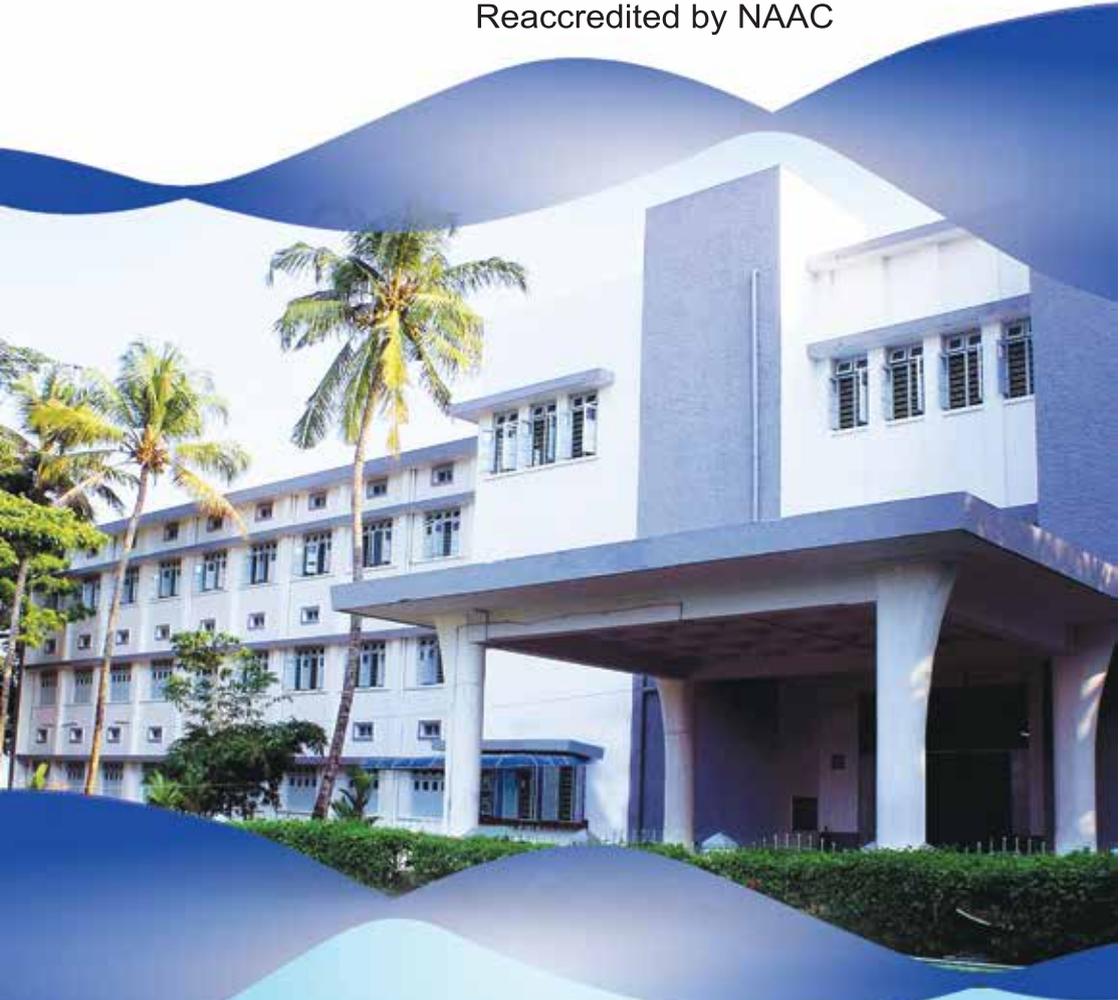




THE COCHIN COLLEGE

(Affiliated to Mahatma Gandhi University)
Cochin - 682 002, Kerala
Reaccredited by NAAC



HAND BOOK & CALENDAR
2022 - 2023



THE COCHIN COLLEGE

(Affiliated to Mahatma Gandhi University)

COCHIN - 682 002

Reaccredited by NAAC

Phone : Office : 2224954, 2226448

E-mail : thecochincollegekochi-2@gmail.com

website : thecochincollege.edu.in

HAND BOOK & CALENDAR 2022 - 2023

Name

Class Roll No.....



**അസതോ ഛ സതംഘയ
തമസോ ഛ ജ്യോതിർഘയ
മൃത്യോർ ഛ അമൃതംഘയ**

MILE STONES

Establishment as a Junior College	-	1967
Inauguration of the main block	-	1969
Upgraded as a first grade college	-	1978
NSS unit started	-	1978
Introduced PTA*	-	1978
Introduced Co-operative Store	-	1982
Affiliation of the college under 2F of UGC	-	1988
Women's Guidance cell	-	1994
Introduced M.Com	-	1995
Carrier Guidance Cell	-	1995
College Auditorium	-	1995
Introduced vocational course	-	1998
Introduced B.Com Marketing	-	1999
Introduced M.Sc Physics	-	2001
Introduced M.Sc Chemistry (Self Finance)	-	2002
Accredited at B+ level by NAAC	-	2003
Counselling Centre	-	2004
Research Centre of Commerce	-	2005
Computer centre	-	2006
Add on Course	-	2009
Research Centre of Physics	-	2009
NET/JRF Coaching by Dept. of Commerce-		2010
NET/JRF Coaching by Dept. of Physics	-	2010
Reaccredited B level NAAC	-	2012
Introduced M.Sc Mathematics (Self Finance)-		2012
Introduced M.A. English	-	2013
Introduced M.Sc. zoology (Self Finance)	-	2013
IGNOU centre for MBA (M.Com. Financing)-		2013
Introduced B.Com. (Computer Application) -		2014
Introduced B.Com. Taxation (Self Finance)-		2015
Introduced BBA (Self Finance)	-	2015
IGNOU centre for BLIS-MLIS	-	2016
Reaccreditation by NAAC (B+)	-	2019
Introduced MCM	-	2020
Installed rooftop solar panels	-	2021

