



St Berchmans College

Founded 1929

AUTONOMOUS | College with Potential for Excellence | Reaccredited by NAAC with A Grade

Changanassery, Kottayam, Kerala, India - 686101

Patron

His Grace Mar Joseph Perumthottam
Archbishop of Changanassery

.....

Mar Thomas Tharayil

Auxiliary Bishop of Changanacherry

.....

President of the Managing Board

Rev Dr Philips Wadakekalam

Vicar General

Archdiocese of Changanassery

.....

Principal

Dr. Jacob Mathew M

.....

Vice Principal

Rev Fr Reji P Kurian

PERSONAL INFORMATION



Name :
Class : No. :
Blood Group :
E-mail :
Mobile No. :
Father's Name :
Occupation :
Mobile No. :
Mother's Name :
Occupation :
Mobile No. :
Residential Address :

Address of Hostel/Paying Guest House/Lodging House:

Signature of Parent/Guardian

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ST. BERCHMANS COLLEGE

Aims and Objectives

1. In keeping with the educational mission of the Universal Church, the Archdiocese of Changanassery founded St Berchmans College in 1922. Ever since its inception, the College has played an effective role in the sphere of higher education, with unflinching loyalty to the noblest Christian ideals, and sparing no pains to preserve the highest academic standards.
2. Upholding the spiritual commitment of the Church, the College seeks to build up young men and women who will strive for excellence in every field. The College aims at imparting the best formation as well as information to its students in every possible way.
3. The College works hard to develop the spiritual, moral, intellectual, physical and aesthetic powers of its students so that they may be good citizens useful to themselves and to society.
4. The College was established to give Catholic youth the benefits of higher education in a congenial Catholic environment. The College fulfills this aim, working within the framework of the rules and regulations of the Government and the University, in accordance with the rights of the Minority Communities guaranteed in the Constitution of India. It is owned and managed by the Archdiocese of Changanassery, and it caters primarily to the Catholics of the Archdiocese. The College also offers its services to members of other Christian and Non-Christian Communities.
5. True to the spirit of justice and equality of opportunity enshrined in the Constitution, the College tries to encourage higher education among the weaker and socially handicapped sections of the society

MAJOR MILESTONES

- 1922 ▶ The College is established on 19th June 1922 by His Excellency Rt Rev Dr Thomas Kurialacherry.
- ▶ Affiliated to Madras University, it starts as a Second Grade College, and is housed in the old seminary building at Parel.
 - ▶ To begin with, the college offers only Group III of the Intermediate Course, and has on its rolls only 125 students.
 - ▶ Rev Fr Mathew Purackal is the first Principal.
- 1925 ▶ Intermediate course groups I and II are introduced.
- ▶ The College is moved into the present premises.
- 1927 ▶ The College becomes First Grade, offering Botany and Zoology at the Degree level.
- 1928 ▶ BSc Mathematics is introduced
- 1934 ▶ Affiliation is granted for BA Economics
- 1937 ▶ The New Science Building with its majestic tower with the statue of Christ the King on top completed and blessed.
- 1938 ▶ Syriac and Sanskrit are offered under Part II of the degree course and Syriac for the Intermediate.
- ▶ Junior classes are affiliated to the newly formed University of Travancore.
- 1939 ▶ Senior classes are affiliated to the University of Travancore
- 1940 ▶ Christ the King's Chapel, the Msgr Kallarackal Hall-the first Assembly hall on the campus-are built.
- ▶ Established St. Thomas Hostel and St. Joseph's Hostel.
- 1945 ▶ Affiliation for BSc Physics is granted.
- ▶ Newman Hostel is established.
- 1951 ▶ Affiliation is granted for BSc Chemistry
- 1952 ▶ His Highness Sri Chittira Tirunal visits the College
- 1956 ▶ The intermediate course is replaced by the Pre-University Course
- 1957 ▶ Commences Three-Year Degree Courses.
- ▶ MA in Economics begins
- 1959 ▶ BA Malayalam Language & Literature Course is started.
- 1960 ▶ MA in Malayalam begins
- 1961 ▶ MSc in Physics and Botany are started
- 1962 ▶ Hobby Workshop and Non-Resident Students Centre (with UGC aid) are established

- 1963 ▶ B Com Course is started
- 1964 ▶ Affiliation is granted to MSc Chemistry and BA English Language and Literature.
- ▶ The Pre-Degree Course begins.
 - ▶ Sahrudaya-Hostel is established.
- 1965 ▶ Affiliation is granted to MSc Mathematics and MSc Zoology.
- ▶ A Grand Science Exhibition and Arts Festival are organized
- 1966 ▶ Re-organized BA, BSc and special BSc courses begin
- 1967 ▶ Affiliation is granted to MA English Language and Literature.
- ▶ The four storeyed Biology Block cum office complex is formally blessed.
- 1972 ▶ Golden Jubilee year
- 1973 ▶ The new Library Building and the three storeyed staff Quarters are blessed.
- 1974 ▶ Blessing of Archbishop Kavukattu Hall
- 1975 ▶ St. Berchmans College becomes a member of the International Federation of Catholic Universities, one among the seven selected from India, and three from Kerala.
- 1977 ▶ The College is selected by the UGC as one of the lead colleges.
- 1979 ▶ The shift system is introduced for the Pre-degree course.
- 1981 ▶ Affiliation is granted for M Com
- 1982 ▶ Diamond Jubilee year
- 1983 ▶ Gandhiji University is established and the College is affiliated to the new University.
- ▶ MSc Material Science under Gandhiji University begins.
 - ▶ The Arts Club presents *The Merchant of Venice*.
- 1984 ▶ MSc Analytical Chemistry begins
- 1986 ▶ His Excellency Giani Zail Singh, the President of India, visits the college
- ▶ The Departments of English, Physics, Botany and Zoology are made research centers under Mahatma Gandhi University
- 1986-87 ▶ A Grand Industrial & Science Exhibition and Arts Festival are organized in connection with the Diamond Jubilee of the Natural Science Courses and the Silver Jubilee of PG Courses
- 1991 ▶ The Research Centre is opened.
- 1992 ▶ The Executive Council meeting of the International Federation of Catholic Universities is held on the campus.
- ▶ Sri. Shivaraj Patil, Hon'ble Speaker of Lok Sabha, visits the College.

- ▶ *Scinex-92* Science and Industrial Exhibition is held in connection with the Seventieth Jubilee Celebration of the College.
- 1994 ▶ Department of Malayalam becomes Research Centre under Mahatma Gandhi University
- 1995 ▶ Centre for Durrel Studies and Centre for Kamala Das studies are opened.
 - ▶ Berchmans Institute of Management Studies is inaugurated.
 - ▶ Language Laboratory and Environmental Research Laboratory are opened.
- 1996 ▶ The College wins the first R Sankar Award for the Best Special Grade Private College in the state.
 - ▶ Department of Chemistry becomes Research Centre under Mahatma Gandhi University
- 1997 ▶ His Excellency Sri. K.R. Narayanan, the Vice President of India, visits the College.
 - ▶ The Valedictory address at Platinum Jubilee Celebrations by K.R. Narayanan, Hon'ble Vice President of India.
 - ▶ The College wins for the second time R Sankar Award
- 1998 ▶ The Alumni Association, Kuwait Chapter, institutes St. Berchmans Award for the Best Teacher in affiliated colleges in Kerala.
 - ▶ The College starts Masters Degree in Non-Conventional Energy.
 - ▶ Opens a well-equipped computer lab.
 - ▶ Launches Bachelors Degree in Computer Applications under the aegis of Mahatma Gandhi University Distance Education.
- 1999 ▶ Having procured a High Court Order, the College introduces the Parliamentary System of Elections to the College Union, free of political affiliations
 - ▶ MSc Polymer Chemistry is started.
 - ▶ The NAAC confers on the college the highest grade FIVE STAR Status.
- 2000 ▶ The College receives the Global Nirmathy Network (GNN) Award
- 2001 ▶ Starts: (1) BA Vocational English (2) BSc Biotechnology & Botany (Sponsored by the UGC)
- 2002 ▶ Starts National Environmental Studies Centre in the Dept. of Chemistry (UGC sponsored).
 - ▶ The Department of Science and Technology (DST) and the DAAD foundation of Germany, in a joint venture, recognize the Department of Chemistry as a Centre of Excellence.
 - ▶ Starts UGC sponsored BSc Industrial Microbiology (Dept. of Zoology),

- MSc Biotechnology (Dept. of Botany) and M.Phil in Environmental Studies (Dept. of Chemistry)
Starts BLISc (Department of Library and Information Science)
Inaugurates the Berchmans Counselling Centre.
- 2003 ▶ Starts HR Department. Conducts Berchmans International Film Festival
- 2004 ▶ The UGC identifies the College as a “College with Potential for Excellence”.
▶ Starts MLISc (Department of Library Science) and MSc Biochemistry (Dept. of Zoology) courses.
- 2005 ▶ His Excellency Dr A P J Abdul Kalam, the President of India, visits the College.
▶ International Conference on Science and Technology for Sustainable Development is held.
▶ Starts a Digital Library and Online Services.
- 2005 ▶ The DST sponsors the Department of Physics and sanctions financial assistance.
- 2006 ▶ The DST sponsors the Department of Chemistry and sanctions financial assistance
▶ NAAC reaccredits the College at A+ level.
- 2008 ▶ Recognized as partner institute of IGNOU.
▶ Opens a Gandhian Study Centre.
▶ Department of Commerce becomes Research Centre under Mahatma Gandhi University
- 2009 ▶ Ruby Jubilee of PG Course in the Department of English.
▶ Golden Jubilee of UG and PG Courses in the Department of Malayalam.
- 2010 ▶ The National Commission for Minority Educational Institution New Delhi has granted minority status to the college.
▶ Department of Economics becomes Research Centre under Mahatma Gandhi University
- 2011 ▶ Navathy Year of the College.
▶ Rededication of College Tower.
▶ Visit of Australian High Commissioner.
▶ Diamond Jubilee of BSc Chemistry
▶ SAMVIT - All India Science Industrial and Cultural Exhibition, Arts Festival and International Seminars are held.

- 2012 ▶ NAAC reaccredits the College at A level, the highest level.
- ▶ Starts MPhil (Physics), BCom and BCA in Self-financing stream.
 - ▶ Sri Salman Khurshid, Hon. Minister for Law, Justice and Minority Affairs visits the College as the Chief guest in the Navathy Valedictory function.
- 2013 ▶ Starts MSc Computer Science, second batch of MBA and BCom in Unaided stream.
- ▶ Inauguration of St Mary's Hostel for Women.
- 2014 ▶ College becomes Autonomous.
- ▶ Starts MSW in aided stream
- 2015 ▶ Starts MPhil Commerce
- ▶ Starts MCom and fourth batch of BCom in Unaided Stream
- 2016 ▶ The Navathy Memorial Berchmans Erudite Lecture Series instituted by the Teaching staff Association was inaugurated by Dr. Ei-Chi- Negishi, Nobel Laureate in Chemistry 2010 & Professor of Purdue University, USA.
- ▶ Starts UGC sponsored B Voc Renewable Energy Management & B Voc Industrial Chemistry
 - ▶ Inauguration of the Dining Hall constructed with Local Area Development Scheme of M.P
- 2017 ▶ Prof P J Kurian, Honorable Deputy Chairman of the Rajya Sabha inaugurates Berchmans Press.
- ▶ Diamond Jubilee of P G Programme in Economics
 - ▶ UGC has approved the status of CPE to the College for the third phase from 2017 to 2022.
 - ▶ Golden Jubilee of PG Course in the Department of English.
 - ▶ Blessing of the Newman block
 - ▶ NAAC reaccredits the college with A level
- 2018 ▶ Department of English stages Shakespeare's *Henry IV Part I* and *T S Eliot's Murder in the Cathedral*.
- ▶ Department of Malayalam stages *Aa Manushyan Nee Thanne*
 - ▶ 46th Best College in India by NIRF 2018, MHRD, Govt of India
 - ▶ Blessing of the newly constructed Administrative building and Indoor stadium.
 - ▶ Department of Mathematics becomes Research Centre under Mahatma Gandhi University
- 2019 ▶ Berchmans Erudite Lecture Series - "Next Generation Antibiotics"- by Ada E. Yonath, Nobel Laureate in Chemistry 2009
- ▶ 62nd Best College in India by NIRF 2018, MHRD, Govt of India

AUTONOMY

The Government of Kerala and UGC (No. F. 22-1/2014 (AC) dated 19 June 2014) granted autonomy to St Berchmans College in 2014. The autonomous status gives the college the freedom to frame academic programmes, syllabi, methods of assessment and conduct of examinations and publication of results. The degree will be awarded by the Mahatma Gandhi University, Kottayam and the name of the college will be mentioned in the certificate conferring the degree.

