1	MON	II	
2	TUE	III	
3	WED	IV	
4	THU		Local Holiday
5	FRI	VI	
6	SAT		Retreat for Non Teaching Staff Retreat for All UG Catholic Students (Hostel)
7	SUN		
8	MON	I	Women's Day
9	TUE	II	
10	WED	III	Fr.B.S.Soosainather's Death Anniversary - Holy Mass

A whole stack of memories never equal one
little hope.- Charles M. Schulz

MARCH 2021

11	THU	IV	
12	FRI	V	
13	SAT	V	
14	SUN		
15	MON	VI	III CIA Commences for I, II, III UG & II PG
16	TUE	I	III CIA for I, II, III UG & II PG
17	WED	II	III CIA for I, II, III UG & II PG
18	THU	III	III CIA for I, II, III UG & II PG
19	FRI	IV	III CIA for I, II, III UG & II PG
20	SAT	V	III CIA for I, II, III UG & II PG ESE Practical exam commences for UG & PG

He who has health, has hope; and he who has hope
has everything. - Thomas Carlyle

MARCH 2021

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

To live without hope is to cease to live. - Fyodor Dostoyevsky

APRIL 2021

1	THU		Maundy Thursday
2	FRI		Good Friday
3	SAT		
4	SUN		Easter
5	MON		
6	TUE		
7	WED		
8	THU	III	CIA Mark Submission for UG & PG
9	FRI	IV	Project Submission for III UG ESE - II UG Yoga & Meditation Spoken English & French viva voce for I UG
10	SAT	V	Project Submission for II PG Field Visit report submission for I PG Spoken English & French viva voce for II UG

The miserable have no other medicine but only
hope. - William Shakespeare

APRIL 2021

11	SUN		
12	MON	VI	
13	TUE		Telegu New Year - Holiday
14	WED		Tamil New Year Dr. Ambedkar Jayanti Holiday
15	THU	I	Online Mark Entry for all UG & PG Project viva voce for III UG
16	FRI	II	Project viva voce for II PG
17	SAT	III	Field Project viva voce for I PG
18	SUN		
19	MON	IV	
20	TUE	V	

Hope is a waking dream. - Aristotle

APRIL 2021

21	WED	VI	Consolidated mark submission
22	THU	I	
23	FRI	II	
24	SAT	III	
25	SUN		Mahavir Jayanti
26	MON	V	Last Working day
27	TUE		
28	WED		
29	THU		
30	FRI		

Optimism is the faith that leads to achievement. Nothing
can be done without hope and confidence. - Helen Keller

MAY 2021

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

Hope is the thing with feathers that perches in the soul and sings
the tune without the words and never stops at all. - Emily Dickinson

MAY 2021

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

Plant seeds of happiness, hope, success, and love; it will all come back to you in abundance. This is the law of nature.- Steve Maraboli

MAY 2021

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

Let your hopes, not your hurts, shape your future. - Robert H. Schuller

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 all UG and PG courses.

Practical Ratio

For practical the ratio is

40:60 for all UG and PG courses

The components for internal evaluation are as follows.

Components	All UG and PG
1. Involvement in doing the experiments	20
2. Record	5
3. Attendance	5
4. Model exam	10
Total	40

*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 :

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

CIA : ESE ratio = 40 : 60

Components of CIA:

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

Three centralized internal tests will be conducted for a duration of one and a half hours for 50 marks each. Average of all the three test marks will be converted to 30. On-line quiz / quiz will be conducted for 10 marks in each CIA. The average of all the three 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) (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 /
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)

Total = 100 (converted to 60) (400 words each)

Final ESE marks = 60

Allied (Mathematics, 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 / Common Skill Based Core

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

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. It is mandatory to appear for the objective type test in the prescribed papers conducted together after CIA.

Eligibility for CIA Retest

- Only those students 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	10
Team Work	5
Originality, Innovation & Creativity	5
Oral Presentation	10
Total	40
External Evaluation	
Relevance to the theme	15
Design of the Project	10
Mode of presentation (Models/Charts/Graph/ Power Point Presentation)	20
Response to questions & Criticisms	15
Total	60
• 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 all the three 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 all the three 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 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 all the three test)	= 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 all the three 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 to appear for the ESE. Examination fee will be collected for all the courses 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 recorded 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 not appear for more than 6 arrear papers 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 submitted 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 submitted 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 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 semester.

