

NATIONAL ANTHEM

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

- Rabindranath Tagore

PLEDGE

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

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

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

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

தமிழ்த்தாய் வாழ்த்து

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

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From the Principal

“Educating is an act of love; it is like giving life” - Pope Francis

Dear Marians,

I greet you all on this joyous occasion of our college crossing the threshold of the 70th year of its academic mission. The development of St. Mary's reflects the strong emotional connection the Servite Sisters nurtured with the region by bringing thousands of young women from the marginalized and weaker sections of the society to the epicenter of progress. St. Mary's through its knowledge mission has contributed to the upliftment of women community in the coastal region for seven decades.

At this pinnacle of achievement, we look back with gratitude the journey, we, as a family have travelled during these 69 years. We thank immensely our pioneers for their unwavering commitment, hard work, selfless service and adept administrative abilities which have moulded the institution as an academic universe. The institution congratulates the women who have brought laurels to their alma mater and to the nation by proving their mettle in their chosen walks of life.

The virtues of Gratitude, Commitment and Compassion have been foregrounded as the governing principles in the past three years. Joy is the theme of this year. As St. Paul says “Rejoice in the Lord always and again I say Rejoice”, let us find joy in our service to the humanity, thereby glorifying God.

Inner Joy and peace are the spiritual gifts of God; Joy is the essence of life; Joy is contagious and it is the birth right of everyone. Joy is the quality of the soul and is realised in the mind. True joy gives us more energy and makes us feel more alive. Let us cultivate it internally and spread it externally.

I slept and dreamed that life is all joy.

I woke and saw that life was all service

I served and saw that service is all joy.

- Khalil Gibran

Good wishes for a joyful study and service! Make 'Joy' your mark, your nature, your name!

Roseline

Dr. Sr. S. Alphonse Roseline Mary

PERSONAL MEMORANDA

Name :

Date of Birth: Blood Group :

Degree and Department: Register Number :

Father's Name : Occupation:

Father's Office/Mobile No. :

Mother's Name : Occupation:

Mother's Office/Mobile No. :

Residential Address:

Permanent Address:

.....Contact No.:

Mode of Transport :

Licence No.

Auto(or)Taxi Driver's Name :

MobileNo. :

Vehicle No. :

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

Date:

Signature of Parent/Guardian

Students must bring this Academic 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
Are sweetly they're calling
Awaking all brightness
And laughter and cheer
While we tune our voices
In praise of St. Mary's
As loyal true to white and blue
We'll e'er remain
The bells of St. Mary's are calling today
They tell of sweet memories and friendship so gay
They tell of the efforts and victories grand
Of our beloved Alma Mater scholarly stand.
The bells of St. Mary's they chime forth our joy
Our love and our loyalty without alloy
With Mary our Mother still guiding our youth,
In fair paths of Virtue and Honour and Truth.

College Emblem



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

MARIAN VISION AND MISSION

VISION

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

MISSION

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

FOUNDATION AND ROOTS OF THE COLLEGE

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

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

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

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

Succession - List of Principals

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

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
- 1972 M.Sc. Botany
- 1975 B.Com.
- 1976 M.A. History
- 1979 B.Sc. Physics
- 1980 M.Com.
- 1984 M. Sc. Zoology
- 1985 B.A. Tamil Literature
- 1987 M. Phil. 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 (SSC)
- 2004 Certificate courses : Tally packages,
Computer Literacy Programme (CLP) and Career Guidance
- 2006 M. Phil. in History

- 2007 M.Sc. Microbiology (SSC)
- 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 (SSC)
B.Sc. Mathematics (SSC)
- 2011 UGC Sponsored Certificate Course in Ornamental Fish
Management
- 2012 B.A. English Literature (SSC)
MHRM (Master of Human Resource Management,
UGC Sponsored Innovative Programme)
- 2013 M.A. Economics (SSC)
Ph. D. in English and Commerce
- 2014 B.Com. with Computer Application (SSC)
M.Phil. Commerce (SSC)
- 2015 B.Com. General (SSC)
M.Sc. Physics (SSC)
M.Phil. English (SSC)
Ph.D. in Mathematics (SSC)
Extension of Autonomous Status
- 2016 Implementation of School System
M.Sc. Chemistry (SSC)
M.Sc. Computer Science (SSC)
- 2017 B.Sc. Psychology (SSC)
M.Phil in Mathematics (SSC)

MARKED EVENTS

- 1950 St. Mary's College founded at St. Aloysius Girls Hr. Sec. School (1948) was relocated at the present campus
- 1953 Ethel Harvey Hostel, the first New Building in the campus was opened by Mrs. Ethel Harvey & Mr. Graig Harvey
- 1955 The life size statue of Our Lady of Fatima (15 ft.) on the chimney (90 ft.high) blessed
- 1957 Visit of Dr. C. P. Ramasamy Iyer, Advocate - General of Madras Presidency in connection with the local celebration of the Madras University
- * Inauguration of Alumnae Association
 - * Visit of the Honourable Minister Lourdammal Simon and Governor A.J. John and his wife
- 1958 Physics Laboratory blessed and opened
- * Visit of Sri. B. Medhi, the Governor of Madras and Mrs.Medhi
- 1959 Botany and Zoology buildings blessed
- 1960 The new dining hall of the Hostel and the Chemistry block blessed
Visit of Sri Ramaiah, Minister of Electricity and Transport
- 1960 Permanent affiliation granted
- 1961 Library extended with a reading room
- 1962 Hostel extended
- * Auditorium, non-resident students' centre, office and the Physics Department constructed
 - * Visit of Shri. Kamaraj, the 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 Sacerdotal Golden Jubilee of Fr. B.S. Soosainather.