Managing Board

1. His Grace Mar Joseph Perumthottam	Patron
2. His Excellency Mar Thomas Tharayil	Auxiliary Bishop
3. Very Rev Dr Philips Wadakekalam	President
4. Dr Jacob Mathew M	Secretary
5. Rev Fr Cherian Karikompil	Procurator
6. Dr Cyriac Thomas	External Expert, Education
7. Dr Siby Mathew IPS (Rtd)	External Expert, Administration
8. Mr John J Kochery	External Expert
9. Rev Sr Cherukusumam CMC	Principal, Assumption College
10. Rev Fr Reji P Kurian	Vice-Principal
11. Rev Fr Mohan Mathew	Bursar
12. Teaching Representative	
13. Teaching Representative	
14. Mr P J Joseph	Senior Superintendent

The Statutory Bodies of the College

The Governing Council

1. Rev Dr Philips Wadakekalam	Chairman
2. Dr Jacob Mathew M	Secretary
3. Dr J Rajan	Nominee of the Kerala State Higher Education Council
4. Dr Babu Joseph (Former VC, CUSAT)	Management Nominee
5. Mr Abraham Kurian IPS (Rtd)	Management Nominee
6. Mr George Paul	(MD, Synthite Industries) Management Nominee
7. Rev Sr Cherukusumam CMC	(Principal, Assumption College) Management Nominee
8. Rev Fr Reji P Kurian (Vice-Principal)	Management Nominee
9. Mr M C Jose	Teacher Representative
10. Dr Santhosh P Thampi	Nominee of the University
11. Dr Prem Kumar Kalra	Nominee of the UGC

The Academic Council

- | | |
|-----------------------------|--|
| 1. Dr Jacob Mathew M | Chairman |
| 2. Dr Benny Mathew | Secretary |
| 3. Dr K M Krishnan | University Nominee |
| 4. Dr Bindu V R | University Nominee |
| 5. Dr Indulal G | University Nominee |
| 6. Mr Varghese K J IFS Rtd | Governing Council Nominee,
Administration |
| 7. Dr Kuruvilla Joseph | Governing Council Nominee,
Education |
| 8. Mr Mathews Varghese | Governing Council Nominee,
Industry |
| 9. Adv Animon Joseph | Governing Council Nominee, Law |
| 10. Rev Fr Reji P Kurian | Principal's Nominee, Language |
| 11. Dr Antony Joseph K | Principal's Nominee, Commerce |
| 12. Dr Issac Paul | Principal's Nominee,
Physical Sciences |
| 13. Dr Jomon K V | Principal's Nominee, Life Sciences |
| 14. Dr Benny Mathew | Head, Dept of English |
| 15. Dr P Antony | Head, Dept of Malayalam |
| 16. Mr Johnson K Joice | Head, Dept of Economics |
| 17. Dr Shajo Sebastian | Head, Dept of Physics |
| 18. Dr Tomlal Jose E | Head, Dept of Chemistry |
| 19. Dr Shine C Mathew | Head, Dept of Mathematics |
| 20. Mr Binu Mathew Job | Head, Dept of Commerce |
| 21. Dr Joseph Job | Head, Dept of Botany |
| 22. Dr Joe Prasad Mathew | Head, Dept of Zoology |
| 23. Dr Siby Joseph K | Head, Dept of Management Studies |
| 24. Dr Roy Joseph | Head, Dept of Hindi |
| 25. Dr Moby Thomas | Head, Dept of Physical Education |
| 26. Mr Deepak Joseph | Head, Dept of Social Work |
| 27. Ms Yamuna P B | Head, Dept of Library Science |
| 28. Ms Bobby Joseph | Head, Dept of Computer Science |
| 29. Dr Manju Antony | Head, Dept of Biotechnology |
| 30. Mrs Sweety K Ennacheril | Head, Dept of Biochemistry and
Microbiology |

The Finance Committee

- | | |
|-----------------------------|----------------------------|
| 1. Dr Jacob Mathew M | Principal |
| 2. Mrs Valsamma Karunakaran | University Finance Officer |
| 3. Fr Mohan Mathew | Governing Council Nominee |
| 4. Mr Ajai Jose | Teacher Representative |
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The Staff Council

- | | |
|--------------------------|----------------------------------|
| 1. Dr Jacob Mathew M | Principal |
| 2. Rev Fr Reji P Kurian | Vice- Principal |
| 3. Rev Fr Mohan Mathew | Bursar |
| 4. Dr Benny Mathew | Head, Dept of English |
| 5. Dr P Antony | Head, Dept of Malayalam |
| 6. Dr Roy Joseph | Head, Dept of Hindi |
| 7. Mr Johnson K Joice | Head, Dept of Economics |
| 8. Dr Shajo Sebastian | Head, Dept of Physics |
| 9. Dr Tomlal Jose E | Head, Dept of Chemistry |
| 10. Dr Shine C Mathew | Head, Dept of Mathematics |
| 11. Mr Binu Mathew Job | Head, Dept of Commerce |
| 12. Dr Joseph Job | Head, Dept of Botany |
| 13. Dr Joe Prasad Mathew | Head, Dept of Zoology |
| 14. Dr Siby Joseph K | Head, Dept of Management Studies |
| 15. Dr Moby Thomas | Head, Dept of Physical Education |
| 16. Mr Deepak Joseph | Head, Dept of Social Work |
| 17. Mr P J Thomas | Teaching Staff Representative |
| 18. Mr Sebastian K S | Secretary |
| 19. Mr P J Joseph | Senior Superintendent |
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Invited Members

- | | |
|---------------------|-----------------------------|
| 21. Ms Bobby Joseph | 22. Mrs Yamuna P B |
| 23. Dr Manju Antony | 24. Mrs Sweety K Ennacheril |
-

The Controller of Examinations

- | | |
|----------------------|--------------------------------------|
| 1. Dr Antony Mathews | Controller of Examinations |
| 2. Dr Jomon K V | Deputy Controller of Examinations |
| 3. Dr Gijo Jose | Chief Superintendent of Examinations |

- | | |
|-----------------------|-----------------------------------|
| 4. Dr Roy Joseph | Director of Valuations |
| 5. Dr Renjith Jose | Additional Director of Valuations |
| 6. Mr Nithin Varghese | Additional Director of Valuations |

Internal Quality Assurance Cell (IQAC)

- | | |
|---|---|
| 1. Dr Jacob Mathew M | Chairman |
| 2. Dr Tomlal Jose E | Coordinator |
| 3. Rev Fr Mohan Mathew | Joint Coordinator |
| 4. Rev Fr John J Chavara | Joint Coordinator |
| 5. Rev Fr Reji P Kurian | Vice Principal |
| 6. Rev Dr Jose George | Management Representative |
| 7. Dr Kuruville Joseph | External Expert |
| 8. Dr N M Mathew | Alumni Representative |
| 9. Mr Samson Mathew | Community Representative |
| 10. Mr Tomy C Vadayil | Employer/Industrialist |
| 11. Dr Antony Mathews | Controller of Examinations |
| 12. Dr Sajith Mathews T | Criterion Head: Curricular Aspects |
| 13. Mr Binu Mathew Job | Criterion Head: Teaching-Learning and Evaluation |
| 14. Dr Shine C Mathew | Criterion Head: Research, Innovations and Extension |
| 15. Dr Vimal Mohan John | Criterion Head: Infrastructure and Learning Resources |
| 16. Mr Ajai Jose | Criterion Head: Student Support and Progression |
| 17. Dr Siby Joseph K | Criterion Head: Governance, Leadership and Management |
| 18. Dr Bejoy Francis | Criterion Head: Institutional Values and Best Practices |
| 19. Mr Sebastian K.S | Teacher in charge of college website |
| 20. Mr P J Joseph | Senior Superintendent |
| 21. Student Representative nominated by Principal | : Chairman |

22. Student Representative nominated by Principal : Degree Rep. based on academic performance
23. Student Representative nominated by Principal : PG Rep. based on academic performance
-

Principal's Nominee

24. Dr Jacob Thomas
25. Mrs Jeena M John
26. Ms Merlin B Joseph
-

PATRONS

1. Mar Thomas Kurialacherry	1922 - 1925
2. Mar James Kalacherry	1928 - 1949
3. Mar Mathew Kavukatt	1950 - 1969
4. Mar Antony Padiyara	1970 - 1985
5. Mar Joseph Powathil	1985 - 2007
6. Mar Joseph Perumthottam	2007 -

PRESIDENTS OF THE MANAGING BOARD

1. Very Rev Fr Jacob Kallarackal	1922 - 1937
2. Very Rev Fr Joseph Vechianical	1937 - 1940
3. Very Rev Fr KuruvillaPlathottam	1940 - 1946
4. Very Rev Fr Jacob Kattakayam	1946 - 1951
5. Very Rev Fr Thomas Puthenpurayil	1951 - 1959
6. Very Rev Fr L J Chittoor	1959 - 1972
7. Mar Joseph Powathil	1972 - 1977
8. Very Rev Fr KuriakoseParampath	1977 - 1981
9. Very Rev Fr Joseph Karimpalil	1981 - 1986
10. Very Rev Fr Mathew Pulickaparambil	1986 - 1994
11. Very Rev Fr Jos P Kottaram	1994 - 2007
12. Very Rev Dr Joseph Naduvilezham	2007 - 2012
13. Very Rev Dr James Palackal	2012 - 2017
14. Very Rev Dr Philips Wadakekalam	2017 -

PRINCIPALS

1. Rev Fr Mathew Purackal MA	1922-1935
2. Rev Fr AC Eapen BA, PhD(Acting Principal)	1935-1936
3. Rev Fr Romeo Thomas TOCD MA LT	1936-1944
4. Rev Fr Thomas William TOCD MA LT	1944-1953
5. Rev Fr P C Mathew MA	1953-1961
6. Very Rev Msgr Francis Kalacherry BSc (Hons)	1961- 1970
7. Rev Dr Antony Kurialacherry MA, MEd	1970- 1977
8. Rev Fr Mathew Pulickaparampil MA	1977- 1985
9. Rev Dr Joseph M T Maroor MSc, DSc	1985- 1991
10. Rev Dr George Madathiparampil MA, PhD	1991-1996
11. Rev Dr Joseph Vattakalam MA, PhD	1996- 1998
12. Rev Dr Philips Wadakekalam MA, PhD, DLitt	1998- 2002
13. Rev Fr Tom Kunnumpuram MA, MPhil	2002- 2007
14. Dr Stephen Mathews MCom, MPhil, PhD	2007- 2010
15. Rev DrTomy Padinjareveettil MA, PhD	2010 - 2018
16. Rev Fr John Mullenparackal MSc	2018 -2019
17. Dr Jacob Mathew M MSc, PhD	

ACADEMIC PROGRAMMES

Undergraduate Programmes

Aided Programmes

- ▶ BA English Model I
- ▶ BA English Model II
Vocational - Journalism
- ▶ BA Malayalam
- ▶ BA Economics
- ▶ BSc Physics
- ▶ BSc Chemistry
- ▶ BSc Mathematics
- ▶ BSc Botany
- ▶ BSc Zoology
- ▶ B Com Finance and Taxation

Self-Financing Courses

- ▶ BSc Biotechnology and Botany
- ▶ BSc Industrial Microbiology and Zoology
- ▶ BCA
- ▶ B Com Finance and Taxation
- ▶ B Com Computer Application
- ▶ B LISc

Vocational Programmes

- ▶ BVoc (Renewable Energy Management)
- ▶ BVoc (Industrial Chemistry)

Postgraduate Programmes

Aided Programmes

- ▶ MA English
- ▶ MA Malayalam
- ▶ MA Economics
- ▶ MSc Physics (Electronics)
- ▶ MSc Physics (NRE)
- ▶ MSc Chemistry
- ▶ MSc Analytical Chemistry
- ▶ MSc Polymer Chemistry
- ▶ MSc Mathematics
- ▶ MSc Botany
- ▶ MSc Zoology
- ▶ M Com
- ▶ MSW
- ▶ MBA

Self-Financing Courses

- ▶ MSc Biotechnology
- ▶ MSc Biochemistry
- ▶ MSc Microbiology
- ▶ MBA
- ▶ MLISc
- ▶ MSc Computer Science

Pre-Doctoral Programmes (MPhil) (Self Financing)

- ▶ MPhil Physics
- ▶ MPhil Environmental Science
- ▶ MPhil Commerce

Doctoral Programmes

- | | | |
|-----------|-------------|---------------|
| ▶ English | ▶ Malayalam | ▶ Economics |
| ▶ Physics | ▶ Chemistry | ▶ Botany |
| ▶ Zoology | ▶ Commerce | ▶ Mathematics |

DEPARTMENTS AND COURSES OFFERED

ENGLISH

UG Programmes	: BA English Language & Literature BA English Model II Vocational - Journalism
PG Programme	: MA English Language & Literature
Doctoral Programme	: Ph. D in English
Head of the Department	: Dr Benny Mathew MA, BEd, MPhil, PhD

FACULTY

1	Dr Sabu Joseph	MA, BEd, MPhil, PhD	+91 9447151848 sabukovattu@gmail.com
2	Mr Josy Joseph	MA	+91 9447401282 josyoseph@hotmail.com
3	Dr Benny Mathew	MA, BEd, MPhil, PhD	+91 9447151929 arimattathilbenny@gmail.com
4	Mr Thomas P J	MA	+91 9447806302 thomaspathil@gmail.com
5	Dr Raju Sebastian	MA, PGCTE, MPhil, PhD	+91 9447807804 rajupunchayil@gmail.com
6	Fr Jose Jacob (On Leave)	MA, MPhil, DJ	+91 9744219327 josjmulla@gmail.com
7	Mr Vipin Cherian	MA, BEd, MPhil	+91 9048125094 vipinchrn@gmail.com
8	Fr Teddy C Anthapai	MA, MPhil, MA(Phil) MSc(Psy)	+91 9447833066 tedthomask@gmail.com
9	Mr Anish K Joseph	MA, MPhil, DJ, DCA	+91 9846702410 josepanish@gmail.com
10	Mr Nithin Varghese	MA, MPhil	+91 9497669286 nithinvettu23@gmail.com
11	Dr Vimal Mohan John	MA, PhD, PDF	+91 7561859062 vimalmohanjohn@yahoo.co.in
12	Rev Dr Binny Mathew	MA, BEd, PhD	+91 8547625625 binnykm@rediffmail.com

13	Mr Amal Toms	MA, MPhil	+91 8089678867 amaltomschry@gmail.com
14	Mr Jerin B Sebastian	MA	+91 9496379293 jerinbsebastian@gmail.com

Guest Lecturers

1	Mr Abhijith T S	MA, DJ, PGDJMC	+91 9446347095 abhijith844@gmail.com
2	Ms Binitha Rose Benny	MA	+91 8156921351 binitharosebenny@gmail.com
3	Ms Ria Sebastian	MA	+91 9496624008 air999ndkm@gmail.com

Research Guides

Dr S Parvathy, Associate Professor, Fatima Mata National College, Kollam
 Dr C S Biju, Associate Professor, St Thomas College Thrissur
 Rev Dr Binny Mathew
 Dr Raju Sebastian

ORIENTAL LANGUAGES

UG Programme	: BA Malayalam Language & Literature
PG Programme	: MA Malayalam Language & Literature
Doctoral Programme	: Ph. D in Malayalam
Head of the Department	: Dr P Antony MA, PhD

FACULTY

1	Dr P Antony	MA, PhD	+91 9895521444 perassery@yahoo.co.in
2	Fr Reji P Kurian	MA, BEd	+91 9447598175 rejiplathottam@gmail.com
3	Dr Joji Madappattu	MA, BEd, PhD	+91 9496265795 jojimadappattu@hotmail.com
4	Rev Dr Jose George	MA, MPhil, PhD	+91 9447569577 josseygeo@gmail.com
5	Dr Joseph Skariah	MA, PhD	+91 9744144427 josephskariah@gmail.com

6	Dr Sunny Sebastian	MA, BEd, PhD	+91 9447809967 psunnysebastian@gmail.com
7	Dr Bins M Mathew	MA, BEd, PGDJ, PhD	+91 9446973020 binsmathewm@rediffmail.com
8	Mr Ajeesh Thomas	MA	+91 8129534291 ajeeshthomas.paral@gmail.com

Guest Lecturer

1	Dr Repsy Marium Mathew	MA, PhD	+91 9744711032 repsy.meprathu@gmail.com
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Research Guides

- Dr Joseph Skariah ► Dr Joji Madappattu ► Dr Bins M Mathew ► Dr P Antony
► Dr Scaria Zachariah (Retd.) ► Dr K Saramma (Retd.)

