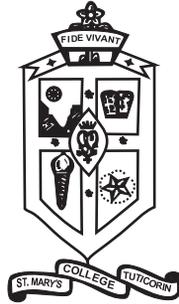


# **ST. MARY'S COLLEGE (Autonomous)**

(Re-accredited with 'A' Grade by NAAC

**THOOTHUKUDI**

**Established 1948**



**2016 - 2017**

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

## **2016 - 2017 Administrators**

- |                            |  |
|----------------------------|--|
| Secretary                  | - Dr. Sr. Jessie Fernando              |
| Principal                  | - Dr. Sr. S. Alphonse Roseline Mary    |
| Vice Principal             | - Dr. Sr. A. Arockia Jenecius Alphonse |
| Controller of Examinations | - Dr. J. Dulcy Elizabeth               |
| Director of SSC            | - Sr. Josephine Jeyarani               |

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!  
உன் சீரிளமைத் திறம் வியந்து செயல்மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharatha bahgya Vidhata  
Punjab Sindhu Gujarata Maratha  
Dravida Utkala Vanga  
Vindhya Himachala Yamuna Ganga  
Uchchala jaladhi taranga  
Tava Shuba name jage  
Tava Shuba ashisha mage  
Gahe tava jaya gatha  
Jana gana mangala dayaka jaya he  
Bharatha bhagya vidhata  
Jaya he jaya he jaya he  
Jaya jaya jaya jaya he.

- Rabindranath Tagore

## PLEDGE

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

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

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

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

## CONTENTS

Personal Memoranda  
College Prayer  
Pledge  
Thamizhthai Vazhthu  
National Anthem  
College Emblem  
College Anthem  
Foundation and Roots of the College  
Succession of Principals  
Milestones - Marked Beginnings  
Marked Events  
Marian Vision & Mission  
Courses Offered  
Co-Curricular Activities  
Extra Curricular Activities  
Rules and Regulations  
Fee Regulations  
Campus Utilities  
General Administration  
Committees & Staff-in-charge  
Departments and Faculty Members  
Academic Calendar

From the Principal

**“To change the world we must be good to those who cannot repay us”.**

**- Pope Francis**

Dear Marian,

Warm greetings!

St. Mary's College has traversed paths of excellence by fulfilling the vision of its pioneers for the past sixty eight years. It progresses to sustain the quality attained since its establishment. Exercising autonomy has augmented the process of development.

We had placed Gratitude and Commitment as our working principles in the past two years. In this academic year 2016-17, we envision to activate our inner being with Compassion.

In this Holy Jubilee year of Mercy, Pope Francis is very emphatic in saying that Mercy is the very hallmark of church's life and mission. While Mercy is divine, compassion is the human face, human touch and spontaneous expression of love, forgiveness and justice. The core and essence of all religions is compassion which is also one of the women's greatest values.

***Indeed the charism of Servite Sisters is also Compassion. Following the model of Mother Mary, the patron of Marians, St. Mary's strives to imbibe and impart the virtue of compassion.*** This handbook has given required information to be offered, for the academic pursuit and holistic growth. Let each Marian be enlightened and actualize the goodwill of compassion towards betterment of oneself, marginalised and the ecosystem.

*May compassion be our perspective;*

*May compassion be the key to our understanding;*

*May compassion be the intention of our every action;*

*May compassion bind us all with the cords that cannot be broken.*

We will place this as the rhythm of the heart and make the lamp of wisdom glow more warm and bright.

*Roseline*

**Dr. Sr. S. Alphonse Roseline Mary**

PERSONAL MEMORANDA

Name : .....

Date of Birth: ..... Blood Group : .....

Degree and Department: ..... Register Number : .....

Father's Name : ..... Occupation: .....

Mother's Name : ..... Occupation: .....

ResidentialAddress: .....

.....

PermanentAddress: .....

.....Contact No.: .....

Father's Office/Mobile No. : .....

Mother's Office/Mobile No. : .....

Mode of Transport : .....

Auto(or)Taxi Driver's Name : .....

MobileNo. : .....

Vehicle No. : .....

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

Date:

Signature of Parent/Guardian

Students must bring this Academic Calender 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  
Ah 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 scholarly stand.**

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

## *College Emblem*



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

### **MARIAN VISION AND MISSION**

#### **VISION**

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

#### **MISSION**

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

## **FOUNDATION AND ROOTS OF THE COLLEGE**

The Congregation of Mother of Sorrows Servants of Mary (Servite Sisters) is an indigenous Women Congregation founded in 1854 at Tiruchirappalli, TamilNadu, numbering around 1000 sisters working in 150 communities spread in North and South India, Myanmar, Italy, Philippines and Australia. The Servites work in schools and colleges, social service centres, hospitals and 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 the then Bishop of Thoothukudi, Msgr. Francis Tiburtius Roche (the then bishop of Thoothukudi) SJ., Fr. B.S. Soosainathar (Former Manager of the college) and the Servite Superiors for the Higher Education particularly marginalized women of the coastal region. It enjoys a rich academic and spiritual heritage of 69 years as a Christian minority institution. From its inception, the institution has made its mark in empowering women in their march towards excellence and liberation.

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

Having been granted autonomy in 2009 the institution successfully completed six years in 2015 and the same status has been renewed and extended 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 -

### **Telephone Numbers**

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

## **MILESTONES**

### **MARKED BEGINNINGS**

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

- 2007 M.Sc. Microbiology.
- 2008 M.Phil. Zoology.
- 2008 Ph.D. in History.
- 2008 Stepping into Autonomy - Autonomous Commission's visit.
- 2009 Implementation of Autonomy.
- 2010 Ph.D. in Zoology  
BBA in SSC  
B.Sc. Mathematics in SSC
- 2011 UGC Sponsored Certificate Course in Ornamental Fish  
Management introduced.
- 2012 B.A. English Literature in SSC  
MHRM (Master of Human Resource Management,  
UGC Sponsored innovative Programme)
- 2013 M.A. Economics in SSC  
Ph. D. in English and Commerce
- 2014 B.Com. with Computer Application in SSC  
M.Phil. Commerce
- 2015 B.Com. General in SSC  
M.Sc. Physics in SSC  
M.Phil. - English  
Ph.D. in Mathematics  
Extension of Autonomy
- 2016 M.Sc. Chemistry  
M.Sc. Computer Science

## MARKED EVENTS

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

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

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

	<ul style="list-style-type: none"> <li>✧ Alumnae Day President Rev. Mother Ladisca Mary OSM.</li> <li>✧ Grand Finale- Presided by Dr. Sr. Corona Mary OSM, Superior General, Chief Guest Dr. N. Markandan, former Vice-Chancellor of Gandhi Gram University.</li> </ul>
2009	<ul style="list-style-type: none"> <li>✧ Feb-11 - Language Lab inaugurated in Madonna Block.</li> <li>✧ July 1<sup>st</sup>- Inauguration of Autonomy.</li> </ul>
2010	<ul style="list-style-type: none"> <li>✧ Front Gate New Arch blessed</li> <li>✧ Renovation of Principal Office, Secretary Office, Staff Office and Departments of History, Botany, Zoology and Commerce.</li> <li>✧ Renovated Auditorium Blessed</li> <li>✧ CDP TOUCH - Inaugurated by Hon. Minister for Social Welfare Tmt. P. Geetha Jeevan.</li> <li>✧ UGC - Major Research Project -Botany</li> </ul>
2011	<ul style="list-style-type: none"> <li>✧ Graduation Day addressed by Dr.Tmt. Aruna Sivakami Ananthakrishnan, Vice Chancellor, Mother Teresa Women's University, Kodaikanal.</li> <li>✧ Language lab shifted to New Hostel.</li> <li>✧ New Canteen and Equal Opportunity Centre Blessed</li> <li>✧ Marian Aquarium and Snows Gymnasium Blessed</li> <li>✧ Pavement road laid in the campus.</li> <li>✧ New Teresa Hostel opened by Dr. G. Srinivas, Joint Secretary, UGC- SERO, Hyderabad</li> <li>✧ Renovation of Department of Mathematics</li> <li>✧ Renovation of College Portico</li> <li>✧ Renovation of II M.Com. class room</li> <li>✧ Foundation laid for Indoor Stadium with UGC grant</li> </ul>
2012	<ul style="list-style-type: none"> <li>✧ New Class rooms for MHRM</li> <li>✧ Conference Hall opened by Sr.Eustacia Mary, General Councillor, Servite Generalate (20.1.2012),</li> <li>✧ Release of Research Journal "Marian Quest"</li> <li>✧ Graduation Day addressed by Dr. K. Muthuchelian, Vice Chancellor, Periyar University, Salem</li> <li>✧ Release of IQAC Newsletter</li> <li>✧ Recognised as DST-FIST funded College by DST, New Delhi with a grant of Rs. 46 lakhs.</li> </ul>

✳ Release of French Magazine 'DES PERLES FRANCOPHONES'

✳ UGC sponsored Foundation Course Human Rights Education

Inaugurated by the Department of History and Tourism.

✳ Renovation of Library, Student Centre, Departments of English, Botany, Zoology, Controller's Office and Arockiya Mary Block (SSC).

✳ Foundation laid for Women's Study Centre.

✳ Xavier Indoor Stadium - Blessed.

✳ NAAC-Peer Team Visit - Third cycle (6 to 8 December 2012).

✳ Release of Pearl Review - A Bi-annual Research Journal by Pearl Research Centre.

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

✳ 'A' Grade Award Ceremony in Bangalore (24.03.2013).

✳ New Computer lab for MHRM.

2014 DST-FIST funded New Centralised Computer

✳ Established college Band & Orchestra.