- 1973 Silver Jubilee of the College. Hon. Gov. K. K. Shah, The Governor of Tamilnadu, Dr.M.Varadarasan, Vice Chancellor of MK University participated in the function
- ✳ The New Hostel blessed and opened
- 1974 The open-air auditorium blessed by Most Rev. Ambrose, Bishop of Thoothukudi, as a memorial of the Silver Jubilee of the College
- 1975 Rev.Fr.B.S.Soosainather's departure to heavenly abode (10.3.1975)
- 1984 Soosainather Block for PG Departments blessed and opened
- 1990 Sacred Heart Marine Research Centre blessed and opened
- 1992 Valan Computer Block, Guest House and Fatima Hall blessed and opened
- 1993 Fr. B.S.Soosainather Birth Centenary Celebrations - BSS memorial fountain at the entrance - BSS Centenary Endowment Fund instituted
- 1994 Renovation of the library building
BLOSSOM - Ford Foundation's Campus Diversity Initiative - Major Project grant of \$50,000. Our college is one of the 11 colleges in India To have received this exclusive credit
- 1995 College Day presided over by Hon'ble Minister Shri. A. Arunachalam MP
- ✳ BLOSSOM accepted by MS University for Part V
- 1998 Golden Jubilee Year
- 1998 'MARYGOLD'-competitions held, Mrs. Jenifer Chandran, Hon'ble Minister of Fisheries, Govt. of Taminadu was the Chief Guest
- ✳ Laying of the foundation stone of Golden Jubilee memorial building by Rt. Rev. Thomas Fernando, DDCL
 - ✳ Golden Jubilee Celebrations Finale - President - Rev. Sr. Corona Mary, O.S.M. Superior General. Chief Guest - Her Excellency Justice M.Fathima Beevi, Governor of Tamilnadu. Distinguished Guests - Dr.K.P.Aravaanan, Vice Chancellor, Manonmaniam Sundaranar University 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 - blessed and 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
	✳ UGC Minor Research Project - Economics
2007	College Day - Chief Guest Dr. Mrs. Cynthia Pandian, Vice-Chancellor of Manonmaniam Sundaranar University, Tirunelveli
2007	Diamond Jubilee Year - Inauguration by Mr.Appadurai, MP
	✳ 'Dia-Dazzle'-Inter-Collegiate Cultural Competitions -Inauguration by Tmt. P. Geetha Jeevan, Hon'ble Minister for Animal Husbandry and Social Welfare
	✳ UGC Minor Research Project - Economics
2008	Convocation-Addressed by Tamilnadu Assembly Speaker Thiru. Avudaiappan.
	✳ July 1 st - Celebration of Founders' Day
	✳ 'Marian Dia-Expo' - Grand Scale Arts and Science Exhibition inaugurated by Thiru Palaniyandi, Collector, Thoothukudi District
	✳ 'Madonna Block' -blessed and opened by Rev. Fr. Oswald, Vicar General of Thoothukudi Diocese
	✳ Inauguration of Pearl Research Centre for History, Culture and Tourism
2008	DIAMOND JUBILEE - Grand Celebration
	✳ Inauguration of Diamond Jubilee Memorial Hall by Rt. Rev. Bishop Dr.Yvon Ambrose. Chief Guests Dr. K. Ponmudi, Hon'ble Minister for Higher Education, Tmt. P. Geetha Jeevan, Hon'ble Minister for Animal Husbandry and Social Welfare, Tamilnadu Government. Dr. R. Palaniyandi, District Collector, Thoothukudi, Dr. Sabapathy Mohan, Vice-Chancellor, M.S.University Tirunelveli, and Mrs. R.Kasthuri Thangam, Mayor, Thoothukudi Corporation

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

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

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

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

2014 DST-FIST funded New Centralised Computer Lab

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

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

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

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

GOALS

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

OBJECTIVES

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

AUTONOMY

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

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

COURSES OFFERED

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

* Two sections

Undergraduate Course Structure [Under CBCS]

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

Choice Based Credit System

The college has implemented 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 and certificate courses. 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 Tally Certificate Course in Mushroom Cultivation Technology
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(SSC)	Certificate Course in Milk & Milk Product Analysis Certificate Course in Mushroom Technology
COMMERCE (GENERAL)(SSC)	Certificate Course in Front office Management Certificate Course in Investment Management
COMMERCE (CORPORATE)(SSC)	Certificate Course in Soft Skills Certificate Course in Insurance Operations
COMMERCE (CA)(SSC)	Certificate Course in Desk Top Publishing Certificate Course in ASP.NET
MATHEMATICS (SSC)	Certificate Course in MATLAB Certificate Course in Quantitative Aptitude for Competitive Examination
BBA (SSC)	Certificate Course in Tally Certificate Course in Managerial Skill Development

Assessment Criteria for Examination

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 online quiz with other components such as quiz, assignment and seminar.

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 of the last examination. Retotalling, revaluation and supplementary exams are permissible as per rules framed for U.G., P.G. and M.Phil. Courses.