SANSKRIT

1	Dr E N Narayanan	MA, MPhil, PhD	+91 9605136845 ennsbc@yahoo.com
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Research Guide

- Dr E N Narayanan, Kerala Kalamandalam Deemed University for Art and Culture, Cheruthuruthy

HINDI

Head of the Department: Dr Roy Joseph MA, MPhil, PhD

FACULTY

1	Dr Roy Joseph	MA, MPhil, PhD	+91 9447456697 royhindisbc@gmail.com
2	Dr Mathew Abraham	MA, PhD	+91 9446124103 abrahammathew059@gmail.com

Research Guides

- Dr Roy Joseph, Catholocate College, Pathanamthitta
► Dr Mathew Abraham, NSS Hindu College, Changanassery

SYRIAC (Guest Lecturer)

1	Fr Sujay John	MA	+91 8547584954 sujayplathan@gmail.com
---	---------------	----	--

ECONOMICS

UG Programme	: BA Economics
PG Programme	: MA Economics
Doctoral Programme	: Ph D in Economics
Head of the Department	: Mr Johnson K Joice MA, BEd

FACULTY

1	Mr Johnson K Joice	MA, BEd	+91 9496322704 josejohnsk@gmail.com
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Guest Lecturers

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SOCIOLOGY

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Guest Lecturer

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POLITICAL SCIENCE

Guest Lecturer

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---	-----------------	---------	--

Research Guides

▶ Dr M S James (Retd.) ▶ Dr Jose K Joseph (Retd.) ▶ Dr Aniyankunju P C (Retd.)

PHYSICS	
UG Programme	: BSc Physics
Vocational Programme	: BVoc Renewable Energy Management (Self-Financing)
PG Programmes	: MSc Physics (Electronics) MSc Physics (New and Renewable Energy)
Pre-Doctoral Programme	: MPhil Physics (Self-Financing)
Doctoral Programme	: Ph D in Physics
Head of the Department	: Dr Shajo Sebastian MSc, PhD

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Research Guides	
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▶ Dr Jacob Mathew M	▶ Dr Abraham K E
▶ Dr Gijo Jose	▶ Dr Lijo Jose
▶ Dr Saban K V (Retd.)	
▶ Dr P J Kurian (Retd.)	▶ Dr Marykutty Thomas (Retd.)

CHEMISTRY	
UG Programme:	BSc Chemistry
Vocational Programme:	BVoc Industrial Chemistry (Self-Financing)
PG Programmes:	MSc Chemistry MSc Analytical Chemistry Msc Polymer Chemistry
Pre-Doctoral Programme:	MPhil Environmental Science (Self-Financing)
Doctoral Programme:	Ph D in Chemistry
Head of the Department:	Dr Tomlal Jose E MSc, PhD

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MATHEMATICS

UG Programme	:	BSc Mathematics
PG Programme	:	MSc Mathematics
Doctoral Programme	:	PhD in Mathematics
Head of the Department	:	Dr Shine C Mathew MSc, PhD

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Research Guides

▶ Dr Antony Mathews ▶ Dr Shine C Mathew ▶ Dr Ullas Thomas

COMMERCE	
UG Programme	: BCom Finance and Taxation
PG Programme	: MCom
Pre-Doctoral Programme	: MPhil Commerce (Self-Financing)
Doctoral Programme	: PhD in Commerce
Head of the Department	: Mr Binu Mathew Job MCom, PGDBF, MA (Eco)

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▶ Dr Antony Thomas, Associate Professor, Kuriakose Elias College, Mannanam	
▶ Dr Anil Kumar, Associate Professor, NSS Hindu College, Changanacherry	
▶ Dr Shantimol M C. Assistant Professor, TM Jacob Memorial Government College, Manimalakunnu	
▶ Dr Jacob Thomas (Retd.)	▶ Dr Stephen Mathews (Retd.)

B O T A N Y	
UG Programme	: BSc Botany
PG Programme	: MSc Botany
Doctoral Programme	: PhD in Botany
Head of the Department	: Dr Joseph Job MSc, MPhil, PhD

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Research Guides
<ul style="list-style-type: none"> ▶ Dr Scaria K Varghese ▶ Dr Francis Mathew, Assistant Professor, St Thomas College, Ranni ▶ Dr V T Antony (Retd.)

ZOOLOGY	
UG Programme	: BSc Zoology
PG Programme	: MSc Zoology (Entomology)
Doctoral Programme	: PhD in Zoology
Head of the Department	: Dr Joe Prasad Mathew MSc, PhD

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Research Guides
<ul style="list-style-type: none"> ▶ Dr Joe Prasad Mathew ▶ Dr Reethamma O V, Associate Professor, Assumption College, Changanacherry ▶ Dr Simimol Sebastian, Assistant Professor, Alphonsa College, Palai ▶ Dr Jose D Kaippallil (Retd.)

BUSINESS ADMINISTRATION

PG Programme	:	Master of Business Administration
Director	:	Dr Stephen Mathews MCom, MPhil, PhD
Head of the Department	:	Dr Siby Joseph K M Com, MBA, PhD

FACULTY

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Head of the Department : Dr Moby Thomas MPE, MPhil, PhD

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SOCIAL WORK

PG Programme : **MSW**

Head of the Department Mr Deepak Joseph MSW, MPhil

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4	Ms Nimmy Treesa Chacko	MSW	+91 9495561800 ntcpaikkadu31@gmail.com

SELF-FINANCING DEPARTMENTS AND COURSES OFFERED

Vocational Programmes

UG Programme : BVoc Renewable Energy Management

FACULTY		
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UG Programme : BVoc Industrial Chemistry

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LIBRARY AND INFORMATION SCIENCE

UG Programme : BLISc
 PG Programme : MLISc
 Head of the Department : Ms Yamuna P B MLISc

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BIOTECHNOLOGY		
UG Programme	:	BSc Biotechnology and Botany
PG Programme	:	MSc Biotechnology
Head of the Department	:	Dr Manju Antony MSc, PhD
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BIO-CHEMISTRY AND MICROBIOLOGY		
UG Programme:	:	BSc Industrial Microbiology and Zoology
PG Programmes:	:	MSc Bio-Chemistry MSc Microbiology
Head of the Department	:	Mrs Sweety K Ennacheril MSc, MPhil
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COMPUTER SCIENCE

UG Programme	:	BCA
PG Programme	:	MSc Computer Science
Head of the Department	:	Ms Bobby Joseph MCA

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COMMERCE		
UG Programmes	:	BCom Finance and Taxation BCom Computer Application
PG Programme	:	MCom Finance and Taxation
Head of the Department	:	Dr Jacob Thomas MCom, MPhil, PhD
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BUSINESS ADMINISTRATION

PG Programme	:	Master of Business Administration
Co-Ordinator	:	Ms Merlin B Joseph MBA, PGDHAM

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2 Mr Noble Joseph

3 Mrs Betty Thomas

4 Mr Sherin Vincent

5 Mrs Saramma Mathai

6 Mrs Jismol Alex

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ADMISSION NORMS

The admission to all classes is governed by the following terms of agreement between the Management of the College and the Government of Kerala.

Aided Programmes

1. Fifty percent of the seats will be filled by open selection on the basis of merit.
2. Ten percent of the seats will be reserved for the Catholic students of the Archdiocese of Changanassery. The seats will be filled strictly on the basis of merit.
3. Fifteen percent of the total number of seats shall be reserved for the students belonging to the SC category.
4. Five percent of the total number of seats shall be reserved for the students belonging to the ST category.
5. The remaining 20% seats will be filled by the Management.
6. Three percent of the seats in all the courses may be reserved for students with disabilities.
7. The Management of the College appoints a committee every year for the purpose of selection of students under (5) above. The committee makes the selection giving special weightage to educationally backward areas and low-income groups.
8. The selection of the students under (1, 3 and 4) above will be governed by the Admission rules of Mahatma Gandhi University, Kottayam.
9. The selection of the students under 2 will be based on academic merit.

Self-Financing Programmes

- ▶ 50% of the total seats will be filled by the management from the registered candidates who satisfy the eligibility conditions.
- ▶ The remaining seats (50%) will be filled on the basis of merit as detailed below:
 - a) 65% - Open Quota
 - b) 8% - Scheduled Caste
 - c) 2% - Scheduled Tribe
 - d) 9% - Ezhava, Thiyya & Billava
 - e) 8% - Muslims
 - f) 2% - Latin Catholics other than Anglo Indians
 - g) 1% - Other Backward Christians
 - h) 5% - Other Backward Hindus

ADMISSION GUIDELINES

1. Candidates have to register online through the college website for admission to various Programmes.
2. No student will be enrolled or allowed to attend any class until the fees due from him/her has been paid.
3. Any candidate who is found to have secured admission by false representations will be sent away with forth and he/she shall forfeit whatever fees he/she has remitted.
4. All candidates seeking admission must present at the time of admission with the transfer certificate from the school/college they last attended along with, conduct and course certificates.
5. Students from other universities must produce:
 - a. The migration certificate from the university under which they last studied.
 - b. Eligibility certificate from MG University, if applicable
6. Qualifying certificates submitted by the students on admission will be returned to them only on completion of their respective end semester examination.
7. SSLC certificates and other mark lists have to be claimed within a year after leaving the college. The office will not be responsible for the certificates which are not received within a year after the completion of the Programme.

CAMPUS LIFE

The Staff, especially the Staff Council, will be in charge of ensuring discipline on the campus. The Staff Council will look into the grievances and complaints, if any, of the students and do their best to set things right. Students are, therefore, advised not to resort to any direct action or create disturbances on the campus on the pretext of any provocation. They may present their grievances in writing to the convener of the Student Affairs Committee. Any activity of the students or the staff that hinders the smooth conduct of classes and the maintenance of discipline of the college is prohibited on the campus as per the High Court Order (OP No 20110 of 1999, WP (C)No 14650 & 14655 of 2013).

Class Hours

1. The Working day is divided into two sessions. The forenoon session has 3 hours and the afternoon session has 2 hours.
2. The College follows day order system. Days are denoted by numbers such as 1,2,3,4 and 5 and the time table is followed accordingly.
3. If a minimum of 2 teaching hours do not happen on a particular day, the day will be repeated in the next working day.

GUIDELINES AND RULES OF CONDUCT

- ▶ Class hours are from 10.am to 4.pm. Be in time for classes.
- ▶ Ragging is a punishable offence and those who indulge in it or encourage it will be handed over to the law as “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. Students in distress may call the (Anti - Ragging SB Convenor Dr Siby Kurian (+91 9447306530) and later to National Anti - ragging Helpline 1800 - 180 - 5522 (Toll Free) or email at helpline@antiragging.in
- ▶ Maintain a calm atmosphere on the campus, especially during working hours. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
- ▶ Show respect to your elders and teachers.
- ▶ Seek permission of the teacher before entering or leaving a class in session.
- ▶ If classes are free during any period, engage yourself in meaningful co-curricular activities.
- ▶ Do your best to preserve a peaceful academic atmosphere on the campus.
- ▶ Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
- ▶ Eating and chewing of gum, while the class is in progress is strictly prohibited.
- ▶ Smoking and chewing are banned on the campus. Students are liable to disciplinary action if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- ▶ Courteous behaviour towards other students, especially to those of the opposite sex makes a true Berchmanite.
- ▶ Public property is our property. Damage done to it is a national offence. Strict action will be taken against those who damage the instructional and infrastructural facilities available on the campus.
- ▶ Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
- ▶ Do not disfigure the college furniture, walls, doors or windows with drawings, engravings or posters. Do not tamper with electrical installations.
- ▶ Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the college.

- ▶ Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders to the campus.
- ▶ Grievances, if any, shall be taken to the Principal through your representatives.
- ▶ You can address students in the classroom, or any gathering on the campus, only with the permission of the Principal.
- ▶ Strikes, slogan shouting, skipping classes and crowding on the campus, etc. are banned.
- ▶ Students, other than hostellers, are not expected to be present on the campus after 6:30pm.
- ▶ Transact business in the college office in a manner be coming of college students, patiently and politely.
- ▶ Observe perfect silence during the general college morning prayer.
- ▶ The medium of instruction and communication shall be English
- ▶ In keeping with the circular of the Department of Higher Education, Government of Kerala, possession/use of mobiles by students in the College premises is prohibited.
- ▶ Malpractices in examination will lead to necessary disciplinary action as per the regulations.

Dress Code

- ▶ The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress.
- ▶ Wearing of casual dresses like collarless t-shirts with writings or pictorial messages, coloured dhoties, low waist pants/jeans, torn jeans, sleeveless tops, tight fitting or short tops are strictly prohibited.

Identity Tag

- ▶ It is mandatory to wear the college identity card in campus.
- ▶ ID Tag is a public document and the card should be shown to the staff or College officials when asked, especially during Examination, during formal programmes, in the administrative office and library. The denial of it invites disciplinary action.