OFFICE BEARERS

- | | |
|--|--|
| 1. Principal | Dr. Geetha M. |
| 2. Vice Principals | Dr. Sindhu K.,
Dr. Reshimon P.R. |
| 3. Academic Head Self Financing Division | Dr. Meera Menon |
| 4. Staff Advisor | Dr. Rajani B Bhat |
| 5. Internal Assessment Co-ordinator | Dr. Reshimon P.R. |
| 6. IQAC Coordinator | Dr. Sindhu K |
| 7. NAAC | Dr. Sindhu K |
| 8. Library Convenor | Smt. Jeena Jayan |
| 9. Research Committee | Dr. Anu L. |
| 10. Purchase Committee Convenor | Dr. Biju P Thampi |
| 11. Career Guidance &
Placement Cell Co-ordinator | Dr. Liance Mathew |
| 12. NSS Programme Officers | Dr. Manju Subramaniam
Sri. Renjith S. |
| 13. University Exam Convenor | Smt. Srividya K.S. |
| 14. Internal Exam Committee Convenor | Dr. Manjusha M.V. |
| 15. Attendance Committee Convenor | Dr. Kochutresia Jose |
| 16. Digital Solutions Convenor | Dr. Paulbert Thomas |
| 17. IGNOU Co-ordinator | Dr. Rajani B.Bhat |
| 18. Legal Literacy Forum | Dr. Lakshmisree R. |
| 19. Planning Forum | Dr. Jose Mathew |
| 20. Disciplinary Committee Convenor | Sri. Vijeesh P. |
| 21. Grievance Cell Convenor | Dr. Biju P Thampi |
| 22. Infrastructure Committee Convenor | Dr. Annieta Philip |
| 23. Women's Guidance Cell Convenor | Smt. Srividya K.S. |
| 24. Mentoring Committee Convenor | Smt. Veena R. Nair |
| 25. Anti-Ragging Committee Convenor | Smt. Prabha C.S. |
| 26. Anti-Narcotic Awareness
Committee Convenor | Dr. Zafna Rasheed |
| 27. Student Protection
Committee Convenor | Smt. Priya M |
| 28. Sports Committee Convenor | Dr. Biju P Thampi |
| 29. Cultural Club Convenor | Sri. Unniraja P.S. |
| 30. Science & Quiz Club Convenor | Sri. Vijeesh P. |
| 31. Debate & Literary Club Convenor | Dr. Soney Bhageeradhan |
| 32. Film Club Convenor | Smt. Asmin |
| 33. Media Club | Smt. Reethi P |
| 34. ARIIA | Dr. Nayana Jose |
| 35. UGC/PFM | Dr. Vineeth Kumar T.V. |
| 36. Entrepreneurship Development
Club Convenor | Dr. Anupama R. |
| 37. Nature Club Convenor | Dr. Smitha N.R. |
| 38. Bhoomitrasena | Dr. Suprabha G Nair |

39. Dramatics Club Convenor	Dr. Poornima CC
40. Knowledge FM 11.55 Convenor	Smt. Remya M.L
41. News Letter Committee Convenor	Smt. Neena Simon
42. Higher Education Survey Nodal Officer	Dr. Reshimon P.R.
43. Higher Education Scholarship Nodal Officer	Dr. Rekha P.G.
44. Financial Literacy Club	Dr.Liance Mathew
45. Swayam convenor	Smt. Jeena Jayan
46. Walk With Scholar (WWS) Convenor	Dr. Jayesh Kuriakose
47. Student Support Programme (SSP) Convenor	Smt. Sabitha Joseph
48. Rural Entrepreneurship Development Cell Chairperson	Dr.Geetha M.
49. MOOC	Sri. Arun Kumar G.
50. Unnat Bharath Abhiyan (UBA) Convenor	Dr. Haripriya B.B.
51. Young Innovators Programme (YIP) Convenor	Dr. Uma S.
52. Internal Complaints Committee (ICC) Convenor	Dr.Geetha M.
53. Swachh Bharath Nodal Officer	Dr.Kavitha V Rajan
54. Calendar Committee Convenor	Smt. Janu.V.Kumar
55. UPSC	Sri. Renjith S.
56. Time Table Committee Convenor	Dr.Annieta Philip
57. Online Class Documentation Committee Convenor	Dr. Biju P Thampi
58. Admission Committee Convenor	Dr. Jayesh Kuriakose
59. Right to Information Act Appellate Authority	Dr.Geetha M.
60. Equal Opportunity Cell	Smt.Shushupna S S
61. SC/ST	Sri.Arun Kumar G.
62. Students Grievance Redressal Committee (Exams &Academic)	Dr. Geetha M.
63. Students Counselling System	Dr.Manju Subramanian
64. Minority Cell	Smt. Neena Simon
65. Institution Innovation Council	Dr.Geetha M.
66. State Public Information Officer	Smt. Anitha Kumari T.P.
67. Electoral Literacy Nodal Officer	Smt. Sarah Santhosh
68. Editorial Board	Smt. Prabha C.S.
69. COVID 19 monitoring committee	Dr.Geetha M.
70. Tourism Club Convenor	Dr. Haripriya BB
71. Jagratha Samithi	Smt.Neena Simon
72. Cochin College Staff Co-Op. Credit Society	
President	Dr. Sindhu K.
Secretary	Dr. Reshimon P.R
73. PTA President	Dr.Geetha M.
Secretary	Smt. Mrudula Menon V.
74. The Cochin College Staff Recreation Club	
President	Smt. Prabha C.S.
Secretary	Smt. Sangeetha Arun
75. Alumni Association of the Cochin College	
President	Smt. Diana Silvester
Secretary	Sri. Dinesh Menon

COLLEGE COUNCIL

Sl. No	Name	Dept	Qualification	Ph. No.
1.	Dr. M.Geetha (Principal)	Commerce	M.Com.,M.Phil, MBA,Ph.D	9447459909
2.	Dr. Biju P Thampi	Phy. Edn	M.P.Ed, M.Phil, PhD	9447197206
3.	Smt.Mrudula Menon V	English	M.A., M.Phil,	9446897002
4.	Dr. Reshimon P.R. (Vice Principal)	Malayalam	M.A., B.Ed., PhD	9446606887
5.	Dr. Mini P.Mathai	Botany	MSc., PhD	9846852919
6.	Smt. Srividya K.S.	Hindi	M.A., MPhil	9446067103
7.	Dr. Annieta Philip K	Physics	MSc., PhD	9447810790
8.	Dr. Sindhu K. (Vice Principal)	Economics	M.A., PhD	9447326223
9.	Dr. Smitha N.R.	Zoology	M.Sc, Ph.D	9495370537
10.	Dr. Zafna Rasheed	Chemistry	M.Sc, Ph.D	9946644003
11.	Dr. Nayana Jose	Biochemistry	M.Sc, Ph.D	9562830208
12.	Dr. Jayesh Kuriakose	Biotechnology	M.Sc, Ph.D	9447120534
13.	Dr. Paulbert Thomas	Electronics	M.Sc.Electronics, PhD	9496827278
14.	Sri. Dominic T.Joseph	Mathematics	M.Sc,B.Ed.	9544894586
15.	Smt. Janu.V.Kumar	French	M.A French	9633189499
16.	Sri. Renjith S.	History	M.A. B.Ed.	9544894586
17.	Dr.Rekha P.G.	Commerce	M.Com.,B.Ed., PhD.	9447124760
18.	Sri.Unniraja P. S (Rep.)	Commerce	M.Com, MBA, B.Ed.	9400352406
19.	Smt. Neena Simon (Rep.)	English	M.A., B.Ed.	9746841763
20.	Dr.ManjuSubramaniam (Rep.)	Zoology	MSc., B.Ed., Ph.D	9495336605
21.	Dr.Meera Menon (Academic Head, SF)	Zoology(SF)	M.Sc, Ph.D	8075350289
22.	Smt. Jeena Jayan	Library	MLISc., M.Phil	9633303991
23.	Smt. Anithakumari	Office	B.Com	9495022053



Monday to Thursday - 9.30 am to 12.30 pm

1.30 pm to 3.30 pm

Interval - 12.30 pm to 1.30 pm

Friday - 9.30 am to 12.30 pm

- 2.00 pm to 3.30 pm

Interval - 12.30 pm to 2.00 pm

Academic Programmes

1. Undergraduate Programmes (CBCS) Six Semester

Aided Programmes : B.A./B.Sc./B.Com.