Continuous Internal Assessment

1. Attendance is mandatory.

2. Minimum pass is mandatory.

U.G. - 40%

P.G. - 50%

M.Phil - 50%

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

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

CO- CURRICULAR ACTIVITIES

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

NSS

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

NCC

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

SPORTS & GAMES

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

EXTRA - CURRICULAR ACTIVITIES

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

Specific objectives

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

Centre for Entrepreneurship & Skill Excellence

Consumer Club

Quiz Club

Think Tank

Rhetoric Club

Centre for Women Excellence

Anti-Sexual Harassment Cell

Anti-Ragging Cell

Human Rights Forum

Women's Cell

Centre for Cultural Excellence

Band

Orchestra

Dance

Drama

Choir

Centre for Eco-Feminine Excellence

Eco-Club

Health and Hygiene

Centre for Service Excellence

CDP

Road Safety

Red Ribbon Club

Youth Red Cross

Rotaract Club

Scribes Forum

Centre for Spiritual Excellence

Campus Ministry

FSS

Yoga and Meditation

Extension Programme : CDP - TOUCH

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

Alumnae Association

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

Christian Doctrine and Ethics

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

Parent-Staff-Student Meeting

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

Request to Parents / Guardians

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

STUDENTS' CHARTER OF RESPONSIBILITIES

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

RULES AND REGULATIONS

TERM DAYS

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

CLASS HOURS

- Classes are from 8.30 a.m. to 1.30 p.m. with a break for twenty minutes from 11.20 a.m. to 11.40 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 at 8.20 a.m. for daily prayer and announcements.
- Students have to be in the campus before 8.20 a.m.
- Students are expected to be attentive in class and maintain silence during devotion.

ATTENDANCE

- Promptness and regularity are the sure steps to success. The college insists upon a regular attendance.
- Students should fulfil the minimum requirement of attendance as fixed by the university to be eligible for their semester examinations and scholarship.
- Attendance at general assemblies, college programmes or functions, is compulsory.
- The lecturer-in-charge takes 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 deletion of the name from the roll.

CONDUCT

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

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

Restrictions and Limitations

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

FEE REGULATIONS

The academic year functions in 2 semesters, the first from June to mid-November, and the second from December to mid-April. Fees must be remitted within 10 working days from the date of reopening. If the fees 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, render financial assistance to students to pursue their study based on prescribed eligibility norms. The scholarships can be availed through prescribed application forms duly filled in and submitted to the office (where these forms are issued on request). These application forms should be submitted only after enrollment in the college. Scholarship and Fee concession holders must secure 90% attendance, failing which they run the risk of losing these scholarships and concessions. Students may enquire in the office about fee concession, free education, and other scholarships.

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

Scholarships

Name of Scholarship	Sanctioning Authority	Approximate Amount of the Scholarship for the year	Eligibility Particulars
National Merit Scholarship	Commissioner of Collegiate Education, Chennai	Varying Rates	On merit basis
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/- to 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 Scholarship	UGC	Rs. 40,000/- to PG Students	On Merit basis
Scholarship to disabled students	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

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

Hostel

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

INFORMATION and LEARNING SERVICES

Library Resources

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

Books

The college library has a comprehensive collection of approximately 48,300 books on all subjects.

Periodicals

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

College Archive

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

CD/DVD collection

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

Inflibnet

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

Exhibition area

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

Library Rules:

1. Strict Silence should be observed in the library.
2. Students are expected to be conscientious, orderly and disciplined in the usage of library books.
3. Books have to be returned safe and neat.
4. Books are usually lent for a period of one week and may be renewed for a further period if those books are not in demand by other students.
5. Books should be returned on or before the due date indicated in the issue slip of the book.
6. Overdue fine of Re.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 only for students with an IT problem or query.

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

Student Support Desk

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

Chapel

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

Canteen

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

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

GENERAL ADMINISTRATION
STATUTORY BODIES 2017 - 2018
GOVERNING BODY

Rev. Sr. Josephine Prema Mary Superior General	Chairperson
Sr. A. Jeyarani Provincial	Vice Chairperson
Dr. Sr. S. Alphonse Roseline Mary Principal	Secretary
Dr. Sr. Jessie Fernando Secretary	Member
Dr. Sr. A. Arockia Jenecius Alphonse Vice Principal	Member
Dr. J. Dulcy Elizabeth Controller of Examinations	Member
Ms. X. Esther Vimala Dean, UGC Affairs	Member
Dr. P. J. Joslin Dean, School of Biological Sciences	Member
Ms. S. Thenmozhi Dean, School of Language & Culture	Member
Dr. Mary Judith Reene Fdo. Dean, School of Management & Economics	Member
Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	Member
Dr. S. Sudha Rani IQAC Coordinator	Member
Dr. S. Euchrista Immaculate Sylvia	Member
Rev. Dr. Fr. Lawrence OFM Cap., Educationist	Member
Dr. Rajvir Sharma	UGC Nominee
The Joint Director of Collegiate Edn.	State Govt. Nominee
Dr. M. Krishnaveni	University Nominee

ACADEMIC COUNCIL

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members:

Dr. J. Dulcy Elizabeth	Controller of Examinations
Ms. X. Esther Vimala	Dean, UGC Affairs
Dr. P.J. Joslin	Dean, School of Biological Sciences
Ms. S. Thenmozhi	Dean, School of Language & Culture
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. M. Glory	Research Coordinator
Dr. S. Sudha Rani	IQAC Coordinator
Dr. K. Vinitha	Librarian
Sr. Peregrina	Director - SSC
Ms. A. Amora	Vice Principal - SSC
Dr. A. Amala Arul Arasi	Tamil
Dr. A. Judy Pinheiro	English
Dr. M. Mary Hepsibai	History & Tourism
Dr. L. Thilagarani	Economics
Dr. A. Punitha Tharani	Mathematics
Dr. Sr. A.S.J. Lucia Rose	Physics
Ms.M. Jothimani	Computer Science
Dr. J. Martin Rathi	Chemistry
Dr. M. Mary Josephine	Botany
Dr. R. D. Thilaga	Zoology
Ms. A.A. Maria Celine	Commerce
Ms. V. Joys Selva Mary	Microbiology
Ms. D. Jose Mary	Senior Staff
Dr. N. Arockia Mary	Senior Staff
Dr. P. Jawahar	External Expert
Ms. R. Surya Kala	External Expert
Dr. R. Rama Krishnan	External Expert
Mr. Prem Vetri	External Expert
Dr. R. Vijaya	University Nominee
Dr. M. Krishnan	University Nominee
Dr. S. Paulsamy	University Nominee
Dr. Mary Judith Reene Fdo.	Member Secretary