ATTENDANCE AND LEAVE

- ▶ Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave after obtaining permission from the mentors.
- ▶ Students should come to class in time before their attendance is taken. They should not leave the classroom nor should late comers enter without the permission of the teacher in charge of the class.
- ▶ The University Grants Commission (UGC) has mandated a minimum of 75% attendance to write the end semester examination. College will strictly adhere to the norm as demanded by the UGC. The minimum attendance is absolutely necessary for promotion and for admission to the end semester examination.
- ▶ For the purpose of attendance, all working days shall be counted as full days irrespective of the number of working hours.
- ▶ The attendance shall be marked at the beginning of each class whether lecture, practical, composition or tutorial, by the teacher in charge of the class.
- ▶ No student shall absent himself/herself from a class without leave. Absence without leave from part of a session shall be treated as absence for a day.
- ▶ A late coming student shall lose a half a day's attendance unless otherwise recommended by the teacher-in-charge of that class.
- ▶ Attendance is available for students/parents to view on the College Website. Parents are requested to make use of this facility in tracking the attendance of their ward.
- ▶ Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/HoD in writing within two working days.
- ▶ The name of the student will be removed from the rolls if he/she is absent continuously for more than 10 days without leave. They may be readmitted at the discretion of the Principal.
- ▶ All serious cases of illness should be reported to the Principal through the guardian or the warden. In case of absence on account of illness, medical certificate may be called for.
- ▶ A student who absents himself/herself from a test paper, seminar or any other assignments shall not attend the class again until he/she writes the

paper or assignments and submits it to the teacher concerned. Failure to do this shall involve loss of attendance.

- ▶ At the end of each semester, a list will be put up on the general notice board showing the number of days of attendance gained by each student.
- ▶ Students shall diligently examine this list and see that their attendance does not fall below the minimum percentage required for the semester.
- ▶ A disciplinary action will be initiated against those who repeatedly absent themselves without sufficient grounds

Leave

- ▶ A student requiring leave for an hour for valid reasons may apply to the teacher in charge before that class begins.
- ▶ If leave is required for more than one hour, the student must apply for it in the prescribed format to the Principal.
- ▶ The reason for each day's absence will have to be explained and in the case of absence due to illness, a medical certificate also will have to be submitted especially if one is absent for more than five working days at a stretch.

Condonation of Shortage of Attendance

- ▶ Students whose attendance falls below this minimum shall have to apply for exemption to the Principal. The chalan receipt for Rs.25/- shall accompany the application for exemption.
- ▶ Condonation will be granted only on medical grounds.
- ▶ An application for condonation, which does not fully conform to the prescribed format will be rejected.
- ▶ In case of illness, the application should be supported by proper medical certificates. The medical certificate should be submitted either at the time of the treatment or immediately after the treatment (within two days)
- ▶ Exemption will not be granted unless the Mentor and Head of the Department recommends it. The Mentor should also state against each period of absence whether a timely application for leave was submitted and leave granted at the time.
- ▶ A student is not eligible for condonation on medical ground unless the medical certificate is submitted at due time.
- ▶ The Principal may grant condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme.

- ▶ It is the duty of the student to enquire whether his/her application for leave has been sanctioned.

Other Duty Attendance

- ▶ If a student represents the college/University/State/Nation in Sports, NCC, NSS or cultural or any other officially sponsored activities such as College Union/University Union Activities, he/she shall be eligible to claim attendance for the actual number of days participated subject to a maximum of 10 days in a semester based on the recommendations of the teacher in-charge and HoD.
- ▶ A student is not eligible for co-curricular leave unless the application for co-curricular leave is submitted within one week.

REGISTRATION FOR EXAMINATIONS

Students of first year Degree, and PG courses are required to submit the following certificates to the office (Examination section) failing which they will not be registered for the ensuing End Semester Examination.

- ▶ First Year BA/BSc/Bcom: Plus Two/Equivalent examination pass certificate in original. (Students who have passed the examination in more than one attempt need submit the mark list of their last appearance only).
- ▶ MA/MSc/MCom: BA/BSc/Bcom Degree and mark list in original.
Note: Students of the above classes should see that they have sufficient number of true copies of the certificate made, and attested for future use, before they submit the original certificates and mark lists to the office. The above certificates will be returned by the University after verification only by the following September.

In semester Examinations and Test Papers

- ▶ There shall be a two in semester examinations as per university guidelines. The marks obtained for the in semester examinations will be used for calculating the internal marks of the students.
- ▶ In addition to these general examinations, special test papers will be given from time to time at the discretion of the teachers after due notice is given to the students. As a rule, there will be one test paper a month in every subject.
- ▶ Exemption from a general examination is granted only by the principal and application or such exemption must ordinarily be made in person. Before passing orders on the applications the Principal may consult the teachers concerned.

- ▶ In case of illness, the Principal may ask for a Medical Certificate.
- ▶ The students are instructed to occupy their respective seats at least 15 minutes before the commencement of the examination.
- ▶ Instances of Malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer sheets, indecent behavior in the examination hall, use of unfair means etc are liable to be punished as per the Manual of Examinations of the College.
- ▶ Possession of mobile phones or similar electronic devices or resorting to unfair means during examination is considered as a serious malpractice.

FEE STRUCTURE

The tuition fee for the various classes in the college is payable in two equal instalments on dates shown in the fee schedule. The following table shows the fees payable for the various course.

Aided Programmes

Sl No	Programmes	Year	Caution Deposit	Lab Fee(pa)	Spl Fee (pa)	Tution Fee (pa)	Total
1	BA/BCom	1	360		1448	1000	2808
		2			818	1000	1818
		3			823	1000	1823
2	BSc Mathematics	1	360	150	1448	1000	2958
		2		150	818	1000	1968
		3			823	1000	1823
3	BSc Phy/Che	1	360	400	1448	1000	3208
		2		400	818	1000	2218
		3		400	823	1000	2223
4	BSc Bot/Zool	1	360	550	1448	1000	3358
		2		550	818	1000	2218
		3		550	823	1000	2373
5	MA/MCom and MSc Mathematics	1	600		1723	1800	4123
		2			818	1800	2618
6	MSc (Other Subjects)	1	600	1200	1723	1800	5323
		2		1200	818	1800	3818

Self-Financing Programmes (As per G.O (Ms.) No.209/2013/H Edn.)		
Sl No	Programme	Tuition Fee (per semester)
1	BLISc	15000
2	BCA	20000
3	BSc Botany and Biotechnology	20000
4	BSc Zoology and Industrial Microbiology	20000
5	BCom Finance and Taxation	13500
6	BCom Computer Applications	16000
7	B Voc Industrial Chemistry	19500
8	B Voc Renewable Energy Management	19500
9	MLISc	16000
10	MSc Computer Science	22500
11	MSc Biotechnology	35000
12	MSc Biochemistry	35000
13	MSc Microbiology	35000
14	MCom Finance and Taxation	20000
15	MPhil Environmental Science	26000 (per year)
16	MPhil Physics	26000 (per year)
17	MPhil Commerce	26000 (per year)

Special fee payable along with the first installment at the time of admission			
Sl No	Particulars	Degree Course	PG Course
1	Admission Fee	75	150
2	Library	100	100
3	Medical Inspector	05	05
4	Calendar	30	30
5	Magazine	50	50
6	Visual Education	25	25
7	Association	50	50
8	Stationery	50	50
9	Athletics	100	100
10	SAF	05	05
11	University Union	50	50
12	Sports Affiliation	300	300
13	University Affiliation	550	750
14	Group Insurance	23	23
15	Students Welfare Fund	30	30
16	Women's Study	05	05
	Total	1448	1723

1. At the end of the course, the caution deposit will be refunded on receipt of application, after adjusting the dues, if any, on account of (1) loss of library books (2) recovery of fine for breaking laboratory equipment and (3) any other loss caused to the college.
2. Every student should get his/her caution deposit refunded within one month after the completion of his/her course (end of June) producing proper identification and fee receipt of the first installment.
3. Fee will not be accepted on any day after 3:00 pm.
4. For every payment made to office, a receipt will be issued by the cashier and it should be produced, if any, when called upon to do so.
5. Mistakes, if any, on the receipts should be brought to the attention of the office immediately. Complaints made later will not be entertained.

Fee Concession

- ▶ Bonafide poor students of backward communities, subject to the rules of Kerala State, are eligible for full fee concession. They will have to produce the necessary nativity certificate and certificate of income in the prescribed form.
- ▶ Students belonging to Scheduled Castes, Scheduled Tribes, OEC including Kudumbi and converts from them are eligible for full fee concession, lumpsum grant for the purchase of books, actual boarding and lodging charges in College Hostels or other Government Hostels from time to time. (This concession shall be granted by the Harijan Welfare Department on applying with necessary certificates at the prescribed time).
- ▶ KPCR Scholarship: Students of all communities except SC/ST & OBC are eligible for full fee concession including examination fees provided their family income is within the prescribed limit. Those who wish to avail themselves of this benefit have to submit their applications in the prescribed form at the time of admission. This scholarship has to be renewed yearly.
- ▶ Students are encouraged to apply for other scholarships online if they fulfill the required conditions on the respective websites

COLLEGE LIBRARY

Admission to Library

1. Only students, researchers, faculty and staff as registered members, are allowed to use the College Library.
2. With special permission from the librarian and authorization from their guide, researchers from other institutions also can enroll as members.
3. Members are allowed to the library only on production of their authorized/valid identity cards.
4. Users may swipe their identity card at the gate entry monitoring system.

General Rules

1. Identity Card is compulsory for getting access to the library. Students coming to library should show, if demanded, their identity cards to the library staff without which library service may be refused to them.
2. Strict silence must be observed in the library.
3. Personal belongings, textbooks, printed materials and issued books are not to be taken inside the library. They are to be kept in the Property Counter at the library entrance. Students are expected to co-operate with the staff.
4. Library borrower cards as well as loaned documents are not transferable. The borrower is responsible for the books borrowed on his/her card.
5. Refreshment of any kind is not entertained anywhere in the library premises.
6. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or omission.
7. Students are required to handle the books/ journals very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be dealt very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
8. Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behaviour will be construed as serious misconduct and people indulging in, encouraging or abating such activities; and in

possession of unauthorized library books are liable to punitive measures by the college authorities.

9. Books taken out of the shelves must be left on the trolley kept nearby. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
10. Suggestions on all aspects of library services are welcome and they can be posted on the feedback box kept at the entrance of the library.
11. Whenever a student has to get a no dues chit or a clearance certificate from the library he/she must have returned to the library all cards lent to him/her.
12. The librarian can recall from a borrower any book at any time.
13. All services of the library may be suspended to any one violating the rules of the library.

Working Hours

- ▶ On Working days 9.30am - 4.30pm PG Reference - 8.00 am - 6.00pm
- ▶ On Holidays 9.30am - 2.00 pm PG Reference - 9.30am - 2.00pm
- ▶ Lunch Time 12.00pm - 1.00pm

Circulation of Documents:

Number of books the users can borrow form the library

- ▶ Teaching Staff - 15
- ▶ Other Staff - 5
- ▶ Researchers - 7
- ▶ Researchers (from outside the college) - 2
- ▶ Post Graduate Students - 7
- ▶ Under Graduate Students - 4
- ▶ Self-Financing Post Graduate Students - 7
- ▶ Self-Financing Under Graduate Students - 2

2. A books is issued for a period of 14 days and an overdue charge of 1/- will be levied for each day after the due date.
3. Books will be reissued for not more than two times. After that the borrower must return the book(s).
4. Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

FACILITIES AND COMMITTEES

College Library

The library houses the best collection in the whole of the university. The entire library is computerized and contains 137617 books, 230 journals & magazines and 6000 back volumes of journals. The library has been modernized with IT aided learning and accessibilities with INFLIBNET and other online databases like PROVES, CAPITALONLINE and EBSCOHOST etc. The OPAC uses kiosks for searching the library collections. It provides input to the EDUSAT programme of the Kerala Government.

- | | |
|---------------------------|------------------------------|
| a. Dr Jacob Mathew M | b. Fr Reji P Kurian |
| c. Fr Mohan Mathew | d. Mr Josy Joseph |
| e. Rev Dr Jose George | f. Dr Roy Joseph |
| g. Mr Shinu Varkey | h. Dr Shijo Sebastian |
| i. Mr Subin Joseph | j. Dr Shine C Mathew |
| k. Mr Anishmon K A | l. Dr John T Kocheril |
| m. Dr Babu Michael | n. Ms Treesa Maria Kuriakose |
| o. Mrs Yamuna P B | p. Mr Martin Thomas |
| q. Ms Nimmy Treesa Chacko | r. Dr Scaria K Varghese |

Human Resource Development Department

The Human Resource Development Department (HRD) is actively involved in the personal as well as the career development of the students. It takes necessary steps in the development of soft skills among the blooming professionals. The department functions include continuous personality development training to students, documentation, project works, liaison with external organisations, personality contest as well as staff development programmes. The placement cell working under HRD department is a platform for the students seeking a job. Several students got appointed in various companies and banks through campus interview.

- | | |
|---------------------------|----------------|
| a. Fr Reji P Kurian | (Director) |
| b. Fr Sijimon G Srampical | (Co-Ordinator) |
| c. Dr Philip Litto Thomas | |
| d. Mr Jacob Thomas | (In charge) |

Changanassery Civil Service Institute (CCSI)

SB college offers training for civil service examination through CCSI. Classes of part time programme for college going students are handled by senior civil service aspirants. HRD department of the college may be contacted for details.

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|-----------------------------|-------------------|
| Mr Ajai Jose (Co-Ordinator) | Dr Joychen Manuel |
| Dr Ajith James Jose | Mr Biju George |

Placement Cell

The Placement Cell sends invitations to companies/organizations along with relevant information to conduct campus interviews for their requirements.

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|--|---------------------------|
| Mr Janssen Joseph (Coordinator) | Dr Jinesh M Kuthanapillil |
| Mrs Sweety K Ennacheril | Ms Bobby Joseph |
| Mr George Mathew | |
| Mr Vinish Scaria (MBA Placement Officer) | |
| Mr Jacob Thomas (HOD) | |

Department of Short Term Programmes

The Department of Short Term Programmes coordinates all short term academic programmes and activities of the College.

Dr Sajith Mathews T

(Director)

1. Religion and Value Education

Value Education seeks to mould the young men and women and help them strive for excellence in every field of life. For this purpose, the college works hard to develop the physical, intellectual, aesthetic, moral and spiritual abilities and powers of the students and make them responsible and useful citizens. One session per week is allotted for this purpose. Examinations are conducted at the end of the academic year and prizes are given to the toppers from each class.