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

Community Development Programme - 12 Villages were adopted by each Department

Visit of Autonomy Extension Committee (21st & 22nd September 2015)  
Autonomy extended upto 2021

Curriculum was revised - Innovations introduced in the 3rd Cycle of Course Pattern

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

## **GOALS**

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

## **OBJECTIVES**

- To conduct relevant courses answering to the needs of the changing scenario.
- To develop an in-depth knowledge in specific area of study. To inculcate the quest for research activities. To help the learners make career choices.
- To impart an education that promises an integral growth of knowledge, 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 about 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		
B.A.	ENGLISH						
	HISTORY						
	ECONOMICS						
B.Sc.	MATHEMATICS		*				
	PHYSICS						
	COMPUTER SCIENCE						
	CHEMISTRY						
	BOTANY						
	ZOOLOGY						
	MICROBIOLOGY						
B.Com	COMMERCE						
	COMMERCE (CORPORATE)						
	COMMERCE (COMPUTER APPLICATION)						
BBA	BUSINESS APPLICATION						
UGC Innovative Course	MHRM (Master of Human Resource Management)						

## **Undergraduate Course Structure [Under CBCS]**

<b>Part I</b>	:	Language – Tamil / French
<b>Part II</b>	:	English
<b>Part III</b>	:	Core, Allied, Core Elective, Skill based Elective, Non Major Elective and Self-study Courses
<b>Part IV</b>	:	Foundation Course – Personality Development, Value Education, Environmental Studies and Yoga and Meditation
<b>Part V</b>	:	Co-Curricular and Extension Activities – NCC, NSS, Sports and Games and CDP

### **Choice Based Credit System**

The college has opted for Choice Based Credit System for the students admitted in UG and PG courses from 2009 onwards. It is applicable to all the courses 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 under extra- curricular and co-curricular activities. It also enables the students to choose courses and skills that match their interests and learning capacities.

#### **UGC Sponsored Add-on Course :**

Ornamental Fish Management - Department of Zoology

#### **UGC Sponsored Foundation Course :**

Human Rights - Department of History

#### **Certificate Courses offered by the college :**

Spoken English

Spoken Hindi

Tally

ENGLISH	Certificate Course in English Language Teaching (CELT) Certificate Course in English for Professional Competence
TAMIL	பட்டயப்படிப்பு - இதழியல் பட்டயப்படிப்பு நாட்டுப்புறக்கலை
HISTORY	Certificate Course in Soft Skills Certificate Course in Tally
ECONOMICS	Certificate Course in Office Management Certificate Course in Tally
MATHEMATICS	Certificate Course in Tally Certificate Course in Desk Top Publishing
PHYSICS	Certificate Course in Basic Hardware & Networking Certificate Course in Web Designing & Multimedia
COMPUTER SCIENCE	Certificate Course in Tally Certificate Course in Android Application
CHEMISTRY	Certificate Course in Soil and Water Analysis Certificate Course in Nutritional Food Science
BOTANY	Certificate Course in Basic Computer Application Certificate Course in Sericulture
ZOOLOGY	Certificate Course in Hospital Instrumentation and Management. Certificate Course in Tally & Web Designing

COMMERCE	Certificate Course in Entrepreneurship Certificate Course in Tally
ENGLISH (SSC)	Certificate Course in Functional English Certificate Course in IELTS & TOEFL
MICROBIOLOGY	Certificate Course in Milk & Milk Product Analysis Certificate Course in Mushroom Technology
COMMERCE (GENERAL)	Certificate Course in Front office Management Certificate Course in Investment Management
COMMERCE (CORPORATE)	Certificate Course in Soft Skills Certificate Course in Insurance Operations
COMMERCE (CA)	Certificate Course in Desk Top Publishing Certificate Course in Dot Net
MATHEMATICS (SSC)	Certificate Course in MATLAB Certificate Course in Quantitative Aptitude for Competitive Examination
BBA	Certificate Course in Tally Certificate Course in Managerial Skill Development
20	

## **Assessment Criteria for Examination**

The college aims to help each of its students to acquire abilities and attributes which will enable them to work at an advanced level, make a significant contribution to their discipline and succeed in career. Students' progress towards these will be monitored throughout the course.

Assessment is based on continuous Internal Assessment (CIA) and End Semester Examination (ESE) with equal weightage of 50% each. CIA and ESE assessments are mandatory for a student to complete a course.

1. CIA includes two compulsory tests for each semester including on line quiz with other components such as quiz, assignment, seminar, library work, attendance etc.

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

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

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

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

## **TESTS AND EXAMINATIONS**

Tests and Examinations are conducted regularly and progress reports indicating the marks will be sent to the parents / guardians.

## **CO-CURRICULAR ACTIVITIES**

The various co-curricular and extra-curricular activities of the college support and complement the academic programme and are designed to enrich and deepen classroom learning. They provide meaningful opportunities for the practice of knowledge and values learned and also serve as appropriate platforms for the student's talents and potential. The college strives to impart an education that promises an integral growth of knowledge, skills and values. All the UG students are expected to involve in any one of the co-curricular activities. N.S.S. CDP and Sports and Games for the first two years and NCC for three years. The student earns one credit for the activity.

### **NSS**

There are four N.S.S. units with the intake capacity of 100 students in each. Through this scheme the students get awareness of their environment and realize their responsibility to society. They have annual camps during which their service among the people in the rural area educates them, as well as the society.

### **NCC**

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

## **SPORTS & GAMES**

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

### **EXTRA - CURRICULAR ACTIVITIES**

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

#### **Specific objectives**

- To train students in rational decision making and develop potential.
- To encourage student involvement in institutional affairs.
- To provide stimulating creative activities for incoming students during their adjustment period.
- To promote arts and art consciousness through activities that will also serve as channels for expressing themselves, their ideas, spirit and faith.

The students enjoy the option of choosing any one of Category -I & II and any one in Category - III & IV

#### **Category - I - Social Awareness Programmes**

1. Human Rights and Duties Forum
2. Eco Club
3. Women's Cell
4. Anti - Sexual Harassment Cell
5. Anti - Ragging Cell

#### **Category - II - Service Organisations**

1. Youth Red Cross
2. Road Safety
3. AICUF

#### **Category - III - Skill Development**

1. Think Tank
2. Scribes Forum

3. Quiz Club
4. Rhetoric Club
5. Theatre Club
6. Fine-Arts Club

#### **Category - IV - Spiritual Animation**

1. Campus Ministry
2. Friends of Servite Sisters (FSS)
3. Yoga and Meditation Club

#### **Extension Programme : CDP - TOUCH**

In order to promote an integrated education among the students our college has initiated a scheme namely TOUCH (Towards Upliftment and Community Healing). It is also known as CDP (Community Development Programme). All the second year UG students have to participate in the TOUCH Programme which is an integral part of the curriculum. They must visit the adopted neighbouring villages so that they get in touch with the socio - economic issues of women and children. Our students are motivated to give awareness to men and women to create an egalitarian society.

#### **Alumnae Association**

Every student of the college is expected to become a member of the Alumnae Association. She can enroll herself as an annual member or obtain life membership. Outgoing students in the college are enrolled as members of the Association before they leave the college. Every five years the college undertakes a survey of its recent graduates' employment and activities. The survey is important in demonstrating the success of our graduates and ensuring development of our courses. Please stay in contact with the heads of your departments after you graduate and let be aware of your latest developments. A continual association is very much encouraged to build up longstanding link with the Alma Mater.

#### **Christian Doctrine and Ethics**

While the Catholic students attend an hour of Christian Doctrine classes in the six day's time table, the non-Catholics attend Ethics classes during the same hour.

### **Parent-Staff-Student Meeting**

In the interest of the student welfare, the Parent-Staff-Student meeting is held every year. It is an occasion where the needs and problems of students are discussed and the required remedies are brought into force.

### **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.
- The first bell goes five minutes before the regular time, for the daily prayer and announcements.
- Students have to be in the campus by 8.20 a.m.
- Students are expected then, to be in class and maintain silence, during devotion and be attentive.

### **ATTENDANCE**

- Promptness and regularity are among the sure steps to success. The college insists upon a regular attendance.
- Students should fulfil the minimum requirement of attendance as fixed by the university to be eligible for their semester examinations and scholarship.
- Attendance at general assemblies, college programmes or functions, is compulsory.
- The lecturer-in-charge takes the 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 Vice-Principal or the person authorized for the purpose.
- A student absenting from class without permission will suffer loss of attendance for the full day.

### **LEAVE OF ABSENCE**

- Leave application must be sent in the prescribed form available in the college depot.
- It must be duly signed by the parent/guardian or hostel warden for the hostel students.
- In case of illness, the absentee is required to submit the medical certificate.
- Continued absence without due reason and leave will render the student liable for suspension or the name be removed from the roll.

## **CONDUCT**

Every student of the college becomes part of the ‘Marian’ family. As a ‘Marian’ she is entrusted with the responsibility to uphold the values of womanhood by her good nature, behaviour and decorum. The 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 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 mobiles is prohibited and punishable.
- Students should not encourage unwanted communications or intimations. Letters addressed to students to the college are subjected to scrutiny.
- Collections or subscriptions of any kind without the knowledge or consent of the Principal is 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 still remain unpaid, the names of such students will be removed from the roll. No benefit of attendance is given until fees is remitted with a readmission fee of Rs. 107.

### **Fee Concessions and Scholarships for students**

The Management and the Government, both the State and the Central, help the students for their study. Eligibility conditions are announced when needed. The scholarships can be availed through duly filled in prescribed application forms submitted to the office (where these forms are issued at 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 Scholarships	Sanctioning Authority	Approximate Amount of the Scholarships for the year	Eligibility Particulars
National Merit Scholarships	Commissioner of Collegiate Education, Chennai	Varying Rates	On merit basis
Govt. of India Scholarship to Scheduled Caste and Scheduled Tribes Students	District Harijan welfare Officer	Varying Rates	To students of Scheduled Caste and Tribes
State Scholarship for Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all BC students provided the annual income of the parents does not exceed Rs. 50,000/-
State Scholarship for Most Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all MBC students irrespective of parent's income
Adidraavidar Welfare Loan	Directorate of Adidraavidar & Tribal welfare, Chennai	Rs. 6500/- to UG & Rs. 7000/- PG students	For the students of Scheduled Caste & Tribes staying in the College Hostel
Scholarship to Children of Defence Services	Commissioner of Collegiate Education, Chennai	Varying Rates	Students who are children of Defence Service Personnel are eligible for fees concession only

Scholarship to Children of Freedom Fighters	Commissioner of Collegiate Education, Chennai	Varying Rates	To students who are children of Freedom Fighters
Indira Gandhi Single Girl Child	UGC	Rs. 40,000/- to PG Students	On Merit basis
Disabled Scholarship	Dist. Differently Abled Welfare Dept. Thoothukudi	Rs. 3000/-	Differently Abled Persons
PTP Scholarship	'Petraal Than Pillaiya' Trust, Chennai	Rs. 4450/-	Adopted Children
Prize money Award Scholarship	Directorate of Adidravidar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis
M.S. University Merit Scholarship	M.S. University	Varying Rates	On Merit Basis
C.M.Award Scholarship	Directorate of Adidravidar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis

## **CAMPUS UTILITIES**

The college is concerned to create a healthy environment to its students. Facilities catering to their needs are provided.

### **Hostel**

- Hostels are attached to the college campus to facilitate 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 books approximately 45,000 books on all subjects.

### **Periodicals**

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

### **College Archive**

A collection of documentary information produced by or about the college including annual reports, prospectuses, catalogues, student magazines are available.

### **Video/DVD collection**

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

### **INFLIBNET**

Library now has internet, barcode and OPAC (Online Public Access) Our library has been registered to access e-resources under UGC INFLIBNET. (N-LIST) Catalogue facilities enable the students for 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

**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. Over due fine of Rs.1 per day will be charged if the book is not returned on time.
7. Students are forbidden to make any marking or underlining in books and periodicals.
8. If a book is damaged or lost, the cost of replacing it with a new copy along with fine will be recovered from the student.
9. All the students should produce their identity card at the time of borrowing library books.
10. All the students should return all the library books a week before the last working day of the academic year.
11. No outside / personal books are allowed in the library for reading purpose.
12. The students are expected to bring their own writing materials, when they visit the library.

**Working Hours** On Working Days : 8.00 a.m to 5.00 p.m.

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

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

- Books will be issued only on presenting the tokens, to the librarian.
- Books will be issued on :

Monday	- III B.A., B.Com. and PG students
Tuesday	- I, II B.A. & B.Com students
Wednesday	- III B.Sc. students
Thursday	- II B.Sc. students
Friday	- I B.Sc. students

### **Computer- Internet- cum- Photo Copying Centre**

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

### **Intranet**

Intranet facility is available for inter-departmental access.

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

**Guidance and Testing Centre** Trained personnel offer guidance and counselling services to help students in their individual study problems and serve their psychological and emotional needs. The centre also offers a testing programme for students to determine their IQ, Aptitude, Personality, Interest and Special talents/skills, career and vocational inclinations and such others that will help the students chart 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 discuss any other support 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.

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The information and guidelines provided will help you to access the amenities, follow precepts laid by the institution and live up 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 made easily available to you in this renowned campus. You can be torchbearers of the Marian legacy and serve humanity as a good individual.

**GENERAL ADMINISTRATION**  
**STATUTORY BODIES 2016 - 2017**  
**GOVERNING BODY**

1. Rev. Sr. Josephine Prema Mary : Chairperson  
Superior General
2. Sr. A. Jeyarani : Vice Chairperson  
Provincial
3. Dr. Sr. S. Alphonse Roseline Mary : Secretary  
Principal
4. Dr. Sr. Jessie Fernando : Member  
Secretary
5. Dr. Sr. A. Arockia Jenecius Alphonse : Member  
Vice Principal
6. Dr. J. Dulcy Elizabeth : Member  
Controller of Examinations
7. Ms. X. Esther Vimala : Member  
Dean, UGC Affairs
8. Dr. R.D. Thilaga : Member  
Dean, School of Biological Sciences
9. Dr. A. Judy Pinheiro : Member  
Dean, School of Language & Culture
10. Ms. Mary Judith Reene Fdo. : Member  
Dean, School of Management & Economics
11. Dr. T. Linda Fernando : Member  
Dean, School of Physical & Computing Sciences
12. Dr. S. Maria Victorial Rani : Member  
Dean of Research
13. Ms. Elizabeth James : Member
14. Rev. Dr. Fr. Lawrence OFM Cap., : Member  
Educationist
15. Dr. Rajvir Sharma : UGC Nominee
16. The Joint Director of Collegiate Edn. : State Govt. Nominee
17. Dr. A. Ponnusamy : University Nominee

## ACADEMIC COUNCIL

Dr. Sr. S. Alphonse Roseline Mary : Chairperson  
Principal

Members:

1. Dr. J. Dulcy Elizabeth : Controller of Examinations
2. Ms. X. Esther Vimala : Dean, UGC Affairs
3. Dr. R.D. Thilaga : Dean, School of Biological Sciences
4. Dr. A. Judy Pinheiro : Dean, School of Language & Culture
5. Ms. Mary Judith Reene Fdo. : Dean, School of Management & Economics
6. Dr. T. Linda Fernando : Dean, School of Physical & Computing Sciences
7. Dr. S. Maria Victorial Rani : Dean of Research
8. Sr. Josephine Jeyarani : SSC Director
9. Dr. A. Amala Arul Arasi : Tamil
10. Ms. S. Thenmozhi : French
11. Dr. A. Sebasty : English
12. Dr. M. Mary Hepsibai : History & Tourism
13. Dr. L. Thilagarani : Economics
14. Dr. A. Punitha Tharani : Mathematics
15. Dr. S. Euchrista Immaculate Sylvia : Physics
16. Ms.M. Jothimani : Computer Science
17. Dr. J. Martin Rathi : Chemistry
18. Dr. A. Elezabeth Mary : Zoology
19. Ms. A.A. Maria Celine : Commerce
20. Ms. A. Amora : Commerce(SSC)
21. Ms. Maria Sahaya Sharmila : English (SSC)
22. Ms. V. Joys Selva Mary : Microbiology
23. Ms. B. Vijaya Lakshmi : Business Administration
24. Ms. P. Sangeetha : Mathematics (SSC PG)
25. Ms. D. Jose Mary : Senior Staff
26. Ms. N. Arockia Mary : Senior Staff
27. Dr. P. Jawahar : External Expert
28. Dr. R. Surya Kala : External Expert
29. Dr. R Rama Krishnan : External Expert
30. Mr. Prem Vetri : External Expert
31. Dr. R. Vijaya : University Nominee
32. Dr. M. Krishnan : University Nominee
33. Dr. S. Paulsamy : University Nominee



## NON - STATUTORY BODIES

### College Council

#### Administrators

Dr. Sr. S. Alphonse Roseline Mary	Principal
Dr. Sr. Jessie Fernando	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal

#### Officials

Dr. J. Dulcy Elizabeth	Controller of Examinations
Ms. N. Arockiya Mary	Asst. Controller of Examinations
Ms. X. Esther Vimala	Dean, UGC Affairs
Dr. R.D. Thilaga	Dean, School of Biological Sciences
Dr. A. Judy Pinheiro	Dean, School of Language & Culture
Ms. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. S. Maria Victorial Rani	Dean of Research
Sr. Josephine Jeyarani	SSC - Director
Dr. S. Sudha Rani	IQAC Co-ordinator

Directors of All Centres

Heads of all the Departments

Ms. P. Rose wens	Superintendent
Dr. M. Mary Josephine	Student Council Advisor
Dr. K. Vinitha	Librarian
Ms. B. Serena Margaret	Secretary

#### Planning and Evaluation Committee

Dr. Sr. S. Alphonse Roseline Mary Chairperson  
Principal

Dr. Albert Joseph	External Expert
St. Xavier's College, Palayamkottai	
Ms. X. Esther Vimala	Dean, UGC Affairs
Dr. R.D. Thilaga	Dean, School of Biological Sciences
Dr. A. Judy Pinheiro	Dean, School of Language & Culture
Ms. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. S. Maria Victorial Rani	Dean of Research



**Curriculum Development Committee**

Dr. Sr. S. Alphonse Roseline Mary      Chairperson  
Principal

**Members**

Deans

Heads of all the Departments

**Examination Committee**

Dr. Sr. S. Alphonse Roseline Mary      Chairperson  
Principal

**Members**

Dr. J. Dulcy Elizabeth	Controller of Examinations
Ms. N. Arokiya Mary	Asst. Controller of Exams
Dr. P.J. Joslin	Co-ordinator
Dr. S. Arul Josephine	Tamil
Ms. S. Thenmozhi	French
Ms. N. Sumathi	English
Ms. F. Maria Jenifer Thaya	History
Dr. D. Rathi	Economics
Ms. Delcia	Mathematics
Ms. S. Gnanathangam	Computer Science
Ms. A. Lucas Rexceline	Physics
Dr. Irudaya Antonat Sophia	Chemistry
Ms. B. Maria Sumathi	Botany
Ms. P. Banumathi	Commerce
Ms. N. Selva Mary	Tamil (SSC)
Ms. S. Suriya	English (SSC)
Ms. E. Shankari	Microbiology (SSC)
Ms. M. Sheeba	Physics (SSC)
Ms.G. Pricilla Pacifica	Mathematics (SSC)
Dr.T. Priyanka	Commerce CA (SSC)
Dr. M. Juliet	Economics (SSC)
Ms. D. Bismy	BBA (SSC)
Ms. Geetha Maheswari	Commerce General
Ms. T. Juliet Nisee	Commerce Corporate