Part I Common Course : English

Part II Common Course : Additional Language

Part III Core and Complementary

Malayalam / Hindi / French

Sl. No.	Programme	Complementary Course	Open Course	Choice Based Course
1.	B.A. English	1. a) Roots of modern World b) Transition to the Contemporary World II. Evolution of Literary Movements	English for Careers	Regional Literatures in Translation
2.	B.A. Economics	1. a) Roots of modern World b) Transition to the Contemporary World II. Mathematics	Fundamentals of Economics	Entrepreneurship & Small Business Economics
3.	B.Sc. Physics	I. Electronics II. Mathematics	Physics in daily life studies	Astronomy and Astro Physics
4.	B.Sc. Chemistry	I - Physics II- Mathematics	Chemistry in duty life	Polymer Chemistry
5.	B.Sc. Zoology	I-Chemistry II-Botany	Vocational Zoology capiculture & Ornamental (Fish/Cultux)	Nutrition, Health & Life Style Management
6.	B.Sc Botany	Voc. Plant Biotechnology Comp. Biochemistry	Hortyculture	Agri Business

Sl. No.	Programme	Complementary Course	Open Course	Choice Based Course
7.	B.Com Finance & Taxation	B.Com tax Banking and Insurance Principles of Business Decisions	Capital Market Investment Management	Goods & Service Tax Financial Services Income Tax-I, Income Tax-II
8.	B.Com Marketing	B.com Marketing Banking and Insurance Principles of Business Decisions E-Commerce Consumer Behaviour	Capital Market and Investment Management Physical Health & Life skill	Customer Relations Management Service Marketing Marketing Research International Marketing
9.	Physical Education			

Self Financing Programmes : B.Sc./B.Com./BBA/BCA

Sl. No.	Programme	Complementary Course	Open Course	Choice Based Course
1.	B.Sc. Mathematics	Cov. Computer Application Compl. Operation Research Optional : Taxation		Financial Service
2.	B.Com Finance			Income Tax Optional -TT for Office Software for Business Research Event Management Advertisement and Salesmanship
3.	B.Com Computer Application	Optional : Computer Application 1. Business Statistics II. Fundamentals of Business Mathematics III. Statistics for Research IV. Mathematics Management VI. Corporate & Industrial Law VII. Managerial Economics VIII. Banking & Insurance Management I. Advanced Statistical Method II. Operational Research	Fundamental of Accounting Fundamental of Accounting Investment- Brand Management	
4.	BBA			
5.	BCA		Internals and Cyber ethics	Data Mining

UNDER GRADUATE PROGRAMMES

The duration of the UG programmes under CBCSS/ CBCS 2007 admission onwards) is 3 years (6 semesters). Each semester consists of 90 working days.

EXAMINATIONS

The evaluation of each course shall contain two parts:

1. Internal Assessment or In - Semester Assessment (ISA)
 2. External Assessment or End - Semester Assessment (ESA)
- For each degree programme there shall be project or dissertation in the (fifth/sixth) semester

For CBCS

- A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of Grade D is required for all the individual papers.
- A minimum of 75% attendance is compulsory for all the courses. Benefits of attendance may be granted to students attending University or College Union activities, or participation in co-curricular activities on production of participation or attendance certificate from competent authorities and endorsed by the Head of the Institution. This is limited to a maximum of 10 days.

ATTENDANCE

% of Attendance	Grade
>90	5
85 to 89	4
80 to 84	3
76 to 79	2
75	1

INTERNAL EVALUATION

Internal evaluation is done by continuous assessment on the following components: evaluation of attendance, assignments, class tests and seminar or viva voce. In Science subjects, internal evaluation for practical will be conducted.

INTERNAL ASSESSMENT DETAILS

Components	Marks
Attendance	5
Assignment / Seminar	5
*Test paper	10
Total	20

CBCS - 2 Test Paper

EXTERNAL EVALUATION

There will be university (external) examination at the end of every semester. All students having the required attendance can register for the examination. All students who register for examination are eligible for promotion. There shall be no supplementary examination. Reappearance is allowed with the next batch of students.

7 POINTS SCALE BASED ON THE TOTAL
PERCENTAGE OF MARKS. (ISA+ESA)

CBCS

% of Marks	Grade	Grade Point
95 above	S Outstanding	10
85 to below 95	A+ -Outstanding	9
75 to below 85	A-Excellent	8
65 to below 75	B-Very Good	7
55 to below 65	C-Good	6
45 to below 55	D-Satisfactory	5
35 to below 45	E-Adequate	4
Below 35	F-Failure	0
	Ab Absent	0

CREDIT POINT AVERAGE (CPA)

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

GRADE FOR THE DIFFERENT COURSES, SEMESTER & OVERALL PROGRAMME:

% of Marks	Grade
9.5 above	S Outstanding
8.5 to below 9.5	A+-Outstanding
7.5 to below 8.5	A-Excellent
6.5 to below 7.5	B-Very good
5.5 to below 6.5	C-Good
4.5 to below 5.5	D-Satisfactory
3.5 to below 4.5	E-Adequate
Below 3.5	F-Failure

FEE SCHEDULE

	Degree (Aided)	P.G. (Aided)
Tuition fee	Rs. 1050/- per annum	Rs. 1890/- per annum
Admission fee	Rs. 80/-	Rs. 160/-

Special Fee

UG

PG

Library fee	Rs.105	Rs. 105
Calendar fee	Rs. 35	Rs. 35
Stationary fee	Rs. 55	Rs. 55
Magazine	Rs. 55	Rs. 55
College Union/ Assn. fee	Rs. 55	Rs. 55
Sports/Athletics	Rs. 105	Rs. 105
Audio Visual	Rs. 30	Rs. 30
Students Aid Fund	Rs. 10	Rs. 10
Women's Study	Rs. 10	Rs. 10
Medical Inspection	Rs. 10	Rs. 10

University Fee

1. University Affiliation fee	Rs. 550	Rs. 750
2. Matriculation	Rs. 250	Rs. 250
(from students from other universities)		
3. Students Welfare Fund	Rs. 30	Rs. 30
4. University Union Fee	Rs. 50	Rs. 50
5. Sports Affiliation Fee		
University	Rs. 210	Rs. 210
College	Rs. 105	Rs. 105
6. G.P.A.I.P (Insurance)	Rs. 23	Rs. 23
Recognition fee 150 (from students from other bodies)		