- a. Dr Jacob Mathew M
- b. Dr Tom Antony (Co-Ordinator)
- c. Fr Sijimon G Srampical (Joint Co-Ordinator)
- d. Fr Sujay John (Assistant Co-Ordinator)
- e. Dr Salvy Thomas (Assistant Co-Ordinator)

2. Add on Programme

- a. Mr Ajeesh Thomas (Convenor)
- b. Dr Babu Michael
- c. Dr Ajith James Jose
- d. Dr Loji K Thomas
- e. Mr Jerin B Sebastian
- f. Mr Anishmon K A

3. BLS

- a. Dr Joseph Job (Convenor)
- b. Mr Tom Joseph
- c. Mr Binu Mathew Job
- d. Mr Sebastian K S
- e. Dr Monichan K K
- f. Mr Biju George
- g. Dr Rubin Philip
- h. Mr Binu Antony
- l. Dr Sijo Sebastian

4. Social Awareness Programme (SAP)

- a. Dr Renjith Thomas (Convenor)
- b. Mr Anish K Joseph
- c. Dr Joseph Job
- d. Dr Rubin Philip
- e. Dr Binsai Sebastian
- f. Ms Nimmy Treesa Chacko

5. Students Internship

- a. Dr Shijo K Cherian (Convenor)
- b. Dr Bins M Mathew
- c. Dr Binsai Sebastian

6. Virtual Lab

- a. Mr Aravind K (Convenor)
- b. Dr Sam John
- c. Mr Tibin Thomas
- d. Mr Benny Joseph

7. MOOC/Swayam Courses

- a. Ms Sajini T (Convenor)
- b. Dr Binsai Sebastian
- c. Dr Cyril Augustine V
- d. Mr Aravind K
- e. Mr Tibin Thomas
- f. Dr Vimal Mohan John
- g. Mrs Yamuna P B

Catholic Students Movement

The Catholic Students Movement (CSM) strives for the spiritual and value-based development of all the students. Faculty members and students from various departments serve as office bearers. All the catholic students of the college shall be ordinary members of CSM and all the catholic members of the staff shall be honorary advisors.

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|-------------------|----------------------|
| a. Dr Jose George | b. Mr Janssen Joseph |
| c. Mr Joseph KB | d. Mrs Anit George |

Centre for Science and Religion

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|-----------------------|------------------|
| a. Dr John T Kocheril | (Director) |
| b. Dr Renjith Thomas | (Joint Director) |
| c. Dr Lijo Jose | (Joint Director) |

Vincent de Paul Society

Vincent de Paul Society, an organization set up worldwide for charitable activities, has a unit functioning in our college holding the motto “Caritas Vera Nobilitas” – Charity is true Nobility. The main objectives of the society are to cultivate the culture of sympathy and empathy on the campus and to impart help and service to the needy students. Information regarding the financially disadvantaged students is collected through effective mentoring system. Every month, the society members take collection from teachers and students and donate it to the deserved ones.

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|-----------------------|-------------|
| a. Mr Justin John | (President) |
| b. Mr Binu Mathew Job | (Secretary) |

PTA - Santhwanam, Care & Share

The Santhwanam and Care & Share are two social activities undertaken by the PTA of the college to support the needs of the deprived on the campus.

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|------------------------------|-----------------|----------------|
| a. Mr Josekutty Kuttemperoor | President | +91 9349551985 |
| b. Dr Bejoy Francis | Secretary | |
| c. Mr Ajeesh Thomas | Joint Secretary | |

St Berchmans Educational & Charitable Trust

St Berchmans Educational & Charitable Trust is an initiative of the archdiocese of Changanacherry (Reg. No. 29/IV/2011) to support the educational needs of the poor students on the campus. It undertakes Corporate Social Responsible (CSR) activities. The donations to this trust can avail tax deduction under 80G. The details: 80(G): AARTS 1295E/09/17-18/T-0086/80 G, Bank Account No. 0340053000005667, The South Indian Bank, Changanacherry.

Career Orientation Centre

The Career Orientation Centre (COC) acts as a rendezvous for imparting guidance and counseling facilities for the ambitious youngsters in areas of higher studies and employment. The centre gives orientation and guidance for preparing various competitive examinations like UGC/CSIR, MAT, bank tests, civil service etc. It has a good collection of the Directories of various universities in India and abroad and other books related to the coaching programmes.

- a. Fr Mohan Mathew (Director)

- f. Dr Ullas Thomas
- g. Mr Tom Joseph
- h. Ms Jinu Mary Jameson

Berchmans Science Centre and Science Park

- a. Dr Ajith James Jose (Director)
- b. Fr Reji P Kurian
- c. Fr Mohan Mathew
- d. Fr John J Chavara
- e. Dr Monichen K K
- f. Dr Sinu Mathew
- g. Dr Shijo K Cherian
- h. Mr Ajeesh Joseph
- i. Mrs Jeena John
- j. Mrs Biby Sara John

Instrumentation Centre

The common instrumentation facility was built using the assistance provided to the college by UGC making it as a College with Potential for Excellence. It started functioning in 2007. Teachers and research scholars from all science departments use the facilities for their research activities.

- a. Dr Bejoy Francis (Director)
- b. Dr Joseph Job
- c. Dr Joshy Jose
- d. Dr Philip Litto Thomas

National Cadet Corps

- a. Lt James Baban George (Army)
- b. Sub Lt Soji Joseph (Navy)

National Service Scheme

The National Service Scheme (NSS) aims at arousing the social consciousness of the youth with the ultimate objective of personality development through community service. The motto of the program is “Not Me, But You”.

- a. Mr Anish K Joseph (Programme Officer)
- b. Dr Rubin Philip (Programme Officer)

Unnat Bharat Abhiyan (UBA)

SB College has registered as a Participating Institution under Unnat Bharat Abhiyan, a flagship program of Ministry of Human Resource Development (MHRD), Government of India. The project aims to contribute to the psycho-social development of five neighbouring villages of the college. The project functions in collaboration with the Social Awareness Program (SAP) of the college.

- a. Dr Jacob Mathew M (Chairman)
- b. Fr Reji P Kurian
- c. Fr Mohan Mathew
- d. Dr Tomlal Jose E
- e. Mr Anish K Joseph (Project Coordinator)
- f. Dr Renjith Thomas
- g. Mr Biju George
- h. Mr Georgie Antony
- i. Dr Jolly James
- j. Dr Rubin Philip

St Berchmans Centre for Extension Activities

St Berchmans Centre for Extension Activities (SBCEA) is an umbrella body which coordinates all the extension activities of various units of the college. The centre was initiated in 2010, availing a fund of 1.5 lakh rupees from the CPE grant of UGC.

- a. Mr Georgie Antony (Co-ordinator)

- b. Fr Teddy C Anthapai
- d. Dr John T Kocheril
- f. Dr Joychen Manuel
- h. Mr Ajai Jose
- j. Dr Ullas Thomas
- l. Dr Anila Skariah
- n. Mrs Jeena M John
- c. Dr Roy Joseph
- e. Mr Justin John
- g. Dr Joseph Skariah
- i. Dr Martin J Babu
- k. Mr Biju George
- m. Rev Dr Binny Mathew
- o. Mrs Jiji Jacob

SB Book House

The college runs a book house to provide the students with study materials and stationery items on the campus. Reprographic facilities and coin phone facility are also available in the book house.

- a. Dr Sabu Joseph
- b. Fr Mohan Mathew

Berchnet

Berchnet, the Internet cafe, exclusively for students, was made operational in 2004. The cafe offers internet facilities at subsidized rates.

In charge: Fr Mohan Mathew

Language Lab

The Language Lab is a laboratory to train the English-speaking skills of the students on the campus. The lab provides a very different experience from the traditional system of teaching and learning language and offers more advanced features.

In charge: Mr Amal Toms

Berchmans TV

Berchmans TV has opened new vistas for collaborative efforts between the teaching and learning community in the form of joint production of short duration films and documentaries. The channel airs programmes directed and produced by the students. Interested students get hand on experience on creative production.

In charge: Dr Bins M Mathew

Mr Justin John

Students Parliament and Union Executive

The elected/nominated representatives from each class constitute the Parliament. The Union Executive consisting of the Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Chief Student Editor and two University Union Councilors are elected by the Parliament from among the members. The Principal shall be the ex-officio Patron of the Parliament and the Union Executive. The moderator of the Parliament is the convenor of the student affairs committee. There will be two staff advisors to the Union Executive, of which one shall act as the treasurer.

The Union Executive shall be accountable to the staff council and to the Parliament. Important decisions should be ratified by these bodies. It is the duty of the executive to strive hard to realise its objectives and to co-operate with the principal and staff in the maintenance of discipline. All the students are members of the college union.

- a. Mr Ajai Jose (College Union Advisor)
- b. Dr Renjith Thomas (College Union Advisor)

- | | | |
|----|---------------------|---------------------|
| a. | Dr Joseph Job | (Science) |
| b. | Dr Sinu Mathew | (Science) |
| c. | Dr Raju Sebastian | (Humanities) |
| d. | Rev Dr Jose George | (Humanities) |
| e. | Dr Vimal Mohan John | (Humanities) |
| f. | Dr Babu Michael | (Business Studies) |
| g. | Dr Mathew Joseph | (Business Studies) |

St Berchmans Press

- | | | |
|----|---------------------|-------------------------|
| a. | Dr Joseph Skariah | Chief Editor |
| b. | Dr Vimal Mohan John | Associate Editor |
| a. | Dr Antony Joseph K | b. Dr E N Narayanan |
| c. | Dr Joshy Jose | d. Dr Joe Prasad Mathew |
| e. | Mr Deepak Joseph | f. Mr Johnson K Joice |

Medial Inspection

- Every student shall be required to undergo a medical inspection on admission to any course of study in the college, and in the final year of the degree course. If a student fails to present himself/herself for the medical inspection at the appointed time his/her case shall be reported to the University.
- After each medical inspection, the Medical Officer shall (a) record the results of the medical inspection of students in the prescribed form, (b) give such medical advice to each student as he may consider necessary, and (c) invite the special attention of the Principal to special cases.
- A report on the results of the medical inspection shall be forwarded to the Registrar by the Medical Officer through the Principal.
Dr George Peediackal (Medical Officer) +91 9446124517

Staff Co-operative Society

St. Berchmans Co-operative Society, started in 1971, is registered under the Government of Kerala in which all the teaching and non-teaching staffs are members. The society provides financial assistance to both the teaching and non-teaching staff. The Governing Body consists of a President and a Secretary (both from among the teaching staff) elected from the Director Board. The Director Board consists of members from the teaching and the non-teaching staff.

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|----|------------------------|---------------------------|
| a. | Dr Monichan K K | (President) |
| b. | Dr Tomlal Jose E | (Secretary) |
| c. | Dr Roy Joseph (| Board Member |
| d. | Mr Soji Joseph | Board Member |
| e. | Mr Renjith Jose | Board Member |
| f. | Dr Renchu Scaria | Board Member |
| g. | Mr Antony Joseph | Board Member |
| h. | Mr P J Joseph | Board Member |
| i. | Ms Jenit Mathew | Board Member |
| j. | Mrs Jincy kutty Joseph | Board Member |
| k. | Mr Kurian George | Manager +91 9387051024 |
| l. | Mr Sojan Chacko | Accountant +91 9656666590 |

Admission Committee

- a. Dr Jacob Mathew M
- c. Dr Antony Joseph K (Convenor)
- e. Mr Tibin Thomas
- g. Dr Rubin Philip
- i. Mr Benny Thomas
- k. Mr Amal Toms
- m. Mr Ajeesh Thomas
- o. Dr Manju Antony
- q. Ms Bobby Joseph
- s. Mr P J Joseph
- b. Rev Fr Reji P Kurien
- d. Dr Bejoy Francis
- f. Mr Sebastian K S
- h. Mr Tom Joseph
- j. Dr Loji K Thomas
- l. Mr Shinu Varkey
- n. Mrs Sweetey K Ennacheril
- p. Mrs Yamuna P B
- r. Dr Jolly K James

Academic Core Committee

- a. Dr Jacob Mathew M
- c. Dr Tomlal Jose E
- e. Dr Jomon K V
- g. Mr Sebastian K S
- b. Dr Antony Mathews
- d. Dr Antony Joseph K
- f. Dr Bejoy Francis

Internal Evaluations Committee

- a. Fr Reji P Kurien
- General Co-Ordinator

Internal Exam Co-Ordinators

- a. Dr Joseph Job
- b. Mr Tom Joseph

Internal Marks Co-Ordinators

- a. Dr Gijo Jose
- b. Dr Joshy Jose

Committee Members

- a. Mr Jerin B Sebastian
- c. Dr Anila Skariah
- e. Mr Renjith Thomas
- g. Mr Sebastian K S
- i. Dr Monichen K K
- k. Ms Nimmy Treesa Chacko
- m. Ms Bobby Joseph
- o. Ms Tessmol P George
- q. Mrs Merlin B Mathew
- b. Dr Bins M Mathew
- d. Mr Justin John
- f. Dr Ullas Thomas
- h. Dr Salvy Thomas
- j. Dr Joychen Manuel
- l. Ms Deepa John
- n. Mr Anit Lukose
- p. Mrs Jeena M John

Internal Assessment: Grievance Redressal Cell

- a. Dr Antony Mathews (Convenor)
- b. Dr Joseph Job

Research Committee

- a. Dr Joe Prasad Mathew (Co-Ordinator)
- b. Dr Tomlal Jose E
- d. Dr Roy Joseph
- f. Dr Mathew Joseph
- h. Dr Joseph Skariah
- j. Dr Ullas Thomas
- c. Dr Antony Joseph K
- e. Dr Scaria K Varghese
- g. Dr Raju Sebastian
- i. Dr Gijo Jose
- k. Dr Anila Skariah

Berchmans Academic Policy Drafting Committee

- a. Dr Jacob Mathew M
- c. Mr P J Thomas (Convenor)
- e. Dr Antony Joseph K
- l. Mr Nithin Varghese
- b. Fr Reji P Kurien
- d. Dr Joseph Job
- f. Dr Renjith Thomas

Ethics Committee (As Per GO(RT) No. 346/05 HEdn dated 01.03.05)