BOARDS OF STUDIES

Heads (of all Departments)

All Staff Members

University Nominees

Student Representatives

Alumnae

External Experts

FINANCE COMMITTEE

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. Sr. Jessie Fernando Member
Secretary

Dr. Sr. A. Arockia Jenecius Alphonse Member
Vice Principal

Ms. X. Esther Vimala Member
Dean, UGC Affairs

Dr. P. J. Joslin Member
Dean, School of Biological Sciences

Ms. S. Thenmozhi Member
Dean, School of Language & Culture

Dr. Mary Judith Reene Fdo. Member
Dean, School of Management & Economics

Dr. T. Linda Fernando Member
Dean, School of Physical & Computing Sciences

Dr. M. Mary Josephine Member

Sr. Jessily Rita Procurator

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. X. Esther Vimala	Dean, UGC Affairs
Dr. P. J. Joslin	Dean, School of Biological Sciences
Ms. S. Thenmozhi	Dean, School of Language & Culture
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. M. Glory	Research Coordinator
Dr. S. Sudha Rani	IQAC Coordinator
Sr. C. Shibana	CDP Coordinator
Sr. Peregrina	Director - SSC
Directors of All Centres	
Heads of all the Departments	
Ms. P. Rose wens	Superintendent
Dr. S. Euchrista Immaculate Sylvia	Student Council Advisor
Dr. B. Serena Margaret	Secretary
Dr. K. Vinitha	Librarian

Planning and Evaluation Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary	Principal
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Members

Dr. Fr. Britto	External Expert Principal, St. Xavier's College, Palayamkottai
Dr. J. Dulcy Elizabeth	Controller of Examinations
Ms. X. Esther Vimala	Dean, UGC Affairs
Dr. P. J. Joslin	Dean, School of Biological Sciences
Ms. S. Thenmozhi	Dean, School of Language & Culture
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences

Dr. S. Sudha Rani	IQAC Coordinator
Dr. K. Vinitha	Librarian
Ms. A. Amora	Vice Principal - SSC
Research Scholar	
UG Student Representative	
PG Student Representative	
Sports Representative	

Admission Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary	Principal
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Members

Dr. Sr. Jessie Fernando	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Ms. D. Jose Mary	
Dr. S. Euchrista Immaculate Sylvia	
Sr. C. Shibana	
Ms. S. Theresammal	
Sr. Peregrina	Director - SSC
Ms. A. Amora	Vice Principal - SSC
Sr. Princiya Mary	

Internal Quality Assurance Cell (IQAC)

Chairperson

Dr. Sr. S. Alphonse Roseline Mary	Principal
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Members

Dr. S. Sudha Rani	IQAC Coordinator
Ms. J. Anila Maily	Asst. Coordinator
Ms. A. Amora	Vice Principal - SSC

Deans

Dr. M. Mary Hepsibai
 Dr. Jemma Hermaline Jesy Diaz
 Dr. A. Lakshmi
 Dr. J. Arul Jesthi
 Sr. F. Mary Joyce Baby
 Ms. L. Smila
 Ms. S. Jamesammal

External Expert

Dr. Alexander Praveen Durai
 Mr. Resington

Curriculum Development Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Deans

Heads of all the Departments

Examination Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. J. Dulcy Elizabeth	Controller of Examinations
Dr. N. Arokiya Mary	Asst. Controller of Exams
Ms. A. Malini Apsala	Coordinator
Dr. S. Arul Josephine	Tamil
Ms. S. Thenmozhi	French
Ms. N. Sumathi	English
Ms. F. Maria Jenifer Thaya	History
Dr. D. Amutha	Economics
Ms. V.L. Stella Arputha Mary	Mathematics
Ms. S. Gnanathangam	Computer Science
Ms. A. Lucas Rexceline	Physics
Dr. A. Parveen Sulthana	Chemistry
Ms. B. Maria Sumathi	Botany
Ms. S. Selvi	Zoology
Ms. P. Banumathi	Commerce
Ms. N. Selva Mary	Tamil (SSC)
Ms. S. Suriya	English (SSC)
Ms. C. Gayathri	Microbiology (SSC)
Ms. M. Sheeba	Physics (SSC)
Ms.G. Pricilla Pacifica	Mathematics (SSC)
Ms. C. Nayanthra Mascarenhas	Commerce CA (SSC)
Dr. K. Sumathi	Economics (SSC)
Ms. D. Vijayalakshmi	BBA (SSC)
Ms. Geetha Maheswari	Commerce General
Ms. T. Juliet Nisee	Commerce Corporate

Awards Committee**Chairperson**

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. J. Dulcy Elizabeth Controller of Examinations
Dr. N. Arokiya Mary Asst. Controller of Examinations
Ms. X. Esther Vimala Dean, UGC Affairs
Dr. P. J. Joslin Dean, School of Biological Sciences
Ms. S. Thenmozhi Dean, School of Language & Culture
Dr. Mary Judith Reene Fernando Dean, School of Management & Economics
Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences
Dr. M. Glory Research Coordinator
Dr. Sr. A. Arockia Jenecius Alphonse Vice Principal
Sr. Peregrina Director - SSC
Ms. A. Amora Vice Principal - SSC
All the Heads of the Departments
University Nominee

Grievance & Redressal Committee**Chairperson**

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. Sr. A. Arockia Jenecius Alphonse Vice Principal (Administration)
Dr. G. Stella Beatrice Nirmala Vice Principal
Ms. Fernando Alexandria Vice Principal
Ms. D. Jose Mary Vice Principal
Ms. A. Amora Vice Principal - SSC
Dr. S. Gousalya Counsellor
Ms. R. Rohini Counsellor

Research Advisory Committee**Chairperson**

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. Glory Research Coordinator
Dr. Mary Hebsibai
Dr. D. Amutha
Dr. A. Parveen Sulthana
Dr. K. Vinitha
Dr. S. Arul Josephine
Dr. G. Abinaya
Dr. J. Arul Jesthi
Dr. T. Priyanka

Dr. M. Juliet
Dr. Siluvai Kirubagari Aneeshia
Dr. Priyanka

Library Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. K. Vinitha Librarian

Ms. T. Mary Manonmani
Dr. D. Rathi
Ms. E. Daffodil D'Almeida
Ms. B. Divya
Ms. S. Selvi
Dr. J. Jane D'Almada
Ms. X. Amala Steffi
Ms. P. Padmavathi
Ms. J. Sahaya Froiline
Ms. S. Andrews Felicita
Ms. T. Juliet Nisee
Ms. R. Mystica

Academic Audit Committee

Chairperson

Dr. Sr. S. Alphonse Roseline Mary Principal

Members

Dr. Sr. A. Arockia Jenecius Alphonse Vice Principal
Sr. Peregrina Director - SSC
Deans
Members of IQAC

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. D. Jose Mary Vice Principal
Ms. A. Amora Vice Principal (SSC)

Academic Calendar Committee

Dr. Sr. S. Alphonse Roseline Mary Principal
Vice Principals
Deans
IQAC

Student Welfare Committee

Dr. Hermin Pasangha
Ms. A. Judit Sheela Damayanthi
Dr. S.M. Vimala
Ms. K. Karthika Rohini

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. V.L. Stella Arputha Mary	
Dr. Jemma Hermaline Jesy Diaz	
Ms. J. Aswini Rajalakshmi	
Ms. Irudaya Sahaya Lancy	
Dr. A. Lakshmi	
Dr. Abinaya	
Dr. D. Rathi	
Dr. S. M. Vimala	
Dr. Muthu Mahalaxmi	
Ms. Annette Roy	
Ms. S. Rashitha Banu	
Dr. P. Latha	
Ms. K. Rajendra Suba	
Ms. C. Zozimus Divya Lobo	
Ms. Y. Sasikala	
Ms. K. Karthika Rohini	
Ms. R. Rohini	
Ms. I. Snow Reena	
Ms. C. Gayathri	
Dr. S. Jeya Bharathi	

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. D. Jose Mary	Vice Principal
Ms. A. Amora	Vice Principal - SSC
Dr. F. Dayana Lobo	
Ms. S. Sheela	
Ms. Initha Rina	
Ms. Jeba Margaret Sabthika	
Ms. R. Rohini	

NCC

Dr. F. Mary Priya

National Service Scheme (NSS)

Ms. M. Mangalaeswari	Unit No. 129
Ms. Maria Jenifer Thaya	Unit No. 130
Dr. A.M.Sonal	Unit No. 66
Dr. Irudaya Antonat Sophia	Unit No. 67

Student Council Advisors

Dr. S. Euchrista Immaculate Sylvia
Ms. L. Jacquiline Leo
Dr. G. Flora
Ms. G. Sharon Roque Corera
Ms. S. M. Rojapoo
Dr. P. Latha
Ms. Robina Tony
Ms. Adreena Paldano

College Magazine

Ms. Fernando Alexandria Coordinator
Dr. Josephine Alangara Betsy Asst. Coordinator
Dr. A. Magneitta
Dr. Sr. M.S. Ezhilarasi
Dr. Mary Baptista Janet
Ms. Maria Jenifer Thaya
Ms. N. Sumathi
Dr. A. Parveen Sulthana
Ms. Maria Sahaya Sharmila
Ms. T. Chandra
Ms. V. Joys Selva Mary

College Newsletter

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

Faculty Enrichment Forum

Dr. A. Elezabeth Mary
Ms. A. Lucas Rexceline
Ms. S. Theresammal
Dr. S. Beulah Jerlin
Ms. G. Pricilla Pacifiga
Ms. M.G. Thiburtius

Language Lab

Dr. B. Serena Margaret Director
Ms. A. Judit Sheela Damayanthi
Ms. Maria Sahaya Sharmila
Ms. K. Karthika Rohini
Ms. M. Mangalaeswari
Ms. S. Suriya
Ms. S. Mary Selvi

Public Relation Officers (PRO)

Ms. T. Mary Manonmani
Dr. G. Flora
Dr. S. Arul Josephine
Ms. S. Adlinda

Hostel Directors

Dr. Sr. S. Alphonse Roseline Mary - Principal Chief Warden
Sr. F. Mary Joyce Baby Warden
Sr. Princiya Mary Asst. Warden

Centre for Human Excellence

Ms. P. Jeya Selvi Director
Ms. Elizabeth James Asst. Director

Foundation Course

Sr. F. Mary Joyce Baby
Dr. G. Stella Beatrice Nirmala
Ms. A. Jacintha Tamil Malar
Dr. Irudaya Antonat Sophia

Campus Ministry

Sr. Arockia Jenecius Alphonse
Dr. Sr. M.S. Ezhilarasi
Sr. A. Sahaya Mercy
Ms. A. Nirmala Shirley
Sr. Mary Clara
Ms. H. Sujitha

Catechism / Ethics

Dr. A. Amala Arul Arasi
Ms. O. Sony Fernando

AICUF

Dr. Sr. M.S. Ezhilarasi
Sr. Princiya Mary
Ms. Initha Reena
Ms. Y. Sasi Kala
Ms. X. Amala Steffi

FSS

Servite Sisters

Centre for Job Excellence

Ms. D. Daisy Bai Director
Dr. K. Vinitha Asst. Director

Career guidance & Placement

Ms. D. Daisy Bai
Dr. C. Siluvai Kirubagari Aneeshia

Ms. D. Vijayalakshmi
Ms. S. Andrews Felicita
Ms. M. Monisha
Ms. P. Anuradha
Ms. Annie Arockia Christina

PTA

Ms. A. Judit Sheela Damayanthi
Dr. S. Mary Baptista Janet
Ms. B. Divya
Dr. F. Mary Priya
Ms. M. Deena

Guidance & Counselling

Dr. S. Gousalya
Dr. G. Stella Beatrice Nirmala
Ms. R. Rohini
Dr. Jeya Bharathi

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Ms. Monisha
Ms. C. Gayathri

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**Academic Calendar
2017 - 2018**

JUNE 2017

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

Joy is prayer; joy is strength; joy is love;
joy is a net of love by which you can catch souls.

JUNE 2017

11	SUN		
12	MON		
13	TUE		
14	WED		World Blood Donor Day General Body Meeting
15	THU		Orientation for Teachers Orientation for Non Teaching Staff
16	FRI	I	College Reopens Orientation for Students
17	SAT	II	Orientation for Students
18	SUN		
19	MON	III	Feast of St. Juliana (Servite Saint)
20	TUE	IV	World Refugee Day

Joy is found not in finishing an activity but in doing it.

JUNE 2017

21	WED	V	International Day of Yoga
22	THU	VI	M.Phil ESE
23	FRI	I	Feast of Sacred Heart of Jesus
24	SAT	II	Birthday of John the Baptist
25	SUN		
26	MON		Ramzan - Holiday
27	TUE	III	
28	WED	IV	Classes begin for I UG PTA for I UG
29	THU	V	Feast of Saints Peter and Paul
30	FRI	VI	

A thing of beauty is a joy forever

No.of Working days: 12

JULY 2017

1	SAT	I	Holy Mass 70 th Birthday of St. Mary's College Classes begin for I PG
2	SUN		
3	MON	II	Feast of St. Thomas
4	TUE	III	
5	WED	IV	Student Council Election
6	THU	V	
7	FRI	VI	Submission of M.Phil Dissertation
8	SAT		CDP
9	SUN		
10	MON	I	

The secret of joy in work is contained in one word - Excellence.

JULY 2017

11	TUE	II	World Population Day
12	WED	III	Meeting of HoDs & SSC Coordinators
13	THU	IV	
14	FRI	V	
15	SAT		International Youth Skills Day CDP
16	SUN		
17	MON	VI	IQAC Meeting
18	TUE	I	
19	WED	II	Inaugural function of Students' Council
20	THU	III	Association Meeting Physics & Chemistry

Love is the joy of the good, the wonder of the wise,
and the amazement of the God.

JULY 2017

21	FRI	IV	Association Meeting Commerce & Economics
22	SAT		CDP
23	SUN		
24	MON	V	
25	TUE	VI	PTA Meeting for II UG, III UG & II PG
26	WED	I	
27	THU	II	
28	FRI	III	Association Meeting - Tamil & French Feast of St. Alphonsa
29	SAT		Pilgrimage to OLS Basilica
30	SUN		
31	MON	IV	M.Phil Viva-Voce Examination

God wants us to have a fullness of joy as He has.

No.of Working days: 22

AUGUST 2017

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

Joy is the serious business of Heaven

AUGUST 2017

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

Today I choose Joy.

AUGUST 2017

21	MON	VI	
22	TUE	VI	
23	WED	II	
24	THU	III	
25	FRI		Vinayakar Chaturthi - Holiday
26	SAT		CDP
27	SUN		
28	MON	IV	CIA I Marks Submission
29	TUE	V	
30	WED	VI	
31	THU	I	

Joy in looking and comprehending is nature's most beautiful gift.

No.of Working days: 21

SEPTEMBER 2017

1	FRI	II	Association Meeting - Botany & Zoology
2	SAT		Bakrid - Holiday CDP
3	SUN		
4	MON	III	IQAC Meeting
5	TUE	IV	
6	WED	V	Finance Committee Meeting
7	THU	VI	
8	FRI	I	Holy Mass Birthday of Mother Mary World Literacy Day Association Meeting - History & Computer Science
9	SAT	II	
10	SUN		

Joy is the simplest form of gratitude.

SEPTEMBER 2017

11	MON	III	
12	TUE	IV	
13	WED	V	
14	THU	VI	Holy Cross Feast Association Meeting - English & Mathematics
15	FRI		Feast of Mother of Sorrows - Holiday
16	SAT		CDP World Ozone Day
17	SUN		
18	MON	I	Internal Practical Exams
19	TUE	II	
20	WED	III	

I find joy in everyday, not because life is always good but because God is.

SEPTEMBER 2017

21	THU	IV	International Day of Peace
22	FRI	V	Question Paper Submission for CIA II
23	SAT		CDP
24	SUN		
25	MON	VI	
26	TUE	I	
27	WED	II	World Tourism Day
28	THU	III	
29	FRI		Feast of St. Michael & Gabriel Saraswathi Pooja - Holiday
30	SAT		Vijayadashami - Holiday

Joy is not in things: it is in us.

No. of Working days: 20

OCTOBER 2017

1	SUN		International Day of Elderly Muharram
2	MON		Gandhi Jeyanthi - Holiday
3	TUE	IV	CIA II
4	WED	V	CIA II World Animal Welfare Day
5	THU	II	CIA II World Teachers Day
6	FRI	I	CIA II Holy Mass
7	SAT	II	CIA II Our Lady of the Rosary Feast
8	SUN		
9	MON	III	CIA II IQAC Meeting Project Submission
10	TUE	IV	CIA II Practical Exam Online Quiz I UG & PG

The body heals with play, the mind heals with laughter
and the spirit heals with joy.

OCTOBER 2017

11	WED	V	Practical Exam World Girl Child Day Online Quiz II UG & PG
12	THU	VI	Practical Exam
13	FRI	I	Practical Exam
14	SAT	VI	Practical Exam
15	SUN		
16	MON	III	Practical Exam World Food Day
17	TUE	IV	Practical Exam
18	WED		Deepavali
19	THU		
20	FRI		

At every moment of our life we have an opportunity to choose joy.

OCTOBER 2017

21	SAT		
22	SUN		
23	MON	V	Online Mark Entry (English, History, Physics)
24	TUE	VI	Online Mark Entry (Economics, Mathematics, Chemistry, Computer Science)
25	WED	I	Online Mark Entry (Commerce, Botany, Zoology)
26	THU	II	Online Mark Entry (English, Mathematics, Microbiology)
27	FRI	III	Online Mark Entry (Commerce (CA), Commerce (Gen), Commerce (Corporate))
28	SAT	IV	Online Mark Entry (BBA, Economics, Physics, Chemistry, Computer Science)
29	SUN		
30	MON		
31	TUE		

Joy is a net of love by which you can catch people.

No.of Working days: 19

NOVEMBER 2017

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

Joy and happiness are the most powerful healing medicines in the world.

NOVEMBER 2017

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

Joy is contagious.

NOVEMBER 2017

21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN		Feast of Christ the King
27	MON	I	College Reopens - Even Semester
28	TUE	II	
29	WED	III	Meeting of HoDs & SSC Coordinators
30	THU	IV	

To serve is beautiful, if it is done with joyful heart and a free mind.

No.of Working days : 4

DECEMBER 2017

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

A Joy that's shared is a joy made doubled.

DECEMBER 2017

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

Joy is the infallible sign of the presence of God.

DECEMBER 2017

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

Joy is the echo of God's life in us.

No.of Working days:17

JANUARY 2018

1	MON		New Year
2	TUE		
3	WED	IV	College - Reopens
4	THU	V	
5	FRI	VI	Association Meeting - Chemistry, Computer Science Question Paper Submission for CIA I
6	SAT	I	IQAC Meeting PTA
7	SUN		
8	MON	II	
9	TUE	III	
10	WED	IV	

Joy is not in things; it is in us.

JANUARY 2018

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

Learning to live in the present moment is part of the path of joy.

JANUARY 2018

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

True joy gives us more energy and makes us feel more alive.

No.of Working days: 21

FEBRUARY 2018

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

Joy is a great purifier which burns away
many polluted currents trying to reach us.

FEBRUARY 2018

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

Joy is the highest expression of Love.

FEBRUARY 2018

21	WED	V	Association Meeting Mathematics & Physics
22	THU	VI	
23	FRI	I	
24	SAT		CDP
25	SUN		
26	MON	II	
27	TUE	III	
28	WED	IV	CIA II - Marks Submission

Rejoice in the Lord always.

No. of Working days: 22

MARCH 2018

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

Joy comes when we live in God's presence.

MARCH 2018

11	SUN		
12	MON	II	CIA II
13	TUE	III	CIA II
14	WED	IV	CIA II
15	THU	V	CIA II
16	FRI	IV	CIA II
17	SAT		CDP
18	SUN		Telugu New Year
19	MON	I	CIA II
20	TUE	II	CIA II Online Quiz - I UG & PG

Joy is possible when we feel secure in the Lord.

MARCH 2018

21	WED	III	Online Quiz II UG & PG
22	THU	VI	
23	FRI	V	Project Submission
24	SAT		
25	SUN		The Feast of Annunciation Palm Sunday
26	MON	VI	Practical Exam
27	TUE	I	Practical Exam
28	WED	II	Practical Exam
29	THU		Maundy Thursday Mahavir Jeyanthi
30	FRI		Good Friday
31	SAT		

Happiness lies in the joy of achievement and the thrill of creative effort.

No. of Working days : 22

APRIL 2018

1	SUN		Easter Sunday
2	MON	III	Practical Exam
3	TUE	IV	Practical Exam Online Mark Entry - Arts
4	WED	V	Practical Exam Online Mark Entry - Arts
5	THU	VI	Practical Exam Online Mark Entry - Arts
6	FRI	I	Holy Mass Practical Exam
7	SAT		
8	SUN		
9	MON	II	Online Mark Entry - Science
10	TUE	III	Online Mark Entry - Science

Be humble, Be kind, Be calm, Be joyful.

APRIL 2018

11	WED	IV	Last Working Day
12	THU		
13	FRI		
14	SAT		Tamil New Year Dr. Ambedkar Jeyanthi
15	SUN		
16	MON		Governing Body Meet
17	TUE		
18	WED		
19	THU		ESE Begins
20	FRI		

There are those who give with joy, and that joy is their reward

No. of Working days:8

APRIL 2018

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

Joy is a light that fills you with hope, faith and love.

MAY 2018

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

When work is a pleasure, life is Joy!

MAY 2018

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

The healthiest response to life is joy

MAY 2018

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

Joy is the holy fire that keeps our purpose warm and our intelligence aglow.

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 UG courses and 40:60 for all PG Courses.

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)	=	40 marks
ii. Quiz / Snap test / etc.	=	5 marks
iii. 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 test marks will be converted to 40. The other components are quiz, snap test, assignment, seminar, viva-voce or any other form the teacher may deem appropriate.

1.1.2. Evaluation Pattern for CIA (NME & SBE) 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 CIA (Foundation Courses)

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. 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

1.1.5. Question Pattern for CIA (NME & SBE) - 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

1.1.6. Question Pattern for CIA (Foundation Courses)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

1.1.7. 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, (Core, Allied) conducted together in the following week after CIA.

1.1.8. 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.

1.1.9. Answer Scripts

The CIA answer scripts shall be returned to the students within 10 days of the test date. The students must scrutinize the scripts, sign and return them to the teacher concerned.

Any discrepancy in the marks should be brought to the notice of the respective teacher immediately.

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 Student will undergo a spoken English VIVA and Spoken French VIVA respectively for 10 marks in the even semester.

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

Under Graduate (UG)	Marks
Internal Evaluation	
Data Collection & Experiment work	10
Relevance, Objective & Focus of Project	15
Team Work	5
Originality, Innovation & Creativity	10
Oral Presentation	10
Total	50
External Evaluation	
Relevance to the theme	15
Design of the Project	10
Mode of presentation (Models/Charts/Graph/ Power Point Presentation)	15
Response to questions & Criticisms	10
Total	50
<p>1.2.7. An undergraduate student will be declared to have passed the course only if she secures 40% marks in the CIA and 40% in ESE.</p> <p>1.2.8. Minimum pass mark in CIA is mandatory (40% for UG).</p> <p>1.2.9. No improvement is allowed for CIA and ESE.</p>	
100	

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. Seminar	=	5 marks
iv. Assignment	=	5 marks
	
Total	=	40 marks
	

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

2.1.2. 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 60 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
Internal Evaluation	
Originality	10
Experimental design / Data collection /Experimental work	20
Literature Review / Mechanics of writing	20
Total	50
External Evaluation	
Viva-voce - Presentation of premises	15
Response	10
Total	25
Dissertation - Relevance to Topic	5
Dissertation format	10
Results & Discussion / Methodology	10
Total	25

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

2.2.5. Minimum pass mark in CIA is mandatory (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 one and half hours for 50 marks each. The test marks will be converted to 30. The other components will be assignment, seminar, and library work.

3.1.2. Question Pattern for CIA

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

Section B : $4 \times 10 = 40$ (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 : $5 \times 5 = 25$ (short notes-internal choice) (100 words)
Section B : $5 \times 15 = 75$ (answer in detail-internal choice)
(500 words 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 CIA and 50% in ESE.

3.2.5. Minimum pass mark in CIA is mandatory (50% fo 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.

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 final 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 will be final.

7. Result Publication

7.1. The results will be scrutinized by the Awards Committee and published within 21 days of 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 mark 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 in one semester.

9.2. The time limit for successfully completing a course is as follows:

UG	-	6 years
PG	-	4 years
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 have only one arrear paper are 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 represent the institution or the university or the state or the nation in a competition or a meet at the time of the ESE are eligible to appear for special exams

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 Graduate)

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

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

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

OVERALL PERFORMANCE

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

For a Semester :**SEMESTER GRADE POINT AVERAGE (SGPA) = $\sum C_i G_i / \sum C_i$**

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

SGPA = -----

Sum of the credits of the courses of the entire programme

For the entire programme :

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

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

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

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

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

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

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

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

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

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

TIME TABLE - ODD SEMESTER (June - October)

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

TIME TABLE - EVEN SEMESTER (December - April)

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

CALENDAR 2017 - 2018

JUNE 2017

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	30	
SAT	3	10	17	24		

JULY 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

AUGUST 2017

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	31	
FRI	4	11	18	25		
SAT	5	12	19	26		

SEPTEMBER 2017

SUN	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
SAT	2	9	16	23	30

OCTOBER 2017

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	

NOVEMBER 2017

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	30	
FRI	3	10	17	24		
SAT	4	11	18	25		

DECEMBER 2017

SUN	31	3	10	17	24	
MON	4	11	18	25		
TUE	5	12	19	26		
WED	6	13	20	27	28	31
THU	7	14	21	28		
FRI	1	8	15	22	29	
SAT	2	9	16	23	30	

JANUARY 2018

SUN	7	14	21	28	
MON	1	8	15	22	29
TUE	2	9	16	23	30
WED	3	10	17	24	31
THU	4	11	18	25	
FRI	5	12	19	26	
SAT	6	13	20	27	

FEBRUARY 2018

SUN	4	11	18	25		
MON	5	12	19	26	27	28
TUE	6	13	20	27		
WED	7	14	21	28		
THU	1	8	15	22		
FRI	2	9	16	23		
SAT	3	10	17	24		

MARCH 2018

SUN	4	11	18	25		
MON	5	12	19	26	27	30
TUE	6	13	20	27		
WED	7	14	21	28		
THU	1	8	15	22	29	31
FRI	2	9	16	23	30	
SAT	3	10	17	24		

APRIL 2018

SUN	1	8	15	22	29	
MON	2	9	16	23	30	
TUE	3	10	17	24		
WED	4	11	18	25		
THU	5	12	19	26	27	28
FRI	6	13	20	27		
SAT	7	14	21	28		

MAY 2018

SUN	6	13	20	27
MON	7	14	21	28
TUE	1	8	15	22
WED	2	9	16	23
THU	3	10	17	24
FRI	4	11	18	25
SAT	5	12	19	26