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	—	RA	Re-appear
ABSENT	—	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	—	RA	Re-appear
ABSENT	—	AA	ABSENT
OVERALL PERFORMANCE for UG			
CGPA	GRADE	CLASSIFICATION OF FINAL RESULT	
9.50 - 10.00	O+	First Class Exemplary*	
9.00 - 9.49	O		
8.50 - 8.99	D++	First Class with Distinction*	
8.00 - 8.49	D+		
7.50 - 7.99	D		
7.00 - 7.49	A++	First Class	
6.50 - 6.99	A+		
6.00 - 6.49	A		
5.50 - 5.99	B+	Second Class	
5.00 - 5.49	B		
4.00 - 4.99	C	Third Class	
1			
102			

OVERALL PERFORMANCE for PG / M.Phil		
CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50 - 10.00	O+	First Class Exemplary*
9.00 - 9.49	O	
8.50 - 8.99	D++	First Class with Distinction*
8.00 - 8.49	D+	
7.50 - 7.99	D	
7.00 - 7.49	A++	First Class
6.50 - 6.99	A+	
6.00 - 6.49	A	
5.50 - 5.99	B+	Second Class
5.00 - 5.49	B	

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

For the entire programme :

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

Sum of the multiplication of grade points by the credits of the entire programme

CGPA = -----

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/valuables kept in 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.
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 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 avoided to differentiate it from the question number.
13. Students will not be allowed to borrow writing materials, geometrical instruments and calculators from others.
14. Students are not allowed to carry Mobile phone, purse, any textual material, printed or written bits of paper.
15. Students should use only blue or black ink pen while writing the answers. For drawing diagrams or chart, colour pens/sketch pens can be used.
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 the 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/markings 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, debaring from writing examinations for the next 2 - 5 years according to the cognizance (seriousness) of the malpractice.
21. Students are expected to stand for getting additional sheets.
22. Students are not allowed to write beyond the time allotted 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 discrepancy should be intimated immediately to 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

[illegible]

[illegible]

CALENDAR 2020 - 2021

JUNE 2020							JULY 2020							AUGUST 2020							SEPTEMBER 2020						
SUN	7	14	21	28			SUN	5	12	19	26			SUN	30	2	9	16	23			SUN	6	13	20	27	
MON	1	8	15	22	29		MON	6	13	20	27			MON	31	3	10	17	24			MON	7	14	21	28	
TUE	2	9	16	23	30		TUE	7	14	21	28			TUE		4	11	18	25			TUE	1	8	15	22	29
WED	3	10	17	24			WED	1	8	15	22	29		WED		5	12	19	26			WED	2	9	16	23	30
THU	4	11	18	25			THU	2	9	16	23	30		THU		6	13	20	27			THU	3	10	17	24	
FRI	5	12	19	26			FRI	3	10	17	24	31		FRI		7	14	21	28			FRI	4	11	18	25	
SAT	6	13	20	27			SAT	4	11	18	25			SAT	1	8	15	22	29			SAT	5	12	19	26	
OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020							JANUARY 2021						
SUN	4	11	18	25			SUN	1	8	15	22	29		SUN	6	13	20	27			SUN	31	3	10	17	24	
MON	5	12	19	26			MON	2	9	16	23	30		MON		7	14	21	28			MON	4	11	18	25	
TUE	6	13	20	27			TUE	3	10	17	24			TUE	1	8	15	22	29			TUE	5	12	19	26	
WED	7	14	21	28			WED	4	11	18	25			WED	2	9	16	23	30			WED	6	13	20	27	
THU	1	8	15	22	29		THU	5	12	19	26			THU	3	10	17	24	31			THU	7	14	21	28	
FRI	2	9	16	23	30		FRI	6	13	20	27			FRI	4	11	18	25			FRI	1	8	15	22	29	
SAT	3	10	17	24	31		SAT	7	14	21	28			SAT	5	12	19	26			SAT	2	9	16	23	30	
FEBRUARY 2021							MARCH 2021							APRIL 2021							MAY 2021						
SUN	7	14	21	28			SUN	7	14	21	28			SUN	4	11	18	25			SUN	30	2	9	16	23	
MON	1	8	15	22			MON	1	8	15	22	29		MON		5	12	19	26			MON	31	3	10	17	24
TUE	2	9	16	23			TUE	2	9	16	23	30		TUE		6	13	20	27			TUE	4	11	18	25	
WED	3	10	17	24			WED	3	10	17	24	31		WED		7	14	21	28			WED	5	12	19	26	
THU	4	11	18	25			THU	4	11	18	25			THU	1	8	15	22	29			THU	6	13	20	27	
FRI	5	12	19	26			FRI	5	12	19	26			FRI	2	9	16	23	30			FRI	7	14	21	28	
SAT	6	13	20	27			SAT	6	13	20	27			SAT	3	10	17	24			SAT	1	8	15	22	29	