- | | | |
|----|------------------------|-----------------------------------|
| a. | Dr Jacob Mathew M | Chairman |
| b. | Mr P J Thomas | Staff Association President |
| c. | College Union Chairman | Joint Convener |
| d. | Fr Mohan Mathew | Management Representative |
| e. | Dr Mathew Joseph | Teacher Representative |
| f. | Mrs Jeena M John | Teacher Representative |
| g. | Mr Anish K Joseph | NSS Representative |
| h. | Sub Lt Soji Joseph | NCC Representative |
| i. | Ms Bini Joseph | Counselling Centre Representative |

**Students Affairs Committee/Anti-Ragging Cell/Election Committee/
Discipline Committee**

Core Committee

- | | | | |
|----|---------------------------|----|-------------------------|
| a. | Dr Siby Kurian (Convenor) | b. | Fr Reji P Kurian |
| c. | Dr Benny Mathew | d. | Mrs Sweety K Ennacheril |
| e. | Dr Anila Skariah | | |

Members

- | | | | |
|----|-----------------------|----|---------------------|
| a. | Dr Monichan K K | b. | Dr Shajo Sebastian |
| c. | Mr Sony Joseph | d. | Dr Roy Joseph |
| e. | Dr Joseph Job | f. | Dr Joji Madappattu |
| g. | Lt James Baben George | h. | Fr John J Chavara |
| i. | Mr Shinu Varkey | j. | Mr Binsai Sebastian |
| k. | Dr Renjith Jose | l. | Mr Nithin Varghese |
| m. | Dr Jolly K James | n. | Mr P J Joseph |

Grievance Cell (As per UGC Redress of Grievance of Students, 2019 dated 06.05.2019)

- | | | | |
|----|------------------------|----|-----------------|
| a. | Dr Jacob Mathew M | b. | Dr Siby Kurian |
| c. | Dr Antony Joseph K | d. | Dr Benny Mathew |
| e. | College Union Chairman | | |

Women Cell

- | | | | |
|----|--------------------------|------------|-----------------------|
| a. | Mrs Sweety K Ennacheril | (Director) | |
| b. | Mrs Anney Chacko | c. | Dr Renchu Scaria |
| d. | Mrs Carolin Maria Mathew | e. | Mrs Jinu Mary Jameson |

Women Redressal Cell

- | | | | |
|----|------------------|----|---------------------|
| a. | Dr Anila Skariah | b. | Mrs Jeena M John |
| c. | Mrs Anney Chacko | d. | Dr Lijy Jacob |
| e. | Dr Siby Kurian | f. | Fr Teddy C Anthapai |

Equal Opportunity Centre

- | | | | |
|----|--------------------------------|----|-------------------|
| a. | Mr Shinu Varkey (Co-Ordinator) | b. | Dr Shine C Mathew |
| c. | Dr Shijo K Cherian | d. | Mr Jebin Joseph |
| e. | Dr Anila Skariah | f. | Mrs Jeena M John |

SC/ST Cell

- | | | | |
|----|---------------------------------|----|---------------------------|
| a. | Mr Subin Joseph (Nodal Officer) | b. | Ms Treesa Maria Kuriakose |
| c. | Fr Sujay John | d. | Mr P J Joseph |
| e. | Mr Scaria Joseph | | |

Sports Association

All the students of the college shall be ordinary members of the association and all the members of the staff shall be honorary members. The association shall be divided into Athletics Club, Football Club, Cricket Club, Volleyball Club and Basketball Club. Competition in athletics for the Principal's Cup will be held department wise.

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|----|-------------------------------|----|---------------------------|
| a. | Dr Moby Thomas (Co-Ordinator) | | |
| b. | Mr Soji Joseph | c. | Dr Antony Joseph K |
| d. | Dr Siby Kurian | e. | Mr Renji Mathew |
| f. | Dr Issac Paul | g. | Dr Jinesh M Kuthanapillil |
| h. | Dr Bejoy Francis | i. | Fr Mohan Mathew |
| j. | Fr John J Chavara | k. | Mr Vipin Cherian |
| l. | Mr Biju George | m. | Mr Joseph K B |
| n. | Mrs Carolin Maria Mathew | | |

Arts Club (Staff Committee)

- | | | | |
|----|---------------------------|-------------|----------------------|
| a. | Dr EN Narayanan | (President) | |
| b. | Mr Justin John | (Secretary) | |
| c. | Dr Sunny Sebastian | d. | Dr Martin J Babu |
| e. | Mr Janssen Joseph | f. | Dr Salvy Thomas |
| g. | Dr Ullas Thomas | h. | Mr Jerin B Sebastian |
| i. | Ms Treesa Maria Kuriakose | j. | Mr Biju George |

College Magazine Committee

- | | | | |
|----|----------------------|----------------|----------------|
| a. | Dr Joseph Skariah | (Chief Editor) | |
| b. | Dr Mathew Abraham | c. | Mr Justin John |
| d. | Mr Jerin B Sebastian | | |

Timetable Committee

- | | | | |
|----|-------------------|----|-------------------|
| a. | Dr Jacob Mathew M | b. | Dr Renjith Thomas |
|----|-------------------|----|-------------------|

Staff Association

- | | | |
|----|--------------------|-----------|
| a. | Mr P J Thomas | President |
| b. | Dr Sunny Sebastian | Secretary |

Parents Teachers Association

- | | | | |
|----|---------------------------|-----------|----------------|
| a. | Mr Josekutty Kuttemperoor | President | +91 9349551985 |
| b. | Dr Bejoy Francis | Secretary | |
| c. | Mr Ajeesh Thomas | | |

Alumni Association

- | | | | |
|----|---------------------|-----------------|----------------|
| a. | Mr N M Mathew | President | +91 9495106804 |
| b. | Dr Shijo K Cherian | Secretary | |
| c. | Mr Binsai Sebastian | Joint Secretary | |

Website Committee

- | | | | |
|----|------------------|----|--------------------|
| a. | Mr Sebastian K S | b. | Mr Nithin Varghese |
| c. | Mr Biju George | d. | Mr Benny Joseph |

Clubs**Tourism**

- | | | | |
|----|------------------------|----|------------------|
| a. | Dr Philip Litto Thomas | b. | Mr Vipin Cherian |
|----|------------------------|----|------------------|

Music

- a. Mr Justin John
- b. Dr Binny Mathew

Bhoomitra Sena

- a. Mr Jebin Joseph
- b. Mr Ajeesh Joseph

Debating Club

- a. Dr Joji Madappattu
- b. Mr Amal Toms

Film Club

- a. Mr Ajeesh Thomas
- b. Mr Vipin Cherian

Quiz Club

- a. Mr Aravind K
- b. Mr Tibin Thomas

Entrepreneurship Club

- a. Dr Babu Michael
- b. Mr Anishmon K A

Consultancy Cell

- a. Dr Mathew Joseph
- b. Mr Sony Joseph
- c. Dr Joshy Jose
- d. Dr Shijo K Cherian

ARIIA Committee

- a. Dr Mathew Joseph (Nodal Officer)
- b. Mr Jithin K Thomas
- c. Mr Justin John
- d. Fr John J Chavara

Innovation Club

- a. Dr Philip Litto Thomas (Nodal Officer)

Department Associations

- | | |
|-----------------------------------|-------------------------------|
| 1. English | Mr Amal Toms, Dr Binny Mathew |
| 2. Malayalam | Dr Sunny Sebastian |
| 3. Hindi | Dr Roy Joseph |
| 4. Economics | Dr Vincent Thomas |
| 5. Physics | Dr Gijo Jose |
| 6. Chemistry | Lt James Baben George |
| 7. Mathematics | Fr John J Chavara |
| 8. Commerce | Dr Tom Antony |
| 9. Botany | Mr Jebin Joseph |
| 10. Zoology | Dr Philip Litto Thomas |
| 11. Business Administration | Dr Mathew Joseph |
| 12. Social Work | Ms Nimmy Treesa Chacko |
| 13. Library Science | Ms. Yamuna P B |
| 14. Biotechnology | Ms Shija Jacob |
| 15. Biochemistry and Microbiology | Mrs Ramlath Beegam L |
| | Ms Arsha Johns |
| 16. Computer Science | Ms Smitha Krishnan |
| 17. Commerce (SF) | Mr Joseph K B |
| 17. Business Administration(SF) | Mr Jithin K Thomas |

AWARDS AND SCHOLARSHIPS

Sl No	Medals, Scholarships and Prizes	Instituted by	Awarded to
Department of English			
1	Prof Joseph Thomas Manimuriyil Memorial Endowment	Mr Alex Joseph and Family Students of	The student who stands first in MA English
2	Fr Martin Vazhachira Memorial Prize	BA English Literature (2006-09 Batch)	The student who stands first in Curricular and Extracurricular activities in BA English Literature
Department of Malayalam			
3	Dr Joshy John Memorial Scholarship	His Family	Best Outgoing MA Student
Department of Economics			
4	Prof P R Krishnan Iyer Shashtypoorthi Award	His Old Students and Friends	The student stands first in MA Economics
5	Prof P R Krishnan Iyer Memorial Scholarship	His Son Brig. K Balasubrahmanniam	The two toppers admitted to MA Economics. One goes to Student of BA Economics from SB College
6	Prof K K Francis Memorial Scholarship	His Wife and Children	The student who stands first in BA Economics
7	Prof C Z Scaria Memorial Endowment	His Wife and Children	The highest scorer I & II semester in MA Economics
8	Prof C Z Scaria Memorial Scholarship	MrSabu Cherian	The highest scorer I & II MA Economics
9	Lt. D S Karippaparampil Medal	Mr Dominic Thommen	The student who stands first in Economics in the BA Degree Examination.
Department of Physics			
10	Rev Dr Mathew Pothen Thekkekara Award (Priest, Former Scientist NASA, USA)	Mr T C Pothen	One student each of MSc Physics Previous and Final classes
11	Jeno James Theempalangatt Memorial Award	His Family	The degree students placed first and second in the physics competitive exam held for the purpose.
12	Department Award	Department of Physics	Proficiency prize to one final year MSc Physics (NRE) Student

Department of Chemistry			
13	C T Thevarcad Medal	Prof TT Chacko	The student who stands first in the BSc Degree Examination in Chemistry
14	Prof TT Chacko Medal	MrsAchamma Chacko	The student who stands first in the MSc Degree Examination in Chemistry
15	Prof K C Pappoo Memorial Scholarship	His Wife and Children	The final year MSc Chemistry student who secures the highest marks in the BSc Chemistry Examination
16	Prof K J George Kattampally Scholarship	His Students	One student each from MSc and BSc Chemistry selected on the basis of academic performance, good conduct and financial need
Department of Mathematics			
17	Prof M T Kurian Medal & Cash Prize	His Family	The student who stands first in the BSc Degree Examination in Mathematics
18	Prof M T Kurian Endowment	His Family	The toppers in all six semester of BSc Mathematics Programme and all four semester of Msc Mathematics Programme
19	Prof S Abraham Endowment	His Family	The student who stands first in the MSc Degree Examination in Mathematics
20	Prof M C Joseph Endowment	His Family	To three student of Msc Mathematics on Merit-cum Means base
Department of Commerce			
21	Valiyaveedan Medal	M. Antony Valiyaveedan	The student who stands first in the BCom Degree exam.
22	Prof Sebastian George Memorial Prize	Members of the staff, Department of Commerce	The student who secures the highest marks in the MCom Final Examination.
23	Prof Sebastian George Memorial Prize	His Family	The students of the MCom (previous)class who secures highest marks in the first year examination
24	Prof K J Baby Prize	His Wife and Children	The student who secures the highest marks in BCom Degree Examination

25	Joseph Rocky Antony Memorial Scholarship	Mr. O. Antony Neduchira, Vezhapra	Two deserving Final Year BCom students.
26	Adv Mathew Mappila Nelluveli Endowment	Adv Mathew Mappila Nelluveli	For the highest scorers in commerce IDC and IIDC university Exam
27	K J Thomas Kalapurackal Endowment Scholarship	His Classmates of B.Com batch 1968-71 and Wife of Late K J Thomas	For three students of B.Com Degree course on Merit cum Means.
Department of Botany			
28	Thomas Kattappuram Scholarship	His wife, Mrs. AleyammaThomas	MSc (previous) Botany student on the basis of merit-cum means.
29	Aleykutty Mammen Endowment Scholarship	Dr. Biju Thomas	MSc (Final) Botany student on the basis of Merit cum-Means
30	Fr Antony Kadavil Endowment Fund	Fr Antony Kadavil	Rs. 1 lakh for Botanical Garden & Herbarium Maintenance
31	Dr Aravind Babu Endowment Scholarship (Rs 1 Lakh)	Dr Aravind Babu	Annual interest for Degree Botany students
32	Dr T S Raghavan Centenary Memorial Scholarship (Rs. 2.5 Lakhs)	His son T L Raghavan, Family Friends and Relatives	Annual interest to MSc and BSc, Botany Students
33	Prof O J Kuruvila Memorial Scholarship (Rs. 1 Lakh)	Dr. Aravind Babu	Annual interest to MSc and BSc, Botany Students
34	E D Chacko Memorial Award	Dr Joseph Job	MSc Botany topper
35	Prof M T Scaria, Mulakupadam Memorial Scholarship	His Wife	The meritorious outgoing postgraduate student
Department of Management Studies			
36.	Prof Emeritus Dr MV Pylee Scholarship	Prof. Emeritus Dr. M. V. Pylee Alumnus of the college	1. The highest scorer in the college from the Scholarship batch on the basis of marks obtained in all semesters taken together in the aggregate as declared by the MG University 2. The top scorer in 1st & 2nd semester examination taken together in the aggregate from among the students of MBA in SB College
Department of Library & Information Science			
37.	Mrs Catherineena Joseph Memorial Cash Prize	Viruppel Family	Student who secures highest mark in BLISC

38	Rev. Fr. Jose Viruppel Sacerdotal Silver Jubilee Memorial Prize	Viruppel Family	Student who secures highest mark in BLISc(Paper.II- Library and Information Centre.
39.	Mr. V.M. Joseph Viruppel Memorial cash prize	Viruppel Family	Student who secures highest mark in MLISc
Library			
40.	Rev Fr. Gregory Karikkampally Navathy Endowment	Thekkethalackal Karikkampally Family	To donate books for the General Library
41.	Punchayil Ouseph Varkey Memorial Endowment Library Fund	His son Rev. Dr. Mathew Punchayil in connection with his sacerdotal silver jubilee	For books on English Language & literature
42.	Rev. Dr. Antony Kurialassery Memorial Endowments	Rev. Dr. Antony Kurialacherry	50% interest for books in the Golden Jubilee Library and 50% interest for three scholarship at the PG level and one scholarship for deserving dalit student
Non teaching staff			
43.	Rev. Dr. Philips Wadakekalam Scholarship	Rev. Dr. Philips Wadakekalam	Top scorer among the children of nonteaching staff in the qualifying exam leading to graduate studies in professional course.
44.	Rev. Fr. Gregory Paruvaparampil Scholarship	Rev. Fr. Gregory Paruvaparampil	Top scorer among the children of non teaching staff in the SSLC exam
45.	Rev. Dr. George Madathiparampil Sacerdotal Silver Jubilee Memorial Scholarship	Rev. Dr. George Madathiparampil	Top scorer among the children of non teaching staff in the SSLC exam
46	Dr Joseph Titto Scholarship	Dr Joseph Titto	Top scorer among the children of NTS who stands first in SSLC Exam.
47	Fr Tom Kunnumpuram and Dr Stephen Mathews Medical Aid	Fr Tom Kunnumpuram and Dr Stephen Mathews	Medical Aid for NTS
48	Rev Dr Tomy Joseph Padinjareveettil Endowment Scholarship	Rev Dr Tomy Joseph Padinjareveettil	Top scorer among the children of non teaching staff in the degree or postgraduate exams
Religion Exam			
49.	Rt. Rev. Dr. Sebastian Velloppally Scholarship	Rt. Rev. Dr. Sebastian Velloppally Bishop of Thalassery	The student of the first year Degree class in consideration of his marks in Religion exam.