### **Awards Committee**

Dr. Sr. S. Alphonse Roseline Mary	Chairperson
Principal	
Dr. J. Dulcy Elizabeth	Controller of Examinations
Ms. N. Arokiya Mary	Asst. Controller of Examinations
Ms. X. Esther Vimala	Dean, UGC Affairs
Dr. R.D. Thilaga	Dean, School of Biological Sciences
Dr. A. Judy Pinheiro	Dean, School of Language & Culture
Ms. Mary Judith Reene Fernando	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. S. Maria Victorial Rani	Dean of Research
Sr. Josephine Jeyarani	Director of SSC
Ms. A. Amora	Vice Principal of SSC
All the Heads of the Departments	
University Nominee	

### **Grievance & Redressal Committee**

Dr. Sr. S. Alphonse Roseline Mary	Chairperson
Principal	
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal (Administration)
Sr. Josephine Jeyarani	Director of SSC
Dr. G. Stella Beatrice Nirmala	Vice Principal I
Ms. Fernando Alexandria	Vice Principal
Ms. S. Thenmozhi	Vice Principal
Ms. A. Amora	Vice Principal (SSC)
Dr. S. Gousalya	Counsellor
Ms. R. Rohini	Counsellor

### **Research Advisory Committee**

Dr. Sr. S. Alphonse Roseline Mary	Chairperson
Principal	
Dr. S. Maria Victorial Rani	Dean of Research

### **Members**

Dr. A. Punitha Tharani
Dr. D. Amutha
Dr. K. Vinitha
Dr. S. Arul Josephine
Dr. G. Flora
Dr. Parveen Sulthana
Dr. Siluvai Kirubagari Aneeshia
Dr. T. Priyanka

**Library Committee**

Dr. Sr. S. Alphonse Roseline Mary Principal	Chairperson
Dr. K. Vinitha	Librarian

**Members**

Ms. E. Daffodil D'Almeida  
Ms. M. Mangalaeswari  
Ms. B. Divya  
Ms. J. Arul Jesthi  
Ms. J. Ashwini Rajalakshmi  
Ms. S.M. Rojapoo  
Ms. M. Sathiya Bama  
Dr. M. Juliet  
Ms. F. Mary Pricilla  
Ms. Dharani Priya  
Ms. Jenifer Clara  
Ms. T. Juliet Nisee  
Ms. R. Mystica

**Academic Audit Committee**

Dr. Sr. S. Alphonse Roseline Mary Principal	Chairperson
Dr. Sr. A. Arockia Jenecius Alphonse Sr. Josephine Jeyarani	Vice Principal Director of SSC
Members of IQAC Deans	

**Attendance and Monitoring Committee**

Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Dr. G. Stella Beatrice Nirmala	Vice Principal
Ms. Fernando Alexandria	Vice Principal
Ms.S. Thenmozhi	Vice Principal
Ms. A. Amora	Vice Principal (SSC)

**Academic Calendar Committee**

Dr. Sr. S. Alphonse Roseline Mary Vice Principals Deans IQAC	Principal
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**Student Welfare Committee**

Ms. Elizabeth James  
Ms. D. Daisy Bai  
Ms. S. Selvi

**General Discipline Committee**

Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Ms. A. Christy Ananthi Hemalatha	Director of Physical Education
Ms. N. Shunmuga Vadivoo @ Shanthi	
Ms. D. Rathi	
Dr. Jemma Hermaline Jesy Diaz	
Dr. F. Mary Priya	
Ms. S.M. Rojapoo	
Ms. F. Mary Pricilla	
Ms. J. Arul Jesthi	
Ms. B. Divya	
Ms. B. Maria Sumathi	
Ms.O. Sony Fernando	
Ms. A. Rosaal Marcina Fernando	
Ms. N. Selva Mary	
Ms. H. Sujitha	
Ms. S. Suriya	
Dr. M. Juliet	
Ms. L. Smila	
Ms. S. Jamesammal	

**Sports and Games**

Ms. A. Christy Ananthi Hemalatha	Director of Physical Education
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Dr. G. Stella Beatrice Nirmala	Vice Principal
Ms. Fernando Alexandria	Vice Principal
Ms. S. Thenmozhi	Vice Principal
Ms. A. Amora	Vice Principal (SSC)
Dr. F. Dayana Lobo	
Dr. S. M. Vimala	
Ms. S. Sheela	
Ms. L. Smila	
Ms. Initha Rina	

**NCC**

Dr. F. Mary Priya

**National Service Scheme (NSS)**

Ms. S. Theresammal	Unit No. 129
Ms. N. Shunmuga Vadivoo@ Shanthi	Unit No. 130
Dr. A.M.Sonal	Unit No. 66
Dr. Irudaya Antonat Sophia	Unit No. 67

**Student Council Advisors**

Dr. M. Mary Josephine  
Ms. B. Serena Margaret  
Ms. G. Sharon Roque Corera  
Ms. A. Maria Heartina Adlin Vaz  
Sr. F. Mary Joyce Baby  
Dr. P. Latha

**College Magazine**

Ms. D. Jose Mary  
Dr. Josephine Alangara Betsy  
Dr. A. Magneitta  
Ms. N. Sumathi  
Ms. F. Mari Jenifer Thaya  
Ms. B. Divya  
Ms. T. Chandra  
Ms. P. Maria Sahaya Rossiyana

Co-ordinator

**College Newsletter**

Dr. Sr. S. Alphonse Roseline Mary  
Principal  
IQAC Members

**Faculty Enrichment Forum**

Dr. P. J. Joslin  
Ms. A. Lucas Rexceline  
Ms. A. Malini Apsala  
Dr. D. Rathi  
Dr. Hepsibah Julie Jeyaseeli  
Ms. P. Padmavathy

**Language Lab**

Ms. L. Jacqueline Leo  
Dr. J. Praveena  
Ms. K. Karthika Rohini  
Ms. M. Mangalaeswari  
Ms. M. G. Thiburtius  
Ms. I. Snow Reena

Director

**Public Relation Officers (PRO)**

Dr. G. Flora  
Ms. T. Chandra  
Ms. G. Sharon Roque Corera

**Hostel Directors**

Dr. Sr. S. Alphonse Roseline Mary	Principal
Sr. A. Maria Shanthi	Warden
Sr. Princiya Mary	Asst. Warden

**Centre for Human Excellence**

Ms. Elizabeth James	Director
Sr. K. Reetha	Asst. Director

**Foundation Course**

Dr. Sr. A. Arockia Jenecius Alphonse  
Dr. G. Stella Beatrice Nirmala  
Ms. Mary Judith Reene Fdo  
Sr. F. Mary Joyce Baby

**Campus Ministry**

Dr. Sr. A. Arockia Jenecius Alphonse  
Sr. Princiya Mary  
Sr. Mary Clara  
Ms. J. Linus Jude  
S. Arockia Sarvia

**Catechism / Ethics**

Dr. A. Amala Arul Arasi  
Ms. A. Amora

**AICUF**

Sr. A. Maria Shanthi  
Sr. Princeya Mary  
Ms. A. Lucas Rexceline  
Dr. A. M. Sonal  
Ms. D. Lydia Gracelin  
Ms. Sahaya Froiline

**FSS**

Servite Sisters

## **Centre for Job Excellence**

Ms. Ida Roseline Vought                      Director  
Dr. Hermin Pasangha                      Asst. Director

## **Career guidance & Placement**

Dr. K. Vinitha  
Ms. V. Joyce Selva Mary  
Ms. P. Sangeetha  
Ms. D. Vijayalakshmi  
Ms. A. Rashitha Banu  
Ms. J. Linus Jude  
Ms. P. Anuradha

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Ms. S. Selvi  
Dr. A. Lakshmi  
Ms. Ludyma Fernando  
Ms. V.V. Thulasi

## **Guidance & Counselling**

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Ms. Rohini

## **Yoga and Meditation**

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Ms.K. Rajendra Suba  
Ms. S. Adlinda

## **Centre for Entrepreneurship & Skill Excellence**

Dr. L. Thilagarani                      Director  
Ms. D. Daisy Bai                      Asst. Director

## **Certificate Courses**

All the HoDs

## **Consumer Club**

Dr. A. M. Sonal  
Ms. M.G. Thiburtius





**Dance**

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Ms. J. Linus Jude
- Folk : Ms. F. Maria Jenifer Thaya  
Ms. C. Gayathri
- Western : Dr. F. Dayana Lobo  
Ms. P. Sangeetha

**Drama :**

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Dr. S. Arul Josephine  
Dr. P. Latha  
Ms. E. Sankari  
Ms. T. Chandra

- English** Ms. D. Jose Mary  
Dr. S. Sudha Rani  
Ms. B. Serena Margaret  
Ms. Maria Sahaya Sharmila  
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Ms. Mary Judith Reene Fdo  
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Sr. C. Shibana Asst. Director

**CDP**

- Ms. Mary Baptista Janet  
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Ms. V.V. Thulasi  
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Dr. J. Jane D'Almeida  
Ms. S. Suriya

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**Youth Red Cross**

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Ms. Daisy Bai  
Ms. I. Snow Reena  
Ms. R. Mystica

**Scribes Forum**

Ms. G. Kanaga Durga  
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Dr. D. Amutha Asst. Director

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Ms. P. Suganya  
Ms. Adlinda

**Clean Campus**

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Ms. V. Uma Maheswari  
Ms. G. Abinaya

**Green Campus**

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Ms. G. Lydia Gracelin  
Ms. S. Arockia Sarvia  
Ms. T. Sharmila Fernando

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Ms. J. Praveena  
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#### **LIBRARY**

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#### **Councillor**

Dr. S. Gousalya  
Ms. R. Rohini

#### **Lawyer**

Ms. Mary Robert Theophine Fathima B.Sc., B.L.

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Ms. S. Amala  
Ms. A. Mary Caroline  
Ms. S. Santhiya  
Ms. S. Santha  
Ms. P.K. Arul  
Mr. J. Cross  
Ms. G. Muthumala  
Mr. D. Antony Charles  
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Ms. R. Indra  
Ms. M. Consilia Fernando  
Ms. G. Antony Sahaya Rani  
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Ms. J. Cladina  
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Ms. M. Heartline Jeyapathi  
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Ms. Thomasammal Morais  
Mr. P. Antony Uthayakumar Nixon  
Mr. V. Maria Thanabalan  
Mr. P. Pitchiah  
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Ms. J. Maria Vimali Sipprina  
Ms. A. Jeyanthi  
Ms. R.M.S. Avuralin Prathammal  
Ms. J. Anthoniammal  
Ms. G. Suchithra  
Ms. J. Carolin  
Ms. U. Amala  
Ms. S. Malora  
Ms. T. Nirmala  
Ms. A. Anitha

Ms. R. Lucitta  
Ms. J. Jeyarani  
Ms. J. Mettilda  
Ms. W. Nirmala  
Ms. X. Vithubala  
Ms. J. Susila  
Ms. R. Monisha  
Ms. V. Silviya  
Ms. R. Saroja  
Ms. A. Arockia Rani  
Ms. Maria Asha  
Ms. Maria Prema  
Ms. Sasikala  
Ms. Valli  
Ms. Radha Rani  
Ms. A. Jeya  
Ms. Luvisa  
Ms. A. Antony Jeya Devi  
Ms. Annalakshmi  
Mr. Vincent Patrick  
Mr. Samathanaraj  
Mr. P. Muniyasamy  
Mr. Murugan

**ADMINISTRATIVE and SUPPORTIVE STAFF (SSC)**

Ms. S. Jency  
Ms. J. Navamani  
Ms. Monika

Academic Calendar  
2016 - 2017

**JUNE 2016**

1	WED		
2	THU		
3	FRI		Feast of Sacred Heart of Jesus
4	SAT		
5	SUN		World Environment Day
6	MON		
7	TUE		
8	WED		World Ocean Day
9	THU		
10	FRI		

Compassion provides the basis of human survival.

**JUNE 2016**

11	SAT		
12	SUN		
13	MON		Orientation for Teachers
14	TUE		World Blood Donor Day Orientation for Teachers
15	WED		Orientation for Teachers
16	THU	I	College Reopens Holy Mass Orientation for Students
17	FRI	II	Orientation for Students
18	SAT		
19	SUN		Feast of St. Juliana (Servite Saint)
20	MON	III	Orientation for Students World Refugee Day Planning and Evaluation Committee Meeting

God created us for love, union, forgiveness and compassion.

**JUNE 2016**

21	TUE	IV	International Day of Yoga General Body Meeting
22	WED	V	
23	THU	VI	
24	FRI	I	Birthday of John the Baptist
25	SAT		CDP
26	SUN		
27	MON	II	Classes begin for I UG PTA
28	TUE	III	Certificate Courses
29	WED	IV	Feast of Saints Peter and Paul
30	THU	V	

Everyone deserves compassion.

**No.of Working days: 11**

## JULY 2016

1	FRI	I	Holy Mass 69th Birthday of St. Mary's College Classes begin for I P.G
2	SAT		
3	SUN		
4	MON	VI	M.Phil Dissertation Submission
5	TUE	II	Certificate Courses
6	WED		Ramzan - Holiday
7	THU	III	
8	FRI	IV	Association Meeting Students Council Election
9	SAT	V	
10	SUN		

Society needs justice and compassion, a head and a heart.

**JULY 2016**

11	MON	VI	World Population Day
12	TUE	I	Certificate Courses
13	WED	II	Meeting of HoDs & SSC Coordinators
14	THU	III	Certificate Courses
15	FRI	I	International Youth Skills Day Holy Spirit Mass
16	SAT		
17	SUN		
18	MON	V	IQAC Meeting
19	TUE	VI	Certificate Courses
20	WED	IV	Inaugural function of Student council

Anyone who practices understanding and compassion exercises true power.

### JULY 2016

21	THU	II	Association Meeting Physics & Chemistry
22	FRI	III	
23	SAT		CDP
24	SUN		
25	MON	IV	
26	TUE	V	Certificate Courses PTA Meeting for II UG
27	WED	VI	M.Phil Viva
28	THU	I	PTA Meeting for III UG & II PG
29	FRI	II	Association Meeting - Tamil & French
30	SAT		Pilgrimage to OLS Basilica
31	SUN		

Compassion is the signature of higher consciousness.

No.of Working days:21

**AUGUST 2016**

1	MON	III	
2	TUE	IV	Question paper Submission for CIA I Certificate Courses
3	WED	V	
4	THU	VI	
5	FRI		Feast of Our Lady of Snows - Holiday
6	SAT		
7	SUN		
8	MON	I	
9	TUE	II	CIA I IQAC Meeting
10	WED	III	CIA I Meeting of HoDs & SSC Coordinators

The best name for God is compassion.

## AUGUST 2016

11	THU	IV	CIA I
12	FRI	V	CIA I International Youth Day
13	SAT		
14	SUN		
15	MON		The Assumption of the Blessed Virgin Mary Independence Day - Holiday
16	TUE	VI	CIA I
17	WED	I	CIA I Demo of online quiz for I Years
18	THU	II	Online Quiz for II Years
19	FRI	III	Online Quiz for I Years
20	SAT		CDP

The two pillars of human morality are compassion and a sense of justice.

## AUGUST 2016

21	SUN		
22	MON	IV	
23	TUE	V	Certificate Courses
24	WED	VI	
25	THU		Krishna Jeyanthi - Holiday
26	FRI	I	Holy Mass Association Meeting - Computer Science & Commerce
27	SAT	II	
28	SUN		
29	MON	III	
30	TUE	IV	Certificate Courses
31	WED	V	

Compassion enables to look through the heart of God.

No.of Working days:21

**SEPTEMBER 2016**

1	THU	VI	Association Meeting - Botany & Zoology
2	FRI	I	
3	SAT		
4	SUN		
5	MON		Vinayakar Chaturthi - Holiday Teacher's Day
6	TUE	II	IQAC Meeting Certificate Courses
7	WED	III	Finance Committee Meeting
8	THU	IV	Birthday of Mother Mary World Literacy Day Association Meeting - English & Mathematics
9	FRI	V	Meeting of HoDs & SSC Coordinators
10	SAT		

Great teachers emanate out of knowledge, passion and compassion.

**SEPTEMBER 2016**

11	SUN		
12	MON	VI	
13	TUE		Bakrid - Holiday
14	WED	I	Holy Cross Feast
15	THU		Feast of Mother of Sorrows - Holiday
16	FRI	II	Certificate Courses World Ozone Day
17	SAT		CDP
18	SUN		
19	MON	III	
20	TUE	IV	Certificate Courses

The light of compassion opens the petals of the heart.

**SEPTEMBER 2016**

21	WED	V	International day of Peace World Gratitude Day
22	THU	VI	Certificate Courses
23	FRI	I	
24	SAT	II	
25	SUN		
26	MON	III	
27	TUE	IV	World Tourism Day Certificate Courses
28	WED	V	Certificate Courses
29	THU	VI	Michael Gabriel Feast Association Meeting - History & Economics
30	FRI	I	CIA II Question Submission & CIA I Mark Submission

Compassion crowns the soul with its truest victory.

No. of Working days: 20

**OCTOBER 2016**

1	SAT		International Day of Elderly
2	SUN		Gandhi Jeyanthi - Holiday
3	MON	II	Practical Exam
4	TUE	III	Practical Exam World Animal Welfare Day
5	WED	IV	Practical Exam World Teachers Day
6	THU	V	Practical Exam
7	FRI	I	Holy Mass Our Lady of the Rosary Feast
8	SAT	VI	
9	SUN		
10	MON		Saraswathi Pooja - Holiday

Compassion is the key to the ultimate survival of our planet.

**OCTOBER 2016**

11	TUE		Vijayadashami - Holiday World Girl Child Day
12	WED		Muharram - Holiday
13	THU	II	
14	FRI	III	IQAC Meeting CIA II
15	SAT	IV	CIA II
16	SUN		World Food Day
17	MON	V	
18	TUE	VI	Meeting of HoDs & SSC Coordinators
19	WED	I	CIA II
20	THU	II	CIA II

The most gracious of virtues is compassion, which moves the world.

**OCTOBER 2016**

21	FRI	III	Online Quiz for II Years
22	SAT	IV	
23	SUN		
24	MON	V	Practical Exam Begins Submission of Project Report
25	TUE	VI	
26	WED	I	
27	THU	II	Online Mark entry
28	FRI	III	Online Mark entry
29	SAT		Diwali - Holiday
30	SUN		
31	MON		

Accepting everyone as they are in life is compassion.

No.of Working days:20

**NOVEMBER 2016**

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

Compassion will cure more sins than condemnation.

**NOVEMBER 2016**

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

As flower blooms in spring, compassion grows in mindfulness.

## NOVEMBER 2016

21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN		First Sunday - Advent
28	MON	I	College Reopens - Even Semester
29	TUE	II	Certificate Courses
30	WED	III	Meeting of HoDs & SSC Coordinators

Compassion is the wish to see others free from suffering.

No.of Working days: 3

### DECEMBER 2016

1	THU	IV	World AIDS Day Association Meeting - Tamil & French
2	FRI	V	
3	SAT		
4	SUN		
5	MON	VI	World Soil Day
6	TUE	I	Holy Mass Certificate Courses
7	WED	II	Boards of Studies
8	THU	III	Association Meeting - English Feast of the Immaculate Conception of the Blessed Virgin Mary
9	FRI	IV	IQAC Meeting Anti-Corruption Day
10	SAT		CDP Human Rights Day

Generosity is the outward expression of compassion and kindness.

**DECEMBER 2016**

11	SUN		
12	MON	V	
13	TUE		Milad- un-Nabi- Hoilday
14	WED	VI	Certificate Courses
15	THU	I	Association Meeting - History & Economics
16	FRI	II	Meeting of HoDs & SSC Coordinators
17	SAT	III	
18	SUN		
19	MON	IV	
20	TUE	V	Certificate Courses

Compassion is fairest associate of the heart.

**DECEMBER 2016**

21	WED	VI	PTA Meeting I & II UG & I PG
22	THU	I	
23	FRI	II	
24	SAT		
25	SUN		Christmas - Holiday
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		

We must make our homes as centers of compassion.

No.of Working days:17

## JANUARY 2017

1	SUN		New Year
2	MON		
3	TUE	III	Certificate Courses
4	WED	IV	
5	THU	V	Association Meeting - Chemistry & Computer Science
6	FRI	VI	IQAC Meeting PTA Meeting III UG & II PG
7	SAT		CDP
8	SUN		
9	MON	I	
10	TUE	II	Certificate Courses

Spiritual energy brings compassion into the world.

**JANUARY 2017**

11	WED	III	Academic Council Meeting
12	THU	IV	Certificate Courses
13	FRI	V	
14	SAT		Pongal - Holiday
15	SUN		
16	MON		Uzhavar Thirunal
17	TUE	VI	Certificate Courses
18	WED	I	Holy Mass Meeting of HoDs & SSC Coordinators
19	THU	II	CIA I
20	FRI	III	CIA I

Moments of compassion are the most holy moments of life.

**JANUARY 2017**

21	SAT	IV	CIA I
22	SUN		
23	MON	V	CIA I
24	TUE	VI	CIA I
25	WED	I	CIA I
26	THU		Republic Day - Holiday
27	FRI	II	Online Quiz for II Years
28	SAT	III	Online Quiz for I Years
29	SUN		
30	MON	IV	Certificate Courses
31	TUE	V	Certificate Courses

Love and compassion are the pillars of world peace.

No.of Working days: 21

**FEBRUARY 2017**

1	WED	VI	
2	THU	I	Association Meeting - Botany & Zoology World Wetlands Day
3	FRI	II	
4	SAT	III	World Leprosy Day
5	SUN		
6	MON	IV	
7	TUE	V	Certificate Courses
8	WED	VI	CIA I Mark Submission CIA II Question Paper Submission
9	THU	I	Meeting of HoDs & SSC Coordinators Association Meeting - Commerce
10	FRI	II	IQAC Meeting

The best leaders blend courage with compassion.

FEBRUARY 2017

11	SAT		CDP
12	SUN		
13	MON	III	
14	TUE	IV	Certificate Courses
15	WED	V	
16	THU	VI	Association Meeting Mathematics & Physics
17	FRI	I	Holy Mass
18	SAT	II	
19	SUN		
20	MON	III	

Compassion for our parents is the true sign of maturity.

**FEBRUARY 2017**

21	TUE	IV	Certificate Courses
22	WED	V	
23	THU	VI	
24	FRI	I	
25	SAT		
26	SUN		
27	MON	II	
28	TUE	III	Certificate Courses

Compassion automatically brings happiness and calmness.

No. of Working days: 22

**MARCH 2017**

1	WED	IV	Ash Wednesday
2	THU	V	Certificate Courses
3	FRI	VI	
4	SAT	I	
5	SUN		
6	MON	II	
7	TUE	III	
8	WED	IV	Women's Day
9	THU	V	IQAC Meeting
10	FRI	I	Fr. B.S. Soosainather's death Anniversary Holy mass

A moment of self-compassion can change your entire day.

**MARCH 2017**

11	SAT		CDP
12	SUN		
13	MON	VI	Practical Exams begin
14	TUE	II	Practical Exam
15	WED	III	Practical Exam
16	THU	IV	Practical Exam
17	FRI	V	Practical Exam
18	SAT		
19	SUN		
20	MON	VI	CIA II

One of women's greatest values is compassion.

**MARCH 2017**

21	TUE	I	CIA II
22	WED	II	CIA II
23	THU	III	CIA II
24	FRI	IV	CIA II
25	SAT		The feast of Annunciation
26	SUN		
27	MON	V	CIA II
28	TUE	VI	Online Quiz for II Years
29	WED	I	Online Quiz for I Years
30	THU	II	
31	FRI	III	

We are each made for goodness, love and compassion.

No. Of working days : 24

APRIL 2017

1	SAT		
2	SUN		
3	MON	IV	Practical Exam Begins Submission of Project Report
4	TUE	V	Practical Exam
5	WED	VI	Practical Exam Finance Committee Meeting
6	THU	I	Practical Exam
7	FRI	II	
8	SAT		
9	SUN		Palm Sunday Mahavir Jeyanthi
10	MON	IIII	Online Mark Entry

Compassion is the antioxin of the soul.

**APRIL 2017**

11	TUE	IV	Holy Mass Thanks Giving Online Mark Entry
12	WED	V	Last working day
13	THU		Maundy Thursday
14	FRI		Good Friday , Tamil New Year Dr. Ambedkar Jeyanthi
15	SAT		Holy Saturday
16	SUN		Easter
17	MON		
18	TUE		Governing Body Meeting
19	WED		ESE begins
20	THU		

At the end of the day, love and compassion will win.

No. Of working days: 8

APRIL 2017

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

Smile at strangers and you just might change a life.

**MAY 2017**

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

Let us unite the world through the compassion for our children.

**MAY 2017**

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

Beautify your inner world with love and compassion.

**MAY 2017**

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

Compassion is the chief law of human existence.

## EVALUATION PROCEDURES - RULES & REGULATIONS

### Assessment Rules

#### 0.1. Assessment Ratio (Theory)

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 course of study and cumulatively as well.

The ratio of CIA and ESE is 50 : 50 for all courses (UG, PG and M.Phil.)

#### 0.2. Practical Ratio

For practical the ratio is 50 : 50 for all courses

- |   |   |          |
|---|---|----------|
| 1. Involvement in doing the experiments | = | 25 marks |
| 2. Record*                              | = | 5 marks  |
| 3. Attendance                           | = | 5 marks  |
| 4. Model exam                           | = | 15 marks |

.....  
Total = 50 marks  
.....

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

0.3. Both CIA and ESE are mandatory to complete a course successfully.

## 1. Assessment Rules for UG

### 1.1. Continuous Internal Assessment (CIA)

#### 1.1.1. Evaluation Pattern for Core, Allied & Core Elective (CIA)

The CIA for theory will be conducted by the respective course teachers and will have the following components:

i. Internal Test (Average of the two tests)	=	30 marks
ii. Attendance	=	5 marks
iii. Quiz / Snap test / etc.	=	5 marks
iv. Seminar / Class participation/ Viva-voce / Library work	=	5 marks
v. Assignment	=	5 marks
Total	=	50 marks

There will be two centralized internal tests for a duration of one and half hours for 50 marks each. The average of the two tests will be converted to 30. The other components are quiz, snap test, assignment, seminar, viva-voce or any other form the teacher may deem appropriate.

#### 1.1.2. Evaluation Pattern for NME & SBE (CIA) 1 hour duration

**Total Marks - 50**

**Internal - 25 marks**

**External - 50 marks ( to be converted to 25 marks)**

CIA to be conducted for 30 marks and converted to 15 marks

CIA (Test) - 15 Marks

Quiz - 5 Marks

Assignment - 5 Marks

Total - 25 Marks

#### 1.1.3. Evaluation Pattern for Foundation Courses (CIA)

**1 hour duration**

**Total Marks - 100**

**Internal - 25 marks (to be converted to 50 marks)**

**External - 50 marks**

CIA to be conducted for 30 marks and converted to 15 marks

CIA (Test) - 15 Marks

Quiz / Assignment / Practical - 10 Marks

Total - 25 Marks

#### **1.1.4. Attendance as a component of CIA**

Marks will be awarded for attendance, which is a component of CIA. The tabular column, depicted below, gives a clear picture of the marks awarded on the basis of percentage of attendance.

Percentage of attendance	Marks awarded
95 - 100	5
90 - 95	4.5
85 - 90	4
80 - 85	3.5
75 - 80	3
70 - 75	2.5
60 - 70	2

#### **1.1.5. Question 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)

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

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

Total = 50 marks

#### **1.1.6. Question Pattern for NME & SBE CIA - 1hour duration**

Section A : 10 x 1 = 10 marks (objective)

Section B : 2 x 5 = 10 marks (internal choice)

Section C : 1 x 10 = 10 (open choice) (1 out of 3 questions)

Total = 30 marks

#### **1.1.7. Question Pattern for Foundation Courses (CIA) 1 hour**

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

Section B : 2 x 6 = 12 (internal choice)

Section C : 1 x 10 = 10 (open choice) (400 words each)

Total = 30 marks

### **1.1.8. Online Objective Type Test :**

Every CIA consists of an on-line objective type test (Section A) to promote computer literacy uniformly among the students. Students will have to appear for objective type test in all the papers, conducted together in the following week after CIA in the afternoons.

### **1.1.9. Eligibility for CIA Retest**

A candidate is normally eligible for only one CIA retest.

Only those candidates who become ill or represent the institution or the university or the state or the nation at the time of CIA are eligible for retests.

The retests will be conducted after the second CIA test.

A student who wants a retest should apply for it in the prescribed form which will be available in the respective department.

All requests for retest must be accompanied by valid supporting documents i.e. medical certificate, etc.

### **1.1.10. Answer Scripts**

The CIA answer scripts shall be returned to the students within 10 days after the date of test. 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.

Students should sign in the Continuous Internal Assessment marks register. Requests for correction in CIA marks after the date of signing **WILL NOT BE ENTERTAINED.**

## **1.2. End Semester Examination (ESE)**

**1.2.1.** End Semester Examination will be conducted for three hours for 100 marks each and converted to 50.

### **1.2.2. Question Pattern for ESE**

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

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

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

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

.....  
Total = 100 marks  
.....

### **1.2.3. Question Pattern for NME, SBE & Foundation Courses (ESE) 2 hours duration**

Section A : 10 x 1 = 10 (multiple choice )

Section B : 5 x 4 = 20 (internal choice) (200 words each)

Section C : 2 x 10 = 20 (open choice) (400 words each)

.....  
Total = 50 marks  
.....

### **1.2.4. Self Study Course (ESE) 2 hours duration - 50 marks**

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

**1.2.5. All the I and II year 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 semesters. Hence ESE mark will be converted to 90 + 10 (viva) = 100 marks.**

**1.2.6. The Project report submitted at the end of VI Semester will be evaluated as follows:**

<b>Under Graduate (UG)</b>	<b>Marks</b>
<b>Internal Evaluation</b>	
Data Collection & Experiment work	<b>10</b>
Relevance, Objective & Focus of Project	<b>15</b>
Team Work	<b>5</b>
Originality, Innovation & Creativity	<b>10</b>
Oral Presentation	<b>10</b>
<b>Total</b>	<b>50</b>
<b>External Evaluation</b>	
Relevance to the theme	<b>15</b>
Design of the Project	<b>10</b>
Mode of presentation (Models/Charts/Graph/ Power Point Presentation)	<b>15</b>
Response to questions & Criticisms	<b>10</b>
<b>Total</b>	<b>50</b>

**1.2.7.** An undergraduate student will be declared to have passed the course only if she secures 40% marks in the ESE and 40% in aggregate.

**1.2.8.** Minimum pass mark in CIA is mandatory (40% for UG).

**1.2.9.** No improvement is allowed for CIA and ESE.

## **2. Assessment Rules for PG**

### **2.1. Continuous Internal Assessment (CIA)**

**2.1.1.** The CIA for theory papers will be conducted by the respective course teachers and will have the following components.

i. Internal Test (Average of the two test)	= 30 marks
ii. Attendance	= 5 marks
iii. Seminar	= 5 marks
iv. Assignment	= 5 marks
v. Library work/viva-voce	= 5 marks
Total	= 50 marks

There will be two centralized internal tests for a duration of two hours for 50 marks each. The average of the two tests will be converted to 30. The other components will be attendance, seminar, assignment, library work/viva-voce respectively.

#### **2.1.2. Attendance as a component of CIA**

Marks will be awarded for attendance which is a component of CIA. The tabular column, depicted below, gives a clear picture of the marks awarded on the basis of percentage of attendance.

Percentage of attendance	Marks awarded
95 - 100	5
90 - 95	4.5
85 - 90	4
80 - 85	3.5
75 - 80	3
70 - 75	2.5
60 - 70	2

**2.1.3. Question 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)
Section C	: 2 x 6	= 12	(internal choice) (200 words each)
Section D	: 2 x 12	= 24	(open choice) (500 words each)
Total		=	50 marks

**2.2. End Semester Examinations (ESE)**

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

**2.2.2. Question Pattern for ESE.**

Section A	: 20 x 1	= 20	(multiple choice)
Section B	: 7 x 2	= 14	(open choice) (50 words each)
Section C	: 5 x 6	= 30	(internal choice) (200 words each)
Section D	: 3 x 12	= 36	(open choice) (500 words each)
Total		=	100 marks

**2.2.3.** The Project report submitted at the end of IV semester will be evaluated as follows:

Project evaluation	-	75	(50 Internal + 25 External)
Viva-voce	-	25	(External)
Total		-	100 marks

Post Graduate (PG)	Marks
<b>Internal Evaluation</b>	
Originality	10
Experimental design / Data collection /Experimental work	20
Literature Review / Mechanics of writing	20
<b>Total</b>	<b>50</b>
<b>External Evaluation</b>	
<b>Viva-voce</b> - Presentation of premises	15
Response	10
<b>Total</b>	<b>25</b>
<b>Dissertation</b> - Relevance to Topic	5
Dissertation format	10
Results & Discussion / Methodology	10
<b>Total</b>	<b>25</b>

**2.2.4.** A post graduate student will be declared to have passed a course only if she secures 50% in ESE and 50% in aggregate.

**2.2.5.** Minimum pass mark in CIA is mandatory (40% for UG) (50% for PG).

**2.2.6.** No improvement is allowed for CIA and ESE.

### **3. Assessment Rules for M.Phil.**

#### **3.1. Continuous Internal Assessment (CIA)**

**3.1.1** The CIA for the theory papers will be conducted by the respective course teachers and will have the following components:

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

There will be two centralized internal tests for a duration of two hours for 50 marks each. The average of the two tests will be converted to 30. The other components will be assignment, seminar, and library work.

#### **3.1.2. Question Pattern for CIA**

Section A : 2 x 5 = 10 (short notes internal choice)  
(100 words each)

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

-----  
Total = 50 marks  
-----

#### **3.2 End Semester Examinations (ESE)**

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

### **3.2.2. Question Pattern for ESE**

Section A : 5 x 5 = 25 (short notes-internal choice)  
(100words)

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

.....  
Total = 100 marks  
.....

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

Dissertation = 150 marks (100 Internal + 50 External)

Viva Voce = 50 marks (External)

.....  
Total = 200 marks  
.....

**3.2.4.** An M.Phil. student will be declared to have passed the course only if she secures 50% in ESE and 50% in aggregate.

**3.2.5.** Minimum pass mark in CIA is mandatory (50% for M.Phil.).

**3.2.6.** No improvement is allowed for CIA and ESE.

## **4. ELIGIBILITY for ESE**

### **4.1. Common Rules**

**4.1.1** A student must have completed all the requirements of the CIA to appear for the End Semester Examinations.

**4.1.2.** A student is eligible to appear for the ESE in a subject only if she has secured 80% attendance. However condonation of absence till 60% may be granted by the Principal on medical grounds.

**4.1.3.** If the attendance is below 60%, the student has to repeat the semester.

**4.1.4.** A student should have paid all the fees payable to the college and to the hostel if she is a hosteller.

## **4.2. Hall Tickets**

- 4.2.1. Hall tickets will be issued to the eligible students by the Office.
- 4.2.2. Students are advised to go through the details entered in the hall ticket and bring any wrong or irrelevant entry to the notice of the Controller of Examinations immediately.
- 4.2.3. Students will not be permitted to enter the examination hall without the hall ticket and identity card.

## **5. Examination Fee**

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

## **6. Valuation**

- 6.1. There is single valuation for UG and double valuation for PG and M.Phil. The ESE papers are valued by external examiners only.
- 6.2. In double valuation the average of the two valuations will be the result.
- 6.3. 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 are final.

## **7. Awards**

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

## **8. Statement of Marks**

- 8.1. Students will be given a statement of marks for each semester.
- 8.2. A consolidated statement of marks will be given at the end of the course.
- 8.3. On receiving the mark statement, the student should ensure that entries (spellings of name, initials, register number, CIA marks, course title and code) are entered correctly. Any discrepancy should be reported to the Controller of Examinations within 4 days from the date of receiving the statement.
- 8.4. 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.
- 8.5. If a student loses her original statement of marks, she can apply for a duplicate mark statement by paying a prescribed fee.
- 8.6. A duplicate statement will be issued after the usual process of police verification and submission of FIR copy.

## **9. Arrears**

- 9.1. A student of any course who has arrears can appear for her arrear papers in any semester. However she can appear for a maximum of 6 arrear papers only (4 theory+2 practicals) in one semester.
- 9.2. The time limit for successfully completing a course is as follows:

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

## **10. Revaluation**

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

## **11. Retotalling**

**11.1.** Retotalling of the marks is possible on payment of a prescribed fee for all the courses. Application for retotalling must be made within 7 days from the date of publication of results.

**11.2.** There is no provision for retotalling or revaluation of practical papers for any of the courses.

## **12. Supplementary Examination**

**12.1.** 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.

**12.2.** The students who do not have more than **3** arrear papers are only eligible for the supplementary exams.

**12.3.** Supplementary exams will be conducted within 21 days from the date of publication of results.

**12.4.** Applications for supplementary exams should be submitted within 10 days from the date of publication of results.

## **13. Special Examination**

**13.1.** Special exams will be held for every semester after the completion of the regular ESE. Only those students who represented 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.

#### **14. Grievance Redressal**

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

**14.2.** 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.

#### **15. Malpractice**

**15.1.** Malpractice in any form is strictly forbidden and will be severely dealt with.

**15.2.** Possession of study materials or mobile phones in the exam halls and attempts to indulge in malpractice will also be viewed as malpractice.

**15.3.** All cases of malpractice will be referred to a discipline committee constituted for this purpose. The decision of the committee shall be final.

**15.4.** The above rules are applicable for both CIA and ESE. All the students who indulge in malpractice are barred from appearing for all the papers for one year.

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

<b>RANGE OF MARKS</b>	<b>GRADE POINTS</b>	<b>LETTER GRADE</b>	<b>DESCRIPTION</b>
<b>U.G.</b>			
90 - 100	9.0 - 10.0	O	<b>Outstanding</b>
80 - 89	8.0 - 8.9	D +	<b>Excellent</b>
75 - 79	7.5 - 7.9	D	<b>Distinction</b>
70 - 74	7.0 - 7.4	A +	<b>Very Good</b>
60 - 69	6.0 - 6.9	A	<b>Good</b>
50 - 59	5.0 - 5.9	B	<b>Average</b>
40 - 49	4.0 - 4.9	C	<b>Satisfactory</b>

**CONVERSION OF MARKS TO GRADE POINTS AND LETTER GRADE  
(PERFORMANCE IN A COURSE / PAPER) POST GRADUATE / M.Phil.**

<b>RANGE OF MARKS</b>	<b>GRADE POINTS</b>	<b>LETTER GRADE</b>	<b>DESCRIPTION</b>
<b>U.G.</b>			
90 - 100	9.0 - 10.0	O	<b>Outstanding</b>
80 - 89	8.0 - 8.9	D +	<b>Excellent</b>
75 - 79	7.5 - 7.9	D	<b>Distinction</b>
70 - 74	7.0 - 7.4	A +	<b>Very Good</b>
60 - 69	6.0 - 6.9	A	<b>Good</b>
50 - 59	5.0 - 5.9	B	<b>Average</b>
00 - 49	0.0	RA	<b>Re-appear</b>
ABSENT	0.0	AA	<b>ABSENT</b>

**OVERALL PERFORMANCE**

<b>CGPA</b>	<b>GRADE</b>	<b>CLASSIFICATION OF FINAL RESULT</b>
<b>U.G.</b>	<b>U.G.</b>	
9.5 - 10.0	<b>O+</b>	<b>First Class Exemplary*</b>
9.0 and above but below 9.4	<b>O</b>	
8.5 and above but below 8.9	<b>D++</b>	<b>First Class with Distinction*</b>
8.0 and above but below 8.4	<b>D+</b>	
7.5 and above but below 7.9	<b>D</b>	
7.0 and above but below 7.4	<b>A++</b>	<b>First Class</b>
6.5 and above but below 6.9	<b>A+</b>	
6.0 and above but below 6.4	<b>A</b>	
5.5 and above but below 5.9	<b>B+</b>	<b>Second Class</b>
5.0 and above but below 5.4	<b>B</b>	
4.0 and above but below 4.9	<b>C</b>	<b>Third Class</b>

**For a Semester :**

**SEMESTER GRADE POINT AVERAGE (SGPA) = G / C i i i i**

Sum of the multiplication of grade points by the credits of the courses

**SGPA = -----**

Sum of the credits of the courses of the entire programme

**For the entire programme :**

**CUMULATIVE GRADE POINT AVERAGE (CGPA) = O**

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

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

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

\* 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.

**17. Awarding of Ranks**

**17.1.** Students who have arrears and clear them subsequently will not be considered for ranks.

**17.2.** Ranks will be decided based on the marks secured in core and core elective papers.

**18. Special Rules for M.Phil**

- (i) A consolidated statement of marks will be issued after successful completion of viva voce.
- (ii) 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.
- (iii) A student will be allowed only 2 such extensions.
- (iv) The dissertation can be submitted for evaluation only after passing all the theory papers.
- (v) The theory papers and the dissertation must be completed within 2 years.

## **18. Discipline to be maintained inside the Examination Hall**

1. Duplicate hall ticket will not be issued in Student's office without the permission of the Principal. In addition Hostel students should get the approval from the Warden Sister. The penalty should be paid to receive the duplicate Hall Ticket if the student has lost the hall ticket.
2. Students are advised not to wear/bring gold ornaments.
3. Management is not responsible for the money/valuable things kept in the bags outside the Examination Hall.
4. Students are not allowed to enter/exit through all the doorways unless otherwise it is indicated as Entrance/Exit.
5. A student entering the examination hall must possess hall-ticket and identity card issued by the Principal; else she will be denied permission to write the examination. Students are permitted to carry only the writing materials.
6. Students have to occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They should stand for the prayer song as well as for prayer. All should recite the Lord's Prayer louder after the prayer song.
7. Students have to 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 Answer Book (Main/Additional). Writing the name or making any appeal to the examiner or writing the internal assessment marks or writing the register number in the additional sheets or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings.
10. Students should write a minimum of 20 lines per page in the answer script issued during examinations. If found careless in usage of paper, considering space required for diagrams/charts/illustrations etc., the amount equivalent to the examination fee of that paper will be collected as fine before the issue of mark sheets.
11. Objective type questions in Section A should be answered in the first page.
12. The counting of page excludes the front main sheet containing details and instructions. Page numbers should be written at the centre of the top of the paper. Writing page numbers in the left corner should be eradicated to differentiate from the question number.
13. Students will not be allowed to borrow writing materials, geometrical instruments, calculators etc. from others.
14. Students are prohibited from possessing cell phone inside the examination hall and also not allowed to carry purse, any textual material, printed or written, bits of papers.

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

21. Students are expected to stand for additional sheets earlier and to behave politely with the staff.
22. Students are not allowed to write beyond the time prescribed for the examinations.
23. Students should hand over the answer books personally to the staff, before leaving the examination hall.
24. Students must leave the Exam Hall column wise, silently, as guided by the invigilators.
25. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. The examinations will be conducted as scheduled, unless otherwise notified by the Principal.
26. Water will not be distributed inside the Examination Hall. Students are advised to bring the water bottle and to fill RO water inside the campus before entry into the exam hall.
27. Re examinations will not be conducted if a student fails to notify the correct date/session/subject title/subject code.
28. Private students should receive the hall ticket in the office of the controller of examination. Getting hall ticket on the exam date is strictly forbidden.
29. Hall tickets will be issued to the regular candidates by the heads of departments. Any discrepancies should be clarified immediately with the controller of examination.

**TIME TABLE - ODD SEMESTER (June - October)**

<b>TIME DAY ORDER</b>	<b>I 8.30 - 9.30</b>	<b>II 9.30 - 10.30</b>	<b>III 10.30 - 11.20</b>	<b>IV 11.40 - 12.30</b>	<b>V 12.30 - 1.30</b>	<b>VI</b>
<b>I</b>	Ethics & Catechism					
<b>II</b>						
<b>III</b>						
<b>IV</b>						
<b>V</b>						
<b>VI</b>	<b>8.30 - 9.20</b>	<b>9.20 - 10.10</b>	<b>10.10 - 10.55</b>	<b>11.10 - 11.55</b>	<b>11.55 - 12.40</b>	<b>12.40 - 1.30</b>

**TIME TABLE - EVEN SEMESTER (December - April)**

<b>TIME DAY ORDER</b>	<b>I 8.30 - 9.30</b>	<b>II 9.30 - 10.30</b>	<b>III 10.30 - 11.20</b>	<b>IV 11.40 - 12.30</b>	<b>V 12.30 - 1.30</b>	<b>VI</b>
<b>I</b>	Ethics & Catechism					
<b>II</b>						
<b>III</b>						
<b>IV</b>						
<b>V</b>						
<b>VI</b>	<b>8.30 - 9.20</b>	<b>9.20 - 10.10</b>	<b>10.10 - 10.55</b>	<b>11.10 - 11.55</b>	<b>11.55 - 12.40</b>	<b>12.40 - 1.30</b>





# CALENDAR 2016 - 2017

JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016
SUN 5 12 19 26 MON 6 13 20 27 TUE 7 14 21 28 WED 1 8 15 22 29 30 THU 2 9 16 23 FRI 3 10 17 24 SAT 4 11 18 25	SUN 31 3 10 17 24 MON 4 11 18 25 TUE 5 12 19 26 WED 6 13 20 27 THU 7 14 21 28 FRI 1 8 15 22 29 30 SAT 2 9 16 23 30	SUN 7 14 21 28 MON 1 8 15 22 29 30 TUE 2 9 16 23 31 WED 3 10 17 24 THU 4 11 18 25 FRI 5 12 19 26 SAT 6 13 20 27	SUN 4 11 18 25 MON 5 12 19 26 TUE 6 13 20 27 WED 7 14 21 28 THU 1 8 15 22 29 FRI 2 9 16 23 30 SAT 3 10 17 24
OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017
SUN 30 2 9 16 23 MON 31 3 10 17 24 TUE 4 11 18 25 WED 5 12 19 26 THU 6 13 20 27 FRI 7 14 21 28 SAT 1 8 15 22 29	SUN 6 13 20 27 MON 7 14 21 28 TUE 1 8 15 22 29 30 WED 2 9 16 23 30 THU 3 10 17 24 FRI 4 11 18 25 SAT 5 12 19 26	SUN 4 11 18 25 MON 5 12 19 26 TUE 6 13 20 27 WED 7 14 21 28 THU 1 8 15 22 29 30 FRI 2 9 16 23 31 SAT 3 10 17 24 31	SUN 1 8 15 22 29 MON 2 9 16 23 30 TUE 3 10 17 24 31 WED 4 11 18 25 THU 5 12 19 26 FRI 6 13 20 27 SAT 7 14 21 28
FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017
SUN 5 12 19 26 MON 6 13 20 27 28 TUE 7 14 21 28 WED 1 8 15 22 THU 2 9 16 23 FRI 3 10 17 24 SAT 4 11 18 25	SUN 5 12 19 26 MON 6 13 20 27 TUE 7 14 21 28 WED 1 8 15 22 29 30 THU 2 9 16 23 31 FRI 3 10 17 24 31 SAT 4 11 18 25	SUN 30 2 9 16 23 MON 3 10 17 24 TUE 4 11 18 25 WED 5 12 19 26 THU 6 13 20 27 FRI 7 14 21 28 SAT 1 8 15 22 29	SUN 7 14 21 28 MON 1 8 15 22 29 30 TUE 2 9 16 23 31 WED 3 10 17 24 31 THU 4 11 18 25 FRI 5 12 19 26 SAT 6 13 20 27