Laboratory fee:

B.Sc. Physics & Chemistry	Rs. 420	Rs. 265
Zoology & Botany	Rs. 580	Rs. 265
M.Sc. Physics	Rs. 1260	Rs. 1260

Caution Deposit:

Degree	- Rs. 360
P.G.	- Rs. 600

Miscellaneous :

Late fee for T.C	- Rs. 55
Fine for duplicate T.C.	- Rs. 105
Fine for duplicate identity card	- Rs. 30
Fine for non-return of library books	- Rs. 1.00 per day

Fee for Self Financing Courses :

Tuition Fee B.Sc (Maths)	- Rs. 11,250 (per semester)
Tuition Fee B.Com (Computer Application)	- Rs. 11,250(per semester)
BCA	- Rs. 18,750(per semester)
BBA/B.Com Tax	- Rs. 9,000 (per semester)
Tuition Fee M.Sc (Chemistry)	- Rs. 22,500(per semester)
Tuition Fee M.Sc (Maths)	- Rs. 18,750(per semester)
Tuition Fee M.Sc (Zoology)	- Rs. 22,500(per semester)

Revised College fee Rates
as per U.O. No. 5405 dt. 21/11/19
(6671 &6672 dt. 26/12/19)

Sl. No.	Item	Fee (Rs.)
1.	Application Fee	30/-
2.	Each theory paper	
a.	First apperance	55/-
b.	Supplementary	55/-
c.	Improvement	80/-
3.	Each Practical	
a.	First appearance	55/-
b.	Supplementary / Improvement	160/- subsidiary complementary 420/- Part III Main/Core
4.	Project/Dissertation evaluation	80/-
5.	Viva Voce	45/-
6.	Mark List	55/-
7.	CV camp fee	
a.	First appearance	35/- per paper subject to a maximum of 210
b.	Supplementary /Improvement	35/- per paper subject to a maximum of 210
8.	Final semester marklist	160/-
9.	Provisional certificate fee	135/-

PG Programmes other than Professional Programme

Sl. No.	Item	Fee (Rs.)
10.	First appearance	105/-
11.	Supplementary / Improvement	160/-
12.	Practical	160/-
13.	Project / Dissertation evaluation	265/-
14.	Viva Voce	105/-
15.	Mark List	105/-
16.	CV camp fee	
a.	First appearance	45/- per paper subject to a maximum of 210
b.	Supplementary / Improvement	45/- per paper subject to a maximum of 210
17.	Provisional certificate fee	135/-

MAHATMA GANDHI UNIVERSITY

STUDENTS' CODE OF CONDUCT RULES - 2005

(Abstract)

Maintenance of discipline in college campus-
Framing and implementation of rules Approval-Orders
issued.

Election Section

No. 162/2004/2/Elen. Priyadarshini Hills, dated 16th
February 2005

Read 1) The Guidelines enunciated in para 7 of the
affidavit filed by the Government in RP No. 435/
2003

2) Judgement of the Hon. High Court of Kerala in
RP No. 437/2003

ORDER

As per paper (2) read above, the Hon. High Court of
Kerala had directed the State Government and all the
Universities in Kerala to lay down rules, for maintaining
discipline in all the colleges including Government owned
and affiliated, which will be binding on all the students in
these institutions.

In the exercise of the powers conferred under section
10(17) of the Mahatma Gandhi University Act 1985, the
Vice Chancellor, subject to ratification by the Syndicate
has approved the Mahatma Gandhi University Student's
Code of Conduct Rules-2005 (appended) to be
implemented, for maintaining discipline in the campus
immediately.

Orders are issued accordingly.

JOINT REGISTRAR IN CHARGE OF THE REGISTRAR

1. Title

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

2. Object

These rules are framed with a view of maintaining and enforcing good conduct inside the class rooms and campus in the affiliated colleges. Departments of teaching and research and self financing schools of the Mahatma Gandhi University.

3. Application

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self financing school of the University.

4. Definitions

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

2) Vice Chancellor : means the Vice Chancellor of the Mahatma Gandhi University.

3) Student's Grievance Redressal Committee :- Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.

4) Student :- means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.

5) Principal : - means Head of College as defined in Section 2(26) of Mahatma Gandhi University Act.

6) Political activity : Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible

representation or other means of communication, whatsoever.

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

5. Prohibition of political activity inside the campus.

a) No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.

b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activity as defined in Rule 4(6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

d) No student of a college shall stage or indulge in any activity like dharna, gherao, obstructing entry to any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

e) No student shall shout slogans inside the class room, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

a) The Principal of the college shall be the disciplinary authority.

b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to the Rule 5 above and that the Principal is assured that there is prima facie material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.

c) If the Principal is assured that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.

d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/ delinquency, were made. The Enquiry Officer also shall give fair reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

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

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

7. Prohibition of damage to property

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

8. Students' Grievance Redressal Committee

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

Grievance redressal mechanism.

There is provision for grievance redressal at four levels. Complaints regarding the evaluation shall be brought to the notice of the concerned teacher in the first instance. If the student is not satisfied with the decision of the concerned teacher, he/she may appeal to the Department Redressal Cell which shall have, as members, the Head of the Department, the teacher-in-charge for the particular class and the teacher against whom the complaint is made. The student can also make further appeal to the College Level Grievance Redressal Cell which shall have the Principal, the General Coordinator and the concerned Head of the Department as Members. If still not satisfied, the student can appeal to the University level Grievance Redressal cell, which consists of the Pro-Vice Chancellor, Affiliation Committee Convenor, and Controller of Examinations whose decision shall be final. Complaints regarding this shall be made preferably within two days of the award of marks. Complaints regarding the final tally or marks will be made before the 15th of March and cases disposed off before the 20th March.

9. Right to Appeal

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

**RAGGING IN EDUCATIONAL INSTITUTIONS
SUPREME COURT ORDERS**

MAHATMA GANDHI UNIVERSITY

Kottayam-686560

No. Ac. A1/2/1647/07

07.06.2007

From

The Registrar

To

The Principals of all affiliated colleges/
Directors of all Teaching Departments of
M.G University.

Sir,

Sub: Remedial measures to be taken to tackle the problem of Ragging in educational Institution - Enforcement of Hon'ble SC order in SLP(C) No. 24295/2004 and SLP (C) Nos. 24296 - 24299 / 2004 - reg.

Ref : Letter No.14703/D2/07/H. Edn dated 1-6-2007 received from the Higher Education (D) Dept, Thiruvananthapuram.

I am to forward herewith the copies of the Hon'ble Supreme Court Order regarding the factors to be focused to tackle the problem of ragging in educational institutions for your information and strict compliance.

Yours faithfully,

Sd/-

Joint Registrar - in - charge of the Registrar

**ITEM NO. 33 COURT NO. 4 SECTION XIA
SUPREME COURT OF INDIA
RECORD OF PROCEEDINGS**

Petitions(s) for special Leave to Appeal (Civil) No(s) 24295/2004 (From the judgement and order dated 24/06/2004 in WP No. 30845/2003 of the HIGH COURT OF KERALA at Ernakulam)

University of Kerala	Petitioner(s)
Versus	
Council, Principal's Colleges, Kerala & ORS	Respondent(s)

(With appln(s) for intervention and modification and directions and impleadment as party repondent and with prayer for interim relief and office report) WITH SLP(C) No. 14356 of 2005 (With appln.(s) for exemption from filing O.T. and C/delay in filing counter affidavit and office report)W.P. (CRL) No. 173 of 2006 (With appln. (s) for directions and exemption from filing O.T. and urging addl. Ground and with office report) SLP(C) No. 24296-24299 of 2004 (With prayer for interim relief and office report)

Date 16/05/2007 These Petitions were called on for hearing today.

COROM	: HON'BLE DR. JUSTICE ARIJIT PASAYAT HON'BLE MR. JUSTICE S.H. KAPADIA Mr. Gopal Subramaniam, A.S.G.(A.C.) Mrs. Susham Suri, Adv. Mr. Abhishek Tewari, Adv.
For Petitioner(s)	Mr. R. Sathish, Adv., Dr. Sushil Balwada Adv., Mr. Satbir Tillania Adv., Mr. Anil Kamwar! Adv., Mr. Prashanth Kumar Adv., Ms. Pooja Dhar Adv., Ms. Ratna Kaul Adv., For M/s AP&J Chambers, Advs.
For Respondent(s)	Mr. Ranjit Kumar, Sr. Adv. Mr. E.M.S. Anam, Adv. Mr. Fazlin Anam, Adv. Mr. P.V. Dinesh, Adv. Mrs. Sindhu T.P., Adv., Mr. Vinod, Adv. Mr. Biswajith Meitei, Adv., Mr. Manoj Swarup, Adv., Ms. Lalit Kohli, Adv for M/s Manoj Swarup & Co., Adv. Ms. Lalit Kohli, Adv for M/s Manoj Swarup & Co., Adv. Mr. T.V. George, Adv., Mr. M.P.Vinod, Adv., Mr. Ajay K. Jain, Adv. Mr. Sjith P., Adv., Mr. K.R. Sasiprabhu, Adv., Mr. Ajith Kumar Sinha Adv., Mr. M.K. Michael, Adv., Mr. M.K.D. Namboodiri, Adv., Mr. V.G. Pragasam, Adv., Mr. Shivaji M. Jadhav, Adv. Mr. Radha Shyam Jena, Adv.

For Res. 1-3&5
in WP 173/06:

Mr. Soli J.Sorabjee, Sr. Adv.,
Ms. Vibha Datta Makhija
Mr. Manish Kumar. Adv.,
Mr. Ansar Ahmad Chaudhary, Adv.

Upon hearing counsel the Court made the following

ORDER

We have perused the Report of the Committee constituted pursuant to this Court's order to suggest remedial measures to tackle with the problem of ragging in educational institutions. An elaborated report has been submitted by the committee headed by Dr. R.K. Raghavan. According to the Committee, the following factors need to be focused to tackle with the problem.

- a) Primary responsibility for curbing ragging rests with academic institutions themselves.
- b) Ragging adversely impact the standards of higher education.
- c) Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.
- d) Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
- e) Ragging needs to be perceived as failure to inculcate human value from the schooling stage.
- f) Behavioural patterns among students, particularly potential 'raggers' need to be identified.
- g) Measures against ragging must deter its recurrence.
- h) Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central governments to make any curb effective.
- i) Media and the Civil Society should be involved in this exercise.

The Committee has made several recommendations. For the present, we feel that the following recommendations should be implemented without any further lapse of time.

KERALARAGGING PROHIBITION ACT 1998

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

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ,

അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.

3. റാഗിംഗ് നിരോധനം : ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

4. റാഗിംഗിനുള്ള ശിക്ഷ : ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ രണ്ടു വർഷം വരെയൊരാലുമുള്ള കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതിനും അയാൾ പതിനായിരം രൂപ വരെയൊരാലുമുള്ള പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.

5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽനിന്നും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ : മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ

മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടനെ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

2. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്നു തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

വിദ്യാഭ്യാസസ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം തടയുന്നതിനും അശ്ലീല ചുവയുള്ള സിനിമാറ്റിക് ഡാൻസുകളും ഫാഷൻ ഷോകളും നിറുത്തലാക്കിക്കൊണ്ടുള്ള സർക്കാർ ഉത്തരവ്.

01032005 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (ആർ. റ്റി) നം. 346/05/ ഉ.വി.വ പ്രകാരം വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും ഫോട്ടോഗ്രാഫി സൗകര്യമുള്ള മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും, സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവയും നിറുത്തലാക്കിയിരിക്കുന്നു.

RULES OF ATTENDANCE AND LEAVE

1. The working day is divided into two sessions. The forenoon session comprises of three periods and the afternoon session of two periods. Each period is of one hour duration. On Fridays each period shall be of 45 minutes duration in the afternoon session.
2. Attendance will be taken at the beginning of each period by the concerned teacher.
3. Students should come on time for class. Late comers must produce valid reason before the Principal/Class teacher. Late comers will be marked absent or refused attendance for the period or marked late as per direction of the concerned teacher. No student will leave the class without the permission of the teacher-in-charge.
4. Students attending sports, games, union activities must apply for prior permission of the Principal countersigned by the Head of the Department. Non-compliance of the above condition will be considered as absence from the class. Benefit of attendance may be granted to students only on producing participation certificates from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days.
5. For the purpose of attendance, all working days irrespective of the number of working periods will be considered as full working days. Attendance will be considered accordingly.
6. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will in no case be granted unless (1) A student has attended not less than three fourths of the total number of working days

- for his/her course during each semeste and (2) The Principal is satisfied that the student's progress and conduct have been satisfactory.
7. Students should not absent themselves without proper leave. Application for leave of absence in the prescribed form should be given to the class teacher not later than the date of return to the college after absence.
 8. Application for leave should be signed by the parent or guardian.
 9. If leave is required for a single hour/session, the student should seek the permission of the class teacher/concerned teacher.
 10. If the student is absent for one session, attendance will not be given for that session. When the total days of absence exceeds 5 consecutive days, the parent/guardian of the student must meet the class teacher to give a satisfactory explanation. Monthly attendance shall be published on the Notice Board.
 11. Students absenting themselves without leave for more than 10 days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal in which case, they will have to pay the re-admission fee of 100/- and all college dues.
 12. Absence without leave from terminal examination, seminars/ test papers/ practical work will be seriously dealt with.
 13. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subjected to a maximum of 2 times during the whole period of the programme may be granted by the

University on valid grounds. This condonation shall not be counted for internal assessment.

Application of leave should be made in the following form to the Principal through the recommending authority (Tutor) by the student himself beforehand, except in unavoidable and unforeseen circumstances when the application should be made on the very day of his return to the college.

COLLEGE LIBRARY

The college has a well established library which caters to the needs of the UG and PG students, research scholars and the faculty. The college library is fully automated. The library provides access to more than 6000 E-journals and more than 97000 E-books through NLIST Programme of INFLIBNET. All the leading Malayalam & English newspapers, magazines, periodicals and Journals are available in the library. All members of the staff and students are entitled to use the library for reference and to take books on loan.

**The library will be kept open on all working days
from 9.00 am to 4.00 pm**

LIBRARY RULES

1. Students using the library must bring their college identity cards.
2. Staff and students are given open access to the library. Students are not allowed to take any personal belongings into the library other than pen and plain paper.
3. The library accepts no responsibility for theft, damage, misplacement, or loss of personal belongings of its users
4. Students should register their names in the library and

- get their borrower's card at the beginning of every academic year.
5. Students requiring library books will have to surrender their borrower's card.
 6. Library card/ library books lost or found must be reported in writing to the librarian immediately.
 7. Hall ticket for the university examinations and transfer certificates will be issued and caution deposits refunded only after clearing all the dues to the library. *No dues Certificate* will be issued only when all documents borrowed are returned to the library.
 8. The Librarian may recall a book at any time even if the normal period of loan is not over. Students shall not sub lend the books of the library.
 9. Readers will be responsible for any damage caused to the book. Pencil marks and ink stains etc. made on the book will be treated as damages. The borrower will inspect the books and bring it to the notice of the counter assistant if they are damaged before getting them issued; otherwise he/she will be held responsible for the damage at the time of return. The member shall be liable for the replacement of the book by a new copy/pay the cost of the replacement of the book along with the postal charge. If a book belonging to a set or series is lost or damaged and a new edition is not separately available, the borrower will be required to repay the value of the whole set of series.
 10. If the lost book is not available for replacement, as per G.O. 1028/A3/93. H.Edn. dated 28/05/1993, the value of the lost book will be realised at the following rates:
 - a) Ten times the face value of the books which are published prior to 1946.

- b) Six times face value of the books which are published, prior to 1970.
 - c) Three times face value of the books in all other cases.
11. Books of reference section and periodicals will not be lent but they may be referred within the library hall on production of identity card.
 12. No person shall lie on benches, chairs or tables and no waste paper shall be thrown on the floor of the library.
 13. No person shall commit any nuisance or take of refreshments inside the Library.
 14. Strict silence shall be observed in the library hall.
 15. Use of mobile phones is strictly prohibited inside the library.
 16. Degree students are permitted to borrow 3 books, P.G. Students 5 books and staff members 20 books at a time. Each student is given library cards (3 for degree students and 5 for P.G. students) which have to be deposited in the library at the time of receiving books.
 17. The normal loan period of a book is 14 days. If the date on which a book is due to be returned happens to be a holiday, the next working day will be the due date. A fine of one rupee per day will be levied if a book is retained beyond the due date. Absence from the college will not be entertained as excuse for delay in returning books. While collecting the fines, the intervening holidays will also be taken into account.
 18. All books must be returned by the students and staff at the end of the academic year for stock verification.
 19. The transfer or sub lending of books to any one outside the college is strictly prohibited inside the library.

20. Library Reading Section and Reference Section are not to be used as study area.
21. On leaving the library, all users are required to produce for inspection all books and items taken out of the library.
22. Surveillance cameras are in use at marked locations in the library.
23. Stern action shall be taken against any users who steal or vandalize library materials/equipment.
24. The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.

WITHDRAWAL AND ISSUE OF CERTIFICATE

1. Certificates shall be issued only after the payment of all the dues to the college.
2. Students are asked to submit their application in the office.
3. A notice of 3 days is necessary for the issue of any certificate.
4. Plus 2 Marklist submitted by the students on admission will be returned to them on completion of the respective university Examination.
5. No certificate will be sent by post unless the transmission charges are prepaid. Marklists and other certificates have to be claimed at least within a year after leaving the college. The college office cannot hold itself responsible for any damage or loss to the certificate left unclaimed by the student.
6. An additional fee of Rs. 100 will be levied from those who apply for duplicate copies of T.C.

STUDENT SUPPORT ACTIVITIES

National Service Scheme (NSS)

Aims: Started in 1978-79 in the college the National Service Scheme aims at education through community service. Its motto is to arouse the social consciousness of the community by preparing them to be useful to the society.

Membership : NSS Membership is voluntary and strictly on selective basis, 100 students mostly from I. DC are selected to make a National Service Corps. Every student has to follow the code of discipline and behaviour prescribed by the NSS. A student attending the NSS will be required to put in the minimum time of service equivalent to 120 hours of work in 2 years. These students are eligible for a certificate issued by the University.

Application : Application for enrollment will be called for by The Programme Officer of the Unit at the beginning of each academic year.

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

Anti-Narcotic Cell :

Anti-Narcotic cell was set up in the college 2010-2011 to check the use of drugs. The cell conducts anti drug campaign inside the college and functions in liaison with police for this purpose.

Anti-Harassment Cell/Anti-Ragging Cell

The Cochin College has a vigilant anti-harassment cell to take reasonable and appropriate remedial action to prevent discrimination, harassment and sexual misconduct. The cell aims to eliminate any hostile environment, prevent its recurrence and correct its

discriminatory effects. The cell conducts practical investigations, facilitates conciliation and where misconduct is proved, it recommends punitive action.

Mentoring System:

Mentor intends to facilitate personal and academic growth of an individual for sharing the knowledge and insights that have been learned through the years. Mentoring is teaching, problem solving, motivating, coaching and guiding the mentee who is groomed for advancement to excel at the academic level and most importantly, in life.

WOMEN'S GUIDANCE CELL (MAITHRI)

All girl students are members of this cell. It provides a forum to girl students to express their views and problems that they face in their day to day life. Programmes are organised by the cell to teach them new skills and broaden their intellectual horizons. The cell also arranges special counselling programmes for the girl students. The cell is grateful to University Women's Association for instituting an endowment in the college to be given to the best girl volunteers in the Women's Guidance Cell. The cell also has an endowment in honour of Prof. Prema Bai to conduct an endowment lecture.

Nature Club

Environment and ecology are invaluable gifts of nature to man. Hence it is essential to create an awareness among students and the public on nature conservation. The programmes of the club include seminars, nature camps, field trips etc.

Career Guidance & Placement Cell

Career Guidance and Placement Cell serves as a vital link between the students of the college and the potential

employers. It provides guidance in the matter of choosing the right subject of study and the right profession. Members of the faculty functioning as advisors and student representatives from all departments coordinate the activities of the cell.

Student's Protection Committee

Students' guidance cell has been constituted to instil self confidence and self-esteem in students. It also aims at creating a healthy academic environment in the campus. The cell encourages students to develop a positive attitude towards life. It also intends to give proper guidance to students and prevent the tendency for irresponsible behaviour. The cell counsels students and make them aware of the positive and negative influences of the peer group.

Aims and Objectives:

1. To instil in students a spirit of academic discipline
2. To develop a sense of responsibility towards the institution and society.
3. To make them aware of the need for healthy relationship with others and at the same time behave with dignity and respect towards their fellow beings.
4. To educate them about social, moral and economic exploitation.
5. To encourage independent thinking and effective expression.
6. To kindle their curiosity in the acquisition of various branches of knowledge and to equip them properly in their vocational life.
7. To impart life skills training.

GREEN PROTOCOL

Green protocol is a set of green measures to reduce reuse and upcycle plastic waste. Impact of Plastic pollution on land and water is of great concern. Single use plastics which were handy to use has become a menace choking our waterbodies, forest, cities and other land bodies. Burning of plastics cause health issues like cancer in human beings. In this context its highly imperative and essential to adopt appropriate green measures to minimize the use of plastic utilities in our premises.

Keeping view of the above fact, The Nature club of the The Cochin College, Kochi has implemented green Protocol in its campus in 2018. A Green Protocol Committee was formed consisting of students and teacher representatives from each department. The green protocol poster was stuck on the walls of each department. The poster gives an awareness of the set of responsible behaviour one must adopt to reduce the use of plastic in the campus and make it ecofriendly. Regular awareness campaigns were organized to sensitize students about the menace of using single use plastics. Some of the green measures adopted in the campus were, use of cloth banner instead of flex banner, stainless steel glass for official get together, use of fresh flowers without plastic wrapper to welcome guests, students were encouraged to go for soft bind their project reports in their final semester rather than using plastic spiral binds. There was regular recycling of wastepaper generated in the campus. The waster papers were recycled by an NGO planet @ Earth and an equivalent amount of A4 size papers were returned to the amount of wastepaper given for recycling. Supporting staff and sweepers of the campus were also given training to sort plastic waste and degradable waste seperately and not to burn the plastic waste in the campus premises. They were also encouraged to collect used refill ball point pens while cleaning. Once after collecting they were recycled at Planet@Earth.

OTHER ACTIVITIES

PTA

Education is a process the success of which is possible only with the co-operation of parents. The PTA acts as a catalyst between the students and teachers and helps in the upkeep of the college. PTA activities are co-ordinated by a committee consisting of teachers and parents. Every parent/guardian is a member of the association by paying the prescribed membership fee.

Teacher's Club (SAUHRIDAM)

College Teacher's club is a fellowship of all teachers of The Cochin College, irrespective of caste, race, sex or political leanings. It was started in 1980 with the aim of promoting fellowship and better understanding among the teaching fraternity. The activities of the club are co-ordinated by an executive committee consisting of a representative from each department. The general body of the teachers elect the president and other office bearers.

The Cochin College Staff Recreation Club (CSRC)

The Cochin College, Staff Recreation Club was started in academic year 2010-2011. SRC provides recreation activities like cultural and civic activities among its members. In keeping these objectives, numerous events and activities are organised each year to cater to the wide-ranging interest of members.

Objectives

The objectives of this club are as mentioned below:

a) Promote and encourage artistic, literary and cultural aptitude of the members and to create opportunities for expressing their talent.

b) Create an awareness among students in the field of art, literature and sports and create opportunities to bring out their creative instincts thereby enhancing their cultural standards.

c) Provide practical lessons in drama, dance, music, kadhaprasangam and conduct competitions.

d) Encourage the members to create poetry, short story, essay and travelogues.

e) Provide support as well as practical classes in painting, gardening, developing kitchen garden and cooking.

f) Promote the use of flute and percussion instruments like mrudangam, thabala, edakya, chenda, nadaswaram etc.

g) Provide practical classes and arrange competitions in sports and games.

h) Work for the promotion and conservation of traditional and hereditary art, literature, science, culture and sports.

i) Conceive novel and attractive projects in the field of tourism.

j) Organize food festival, fair price shops, cultural programmes on special occasions.

k) Inculcate good qualities like unity, comradeship and co-operation.

l) Conduct camps and welfare activities with the cooperation of the students for the beautification and cleaning of Cochin College campus.

m) Achieve the above mentioned objectives, in unison with the members working transcending the barriers of caste, creed, religion and politics.

Bioforum

Zoology and Botany departments constituted a Bioforum to enable the students to conduct field studies, project works and the like. Tissue culture, bio diversity studies, labelling of plants, planting of saplings are a few of these projects. The forum has conducted an exhibition for the plus 2 students fo neighbouring schools.

Alumni Association

An Alumni Association is functioning in the college under the leadership of the Principal, Staff members and the former students of the college.

President - Sri. Thomas Vayalat,
Secretary - Sri. T.P. Salim Kumar

The College Magazine

The college annual magazine deals with the subject of literary and academic interest is published once in a year. The management of the magazine is vested in the hands of the Editorial Board. The Principal shall be the final authority in all matters pertaining to the magazine.

SCHOLARSHIPS AND PRIZES

1. National Merit Scholarship (NMS)

Those who have passed SSLC/Plus two with 50% marks can apply for this. Those with income below Rs. 25,000/- will get Rs. 60/- per month and those with income above Rs. 25,000/- will get a National prize of Rs. 100 and a merit certificate. Application forms can be obtained from The Special Officer for Scholarships, Directorate of Collegiate Education, Sanskrit College Campus, Thiruvananthapuram- 695 034.

2. State Merit Scholarship

Those who have secured 50% and more marks can avail this scholarship. Income limit is given below:

Class Income Limit Scholarship Amount

DC Rs. 10,000/- per annum Rs. 625/- Per annum

PG Rs. 12,000/- per annum Rs. 750/- Per annum

3. District Merit Scholarship

Students who secure 80% or above marks in SSLC Examination are eligible for this scholarship. Applications should be sent through their school itself. Later they can renew the scholarship at plus two and degree levels. Students of P.G. classes should send fresh application, however application for this can be had from the following address: The Special Officer for scholarship, Directorate of Collegiate Education, Sanskrit College Campus, Trivandrum - 695 034.

4) University Merit Scholarship

All those who have secured 50% and more marks are eligible for this scholarship. There is no income limit.

Class	Amount of Scholarship
I DC	Rs. 720/- per annum
I PG	Rs. 900/- per annum

Students have to reimburse this amount within one year of getting a job. Address for obtaining/sending applications is the Special Officer of Scholarships, Directorate of Collegiate Education, Sanskrit College Camput, Thiruvananthapuram-695034.

eligible for this scholarship. There is no income limit.

Class	Amount of Scholarship
DC	Rs. 900/- per annum
PG	Rs. 1200/- per annum

Although there is no prescribed application form for this, the candidates may submit an attested copy of the mark list in the college office soon after getting admission.

5) NCERT Scholarship

Those who have cleared National Talent Research Scheme Test are eligible for the Scholarship. Annual income should not exceed Rs. 50,000/-. Application form can be had from National Council of Education Research and Training, Sree Aurobindo Marg, New Delhi-110 016.

6) National Loan Scholarship

Those who have minimum 50% marks and with income less than Rs. 25,000/- are eligible for this scholarship.

Class	Amount of Scholarship
I DC	Rs. 720/- per annum
I PG	Rs. 900/- per annum

Students have to reimburse this amount within one year of getting a job. Address for obtaining/sending applications is the Special Officer of Scholarships, Directorate of Collegiate Education, Sanskrit College Campus, Thiruvananthapuram-695034.

7. Kerala State Govt. Scholarship

These scholarships are for low income group students. Application forms can be obtained from the college office. Application should be accompanied with income certificate and a copy of marklist. Application should be renewed every year.

Class	Income limit	Scholarship Amount
I DC	Rs. 10,000/-	Rs. 625/-
I PG	Rs. 12,000/-	Rs. 750/-

8. Hindi Scholarship

This scholarship is for students of Non-Hindi speaking states for studying Hindi beyond Plus 2 level. Applicants should have passed previous exams. Filled in application form along with copies of marklists should be submitted to the college office. Application forms can be had from the Special Officer for Scholarship, Directorate of Collegiate Education (Annex). Sanskrit College Campus, Thiruvananthapuram-695 034 by sending a request with a self addressed, stamped envelope.

9. K.P.C.R. Educational Concession

All students who come under the low income category as mentioned below can avail this scholarship.

I DC	-	Rs. 25,000/-
I PG	-	Rs. 42,000/-

Applications should be submitted along with attested true copies of SSLC Book (1st Page), mark lists and income certificate from Village Officer. This is to be renewed every year.

10. Labour Welfare Funds Scholarship

This is for eligible children of members of Kerala Labour Welfare Board. The application for this can be obtained from the Labour Welfare Fund Commissioner, Vazhuthakadu, Thiruvananthapuram-34.

11. Fishermen Scholarship

This is only for the children of Fishermen and fish workers and there is no income limit. Scholarship should be renewed every year. Application should contain copy of the SSLC Book page No. 1 and copies of the certificates revealing educational qualification. The eligible student should get counter signature on the application from the Fisheries Officer before it is submitted to the college office. The scholarship includes fee benefit, lumpsum grant and stipend.

12. OBC Educational Concession

OBC Students with low income are eligible for stipends

Class	Income limit
I DC	Rs. 25,000
I PG	Rs. 42,000

Application along with caste and income certificate should be submitted to the college office within 5 days of the beginning of the course. Application forms can be had from the college office. This should be renewed every year.

13. OEC Educational Concession

Dheevera, Vala, Kudumbi and Christian converted communities are eligible for this stipend. No income limit. Lumpsum grant, stipend and fee concession are available for the eligible. They should obtain application form from

the college office at the time of admission by showing the caste certificate. Applications should be submitted within 5 days of starting the course.

14. SPH (Scholarship for the Physically Handicapped)

Available for those who have 40% Physical disability. Income should not exceed Rs. 24,000/-. They should obtain the application form from the college office at the time of admission by showing a physician's certificate revealing the disability. The filled in application form should be submitted to the college office within 5 days of the commencement of the classes.

15. SC Educational Concession

For Schedule Caste Students they should obtain application form from the college office by showing a caste certificate. The filled in application form should be submitted to the college office within 5 days of the commencement of the classes. The scholarship includes lumpsum grant, stipend and fee concession. This should be renewed every year.

16. Other Scholarships Available

- a) Merit Scholarship to the children of school teachers
- b) Educational concession to the children of political sufferers
- c) Educational concession under the Unified Fee Concession Scheme.
- d) Scholarship for proficiency in sports.

NB. 1) For more details students shall contact the college office.

2) A student can avail only one scholarship at a time.

COLLEGE SCHOLARSHIP / ENDOWMENT PRIZES

1. Two scholarships sponsored by Shri. Achuthan Pillai namely (1) Nirmala Devi Scholarship for a girl students (2) Achuthan Pillai Scholarship for a boy student.
2. Suryanarayanan Memorial Endowment Prizes - For the student who scores the highest mark in the B.A. English Degree examination.
3. Late Sri. P.C. George (Principal) Endowment Prize : For the student who scores the highest marks in Degree Examination.
4. Late Sri. K.R. Mehta Memorial Scholarship : The scholarship is awarded to B.Com Degree students (one from each class on the basis of merit cum means)
5. Cochin College Co-op. Society Scholarships: These will be awarded annually on the basis of merit cum means to the children of class "A" members.
6. India Pepper & Spice Trade Association: Silver Jubilee prize to be awarded to the student who scores the highest marks in B.Com. Degree Examination.
7. C.L. Vareed Charities Prize to be awarded to the student who scores the highest mark in B.Com. Degree Examination instituted by C.L. Vareed Charities, Trichur.
8. Scholarship instituted by the first batch of B.Sc. Chemistry students to be given to the B.Sc. Chemistry student who gets the highest mark in the final examination.
9. Prize instituted by Physics Department : To be awarded to the student who scores the highest mark in the B.Sc. (Physics) Examination.
10. The Cochin College Credit Co-op. Society Scholarship given annually to the children of the members of the society securing the highest marks in

various examinations.

11. U.G. Saraf Memorial Scholarships of Rs. 1000 each to the (1) B.Sc. Physics student passing with highest marks (2) B.Sc. Zoology student passing with highest marks.
12. Jagannath Naik Memorial Scholarship to the B.Sc. Physics student who gets the highest mark in the final examination.
13. Sri. K.A. Joseph Memorial Scholarships to three Zoology students (one from each class) on the basis of merit cum means.
14. Sri. N.P. Ramachandran Nair Endowment prize for inter class Quiz Competition in Malayalam.
15. Prof. R.V. Kilikar Endowment Prize for the top scorers in Post Graduate and Degree classes.
16. Prof. P.S. Radhakrishnan Endowment Prize for the student who scores highest marks in the B.Sc. Physics degree examination.
17. Prof. Bhavani C. Endowment Prize for the top scorer in B.Sc. (Botany) Degree Examination.
18. Dr. Annie Joseph Manacherry Endowment Prize for the top scorer in B.Sc. (Botany) Degree Examination.
19. Prof. Meena Endowment Prize for the top scorer in B.Sc. (Botany) Degree Examination.
20. Prof. Janaki Endowment Prize for the top scorer in Additional Language Hindi at the degree level university exam.
21. Sri. V.T. Joseph Memorial Endowment Prize for the top scorer in M.Com Degree Examination.
22. Prof. M. Bhagya Lakshmi Endowment Prize for the top scorer in B.Sc. (Zoology) degree examination.
23. Prof. Ravindran Unnithan Endowment Prize for the top scorer in the Zoology main papers.