50.	Archdiocesan Scholarship for Religion and Value Education students	The priests of the Archdiocese ordained in March 1964 (Archdiocesan basis)	The students who secure 1st, 2nd , 3rd places in the inter collegiate examination in religion.
51.	M. V. Thomas Mampalam Scholarship	Mr. Varkey Mampalam Kainakary	The student who secures the highest mark in the 2nd DC Religion Exam.
Merit Cum Means Scholarship			
52.	Rev. Fr. A. C. Eapen Memorial Scholarship	The College	The student of the first year degree class who deserves financial assistance
53.	Kochandy Kurian Thachankary Memorial Scholarship	Mr. T. C. Sebastian Thachankary	The student of the first year degree class who deserves financial assistance
54.	Mr. M.C. Antony Maliakal Ettukettil Memorial Scholarship	Mr. Pothen Cherian Maliakal, Ettukettil	A second year degree student studying for priesthood judged to deserve financial help.
55.	Geevarghese Devasia Scholarship	His son Mr. Joseph Paikat	Student of the 1st BSc classes
56.	K. M. Korah Karuvelithara Memorial Scholarship	Joseph Karuvelithara & brothers	Two scholarships. The student of the final year degree class.
57.	Rev. Fr. James Valiyaparampil Memorial Scholarship	The staff and students of the college	The students selected on merit cum means basis
58.	Rev. Fr. Mathew Pulickaparampil Sacerdotal Silver Jubilee Memorial Scholarship	Students of 1979-1980	The students selected on merit cum means basis
59.	Archbishop Mar Joseph Powathil Sacerdotal Silver Jubilee Memorial Endowment	The Staff of the college	The student selected on merit cum mean basis with satisfactory conduct
60.	Rev. Dr. Joseph Maroor Priestly Ordination Jubilee Endowment	The staff of the college	Any bonafide student of the college in dire financial need, with satisfactory conduct and academic performance.
61.	St. Joseph's Hostel Golden Jubilee Scholarship	The students of the Hostel	Any bonafide student of the college in dire financial need, with satisfactory conduct and academic performance.
62.	Rev. Dr. George Madathiparampil Sacerdotal Jubilee Memorial Scholarship	The staff and students of the college	Any bonafide student of the college in dire financial need, with satisfactory conduct and academic performance.

63.	K. V. Jacob Kallarackal Karikattuparampil Memorial Scholarship	His family	The student selected on merit cum means basis
64.	Rev. Fr. Thomas William Memorial Endowment	Rev. Fr. Joseph Parasserry	Any postgraduate student bright enough but financially backward
65.	Archbishop Kavukattu Memorial Scholarship	Rev. Fr. Joseph Parasserry	Students selected on merit cum means basis
66.	Prof. K. S. Antony Scholarship	Prof. K. S. Antony	Awarded to IDC student in Physics, Mathematics or Chemistry on merit cum means basis
Other			
67.	Dr. Kurialacherry Medal	Rt. Rev. Dr. James Kalacherry	The student who stands highest in the BA/BSc Degree examination
68.	College Medal	The College	The student who stands highest in the BA/BSc Degree examination.
69.	O. P. Philip and O. P. Thomas Olassayil Memorial Endowment	Dr. Tomy Philip Olassa	3 UG and 3 PG students on merit - cum means basis.
70	Cheriyathundam Scholarship	Dr. Paul Cheriyathundam	30 UG students on merit cum means basis
71.	Trivandrum Alumni Scholarship	S B College Alumni Association Trivandrum chapter	1 UG Student on merit cum means basis.
72	Marattukalam Scholarship	Mr Joseph Marattukalam	For One UG BA English Literature student on the basis of Merit cum Means
73	Prof C John Medal	His Wife	The student who stands highest in the BSc Degree Zoology
74	Prof K. J Joseph (Appachi Sir)	His Children and Grand Children	The MSc previous Zoology student who secures highest mark in BSc Zoology among the students of the College.

ANNUAL PROGRAMMES

Programme	Instituted by/Conducted by
General	
1 Berchmans Award for the Best College Teacher in Kerala	Alumni Association, Kuwait Chapter
2 Berchmans Erudite Lecture Series (BELS)	Teachers of the College
3 SB Luminary Award to the Best Outgoing Students	College
4 Retreat for Teachers, Non-teaching Staffs and Students	College
5 Intercollegiate Debate Competition in Malayalam for the PT Chacko Medal	College Debating Club
6 Life Guidance Programme for the II MA/MSc/MCom students	College
7 Live in Programme for the III BA/BSc/Bcom/BCA students	HRD, College
8 Alumni Meet	College
9 Science Aptitude Developer Programme (SADP)	Departments of Physics, Chemistry, Botany and Zoology
10 Berchmans Day - Benefactors Meet	College
Department of English	
11 Prof C A Sheppard Memorial Lecture	Department of English
12 Prof George Thomas Memorial Media Seminar	Department of English
13 Impressions - Intra Departmental Cultural Fest	Department of English
14 Expressions - Intercollegiate Literary and Cultural Fest	Department of English
Department of Malayalam	
15 Prof P V Ulahannan Mappila Memorial Lecture	Dr Joshy John, s/o Prof P V Ulahannan Mappila
16 Prof K V Ramachandra Pai Memorial Intercollegiate Literary Quiz Competition and Memorial Lecture	Lilly Book Centre, Changanacherry Prof. K. V. Ramachandra Pai Memorial Trust
17 Prof. M. M. Joseph Memorial Lecture	Prof. M. M. Joseph Memorial Trust

Department of Economics	
18 Prof C Z Scaria Memorial Lecture	Students and Family Members of Prof C Z Scaria
19 Prof K K Francis Memorial Lecture	Teaching Staff and Family of Prof K K Francis
20 Prof C O Abraham Memorial Lecture	Students and Family Members of Prof C O Abraham
Department of Physics	
21 Prof S L Thomas Memorial Intercollegiate Quiz	Department of Physics
22 Prof J G Rao & B Ambadi Memorial Lecture Relatives of Mr B Ambadi	Department of Physics and
23 National Science Day Celebrations	Department of Physics
24 Annual Cleaning Programme Department of Chemistry	Department of Physics
25 Prof T T Chacko, Rev Fr James Valiarampila and Prof Chacko Ramacha Memorial National Seminar	Department of Chemistry and Former Students
Department of Mathematics	
26 Prof S Abraham Endowment Lecture Series	Dr Sam P Abraham, s/o Prof S Abraham
27 Prof M T Kurian Memorial Lecture Series in Foundations of Mathematics	Sons and Daughters of Prof M T Kurian
28 Mathematics Tournament	Department of Mathematics
Department of Commerce	
29 Commerce Causerie - Intercollegiate Competition	Commerce Association
30 Teens Causerie - All Kerala Interschool Commerce Fest for Higher Secondary Students	Commerce Association
31 Golden Jubilee Memorial Oration	Dr Stephen Mathews, Former Principal
32 National Research Paper Presentation Competition	Commerce Association
Department of Botany	
33 Gurusmarana	Department of Botany
34 Lecture Series in Botany	Department of Botany
35 Benefactors Day	Department of Botany
36 Navodakam	Department of Botany

37	Adwraitham - Interdisciplinary Lecture Series	Department of Botany
38	Intercollegiate Quiz Competition in Botany	Department of Botany
39	Samidha - All Kerala Intercollegiate Botany Quiz	Department of Botany
40	Symbiosis - Farmer -Student interface	Department of Botany
Department of Zoology		
41	Prof M M Sebastian Memorial Lecture	Department of Zoology
42	Prof K A Thomas Memorial Intercollegiate Quiz Competition in Life Sciences	Department of Zoology
43	Zristi (Intercollegiate Academic Fest in Life Sciences) Department of Business Administration	Department of Zoology
44	Berch Environ - BPCL Kochi	Department of Business Administration
45	Berchnova - South Indian Intercollegiate Management Fest	Department of Business Administration
46	Entrepreneurs Day	Department of Business Administration
47	International Seminar	Department of Business Administration
Department of Physical Education		
48	Msgr Kalacherry Memorial Intercollegiate Football Tournament	Family Members of Msgr Kalacherry
49	Fr P C Mathew Memorial Intercollegiate Basketball Tournament	College
Department of Social Work		
50	BerchUmanitario - National Seminar and Social Work Students' Meet	Department of Social Work
51	Berchswara Lecture Series	Department of Social Work
52	ManjadiCheppu - Summer Camp	Department of Social Work and SBCEA
Department of Library Science		
53	BELSSA Activities Inauguration	Department of Library Science
54	Library Week Celebration	Department of Library Science
55	National Seminar on Research Methodology and Workshop on Reference Management Software	Department of Library Science

56 Training on Museology (Collaboration with Dept of History, Assumption College), Hardware and Networking (Collaboration with Media Village) and Archive Management (Collaboration with Kuriakose Elias Chavara Archives, Research Center Mannanam)	Department of Library Science
Department of Biotechnology 57 Department Association Inauguration	Department of Biotechnology
58 Industrial Visit	Department of Biotechnology
Department of Biochemistry and Microbiology 59 Agarosh - Intercollegiate Competition	Department of Biochemistry and Microbiology
60 Agarosh - Online Competition	Department of Biochemistry and Microbiology
Department of Computer Science 61 Seminar	Department of Computer Science
62 Intercollegiate IT Fest	Department of Computer Science
Department of Commerce Self Financing 63 EZPERO	Intercollegiate Commerce Fest

Excerpts from the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

Ragging constitutes one or more of any of the following acts:

- ▶ any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- ▶ indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- ▶ asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- ▶ any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- ▶ exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- ▶ any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- ▶ any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- ▶ any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- ▶ any act that affects the mental health and self-confidence of a fresher or any other student
- ▶ any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background (Third Amendment, 2016).
with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Administrative Action in the Event of Ragging

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following

punishments, namely;

- ▶ Suspension from attending classes and academic privileges.
- ▶ Withholding/ withdrawing scholarship/ fellowship and other benefits.
- ▶ Debarring from appearing in any test/ examination or other evaluation process.
- ▶ Withholding results.
- ▶ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ▶ Suspension/ expulsion from the hostel.
- ▶ Cancellation of admission.
- ▶ Rustication from the institution for period ranging from one to four semesters.
- ▶ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Guidelines for Parking Students Vehicles

- ▶ The College provides limited parking space for the two wheeler and four wheeler vehicles of students.
- ▶ The students must park their vehicles in the allocated parking zones only.
- ▶ Entry beyond the designated parking area is strictly prohibited.

Guidelines for the issue of various certificates

- ▶ No certificate will be issued to those who have to pay any dues to the college.
- ▶ A student applying for any certificate shall write a request letter specifying the nature of the certificate in the prescribed format, stating the year of study, Admission number, Class last attended and address, addressed to the Principal.
- ▶ The request letter must be countersigned by the respective head of the department.
- ▶ A fee of Rs 20/- should accompany the application.
- ▶ Ordinarily a notice of 24 hours is necessary for the issue of a certificate.
- ▶ Transfer Certificates will be issued only after payment of all dues to the College.
- ▶ A duplicate TC will not be issued unless there is a certificate from an officer ordinarily not below the rank of a First Class Magistrate to the effect that the TC has been lost irrecoverably.
- ▶ The conduct certificate is a document, which the student has to earn. It will be issued only after scrutiny.
- ▶ If the certificates are to be sent by post, a self-addressed stamped envelope should accompany the application.

Guidelines for the Union Activities in the College

(Based on Govt of Kerala Higher Education (G) Department Circular No. 26483/G1/15/H.Edn. dated 12.10.2015)

- ▶ All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution.
- ▶ Students' Union activities should be supervised by a Committee chaired by the Head of

the Institution with Staff Advisor as Convener, HoDs and Discipline Committee members.

- ▶ College Union has to function only during 8:00 am to 6:00 pm, during the working days of the academic year. However, during any celebration time, Head of the Institution can extend the time up to 9:00 pm. On summer vacation, the key of the Union Office should be kept with the Head of the Institution.
- ▶ The Head of the Institution or the Committee appointed by the College Council will conduct periodic visits to the College Union office.
- ▶ Programmes by external agencies/Professional groups/Paid Programmes such as DJ/Musical events should not be permitted inside or outside the campus (Amendment, dated 06.06.2016).

