



*Educational Excellence
for Successful career*



**SIENA COLLEGE
OF PROFESSIONAL STUDIES
ACADEMIC CALENDAR
2021-2022**

**SIENA COLLEGE
OF
PROFESSIONAL STUDIES**

Edacochin, Cochin 682 010
KERALA, SOUTH INDIA.

(Affiliated to M.G. University, Kottayam)



HAND BOOK & ACADEMIC CALENDAR

2021-2022

**“Wisdom of God
for the welfare of People”**

**SIENA COLLEGE
OF
PROFESSIONAL STUDIES**

Edacochin, Cochin - 682 010

www.sienacollege.co.in

Patron

Rt. Rev. Dr Joseph Kariyil, B.A., S.T.D.
Bishop of Cochin

Manager

Rev. Dr. Marian Arackal

Principal

Dr. Jose P. Abraham

Academic Director

Dr. V.S. Antony

Telephones

College Office : (0484) 2327844 / 3080331

Principal : 9847346010

Manager (Res) : (0484) 3080413

E-mail : sienacollegemail@gmail.com

PERSONAL RECORD

Admission & Roll No. :

Name :

Class and Section :

Register Number :

Father's Name :

Mother's Name :

Residential Address :

.....

.....

Phone Number :

Guardian's Name with

Address :

.....

.....

Phone :

Blood Group :

Signature of Parent :

Mission:

To impart career-oriented professional training to young men and women, especially to the backward Latin Catholic Community at an affordable rate.

Vision:

Our vision is to develop the college into an institution of excellence in holistic multidisciplinary studies with the best facilities available for study and research at the highest level.

പ്രാർത്ഥനാഗാനം

ഗുരുപാദമെ ആത്മ ചൈതന്യമെ

വഴി നീ തെളിക്കേണമെ...

നിറദീപമെ ആത്മ സൗന്ദര്യമെ...

കൂട്ടായി വന്നീടണെ....

സൗഹൃദം പൂത്തിടും കാലമാക്കീടണെ

തേജസ്സിലൊന്നായി നീങ്ങുവാൻ കനിയണെ

ഇരുളിൽ വെളിച്ചമായി തിരിയായ് തെളിഞ്ഞിടാൻ

തന്നീടണെ നവ്യ ചൈതന്യമെന്നുമെ...

തന്നീടണെ നവ്യ ചൈതന്യമെന്നുമെ.... (ഗുരു)

സ്വർഗ്ഗം തെളിച്ചൊരു വഴിയെ നടക്കുവാൻ

നന്മതൻ വെട്ടം തെളിച്ചീടുവാൻ (2)

കരുതലായ് കാവലായ് ഗുരുക്യപയായി നീ

എന്നുമെൻ ജീവിത പാതയിൽ നിറയണെ

എന്നുമെൻ ജീവിത പാതയിൽ നിറയണെ

MAHATMA GANDHI UNIVERSITY

PRIYADARSHINI HILLS

KOTTAYAM - 686 560

	Phone Number
Vice Chancellor	: 0481-2731001, 2731003
Pro-Vice Chancellor	: 2731005, 2731006
Registrar	: 2731007, 2583131
Controller of Examinations	: 2731000, 3204, 3507
Director of College Development Council	: 2731013
University Information and Guidance Bureau	: 2731025
Public Relations Officer	: 2731020
Director of Physical Education	: 2560511
Director of Students Services	: 2731024
Dean of Students	: 2731031
N.S.S. Programme Co-ordinator	: 2731029
Director of Collegiate Education Trivandrum	: 95471-2303107
Deputy Director of Collegiate Education, Ekm.	: 2362268

Succession List of Principals

- 1 Prof. K.J. Paul M.P.Ed. 2002 - 2005
- 2 Dr. V.S. Antony M.A, Ph.D 2005 - 2008
- 3 Mr. Joseph G. Nellikkal M.A. 2008-2011
- 4 Prof. Philip Neri K.I. 2011- 2017
M.Sc. (Phy.), MIETE, M.Phil, MIE (EC),
C.Eng., MCSE, MCA, MCP +1
- 5 Dr. Jose P. Abraham M.Sc, M.Phil, Ph.D 2017

College Council

Dr. Jose P. Abraham (Principal)

Mrs. K. J. Philominal (Vice Principal)

Mrs. Juiny Rebello

Mrs. Nancy Jismon

Mrs. Susamma Thomas

Mr. Chandan Raj S. M.

Mrs. Smitha O. P. (Librarian)

Mr. K. J. Thomas (Supdt.)

OFFICE BEARERS FOR 2020-2021

- | | |
|---|---------------------------------------|
| 1. Principal | - Dr. Jose P. Abraham |
| 2. Vice Principal | - Mrs. K. J. Philominal |
| 3. IQAC (Internal Quality Assurance Cell) Co-ordinator | - Mrs. Vrunda S. |
| 4. Staff Advisor | - Mrs. Nancy Jismon |
| 5. Career Guidance and Placement Committee | Mrs. Susamma Thomas & Mr. Naveen M.S. |
| 6. NSS Program Officer | - Mr. Abhilash K.V |
| 7. Nature Club | - Mrs. Anchu P.R. |
| 8. Library Committee | - Mrs. Devi Bharathan |
| 9. Internal Examination Committee | - Mrs. Juiny Rebello |
| 10. Website Committee | - Mr. Prethviraj T. K. |
| 11. Science / Quiz / Debate Club | - Mrs. Shajeni Justin |
| 12. Women's Guidance Cell | - Mrs. Shalini V. |
| 13. Students Grievance and Redressal Committee | - Mrs. K. J. Philominal |
| 14. Staff Editor | - Mrs. Chandigy Xavier |
| 15. Admission Committee | - Mrs. Juiny Rebello |
| 16. College Uniform Committee | - Mrs. Sherlina Cyril |
| 17. External Examination Committee | - Mrs. Linda Shiffy |
| 18. Attendance Committee | - Mrs. Nimmy E. Jose |
| 19. Entrepreneurship Development Club | - Mrs. Vrunda S. |
| 20. Internal Complaints Committee Against Sexual Harassment | - Mrs. Nishamol H. |
| 21. Higher Educational Survey Nodal Officer | - Mrs. Shalini V. |
| 22. Alumni Association | - Mrs. Resmi C. T. |
| 23. Mentoring Committee | - Mrs. Swapna T. A. |
| 24. Counselling Centre | - Mrs. Manju J. |
| 25. Cultural Centre | - Mrs. Manju J. |
| 26. Drug awareness committee | - Mr. Abhilash K. V |
| 27. Sports Committee | - Mr. Chandanraj S. M. |
| 28. Film Club | - Mrs. Bindu K. N. |
| 29. SC/ST Co-ordinator | - Mrs. Remya K. T. |

Heavenly Patroness : St Catherine of Siena (Doctor of the Church)

Siena is one of the most beautiful towns of Italy situated 231 kilometers north of Rome where St. Catherine was born in 1347. She was the confidante of the King and the feuding Italian Princes. She fearlessly confronted and swayed the mercenary war lords. She advised Popes, comforted the poor, gave direction to many of the outstanding abbots, preachers, theologians and soldiers of Europe. On a purely natural level St. Catherine of Siena is one of the most vigorous and courageous women in history.

Year of Establishment : 2002

Siena College of Professional Studies is the third university affiliated college patronized by the Bishop of Cochin. It is affiliated to Mahatma Gandhi University, Kottayam. This is a milestone in the rapid development in the arena of education triggered off by Rt. Rev. Dr. Joseph Kureethara, the former Bishop of Cochin. It was on 17th August 2002 that the Government of Kerala sanctioned the college for the Diocese of Cochin, which belongs to the Latin Catholic Community. On 4th September 2002 Mahatma Gandhi University granted affiliation. On 27th September 2002 the college with the name Siena College of Professional Studies was inaugurated by ShriNalakathuSoopy, Hon'ble Minister of Education, Kerala, in the presence of Prof. K.V. Thomas, Hon'ble Minister for Fisheries and Tourism, Kerala, Dr. Cyriac Thomas, Hon'ble Vice Chancellor of Mahatma Gandhi University, Kottayam and other dignitaries at the meeting, presided over by His Excellency, Rt. Rev. Dr. John Thattumkal.

Patron : Rt. Rev. Dr Joseph Kariyil (Bishop of Cochin)

His Excellency, Rt. Rev. Dr. Joseph Kariyil, the 35th Bishop of Cochin, took charge of the Diocese on 5th July 2009. Under him the Pastoral Ministry, Educational Ministry and Social Ministry are well organized and going on with many formation and development programs. The Bishop has special concern for the education of the young generation, irrespective of caste and religion.

Managed by : The Diocese of Cochin

The Diocese of Cochin is a Latin Catholic Diocese, established in 1557 by Pope Paul IV in recognition of the missionary work done by the Portuguese in India. The territory extended from Cannanore to Cape Comarin on the west coast and to the whole of the east coast of India. One can rightly claim that the Diocese of Cochin, after Goa (1534), is the mother Diocese of all Dioceses in the southern and eastern India, Ceylon and Burma. Now the Diocese of Cochin has become territorially the smallest Diocese in India owing to the bifurcation and erection of new Dioceses. The Diocese was under the Portuguese administration till 1950 and was handed over to the native bishops. The Diocese is situated in a narrow strip of land, extending from North-Vypin to South-Poomkavu, covering 236 sq. kms on the eastern side of the Arabian sea. The Diocese has embarked on several pastoral and development measures for the uplift of the people of the coastal area. Right from its inception in 1557 as the second Catholic diocese in India it has been taking a leading role in the socio-educational upliftment of the people.

Features of the College

The college is now functioning in a well disciplined and serene campus at Edakochi, Cochin with the facilities such as : excellent faculty, full time office assistance, pleasant and disciplined campus atmosphere, well arranged classrooms, fully equipped laboratory, computer courses along with Degree and PG classes, canteen, facilities for English language training etc.

We offer excellent facilities for the total development of all students and a perfectly peaceful campus. There is opportunity to pursue short -term job oriented courses in the campus itself.

Hostel facility will be arranged upon demand.

Aim and Motto of the College:

The aim of the College is to impart wisdom at all levels to form better citizens for the country and the world.

“Wisdom of God for the welfare of the people” is our motto.

Career Guidance and Placement Cell

Placement cell is a gateway to aspired career and helps students to become competent in the world of globalisation. The Placement cell of Siena College of Professional studies envisages providing career services, soft skills, development programmes and preparatory courses to help students to become excellent, competent and professional.

Students have found placements in Infosys, Wipro, IGate, KGISL, Sutherland, TCS to name a few.

This year the placement cell intends to publish a monthly bulletin. That includes career related articles contributed by teachers, students and experts in the field.

The Placement cell is also planning to bring out a placement brochure giving detailed information about the college, its courses, the student profile and the unique aspects of each of the courses and plans to send it to various Corporates. Students will go for brochure presentation with prior appointments and invite organizations to the campus for placements.

Nature Club

Nature Club functioning in the college motivates the students and staff to be more aware of the need to protect the environment through planting trees, chemical fertilizer free cultivation and beautifying the campus.

The College Magazine

The College Magazine is an open forum where students can express their views and opinions. It is an outlet for the creative talents of the Students. The student Editor, helped by an Editorial Board and the Staff Editor, brings out the magazine at the end of the academic year. The magazine showcases the literary, cultural, sports and nature club activities and achievements of the students. The success of a College Magazine depends upon the joined efforts of students, teachers & non teaching staff. By writing for the magazine, a student leaves behind an indelible mark of her passing through the College.

Committees and Clubs

There are different committees working in the college in connection with the other academic programs. They conduct various activities in connection with their academic programmes and to broaden the horizons of the students. This also helps the students to develop an initiative and a sense of responsibility to face the challenges in life. Membership is voluntary. Each club has a member of the faculty as an advisor.

Parent Teacher Association

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

The Student Government

The College Union is the Student Government of the College. The Union consists of the elected representatives of the student community. It comprises of the Chairman, the Vice Chairperson, Arts Club, Student Editor, two University Union Councillors, the representatives of the various classes and the Association Secretaries.

Examinations and Test Papers

The primary purpose of Examinations and Test papers is to evaluate the work of the students and also to give them training. Exemption from attendance at Examinations and test papers is granted only by the Principal. Malpractice in test papers and Examinations will be regarded as serious breach of discipline.

College scholarship/Prizes will be awarded to deserving candidates as per regulations.

Tutorial System

There is an efficient tutorial system in the College with students being closely monitored and guided by the concerned teachers in charge of the respective classes. Efficient counselling is given to the students for the upliftment of their character and career.

Future Plan

Starting of M.C.A, M.B.A., upgrading the Library with online Digital access facility.

FACULTY

Principal

Dr. Jose P. Abraham M.Sc, M.Phil, Ph.D 9847346010

Vice Principal

Ms. K. J. Philominal M.Com, M.Phil, PGDTM 9846035284

Department of Information Technology

1. Mrs. Nancy Jismon M.Sc IT, M.C.A (HOD) 9847794894
2. Mrs. Shalini.V M.C.A 9142026658
3. Mrs. Soumya P.N M.Sc IT, N.E.T 9745476097
4. Mrs. Nishamol H M.Sc IT 9847323287
5. Mrs. Manju J M.C.A 9645702335
6. Mr. Prethviraj T.K M.Sc. (C.S) 9895736486
7. Mrs. Shajeni Justin M.C.A 8547133466
8. Mrs. Reshma Xavier M.Sc (C.S), B.Ed 8891792850
9. Mr. Abhilash K.V M.C.A, PGDCA 8891550474

Department of Commerce

1. Mrs. K.J Philominal (HOD) M.Com, M.Phil, PGDTM
9846035284, 2235284
2. Mrs. Linda Shiffy K.A M.Com, M.B.A, M.Phil, S E T, P.G.D.C.A
9495602055
3. Mrs. Sarasa Chandrasekharan M.Com(F.Mgt),
M.Com (Marketing) 9446916024
4. Mrs Nimmi E. Jose M.Com, B.Ed, M.B.A, S E T 9744039568
5. Mr. Chandanraj S.M M.Com, M.B.A, M.H.R.M, N.E.T
9037517969
6. Mrs. Roopa V.J M.Com, M.B.A, B.Ed, S E T 8301888064
7. Mrs. Rashmin M.G M.Com, N.E.T 8089426270
8. Mrs. Asha Antony M.Com, M.B.A, N.E.T 9847192643
9. Mrs. Resmi C.T M.T.A, I.A.T.A 9745685405
10. Mrs. Lakshmi K.R M.Com, N.E.T 8281208577
11. Mrs. Sherlina Cyril M.Com, M.B.A, B.Ed, SET 8157988727

12. Mrs. Ligi Bijul M. Com, B.Ed, SET	9495839635
13. Mr. Naveen M. S M. Com, N.E.T, DFA	9809110630
14. Mrs. Susmi P.S M. Com, B. Ed	9746369436
15. Mrs. Dhanya Asok M. Com, M.B.A	9947481932
16. Mrs. Roopa Ruby Mathew M.Com	9037332807
17. Mr. Joseph Bony T.L M.Com, M.B.A, M.S.W, D.F.A, D.P.A, C.C.P (Counselling)	9037120121
18. Mrs. Mary Celin M.Com, B.Ed, SET	9633283881
19. Mrs. Binu Bhai P. V M.Com. B.Ed, SET	9495873160
20. Ms. Roselin Geethu N.G., M.Com., NET	8086151827

Department of Management Studies

1. Mrs. Vrunda S. M.B.A (HOD)	9400838289
2. Mrs. Anchu P. R M.B.A, B.Tech, M.Phil	9995188101
3. Mrs. Sethulakshmi M.S., MBA	8129643626
4. Mrs. Rincy Chacko, MBA	9809281839
	9778175857

Department of Mathematics

1. Mrs. Juiny Rebello M.Sc, B.Ed	9446528538
2. Mrs. Swapna T.A M.Sc, B. Ed	9446865251

Department of English

1. Mrs. Susamma Thomas (H.O.D) M.A (Eng), M.A (Co.Eng)	9995674042
2. Mrs. Chandigy Xavier M.A, B.Ed, M.Phil	9497348045
3. Mrs. Vinitha. A M.A	9037942195
4. Mrs. Devi Bharathan M.A, B.Ed, SET, NET	9526415413
5. Mrs. Amal Rose Jose M.A, B.Ed, SET	9809179525
6. Mrs. Remya K.T M.A, B.Ed, M.Sc (Psychology) SET	9633776046
7. Mrs. Glaxy Mathew M.A, NET	8089782982
8. Mrs. Anju Jude M.A, B.Ed.	9496632066

Oriental Languages

- | | |
|---|------------|
| 1. Mrs. Beena T.J M.A, B.Ed | 9847991164 |
| 2. Mrs. Jessy George P. M.A, B.Ed, S.E.T | 9847900206 |
| 3. Mrs. Bindu K.N M.A, M.Phil, P.G.D.T | 7736695525 |
| 4. Dr. Sumi C.S, M.A, M.Phil, Ph.D,
P.G Diploma in Hindi Translation | 9745233706 |

Non-Teaching Staff

- | | |
|---|------------|
| 1. Mr. K.J Thomas Superintendent | 9847810051 |
| 2. Mrs. Anna Nimmy M. J B.Com, PGDCA Clerk | 9995673036 |
| 3. Mrs. Maria Jacintha B.Com, (Tally) Clerk | 9526798634 |
| 4. Mrs. Smitha O.P B.A, M.LISC Librarian | 9744680558 |
| 5. Mrs. Annie Sumie B.Com, PGDCA Clerk | 9847110435 |
| 6. Mrs. Mary Reshma V.J B.Com, PGDCA Clerk | 9947385312 |
| 7. Mr. David Paul Peon | 9388426124 |
| 8. Mrs. Rubit P.F L.G.Staff | 9961220856 |
| 9. Mrs Juliet Judeson ,, | 9746621584 |
| 10. Mrs. Sherly Antony ,, | 9349593805 |
| 11. Mrs. Vironi Johnson ,, | 8547374892 |
| 12. Mrs. Soja Antony ,, | 9605108104 |

COURSE OF STUDY

Three Year Degree Courses

Part I - Language : English

Part II - Anyone of the following languages - Malayalam & Hindi

Part III - Optional

1. Information Technology
2. Business Administration
3. Commerce (Optional: Taxation)
4. Commerce (Optional: Tourism & Travel Management)
5. Computer Applications

Courses offered and qualification for Admission

B.Com. 3 Years Course (Semester Scheme)

B.Com Taxation (Six Semesters) Model I

B.Com Taxation (Six Semesters) Model II

Qualification:

Candidates passed Pre-degree/+2/equivalent with any of the following subjects.

Book Keeping and Accountancy and any two of the following subjects. Commerce, Commercial Correspondence, Book Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science, Computer Application

Or

A pass with 45% marks in aggregate.

B.Com. Travel & Tourism (Six Semesters)

Qualification: Same as B.Com (Taxation)

B.Com. Marketing (Six Semesters)

Qualification: Same as B.Com (Taxation)

Bachelor of Business Administration (BBA - Six Semesters)

Qualification: Candidates passed Pre-degree / +2 equivalent in any group.

Complementary: Mathematics, Statistics

Bachelor of Computer Applications (BCA - Six Semesters)

Qualification: Candidates passed Pre-degree / +2 equivalent with Physics, Chemistry, Mathematics or Computer Science as optional under Part III

Bachelor of Information Technology (B.Sc. IT - Six Semesters)

Qualification: Candidates passed Pre-degree / +2 equivalent with Physics, Chemistry, Mathematics or Computer Science as optional under Part III

The medium of instruction is English.

Complementary: Mathematics

B.A. English

Admission to BA English of Language & Literature and Social Sciences shall be open only to candidates who have passed plus two or equivalent examination or an examination accepted by this University as equivalent thereto.

Complementary: Political Science & Informatics

M.Com

B.Com under Part III Core Group (Core + Complementary + Open Courses) or BBA / BBM with not less than CGPA of 1.8 out of 4.

B.Com under Part III (Main / Core + subsidiaries / Complementaries) or BBA / BBM with not less than 45% marks.

EXAMINATION AND EVALUATION PATTERN (as per University rules)

The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. (ISA+ESA) as given below

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

CREDIT POINT AND CREDIT POINT AVERAGE Credit Point

(CP) of a course is calculated using the formula

$CP = C \times GP$, where C = Credit; GP = Grade point

Credit Point Average (CPA) of a Semester/Program is calculated using the formula

CPA = TCP/TC, where TCP = Total Credit Point; TC = Total Credit

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

CPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A - Excellent
Above 7, but below or equal to 8	B -Very Good
Above 6, but below or equal to 7	C - Good
Above 5, but below or equal to 6	D - Satisfactory
Above 4, but below or equal to 5	E - Adequate
4 or below	F - Failure

CPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A - Excellent
Above 7, but below or equal to 8	B -Very Good
Above 6, but below or equal to 7	C - Good
Above 5, but below or equal to 6	D - Satisfactory
Above 4, but below or equal to 5	E - Adequate
4 or below	F - Failure

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a Programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/Programme only F grade will be awarded for that Semester/Programme until he/she improves this to E grade or above within the permitted period. Candidate who secures E grade and above will be eligible for higher studies.

MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

Components of the internal evaluation and their marks are as below.

For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

All the three components of the internal assessment are mandatory. For common course English in I Semester, internal oral examination shall be conducted instead of test paper.

Components of Internal Evaluation	MARKS
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2)(1x10=10; 2x5=10)	10
Total	20

For all courses with practical

a) Marks of theory – External Examination : 60

b) Marks of theory – Internal Evaluation : 10

Components of Theory – Internal Evaluation	Marks
Attendance	3
Assignment/Seminar/Viva	2
Test paper(s) (1 or 2)(1x5=5; 2x2.5=5)	5
Total	10

- a) Marks of Practical –External Examination: 40 (only in even semesters)
- b) Marks of Practical- Internal Evaluation: 20 (odd and even semesters combined annually)

Components of Practical-Internal evaluation	Marks
Attendance	4
Record*	10
Lab involvement	6
Total	20

***Marks awarded for Record should be related to number of experiments recorded.**

Project Evaluation: (Max. marks100)

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	100

Attendance Evaluation

1) For all courses without practical

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

(Decimals are to be rounded to the next higher whole number)

1) For all courses with practical

% of Attendance Marks for theory		% of Attendance Marks for practical	
90 and above	3	90 and above	4
80—89	2	85—89	3
75—79	1	80—84	2
		75—79	1

(Decimals are to be rounded to the next higher whole number)

ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester.

SEMINAR/VIVA

A student shall present a seminar in the 5th semester and appear for Viva-voce in the 6th semester.

INTERNAL ASSESSMENT TEST PAPERS

At least one internal test-paper is to be attended in each semester for each course.

External Examination

The external examination of all semesters shall be conducted by the University at the end of each semester.

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/

attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

All students are to do a project. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.

There will be no supplementary exams. For reappearance/improvement, the students can appear along with the next batch. A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester. A candidate who has not secured minimum marks/credits in internal examinations can redo the same registering along with the University examination for the same semester, subsequently. All programmes and courses shall have unique alphanumeric code.

Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.

PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/She shall also submit a detailed scheme of evaluation along with the question paper.

A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination for theory paper upto 2016 admission.

	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
TOTAL	35	26	X	80

Pattern of questions for external examination for theory papers from 2017 admission

	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
	12	10	2	20
	9	6	5	30
	4	2	15	30
TOTAL	25	18	X	80

MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each semester, which shall contain the following information:

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the

- (d) Under-Graduate Programme
- (e) Name of the Semester
- (f) Name and Register Number of the student
- (g) Code, Title, Credits and Max. Marks (Int., Ext. & Total) of each course opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester
- (i) Institutional average of the Internal Exam and University Average of the External Exam in each course.
- (j) The total credits, total marks (Max. & Awarded) and total credit points in the semester
- (k) Semester Credit Point Average (SCPA) and corresponding Grade.
- (l) Cumulative Credit Point Average (CCPA) corresponding to Common courses, Core and Complementary (separately and together) and whole programme, as the case may be.
- (m) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final grade/marks scored by the candidate from **1st to 6th** semester, as the case may be, and the overall grade/marks for the total programme.

Relaxation in Marks in the qualifying examination:

Kerala Scheduled Caste / Scheduled Tribe Category : The minimum grade in the qualifying examination for admission to the PG Degree programme is 'C' [See Annexure I (a) & I (b)] in the seven point scale for CBCSS and a pass for pre CBCSS applicants.

SEBC Category : A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed [see Annexure I (d)] i.e., CGPA of 1.88 for CBCSS applicants and 47% marks for preCBCSS applicants for admission to MSc programmes and CGPA of 1.72 for CBCSS applicants and 42% marks for pre-CBCSS applicants for admission to M.A./M.Com programmes.

OEC Category : A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed [See Annexure I (c) i.e, CGPA of 1.80 for CBCSS applicants and 45% marks for preCBCSS applicants for admission to MSc programmes and CGPA

of 1.60 for CBCSS applicants and 40% marks for pre CBCSS applicants for admission to MA / M Com programmes.

Persons with Disability Category : A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS applicants and 45% marks for pre - CBCSS applicants for admission to MSc programmes and CGPA of 1.60 for CBCSS applicants and 40% marks for pre CBCSS applicants for admission to MA/MComprogramme. Mahatma Gandhi University PG CAP.

PREPARATION OF RANK LIST :

Under Pre - CBCSS pattern, the rank list of P.G Degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding / deducting weightage/ bonus marks / handicap marks, if any.

Under CBCSS pattern, the CGPA secured for Part III Core group [Core _ Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding / deducting weightage / bonus marks / handicap marks, if any.

Bonus Marks

The Bonus marks will be awarded as follows:

a. Bonus of five marks will be awarded to NCC and NSS candidates for admission to all programmes. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. An additional bonus mark of 3 will be given to 'A' certificate holders and 5 marks each to 'B' and 'C' Certificate holders in proof of their high proficiency.

b. In respect of NSS candidates the boys marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the ProVice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G. programmes for which admission is sought.

c. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/ Zilla Sainik Welfare Officer to the effect that the applicant is the son / daughter of ex-service man or an ex service man himself / herself. The certificate should clearly show that the benefit of reservation has not been granted earlier to any member in the family. In the absence of the above certificate the claim Mahatma Gandhi University PG CAP will not be considered.

d. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.

e. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.

Rules for Admission

The admission Policy is as per the Government and University norms.

1. Application for admission in the College should be made in the prescribed form as notified by M.G. University.
2. The registration number and the application number must be quoted in all subsequent correspondence.
3. The application form duly filled in should be submitted on or before the last date published by the University.
4. Applications containing false information will be rejected.
5. Candidates who are prepared to choose either Hindi or Malayalam as additional language will only be selected for admission for B. A., B. Com. degree programmes.
6. Students who are found eligible for admission will be called for an interview which they should attend with their parent or guardian.
7. All the columns in the application form must be carefully filled in. Attestation of marks should be done in the appropriate pages. Noncompliance with the same will entail rejection of the application.

8. Candidates migrating from outside Universities / Boards, if selected, should produce at the time of admission, migration certificate.
9. Applicants are advised to keep with them true copies of their certificates before they submit the original certificates at the College Office.
10. Students belonging to the Scheduled Caste / Scheduled Tribe and other eligible communities will get fee concession as per existing rules.
11. The students selected for interview must bring with them 5 copies of their latest passport size colour photographs. An identity card with the photograph will be issued to the students on payment of the cost of the card.

Original Documents to be produced at the time of interview

SSLC Book with a self attested copy

Plus two/Senior Secondary School Mark list Transfer Certificate

Conduct Certificate

Originals of any other certificate attached to the application

Intimation Letter

Migration certificate - for those who have passed from any other University or Board other than Kerala State Board Higher Secondary Examination.

Five copies of the recent passport size colour photographs.

KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസ്കതഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധികൃഷ്ടപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ,

അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുവെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
 3. റാഗിംഗ് നിരോധനം : ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
 4. റാഗിംഗിനുള്ള ശിക്ഷ : ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷംവരെയൊകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതിനും അയാൾ പതിനായിരം രൂപ വരെയൊകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
 5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽനിന്നും പിരിച്ചുവിടേണ്ടതിനും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്ന് വർഷകാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
 6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ : മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.
- 2-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
7. കൃത്യം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ

സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

Rules of General Discipline

1. Students are expected to be in the class at the first bell. No student shall leave the class without the permission of the Asst. Professor concerned.
2. Classes will be conducted from 9.00am to 2.30pm. Students should on no account arrive late to the classroom. At the stroke of the second bell, students should stand up in silence for the Morning Prayer. Students should obtain the permission of the Principal to leave the College campus during working hours.
3. No student shall leave a class without the permission of the lecturer concerned. Students should obtain the permission of the Principal to leave the college campus during working hours.
4. Students should go from one class to another as quickly as possible without loitering about and disturbing other classes.
5. Uniform is compulsory to all students. Students should be simple, neat and tidy in dress. Particular care should be taken to dress modestly. Proper hair style should be maintained which is suitable to students of professional courses avoiding shabbiness and lack of grooming.
6. Students should behave and conduct themselves both inside and outside the College in a becoming and gentlemanly manner. They should be courteous to one another and to the members of the staff. No trace of vulgarity should appear in their conversation and behaviour. They should be dignified in the class room and outside. Smoking in the College campus strictly forbidden.
7. When a student meets a member of the teaching staff, for the first time during the day he/she should greet him/her in an appropriate manner. "Good morning Sir/Madam". Every student should carry his/her identity card & produce it on demand by the authorities or persons authorized to do so.
8. Every student shall handle with care the College property and shall co-operate in preserving the cleanliness and tidiness of the building and furniture. Those who mark or disfigure or otherwise spoil any portion of the building, premises or furniture shall be punished for misconduct.

9. Students are specially warned not to write or scribble anything on the blackboard. Breach of this rule shall be seriously dealt with.
10. No notice or petition of any kind shall be circulated among the students or pasted on the notice board without the written sanction of the Principal.
11. Students are forbidden to make complaints in a body or address any authority in a collective manner. Students are strictly warned against forwarding complains of any kind without the knowledge and consent of the Principal.
12. Megaphone, loud speakers etc. should not be used and posters, banners or boards should not be put up in the campus without the written permission of the Principal.
13. Serious action will be taken against the students, who bring outsiders to the College without the prior permission of the Principal.
14. No meeting or function of any kind shall be held without the sanction of the Principal. Meetings and other functions in the College shall not be allowed to be exploited either directly or indirectly for the propaganda of political parties. It will be at the discretion of the Principal not to allow any function, which in his opinion, is undesirable.
15. Students are forbidden to take active part in political agitations directed against the authority of the Government.
16. The Principal may further, at his discretion, forbid students to engage prominently in any public movement.
17. Participation in strikes of any kind is strictly forbidden.
18. Students should have their personal letters addressed to their home.
19. The Principal or other constituted College authority may frame and issue from time to time disciplinary rules of permanent or temporary nature, regulating the conduct of students within the College campus, in so far as such rules seem necessary a. to secure the observance of the above rules, and b. to maintain the reputation of the College.
20. The attention of the students is drawn to the rule that they should respect their teachers not only inside the class room but also outside. Well-disciplinedbehaviour is expected at any function in the College.

21. Excursions will be allowed only once in a course of study and preferably in the final year. Excursions may be arranged in such a way as to minimise the loss of working days.
22. The use of mobile phones by students is strictly prohibited inside the College building as per Government orders.
23. The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by the existing rules will be left to the discretion of the Principal and his decision will be final.
24. Students are not allowed to engage in any politically motivated activities within the campus such as organizing meeting, processions, shouting slogans, pasting of notices etc. which have been forbidden by law and college regulations.
25. Students are strictly prohibited from the use of illicit drugs, tobacco, alcohol and any other substances.

Excursions

- 1 Excursion parties should be accompanied by the members of the staff and the expenses of these members of the staff should be borne by the party of the students. When women students go on excursion either alone or in company with men students, there should be a lady lecturer to accompany them. The Principal's permission should be obtained before making plans for excursion. The completed application forms should reach the Principal at least three days before the journey.
- 2 Excursions will be allowed only once in a course of study and preferably in the final year. Excursions may be arranged in such a way as to minimize the loss of working days.

Attendance and Absence

1. The working day is divided ordinarily into five periods each of one hour duration.
2. Attendance shall be taken at the beginning of each period.
3. Leave of absence for one or more periods must be obtained from the Principal in the letter format in advance.
4. No leave will be granted unless the Principal is satisfied with the reason stated.
5. No student shall absent himself / herself from a class without leave.

6. Absence without leave for a part of a session shall be considered as absence for half day.
7. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be readmitted at the discretion of the Principal.
8. Students shall not take leave of absence unless it is absolutely necessary. Those who take leave should produce a leave letter, duly signed by the parent or guardian, when they return after leave. Irregularity in attendance may result in the loss of term days. The loss will end in the loss of a year.
9. The annual certificate of attendance and progress required by the University for admission to the University examinations will in no case be granted unless the student has secured not less than three fourth of the number of the total working days in the academic year and the Principal considers that the student's progress and conduct have been satisfactory.

N.B. Students are informed that they should get 75% of attendance of the year and should they fall short, the deficiency will be condoned, only if the syndicate is satisfied that the absence was for reasons beyond the control of the students. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one academic year in any course of study.

MG University Student's Code of Conduct Rules 2005

Title : These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules - 2005. It shall come into force with immediate effect.

Object : These rules are framed with a view to maintaining and enforcing good conduct inside the class rooms and campus in the affiliated Colleges, Departments of Teaching and Research and Self Financing Schools of the Mahatma Gandhi University.

Application : These rules shall be applicable to all the affiliated colleges under the University, University Departments of Teaching and Research and Self Financing Schools of the University.

4. Definitions :

- (1) College : means a college as defined in Section 2 (2) and Section 2 (7) of the M.G. University Act 1985.

- (2) Vice Chancellor : means the Vice Chancellor of the Mahatma Gandhi University.
- (3) Students' Grievance Redressal Committee : Students' Grievance Redressal Committee constituted as per Rule 8.
- (4) Student : means a part-time or full time student as defined in Section 2 (26) of Mahatma Gandhi University Act.
- (5) Principal : means Head of the College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
- (6) Political activity : Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition on Political Activity inside the campus

- (a) No student of a college shall get himself / herself involved in any political activity by himself or alibi; the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- (d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room,

office, hall or other places inside the campus and such activities shall be treated as misconduct.

- (e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution.
- (f) No Student shall collect money from others either by request or by coercion or buy & sell any article in the college campus except with specific permission of the Principal.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students of the college.
- (b) If it comes to the notice of the Principal that a student or a class of students has committed misconduct as referred to in Rule 5 above that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher/ teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency were made. The Enquiry Officer also shall give fair and reasonable opportunity to all and shall submit a report to the Principal without unnecessary delay. After the receipt of the report the Principal shall consider the report and take appropriate action, which he deems fit, including the imposition of the following punishments.

1. Issuance of compulsory transfer certificate
2. Dismissal from the college

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

7. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters, or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such Activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damage so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code, under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, the recovery proceedings shall be taken against the person responsible.

8. Students' Grievance Redressal Committee

In every college there shall be a Students' Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council, of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

9. Right to Appeal

A student, against whom the disciplinary orders had been passed, shall have a right to appeal to the Board of Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal, if it is proved to the satisfaction of the appellate

authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

Class Examinations

There will be a terminal examination during each term in addition to class tests, if any, in each subject.

Attendance in these examinations is compulsory. If, for any reason, a student is unable to sit for the examination, he / she will have to obtain permission from the Principal.

The annual promotion and the issue of progress certificate for the University examinations will be based on these examinations, regular attendance at classes, games, general good behaviour and conduct.

The Students' Union will be constituted in accordance with the rules and regulations of the University and it will function under the general guidance of the Principal.

Tutorial System

As we are focusing attention on a quality conscious educational pattern, it is highly imperative that a program for the same be implemented in our institution, and hence the 'Tutorial System' is introduced. It aims at the smooth interaction between parents, teachers and students.

As per the tutorial system, the Heads of the Department will be in charge of the tutorial work.

Each student is expected to consult his / her tutor on all matters pertaining to academic life and studies.

The tutors are expected to have intimate knowledge of their wards, the circumstances and ways of their life, from frequent personal interactions.

The tutors are expected to have frequent contact with their wards, during and outside College hours and to report any remiss in their progress and conduct immediately to the notice of their guardians or parents in time or take any other suitable action.

Certificates

Three days notice is required for the issue of certificates.

Certificates will be issued only after the payment of all dues to the college.

Conduct certificate is a document, which the student has to earn. It will not be issued as a routine procedure.

Transfer Certificate : No transfer certificate will be issued to those who owe dues to the College. No fee will be levied from those who apply for T.C. within one year after leaving the college.

Every student should take his / her T.C. at the end of his / her course and produce it when he / she is admitted for the next course.

Application by post for certificates should be addressed to the 'Principal, Siena College of Professional Studies, Edakochi, Kochi-10'. No certificate will be sent by post unless a sufficiently stamped, self-addressed envelope accompanies the application. Certificates will be sent by registered post on proper request and acknowledgment for the same.

The students should personally collect the original certificates from the office. Issue of certificates under authorization should have the sanction of the Principal.

Fee Regulations

All fees due for a semester / year shall be paid in the first week of the semester / year itself.

Every student is liable to pay the prescribed fees for the whole year during any part, if his / her name is on the rolls of the College.

A receipt signed by the dealing hand will be issued for every payment made, which the student shall preserve and produce whenever required by the Principal.

Mistakes, if any, in the receipts issued for payments made should be pointed out then and there at the counter and should get corrected on the spot. Complaints made later will not be entertained.

The fee structure for the course as approved by the University :

	IT / B.C.A.	B.Com / BBA / BA	M.Com.
Tuition Fees (Per Semester)	18,750/-	9,000/-	18,750/-
Cauton Deposit :	1000/-	1000/-	1000/-
	19,750/-	10,000/-	19,750/-

At the end of the particular course of study, the caution deposit will be returned to the students, after adjusting the dues, if any, on account of loss of library books, breakages of laboratory equipment and any other loss caused to the property of the College. Every student should get his / her caution deposit refunded after the completion of the course. Caution Deposit remaining unclaimed after two months from the due date of completion of the course (last due date of University Exam.) will be forfeited.

Laboratory Rules

Students are reminded that practical work is the foundation on which the study of sciences stands and every student is required to give the most earnest and careful attention to it. The laboratory work is arranged to accompany as closely as possible the principles of theory discussed in the lecture classes.

The certificate for the practical course required by the University regulations will not be granted unless the student's progress has been satisfactory. This will be judged not only by the practical work done in the laboratory, but also by the neat systematic, regular writing of the record book.

Students who damage computers, its accessories, or any other article or apparatus will be required to replace it. If the articles are broken on account of carelessness, they will have to pay a fine in addition. If any article is stolen the student will be suspended from the laboratory. They are responsible for any machine or equipment given for their use. When they finish their work they must shut down the computer or leave the apparatus in the same position in which they were placed originally. Cost of breakages should be paid within seven days.

Library Rules

All members of the staff and students are members of the College library for consultation and also for borrowing books.

The library remains open from 9.00 a.m. to 3.30 p.m. on all working days.

Strict silence shall be observed in the library.

Students are requested to examine the books carefully before borrowing and report damages if any to the library staff.

Loss of books or any damage detected at the time of returning will have to be compensated either through replacement of the damaged or lost book or if the book is not readily available in the market, by depositing the cost of the book as fixed by the librarian.

“No Due Certificate” will be given to the students only after returning the books and the Reader’s tickets.

The reader will be responsible for any damage caused to a book or any other library property.

The period of loan of books is normally 14 days, including the day of issue, after which period a fine of 50 ps. per day per book will be levied.

Books which are temporarily in special demand will be lent only for a short period.

If a book is overdue by one week the Librarian must report the matter to the Principal. The member will be considered as defaulter and will be suspended temporarily from membership.

Some of the leading Malayalam and English newspapers, magazines and journals are also available in the library. Students are advised to spend some time every day in the library during free time. They are requested to use the materials with utmost care. Perfect silence should be maintained in the library.

N.S.S. (National Service Scheme)

There will be a unit of the National Service Scheme functioning in this College under the guidance of Mr. Abhilash K.V. It is intended to arouse the social consciousness of student community by preparing them to be useful to society. Membership of N.S.S. is voluntary and strictly on selective basis from first degree students. Each student is subject to its discipline and code of behaviour. Every student attending the N.S.S. will be required to put in the minimum time of service equivalent to 120 hours each academic year. Those who complete 240 hours of work in 2 years are eligible for a certificate issued by the University.

Membership in N.S.S. and a certificate to that effect from the University will be treated as additional qualification while making recruitments to Public Service.

Proforma for Leave Application by students

Name, Roll number and class

Date for which leave is required

Nature of leave required

Reasons for leave

Signature of the student with date

Signature of the parent

Recommendations of the Tutor-in-charge

Orders of the Principal.

CALENDAR

JUNE 2021

Date	Day	Particulars	No. of working days
01	Tue		
02	Wed		
03	Thu		
04	Fri		
05	Sat	*	
06	Sun	*	
07	Mon		
08	Tue		
09	Wed		
10	Thu		
11	Fri		
12	Sat	* Second saturday	
13	Sun	*	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat	*	
20	Sun	*	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat	*	
27	Sun	*	
28	Mon		
29	Tue		
30	Wed		

* Holidays Other Holidays will be announced later.

CALENDAR

JULY 2021

Date	Day	Particulars	No. of working days
01	Thu		
02	Fri		
03	Sat	*	
04	Sun	*	
05	Mon		
06	Tue		
07	Wed		
08	Thu		
09	Fri		
10	Sat	* Second Saturday	
11	Sun	*	
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat	*	
18	Sun	*	
19	Mon		
20	Tue	* Eid Al Adha	
21	Wed		
22	Thu		
23	Fri		
24	Sat	*	
25	Sun	*	
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat	*	

* Holidays Other Holidays will be announced later.

CALENDAR

AUGUST 2021

Date	Day	Particulars	No. of working days
01	Sun	*	
02	Mon		
03	Tue		
04	Wed	Managers Day	
05	Thu		
06	Fri		
07	Sat	* Second Saturday	
08	Sun	* <i>Karkidakavu</i>	
09	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	*	
15	Sun	* Independence Day	
16	Mon		
17	Tue		
18	Wed		
19	Thu	* Muharam	
20	Fri	* 1 st Onam	
21	Sat	* Thiruvonam	
22	Sun	* 3 rd Onam	
23	Mon	* 4 th Onam, Sree Narayana Guru Jayanthi	
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat	* <i>Ayyankali Jayanthi</i>	
29	Sun	*	
30	Mon	* <i>Sreekrishna Jayanthi</i>	
31	Tue		

* Holidays Other Holidays will be announced later.

CALENDAR

SEPTEMBER 2021

Date	Day	Particulars	No. of working days
01	Wed		
02	Thu		
03	Fri		
04	Sat	*	
05	Sun	* <i>Teachers Day</i>	
06	Mon		
07	Tue		
08	Wed		
09	Thu		
10	Fri		
11	Sat	* <i>Second Saturday</i>	
12	Sun	*	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat	*	
19	Sun	*	
20	Mon		
21	Tue	* <i>Sreenarayana Guru Samadhi</i>	
22	Wed		
23	Thu		
24	Fri		
25	Sat	*	
26	Sun	*	
27	Mon		
28	Tue		
29	Wed		
30	Thu		

* *Holidays Other Holidays will be announced later.*

CALENDAR

OCTOBER 2021

Date	Day	Particulars	No. of working days
01	Fri		
02	Sat	*	
03	Sun	*	
04	Mon		
05	Tue		
06	Wed		
07	Thu		
08	Fri		
09	Sat	* Second Saturday	
10	Sun	*	
11	Mon		
12	Tue		
13	Wed		
14	Thu	* Mahanavami	
15	Fri	* Vijayadasami	
16	Sat	*	
17	Sun	*	
18	Mon		
19	Tue	* Nabhidinam	
20	Wed		
21	Thu		
22	Fri		
23	Sat	*	
24	Sun	*	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat	*	
31	Sun	*	

* Holidays Other Holidays will be announced later.

CALENDAR

NOVEMBER 2021

Date	Day	Particulars	No. of working days
01	Mon		
02	Tue		
03	Wed		
04	Thu	Deepavali	
05	Fri		
06	Sat	*	
07	Sun	*	
08	Mon		
09	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat	* Second Saturday	
14	Sun	*	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat	*	
21	Sun	*	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat	*	
28	Sun	*	
29	Mon		
30	Tue		

* Holidays Other Holidays will be announced later.

CALENDAR

DECEMBER 2021

Date	Day	Particulars	No. of working days
01	Wed		
02	Thu		
03	Fri		
04	Sat	*	
05	Sun	*	
06	Mon		
07	Tue		
08	Wed		
09	Thu		
10	Fri		
11	Sat	* Second Saturday	
12	Sun	*	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat	*	
19	Sun	*	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri	* College closes for Christmas Holidays	
25	Sat	* Christmas	
26	Sun	*	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		

* Holidays Other Holidays will be announced later.

CALENDAR

JANUARY 2022

Date	Day	Particulars	No. of working days
01	Sat	* <i>New Year Day</i>	
02	Sun	* <i>Mannam Jayanthi</i>	
03	Mon	* College re-opens after Christmas holidays	
04	Tue		
05	Wed		
06	Thu		
07	Fri		
08	Sat	* <i>Second Saturday</i>	
09	Sun	*	
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat	*	
16	Sun	*	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat	*	
23	Sun	*	
24	Mon		
25	Tue		
26	Wed	<i>Republic Day</i>	
27	Thu		
28	Fri		
29	Sat	*	
30	Sun	*	
31	Mon		

* *Holidays Other Holidays will be announced later.*

CALENDAR

FEBRUARY 2022

Date	Day	Particulars	No. of working days
01	Tue		
02	Wed		
03	Thu		
04	Fri		
05	Sat	*	
06	Sun	*	
07	Mon		
08	Tue		
09	Wed		
10	Thu		
11	Fri		
12	Sat	Second Saturday	
13	Sun	*	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat	*	
20	Sun	*	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat	*	
27	Sun	*	
28	Mon		

* Holidays Other Holidays will be announced later.

CALENDAR

MARCH 2022

Date	Day	Particulars	No. of working days
01	Tue	<i>Sivarathri</i>	
02	Wed		
03	Thu		
04	Fri		
05	Sat	*	
06	Sun	*	
07	Mon		
08	Tue		
09	Wed		
10	Thu		
11	Fri		
12	Sat	* <i>Second Saturday</i>	
13	Sun	*	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat	*	
20	Sun	*	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat	*	
27	Sun	*	
28	Mon		
29	Tue		
30	Wed		
31	Thu		

* *Holidays Other Holidays will be announced later.*

CALENDAR

APRIL 2022

Date	Day	Particulars	No. of working days
01	Fri		
02	Sat	*	
03	Sun	*	
04	Mon		
05	Tue		
06	Wed		
07	Thu		
08	Fri		
09	Sat	* Second Saturday	
10	Sun	*	
11	Mon		
12	Tue		
13	Wed		
14	Thu	* Maundy Thursday	
15	Fri	* Good Friday	
16	Sat	*	
17	Sun	* <i>Easter</i>	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat	*	
24	Sun	*	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat	*	

* *Holidays* Other Holidays will be announced later.

CALENDAR

MAY 2022

Date	Day	Particulars	No. of working days
01	Sun	* <i>May Day</i>	
02	Mon	* <i>Eid ul Fitr</i>	
03	Tue		
04	Wed		
05	Thu		
06	Fri		
07	Sat	*	
08	Sun	*	
09	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	* <i>Second Saturday</i>	
15	Sun	*	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat	*	
22	Sun	*	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat	*	
29	Sun	*	
30	Mon		
31	Tue		

* *Holidays – Other Holidays will be announced later.*

TIME TABLE 20201-2022

DAY	1	2	3	4	5
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