Guidelines for Various Celebrations in the College

(Based on Govt of Kerala Higher Education (G) Department Circular No. 26483/G1/15/H.Edn. dated 12.10.2015)

- ▶ All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution
- ▶ The Discipline Committee should monitor and supervise the celebrations in the college.
- ▶ All students have to wear identity tag in the college.
- ▶ No type of vehicles should be used during celebrations inside the college Campus/Hostels.
- ▶ If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
- ▶ Public including former students will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms any case.
- ▶ Bike race/motor car race/elephant procession or similar activities should not be permitted inside the Campus/Hostels.
- ▶ Procession of any kind is not allowed.
- ▶ Percussion instruments are strictly prohibited.
- ▶ Public address system, if needed, can be used only within the halls. It should not create any disturbance to other departments.
- ▶ Before leaving the campus after the Onam celebrations, students should clean the place of their 'pookkalam' and the respective places allotted to them for celebrations.
- ▶ Christmas celebrations should be modest.
- ▶ Crackers and fireworks are not allowed.
- ▶ Students are not allowed to stay on the campus after 6:00 pm on the day before Christmas and Onam celebrations.

- ▶ All celebrations in the college must end by 6:00 pm. Students should leave the campus by 2:00 pm after the Onam and Christmas celebrations.

Guidelines for Excursions/Field Visit/Industrial Visit/Study Tour

(Based on Collegiate Education Circular No. G3/31727/2014/Coll. Edn dated 22.08.2014)

- ▶ Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Head of the Institution
- ▶ Study tours will be organized by the respective Departments.
- ▶ Only final year/final semester students will be permitted to go on excursions and tours.
- ▶ No student from another class will be permitted to join a class going on excursion.
- ▶ The Head of the Department should forward the study tour proposal and the same duly recommended by the Principal is to be submitted to the Deputy Director of Collegiate Education, Kottayam one month in advance with all details including the list of students, teachers and lady escort etc.
- ▶ There should be at least two teachers to accompany each team.
- ▶ A lady escort is compulsory in case if there are any girl students in the tour team.
- ▶ A detailed Programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
- ▶ The maximum number of days of halt for study tour/field visit/industrial visit is fixed as seven days.
- ▶ The permissible number of days of halt for excursions or picnics is fixed as three days.

ACADEMIC CALENDAR 2019 - 20

JUNE 2019
ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 & S2	PG S1 & S2	Activity
1	Sat	H			
2	Sun	H			
3	Mon				
4	Tue				
5	Wed	H			RamZan
6	Thu	1			UG S3, S5 and PG S3 Classes Commence
7	Fri	2			
8	Sat	H			
9	Sun	H			
10	Mon	3			
11	Tue	4			
12	Wed	5			
13	Thu	6			
14	Fri	7			
15	Sat	H			
16	Sun	H			
17	Mon	8	1		UG S1 Classes Commence
18	Tue	9	2		
19	Wed	10	3	1	PG S 1 Classes Commence
20	Thu	11	4	2	
21	Fri	12	5	3	
22	Sat	H	H	H	
23	Sun	H	H	H	
24	Mon	13	6	4	
25	Tue	14	7	5	
26	Wed	15	8	6	
27	Thu	16	9	7	
28	Fri	17	10	8	
29	Sat	H	H	H	
30	Sun	H	H	H	

JULY 2019

ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 & S2	PG S1 & S2	Activity
1	Mon	18	11	9	
2	Tue	19	12	10	
3	Wed	20	13	11	St Thomas Day
4	Thu	21	14	12	
5	Fri	22	15	13	
6	Sat	H	H	H	
7	Sun	H	H	H	
8	Mon	23	16	14	
9	Tue	24	17	15	
10	Wed	25	18	16	
11	Thu	26	19	17	
12	Fri	27	20	18	
13	Sat	H	H	H	
14	Sun	H	H	H	
15	Mon	28	21	19	
16	Tue	29	22	20	
17	Wed	30	23	21	
18	Thu	31	24	22	
19	Fri	32	25	23	
20	Sat	H	H	H	
21	Sun	H	H	H	
22	Mon	33	26	24	UG S3, S5 and PG S3 First In Sem Exams Begin
23	Tue	34	27	25	
24	Wed	35	28	26	
25	Thu	36	29	27	
26	Fri	37	30	28	
27	Sat	H	H	H	
28	Sun	H	H	H	
29	Mon	38	31	29	
30	Tue	39	32	30	
31	Wed	H	H	H	Karkadaka Vavu

AUGUST 2019
ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 & S2	PG S1 & S2	Activity
1	Thu	40	33	31	UG S1 and PG S1 First In Sem Exams Begin
2	Fri	41	34	32	
3	Sat	H	H	H	
4	Sun	H	H	H	
5	Mon	42	35	33	
6	Tue	43	36	34	
7	Wed	44	37	35	
8	Thu	45	38	36	
9	Fri	46	39	37	
10	Sat	H	H	H	
11	Sun	H	H	H	
12	Mon	47	40	38	
13	Tue	48	41	39	
14	Wed	49	42	40	
15	Thu	H	H	H	Independence Day
16	Fri	50	43	41	
17	Sat	H	H	H	
18	Sun	H	H	H	
19	Mon	51	44	42	
20	Tue	52	45	43	
21	Wed	53	46	44	
22	Thu	54	47	45	
23	Fri	H	H	H	Sree Krishna Jayanthy
24	Sat	H	H	H	
25	Sun	H	H	H	
26	Mon	55	48	46	
27	Tue	56	49	47	
28	Wed	H	H	H	Ayyan Kali Jayanthy
29	Thu	57	50	48	
30	Fri	58	51	49	
31	Sat	H	H	H	

SEPTEMBER 2019

ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 & S2	PG S1 & S2	Activity
1	Sun	H	H	H	
2	Mon	59	52	50	
3	Tue	60	53	51	
4	Wed	61	54	52	
5	Thu	62	55	53	
6	Fri	63	56	54	
7	Sat	H	H	H	
8	Sun	H	H	H	
9	Mon	H	H	H	Muhram
10	Tue	H	H	H	First Onam
11	Wed	H	H	H	Thiruonam
12	Thu	H	H	H	Third Onam
13	Fri	H	H	H	Sree Narayana Guru Jayanthi
14	Sat	H	H	H	
15	Sun	H	H	H	
16	Mon	64	57	55	College reopens after Onam holidays
17	Tue	65	58	56	
18	Wed	66	59	57	
19	Thu	67	60	58	
20	Fri	68	61	59	
21	Sat	H	H	H	
22	Sun	H	H	H	
23	Mon	69	62	60	
24	Tue	70	63	61	
25	Wed	71	64	62	
26	Thu	72	65	63	
27	Fri	73	66	64	
28	Sat	H	H	H	
29	Sun	H	H	H	
30	Mon	74	67	65	

OCTOBER 2019
ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 &S2	PG S1 & S2	Activity
1	Tue	75	68	66	
2	Wed	H	H	H	
3	Thu	76	69	67	
4	Fri	77	70	68	
5	Sat	H	H	H	
6	Sun	H	H	H	
7	Mon	H	H	H	Mahanavami
8	Tue	H	H	H	Vijayadasami
9	Wed	78	71	69	
10	Thu	79	72	70	
11	Fri	80	73	71	
12	Sat	H	H	H	
13	Sun	H	H	H	
14	Mon	81	74	72	
15	Tue	82	75	73	
16	Wed	83	76	74	
17	Thu	84	77	75	UG S3, S5 and PG S3 End Sem Exmas Begin
18	Fri	85	78	76	
19	Sat	H	H	H	
20	Sun	H	H	H	
21	Mon	86	79	77	
22	Tue	87	80	78	
23	Wed	88	81	79	UG S1 End Sem Exams Begin
24	Thu	89	82	80	
25	Fri	90	83	81	
26	Sat	H	H	H	
27	Sun	H	H	H	
28	Mon		84	82	PG S1 End Sem Exams Begin
29	Tue		85	83	
30	Wed		86	84	
31	Thu		87	85	

NOVEMBER 2019

ODD SEMESTER

Date	Day	UG S3, S5 & PG S3	UG S1 & S2	PG S1 & S2	Activity
1	Fri		88	86	
2	Sat	H	H	H	
3	Sun	H	H	H	
4	Mon		89	87	
5	Tue		90	88	
6	Wed		91	89	
7	Thu		92	90	
8	Fri		93	91	
9	Sat	H	H	H	
10	Sun	H	H	H	

EVEN SEMESTER

Date	Day	UG S2, S4, S6 & PG S2, S4	Activity
11	Mon	1	Classes Begin
12	Tue	2	
13	Wed	3	
14	Thu	4	
15	Fri	5	
16	Sat	H	
17	Sun	H	
18	Mon	6	
19	Tue	7	
20	Wed	8	
21	Thu	9	
22	Fri	10	
23	Sat	H	
24	Sun	H	
25	Mon	11	
26	Tue	12	
27	Wed	13	
28	Thu	14	
29	Fri	15	
30	Sat	H	

DECEMBER 2019

EVEN SEMESTER

Date	Day	UG S2, S4, S6 & PG S2, S4	Activity
1	Sun	H	
2	Mon	16	
3	Tue	17	
4	Wed	18	
5	Thu	19	
6	Fri	20	
7	Sat	H	
8	Sun	H	
9	Mon	21	
10	Tue	22	
11	Wed	23	
12	Thu	24	
13	Fri	25	
14	Sat	H	
15	Sun	H	
16	Mon	26	
17	Tue	27	
18	Wed	28	
19	Thu	29	
20	Fri	30	Christmas Holiday Begin
21	Sat	H	
22	Sun	H	
23	Mon	H	
24	Tue	H	
25	Wed	H	Christmas
26	Thu	H	
27	Fri	H	
28	Sat	H	
29	Sun	H	
30	Mon	31	College reopens after
31	Tue	32	

JANUARY 2020

EVEN SEMESTER

Date	Day	UG S2, S4, S6 & PG S2, S4	Activity
1	Wed	33	
2	Thu	H	Mannam Jayanthi
3	Fri	34	
4	Sat	H	
5	Sun	H	
6	Mon	35	
7	Tue	36	
8	Wed	37	UG S2, S4, S6 and PG S2, S4 First Insem Exams
9	Thu	38	
10	Fri	39	
11	Sat	H	
12	Sun	H	
13	Mon	40	
14	Tue	41	
15	Wed	42	
16	Thu	43	
17	Fri	44	
18	Sat	H	
19	Sun	H	
20	Mon	45	
21	Tue	46	
22	Wed	47	
23	Thu	48	
24	Fri	49	
25	Sat	H	
26	Sun	H	Republic Day
27	Mon	50	
28	Tue	51	
29	Wed	52	
30	Thu	53	
31	Fri	54	

FEBRUARY 2020

EVEN SEMESTER

Date	Day	UG S2, S4, S6 & PG S2, S4	Activity
1	Sat	H	
2	Sun	H	
3	Mon	55	
4	Tue	56	
5	Wed	57	
6	Thu	58	
7	Fri	59	
8	Sat	H	
9	Sun	H	
10	Mon	60	
11	Tue	61	
12	Wed	62	
13	Thu	63	UG S2, S4, S6 and PG S2, S4 Second Insem Exams
14	Fri	64	
15	Sat	H	
16	Sun	H	
17	Mon	65	
18	Tue	66	
19	Wed	67	
20	Thu	68	
21	Fri	H	
22	Sat	H	
23	Sun	H	
24	Mon	69	
25	Tue	70	
26	Wed	71	
27	Thu	72	
28	Fri	73	
29	Sat	H	

MARCH 2020

EVEN SEMESTER

Date	Day	UG S2, S4, S6 & PG S2, S4	Activity
1	Sun	H	
2	Mon	74	
3	Tue	75	
4	Wed	76	
5	thu	77	
6	Fri	78	
7	Sat	H	
8	Sun	H	
9	Mon	79	
10	Tue	80	
11	Wed	81	UG S4, S6 and PG S4 End Sem Exams
12	thu	82	
13	Fri	83	
14	Sat	H	
15	Sun	H	
16	Mon	84	S2 UG, S2 PG end semester exam
17	Tue	85	
18	Wed	86	
19	thu	87	
20	Fri	88	
21	Sat	H	
22	Sun	H	
23	Mon	89	
24	Tue	90	
25	Wed	91	
26	thu	92	
27	Fri	93	
28	Sat	H	
29	Sun	H	
30	Mon	94	
31	Tue	95	

EXAMINATION SCHEDULE

UG S III, UG S IV and PG S III	
Event	Date
First in-sem Examination	22-7-19
Publication of results	5-8-19
Second in-sem examination	19-9-19
Publication of results	3-10-19
Publication of the marks of Internal Evaluation	7-10-19
End-semester Examination	17-10-19

UG SI	
Event	Date
First in-sem Examination	1-8-19
Publication of results	16-8-19
Second in-sem examination	19-9-19
Publication of results	3-10-19
Publication of the marks of Internal Evaluation	10-10-19
End-semester Examination	23-10-19

PG S I	
Event	Date
First in-sem Examination	1-8-19
Publication of results	16-8-19
Second in-sem examination	19-9-19
Publication of results	3-10-19
Publication of the marks of Internal Evaluation	10-10-19
End-semester Examination	28-10-19

EXAMINATION SCHEDULE

UG S IV, UG S VI and PG S IV	
Event	Date
First in-sem Examination	8-1-20
Publication of results	21-1-20
Second in-sem examination	13-2-20
Publication of results	27-2-20
Publication of the marks of Internal Evaluation	2-3-20
End-semester Examination	11-3-20

UG S II and PG S II	
Event	Date
First in-sem Examination	8-1-20
Publication of results	21-1-20
Second in-sem examination	13-2-20
Publication of results	27-2-20
Publication of the marks of Internal Evaluation	2-3-20
End-semester Examination	16-3-20

FORMAT OF THE APPLICATION FOR LEAVE

Name of the Student:.....

Class and Number:.....

No of days and dates for which leave is required:.....

Reason for Leave:.....
.....
.....

Address of the Student:.....
.....

Whether there is any class examination or test paper on the day or days:

Signature of the student with date:.....

Recommendation of the Mentor with signature and date:.....

Recommendation of the Warden/Guardian with signature and date:.....

Principal's Order:.....

FORMAT FOR SUBMISSION OF GRIEVANCE

Name of the Student:.....

Class and Number:.....

Address of the Student:.....

.....

Grievance related to:.....

A brief summary of the grievance:.....

.....

.....

Signature of the Student with date:

Signature of the Parent with date:

