



Ever to Excel

***SAHRDAYA***  
**College of Advanced Studies**

Kodakara, P.B.No. 18, Thrissur Dist., Kerala – 680 684

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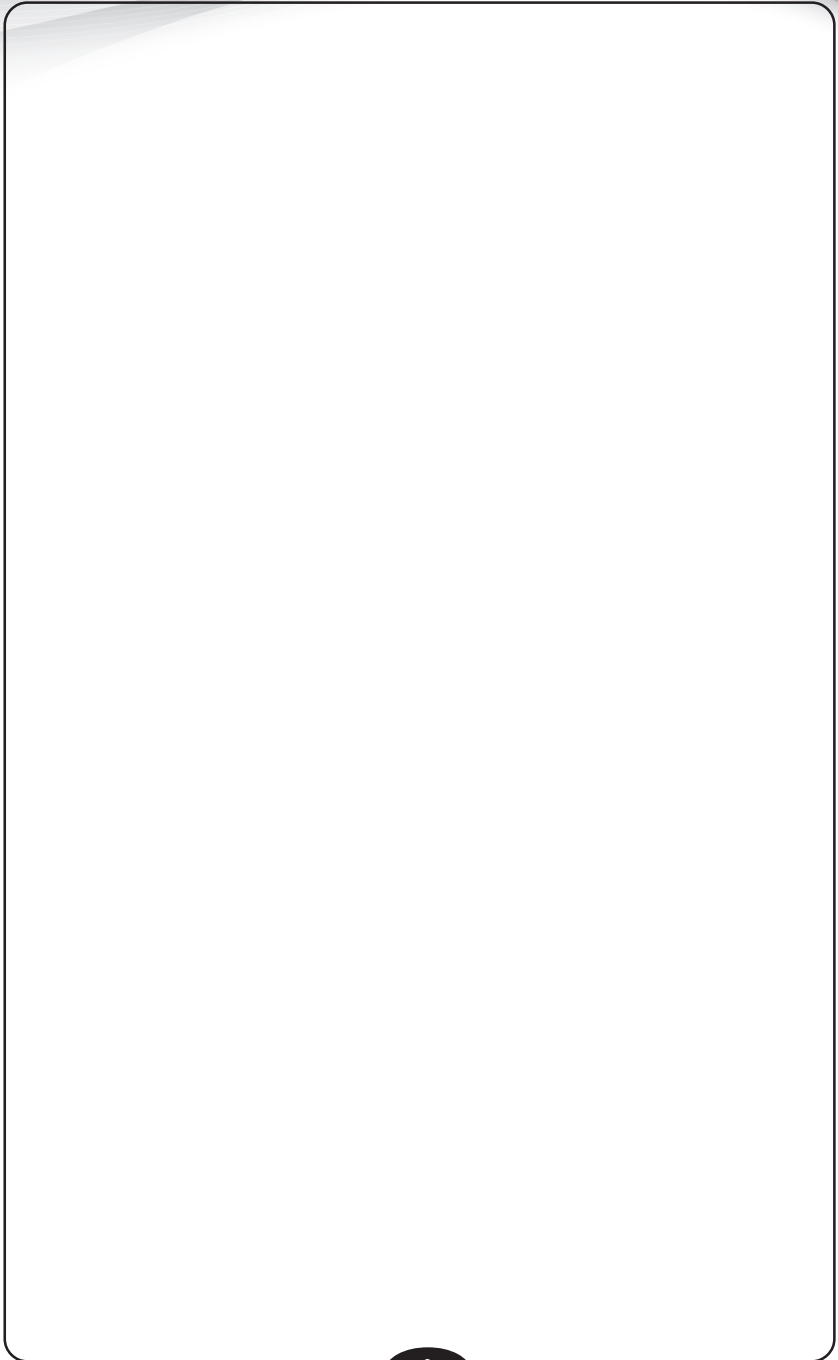
Email: [info@sahridayacas.ac.in](mailto:info@sahridayacas.ac.in)

Website : [www.sahridayacas.ac.in](http://www.sahridayacas.ac.in)

Established : 2012

Affiliated to University of Calicut

Founded and Managed by Irinjalakuda Diocesan  
Education Trust (IDET)



(Office Copy)

# STUDENT PERSONAL DETAILS

2018 - 2019

Affix passport  
size photograph

Programme.....

Semester.....

1. Name of the Student : .....
2. Date of Birth : .....
3. Identification Marks : 1.....  
2.....
4. Blood Group : ..... Gender : .....
5. Permanent Address : .....  
.....  
.....
6. Residential Address : .....  
.....  
.....
7. Father's / Guardian's Name : .....  
Occupation : .....  
Phone No. with code : ..... Mob. ....
8. Mother's Name : .....  
Occupation : .....  
Phone No. with code : ..... Mob. ....
9. Mobile Number : .....
10. E-mail id : .....

## Academic Details

### Graduation

Semester	Total Target Percentage
I	
II	
III	
IV	
V	
VI	

### Higher Secondary

	Specialization	Institution	Percentage
XII			
XI			
X			

Short Term Plans (After Graduation)

Long Term Plan (After 5 or 7 Years)

## Plan of Action

### In case of employment

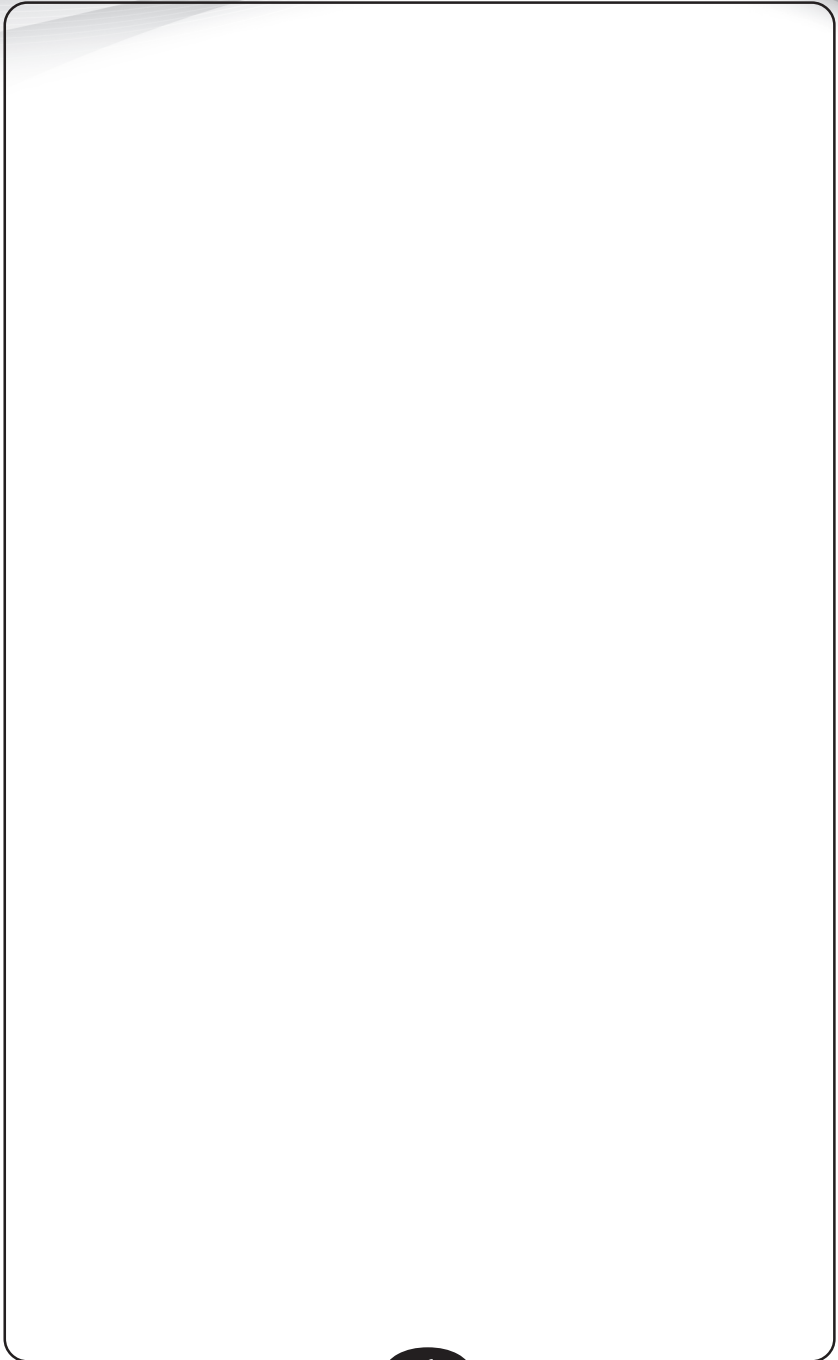
1. Preferred industry and company after graduation
2. Company's criteria (qualification and skills) for the above profile

### In case of higher education

1. Preferred course and institution for higher studies
2. Grades and talents required for enrollment

## Skills and interests

Signature of the student



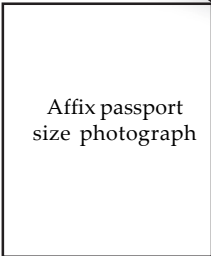
(Student Copy)

# STUDENT PERSONAL DETAILS

2018 - 2019

Programme.....

Semester.....



- 1. Name of the Student : .....
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Semester

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## Plan of Action

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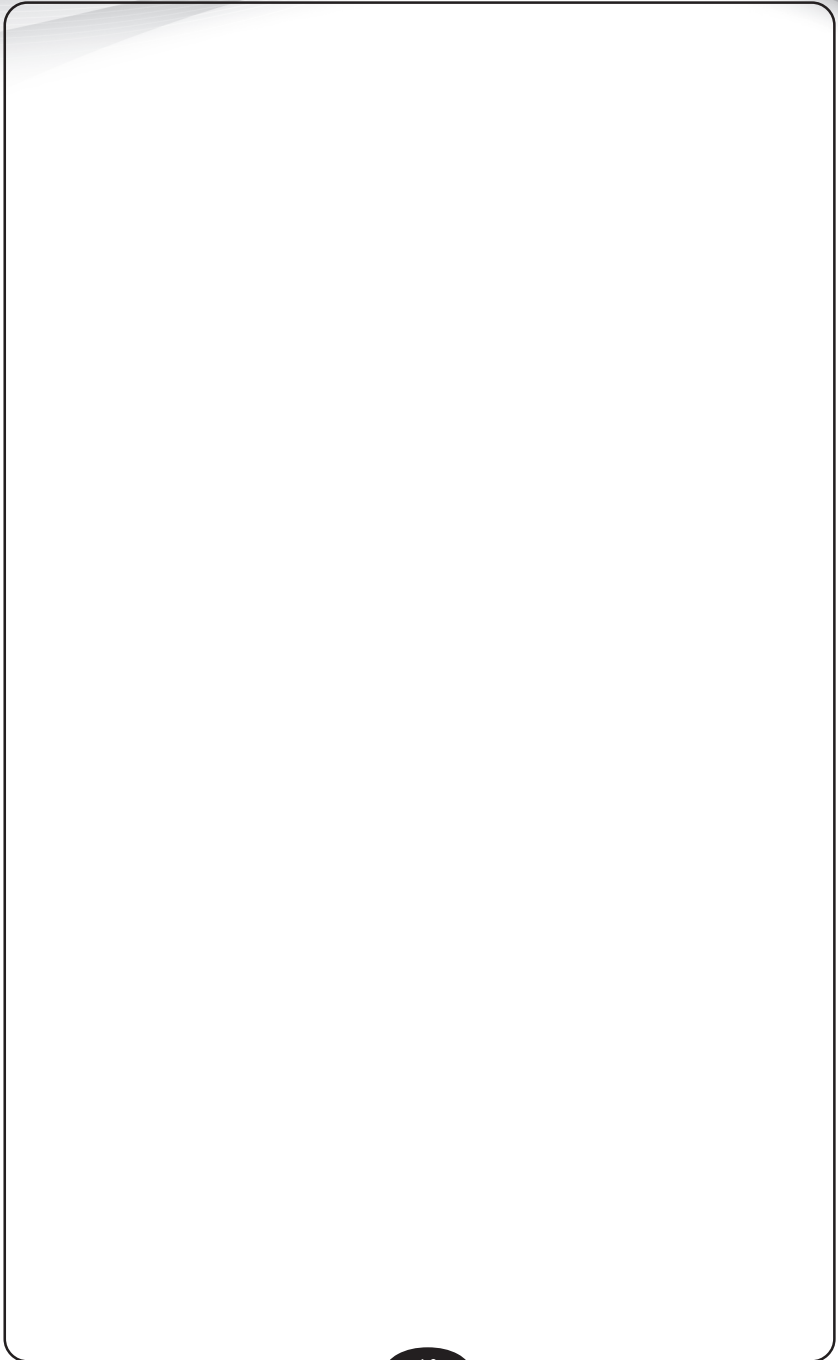
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### In case of higher education

1. Preferred course and institution for higher studies
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## Skills and interests

Signature of the student



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**SAHRDAYA GROUP OF INSTITUTIONS**  
**At the helm of affairs**

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**Bishop Mar Pauly Kannookadan**  
Chairman, IDET

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**Msgr. Dr. Lasar Kuttikkadan**  
Manager  
Sahrdaya Group of Institutions

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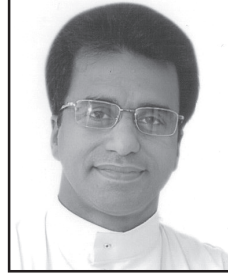


**Fr. Titus Kattuparambil**  
Executive Director

**SAHRDAYA COLLEGE OF ADVANCED STUDIES  
KODAKARA  
GUIDES BY OUR SIDE**



**Fr. Titus Kattuparambil**  
Executive Director



**Fr. Dr. Devis Chenginiyadan**  
Asso. Exe. Director



**Dr. Jenson P.O.**  
Principal



**Dr. Rani M. J.**  
Vice Principal



**Fr. Shaju Chirayath**  
Finance Officer



**Fr. Sebin  
Edattukaran**  
Sports Director

## **The Establishment : Irinjalakuda Diocesan Educational Trust (IDET)**

Irinjalakuda Diocese was established in the year 1978, and His Excellency Mar James Pazhayattil took over the reins as the first Bishop of this Diocese. Since the beginning Irinjalakuda Diocese has been doing an excellent service, meeting the needs of Education, Health and Social responsibilities. Considering the need of value based education, the Diocese decided to establish an Engineering college to mark the Episcopal Silver Jubilee Year of His Excellency Bishop Mar James Pazhayattil and the Silver Jubilee of the formation of the Diocese of Irinjalakuda .The Irinjalakuda Diocesan Educational Trust (IDET) was formed and registered on 23-07-2001 with Reg. No: 138/IV 2001 at Irinjalakuda registration office and His Excellency Mar James Pazhayattil assumed office as its Chairman. Bishop Mar Pauly Kanookadan laid the foundation of SCAS Kodakara in the year 2012 and is also the current chairman of SCAS.

### **Our Vision**

To impart wisdom to excel the qualities of heart and head of the young ones and thereby become self sufficient in the spiritual, intellectual, social and human levels to be happy and holy human beings.

### **Our Mission**

To mould a new generation in integrity of virtues and in maturity of values and to form them in true wisdom according to their God-given talents, for the good of the human beings by means of the noblest activity of study and by way of the most gracious quality of friendship.

**Our Motto :**  
***Ever to Excel***

**Our Logo**



### **The Institution**

The promoters of ***Sahrdaya College of Advanced Studies*** is Irinjalakuda Diocesan Educational Trust, a trust instituted by Mar James Pazhyattil, the Bishop of Syro-Malabar Catholic Diocese of Irinjalakuda. The objective of the Trust, is to provide education and adequate training to meet the challenges of modern society by establishing and running higher educational institutions, professional educational institutions, and other teaching and training establishments.

Irinjalakuda Diocesan Educational Trust is now regarded as a multi-faceted, service oriented foundation envisioning education of the youth. Quite a number of educational institutions are there to its credit, prominent among them are Sahrdaya College of Engineering and Technology, Kodakara, St. James Medical Academy, Chalakudy, Jesus B.Ed Training College, Mala and Sahrdaya Tech, Irinjalakuda.

We aim at the integrated development of the youth who are trained to lead and mould the future generation. We aspire to inculcate high values and flawless ethics in our students, besides imparting quality education. We also provide job oriented skills and training in personality development to equip them feel at home when they step into the competitive world. Every individual in our institution is personally monitored so that their talents are adequately nurtured and their vices

consciousness. Students are motivated to set their foot in society with confidence and thrive in the diversified Indian culture. On completion of their course in the campus, we ensure that they get an awareness of God's plenty. Through the years, we constantly and consistently prune our student to emerge effective citizens of our nation. The management and the staff are resolute to etch the motto, *Ever to Excel* in the students of Sahrdaya.

## A word on Sahrdaya

### The Beginning

***Sahrdaya College of Advanced Studies*** was formally inaugurated on Saturday, 31 December, 2011 by the Honourable Chief Minister of Kerala Shri. Oommen Chandy, in a solemn function presided over by Mar Pauly Kannookkadan, the Bishop of the Diocese of Irinjalakuda and the Chairman of Sahrdaya Group of Institutions, in presence of Bishop Mar James Pazhayattil, the Founder Chairman, Shri K. M. Mani, Minister for Finance, Govt. of Kerala, Shri. Thomas Unniyadan, MLA of the Constituency of Irinjalakuda, Shri. K.P. Dhanapalan, MP of the Constituency of Chalakudy, Shri B.D. Devassy, MLA of the Constituency of Chalakudy and Msgr. Sebastian Maliekkal, the Vicar General of the Diocese.

### Geographic location

Sahradaya College of Advanced Studies is situated on a serene, lush green locale spread over 10 acres, 500 metres away from Kodakara – Krishnankotta State Highway, 2 kms from NH-47 and Kodakara town and 3 kms from Irinjalakuda Railway Station. The structure and design of the campus exemplify the splendour of architectural excellence and ensures a congenial atmosphere for academic pursuit.



## COURSE DETAILS

1. B.Com Professional with Chartered Accountancy
2. B.Com Finance with ACCA (UK)
3. B.Com Finance with CMA (USA)
4. B.Com Finance with Company Secretaryship
5. B.Com Taxation with CMA (IND)
6. B.Com Banking with CFP
7. B.Com Computer Application with CAT
8. B.Sc. Chemistry
9. B.Sc. Computer Science
10. B.Sc. Geology
11. B.Sc. Mathematics
12. B.Sc. Physics
13. B.Sc. Psychology
14. B A English Language & Literature
15. B A Malayalam Language & Literature
16. B.B.A with CFP
17. B.C.A

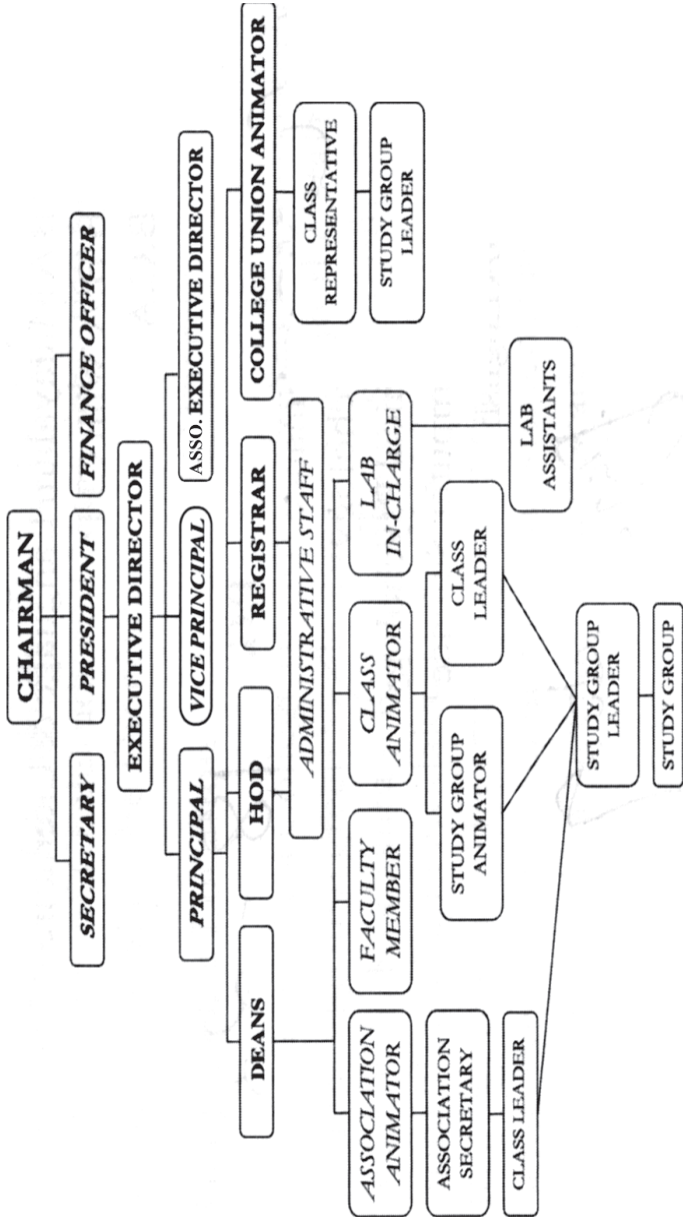
## PG

1. M.Com Finance
2. M.Sc. Psychology
3. M.Sc. Clinical Psychology
4. M.A. English
5. M.Sc. Computer Science

## Administration

- **Rev. Fr. TITUS KATTUPARAMBIL**  
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E- mail : titusachan@gmail.com
  
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**Associate Executive Director**  
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E- mail : chendev0@gmail.com
  
- **Dr. JENSON P.O.**  
**Principal**  
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E-mail : jenson2752669@gmail.com
  
- **Dr. RANI M.J, M.Sc, M.Phil, PhD**  
**Vice Principal**  
Mobile : 9387512245  
E-mail : krvarghese@rediffmail.com
  
- **Rev. Fr. SHAJU CHIRAYATH**  
**Finance Officer**  
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E- mail : shajachen@gmail.com
  
- **Rev. Fr. SEBIN EDATTUKARAN**  
**Sports Director**  
Mobile : 9776788689  
E- mail : sebuedu@gmail.com

Organisation Chart



### College Chronicle

6	April	2018	VI Semester B Com / BBA University Examination College closes for Summer Vacation
13	April	2018	V Semester UG University Exam Result (2015 Admission)
17-19	April	2018	Calicut University Inter zone Competition
24	April	2018	IV Semester B.Com/BBA University Examination

#### **Achievements**

❖ Secured Second runner up (105 points) in Calicut University Inter Zone Youth Fest 2017-18			
1- 20	March	2018	PTA Meeting of II year students
8	March	2018	International Women's Day
9	March	2018	I Semester B Com / BBA University Examination
10-17	March	2018	Study tour for IV Semester B.Sc Geology students to Karnataka
12	March	2018	Industrial Visit to Spectrum Soft Tech Solutions, Kochi (VI BCA Students)
15-28	March	2018	Interview recruitment for Teaching staff
17	March	2018	Regional Workshop on "Research Insights" conducted by Dept. of Commerce, Management & Professional
20	March	2018	VI Semester B A / B Sc / BCA University Examination Industrial visit to Modern Bread, Edappilly (I M Com Studnts)

22	March	2018	Felicitation of National Champions (Antony Varghese & Vignesh K S) by His Excellency Mar Pauly Kannookadan, Bishop of Irinjalakuda Diocese
23-27	March	2018	2 <sup>nd</sup> Internal Examination for II & IV Semester students
2	Feb	2018	Digital Marketing Session by RAMBUS for II year B Sc CS & BCA . Resource Person: Mr. Jeevan, CEO Rambus : One Day Regional seminar on “Thin film Technology & Gravitational Wave Astronomy “ by Dept. of Physics . Resource Persons: Dr. Asha A S (Asst. Prof. Dept. of Physics, CUSAT), Dr. Nijo ( HOD of Physics, SH College, Chalakudy)
5	Feb	2018	Add on course certification programme by CS & IT Department
6	Feb	2018	Inauguration of “Wellness Beats “ by Mr. Joby Thomas ( 29 <sup>th</sup> World Arm Wrestling Championship Gold Medalist)
8	Feb	2018	Film Critics forum initiated by English Department
10	Feb	2018	“Prathibhasangamam 2018” .Chief Guest : Bishop Mar Pauly Kannookadan
14	Feb	2018	One Day Regional Seminar on “ Nanochemistry” by Dr. Pradeepan Periyatt (Assistant Professor,

Department of Chemistry, University of Calicut) Model Examination for III Year students			
17	Feb	2018	Convocation 2018. Chief Guest : Bishop Mar Pauly Kannookkadan
22	Feb	2018	One day workshop for II Year Mathematics students “ Group Discussion and Etiquette” by Ms. Smitha Paul : Kevin Anto Jos (II B Sc. Maths) attended Indian Association of Pain & Paliative care National Camp at AIIMS , New Delhi
23	Feb	2018	Add on “Tally” Examination
26	Feb	2018	I Semester BA/ BSc University Examinations.
27	Feb	2018	“ Career Expo2018 “ – Job Fest
<b>Achievements - February 2018</b>			
❖ <i>Our students won First Prize with gold medal in 33<sup>rd</sup> Inter University National Youth Festival ( PALASH 2018) at Ranchi . Vignesh in Mridangam and Antony Varghese in Solo Drums.</i>			
❖ <i>Overall Championship in “Inceptra 2K18” at Rajagiri College of Management &amp; Applied Sciences on 10.02.2018. 1<sup>st</sup> Prize (Rs. 20,000) for Business Management Team. 1<sup>st</sup> Prize (Rs. 20,000) for CSR. 1<sup>st</sup> Prize (Rs. 20,000) for Marketing Game. 3<sup>rd</sup> Prize (Rs. 5000) for Logistics Game. Special Recognition for Business Quiz.</i>			
❖ <i>Secured 2<sup>nd</sup> prize in Interzone Netball Championship</i>			
❖ <i>Secured 1<sup>st</sup> Runner up in All Kerala Basketball Championship at Pattambi</i>			
❖ <i>Secured 3<sup>rd</sup> prize in Interzone Korfball Championship</i>			

## Sahrdaya College Manual

3 – 12	January	2018	III Sem B.A / B.Sc University Examination
7	January	2018	Madhava Mathematics Quiz conducted by Mathematics Department
15–19	January	2018	II & IV Sem First Internal Examinations
23	January	2018	1 <sup>st</sup> & 2 <sup>nd</sup> Year B Sc Geology students visited Peringalkuthu
25	January	2018	1 <sup>st</sup> & 2 <sup>nd</sup> Year B A English students visited Thrissur Museum & Sakthan Thampuran Palace .
			1 <sup>st</sup> Year B Com CMA & B Com CHA students visited Cochin Stock Exchange
			1 <sup>st</sup> Year B Com Banking, Cooperation & CA students visited Thaikkattussery Vaidyaratnam Oushadhasala
			1 <sup>st</sup> Year B Sc Computer Science & BCA students visited Orphanage
26	January	2018	Republic Day
29	January	2018	1 <sup>st</sup> Year BBA students visited Anna Aluminium & Kitex Ltd.
30	January	2018	3 days counselling workshop for III B Sc Psychology students. Resource Person : Ms. Siji Shanty (Counsellor at Santhwana Institute of

		Counselling & Psychotherapy , Ernakulam)
31	January 2018	One Day Seminar on “Basic Concepts in Real Analysis” by Mathematics Department . Resource Persons: Dr. Viji M (Asst. Prof. St. Thomas College, Thrissur) DR. Parvathy K S ( Asst. Prof. St. Mary’s College, Thrissur)
<b>Achievements - January 2018</b>		
❖ Our faculty member Ms. Krishna and our 3 <sup>rd</sup> Year Psychology student Dona Das secured best paper award in 2 day National Seminar at St. Mary’s College , Thrissur.		
❖ Our team represented Thrissur District for Senior & Junior State Korfball Championship and secured 2 <sup>nd</sup> Place in both categories.		
❖ Secured 2 <sup>nd</sup> place with 198 points in D - Zone competitions at Panampilly Memorial Govt. College , Chalakudy. Our students were awarded Best Actors in Hindi & Sanskrit Drama & Best Actresses in 3 languages (English, Hindi & Sanskrit) and Antony Varghese selected as Kalaprabhitha.		
❖ Our Men Team secured 2 <sup>nd</sup> position and Women Team 4 <sup>th</sup> position in Inter zone Netball Championship at Marthoma College , Chungathara , Malapuram		
❖ Secured 2 <sup>nd</sup> position in Soliloquy in Lit Fest at St. Mary’s College Thrissur.		
❖ Our team secured 2 <sup>nd</sup> Position in Interzone Korfball Championship .		
4 – 7	December 2017	V Sem UG University Examination.
6 & 7	December 2017	Industrial Visit for 1 <sup>st</sup> year & 2 <sup>nd</sup> year B.Sc Physics students to Peringalkuthu



12– 18 December 2017	III Sem B.Com / BBA University Examination.
19– 21 December 2017	VI Sem 1 <sup>st</sup> Internal Examination
20-21 December 2017	III Sem B.A / B.Sc University Examination.
22 December 2017	Christmas Celebrations & X' Mas vacation started.
<b>Achievements - December 2017</b>	
❖	2 <sup>nd</sup> position in prone 50 meter rifle(Adarsh Sudharsan) in 61 <sup>st</sup> National Shooting Championship.
❖	Evanjelin Elizabeth selected as captain of Kerala Junior Girls Netball Team for the National to be held at Delhi
❖	Participated in “REVALOYSIUS” at St. Aloysius College , Thrissur and won prizes :- Best Management Team : 1 <sup>st</sup> Prize ( Rs. 10,000/- ) Business Quiz: 2 <sup>nd</sup> Prize (Rs. 3,000/- ) Treasure Hunt : 2 <sup>nd</sup> Prize , Best Manager: Special Jury award.
❖	Participated in “AGNITRAYA” at St. Joseph’s College , Irinjalakuda and won prizes :- Marketing Game : 1 <sup>st</sup> Prize ( Rs. 6,000/- ), Business Quiz: 1 <sup>st</sup> Prize (Rs. 10,000/-). Logo Quiz: 2 <sup>nd</sup> Prize, Management Game: 2 <sup>nd</sup> Prize
❖	Participated in South Zone Kalotsav at Hindusthan University , Chennai. Achievements: - Vignesh K S – 2 <sup>nd</sup> Prize in Mridangam , Antony Varghese - 3 <sup>rd</sup> Prize in drums and selected to National level to be held at Ranchi.
6-7 October 2017	Basket Ball (M)– Calicut University D-Zone Tournament, Chief Guest Mr. Jacob George, Associate Professor, Dept. of Physical Education, Christ College, Irinjalakuda

3-27	October	2017	II Semester BA/B.Sc/BCA University Examination
3-5	October	2017	II Internal examination of V Semester students
Oct 9 - Nov 3		2017	Picnic of Final year students to Hyderabad (3 batches)
27	October	2017	Holy Mass & Rosary procession - Dr. Msgr. Lazar Kuttikadan, President, IDET
Oct 30 -Nov 3		2017	II Internal Examination of I & III Semester Students
Oct 31-Nov 15		2017	V Semester B.Com/BBA University Examination

**Achievements October 2017**

- Achieved II Prize in Photography (S Vinod, III B.Com CA), II Prize in Corporate & Social Responsibility Game (Cash Prize Rs.5000), II Prize in Finance Game (Cash prize Rs.5000) & III prize in Treasure Hunt of Management Fest “INFLORE 17” organised by Rajagiri College of Business Studies, Kakkanad on 6<sup>th</sup> & 7<sup>th</sup> October, 2017.
- Secured Overall Championship in Management Fest Organised by Naipunnya Institute of Management and Information Technology, Pongam on 13<sup>th</sup> October, 2017. Best Manager – Akhila S Nair (II B.Sc Psychology – Cash Prize Rs.12000), 1<sup>st</sup> Prize in Best Management Team (Cash Prize Rs.10000)
- Secured Overall Championship in “LUMINACE 2K17” Management Fest Organised by DC School of Management & Technology, Vagamon on 13<sup>th</sup> & 14<sup>th</sup> October, 2017. [Event Management – I Prize (Cash Prize Rs.10000/-), Photography – II Prize (Mathew Roy, II B.Com Professional), Product Launch

–II Prize (Cash prize Rs. 6000/-), Advertisement Game – II Prize ( Cash Prize Rs.6000/-)

- Secured Overall Championship in “JEMECE 2K17” Management Fest Organised by Calicut University (Dr. John Mathai Centre Regional Campus, Aranattukara) on 17<sup>th</sup> October, 2017. II Prize in Marketing Game (Cash Prize Rs.12000) & II Prize in Finance Game (Rs.12000)
- Adarsh Surendran (I B.Com CA) won gold, silver & bronze medal for individual & group item of 50 m .22 free rifle prone on 50<sup>th</sup> Kerala State Shooting Championship held at Palakkad.
- Adarsh Surendran (I B.Com CA) won gold & silver medal for individual & group item of 50 m .22 free rifle prone on South Zone (Pre National) Shooting Championship held at Chennai.
- Achieved II Prize in Team building events (Cash prize Rs.10000) of Management Fest “FUDICIOUS 2K17” organised by Marthoma School of Management Studies, Kakkanad on 28<sup>th</sup> October, 2017.

11	September 2017	Faculty Development programme
13	September 2017	College re-opened after Onam Holidays
15-16	September 2017	“EL-DORADO 2017” – Arts Fest – Inaugurated by Ms.Sarayu Mohan , Cine Artist
17	September 2017	District Netball Championship
22-23	September 2017	“Sahitham” Literary workshop inaugurated by Mr.Vaisakhan, President Kerala Sahithya Academy, Presidential Address by His Excellency Bishop Mar Pauly Kannoorkadan

23	September 2017	New Library Inaugurated by Mr.K.V.Mohankumar IAS, Director, Dept. of General and Higher Education, Kerala “Sahitham” Closing ceremony inaugurated by Msgr.Dr.Lazar Kuttikkadan, President IDET, Presidential Address by Mr.K.P.Mohanan, Secretary, Kerala Sahithya Academy
27	September 2017	“One Million Goals “ FIFA Under 17 World Cup Campaign organised by Kerala State Sports Council & Directorate of Sports and Youth affairs
28	September 2017	Farewell for IV Semester PG Students (2015 Admission)
<b>Achievements September 2017</b>		
<ul style="list-style-type: none"> <li>Secured I Prize in Net Ball (Women) &amp; II Prize in Net Ball (Men) in District Netball Championship on 17<sup>th</sup> September 2017 at SCAS.</li> </ul>		
<ul style="list-style-type: none"> <li>Secured First Prize (Cash Prize Rs.7017/-) in Product Launch competition of Management Fest “MACFAST” organised by Mar Athanasius College for Advanced Studies, Thiruvalla on 23<sup>rd</sup> &amp; 24<sup>th</sup> Aug 17.</li> </ul>		
<ul style="list-style-type: none"> <li>Secured I Prize in Still Standing (Cash Prize Rs.2000/-), II Prize in Treasure hunt &amp; II Prize in Lock Key competition of Management Fest “Riti 2.0” organized by Vimala College, Thrissur, on 13<sup>th</sup> September 2017.</li> </ul>		
<ul style="list-style-type: none"> <li>Secured I Runner Up Championship in “ASCEND 2K17” organised by Dept. of Commerce &amp; Mgt. Studies, University of Calicut on 19<sup>th</sup>&amp; 20<sup>th</sup> September 2017. [Best</li> </ul>		

Marketing Team - I Prize (Cash Prize Rs.15020/-), Best HR Team - III Prize & Best Finance Team - III prize]			
<ul style="list-style-type: none"> <li>Secured I Runner Up Championship in “X’lencia 2K17” - Management Fest at Bharth Matha Institute of Management, Kochi – 26<sup>th</sup> &amp; 27<sup>th</sup> September, 2017. [Treasure Hunt – I Prize(Cash Prize Rs.10000/-), Photography – I Prize (Cash Prize Rs.5000/-), Finance Game – II Prize]</li> </ul>			
2-4	August	2017	First Internal Examination for UG Students
4	August	2017	IV Semester PG University Examination
7	August	2017	Commerce Association Inauguration “Res Novae 2017- 18” by Mr.Porinju Veliyath (Managing Director and portfolio Manager, equity intelligence) Psychology Assoc.Inauguration by Dr. Sunil Kumar Yemmen, JCI international trainer Physics Association Inauguration “URJA 2k17” by Dr.Raghu.O, Asst. Prof. Govt. Engineering College, Thrissur
8	August	2017	CS & IT Association Inauguration by Dr.M Sudheep Elayidom (Asso. Prof. CUSAT). English Association Inauguration by Prof. Raphael Joseph
9	August	2017	Chemistry Association Inauguration by Dr.Dias, Former Director CMET, Athani
10	August	2017	Mathematics Association Inauguration by Dr.A. Vijayakumar

			(HOD, Department of Mathematics, CUSAT), University Union Election
11	August	2017	Competitions relating Independence Day
16-29	August	2017	PTA meeting of I year students
16-22	August	2017	II Semester B.Com/BBA University Examination
18	August	2017	Women Development Cell Inauguration by Dr.Molly Kurvilla, Director, Centre for Women's Studies, University of Calicut
23-26	August	2017	Spiritual renewal programme for I Year students at Gagultha Retreat Centre, Thrissur
23 & 25	August	2017	Study tour for III Semester students
25	August	2017	General quiz for teachers' WORLD 2017
29	August	2017	PG Academic year inauguration by Prof. Richard Hay M.P
30	August	2017	Teachers' Day Celebration
31	August	2017	Onam Celebration, College closed for Onam Vacation
<b>Achievements August 2017</b>			
<ul style="list-style-type: none"> <li>• Secured 1<sup>st</sup> Position in Thrissur District Netball Junior (Under 19) Championship for Men &amp; Women</li> <li>• II Semester UG (2015 Admn) University Exam Results – 87%</li> </ul>			
4-10	July	2017	PTA Meeting of II Year students
4	July	2017	National Seminar on French Language led by Madame Sylvie Falzone from France
5	July	2017	IV Semester UG University Examination

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17	July	2017	Inauguration of Certified Financial Planner course by Mr.B.Mohan, Former President of UTI Mutual Fund
21	July	2017	II Semester PG University Examination
27	July	2017	Seminar on GST (Resource Person – Mr.Santhakumar, CA)
26-29	July	2017	Retreat for Final Year students at Jerusalem Retreat Centre, Thalore
31	July	2017	Freshers' Day, Academic Year Inauguration, Inauguration of IAS coaching & Malayalam Association Inauguration by Dr.K.Jayakumar IAS, V C, Thunchathezhuthachan Malayalm University, Presided by Mar.Pauly Kannokkadan, Bishop of Irinjalakuda Diocese & Dr.Prof.Msgr.Lazar Kuttikadan, President, IDET
<b>Achievements July 2017</b>			
<ul style="list-style-type: none"> <li>• Ms. Aiswarya Nair (BA English – 2014 Admission) won first rank in the Value Education Examination under Chair for Christian Studies, Calicut University</li> </ul>			
1	June	2017	Reopening after Summer Holidays
5	June	2017	World Environment Day Celebration- Chief Guest Ms. Sony T.L., Asst.Professor, Sri. C. Achutha Menon Government College, Thrissur
13	June	2017	Condolence assembly for Bright Sebastian Workshop on creative

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			writing Prof. B.S. Ramakrishnan(Rtd.Prof., SKVC Thrissur)
14-16	June	2017	Retreat for II year B.Sc/BCA/BBA/BA students at Jeevas Retreat Centre Aluva
16	June	2017	IV Semester B.Com/BBA University Examination
19	June	2017	Reading Day inaugurated by Writer Mr.C Balachandran, Chairman KAMCO, Athani
20	June	2017	FDP for Commerce Dept. Teachers on IFRS (Ms.Anjaly Mathew, delegates of ACCA)
21	June	2017	Commencement of I Semester UG Programmes, Bridge Course
27-30	June	2017	PTA Meeting of II Year students
June 28-Jul 1		2017	Retreat for II year B.Com students at Jeevas Retreat Centre Aluva
29	June	2017	Seminar on Research Methodology by Dr.Vinay Raj, HOD of MBA,DIST Angamali
30	June	2017	Feast of our Patron (Sacred Heart of Jesus) - Holy Qurbana & Inauguration of DOVE- Bishop Mar Pauly Kannokkadan
<b>Achievements June 2017</b>			
❖ V & VI Semester UG (2014 Admn) University Exam Results – V Semester – 85.36 %, VI Semester = 90.20 %			
5	May	2017	Academic Council Meeting
11-15	May	2017	Calicut university Inter Zone Competitions



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22	May	2017	I Semester BA/B.Sc/BCA University Examination
27	May	2017	Faculty Development Programme at CSR, Pariyaram (Resource person – Fr. Bobby Jose Kattikkadu)
<b>Achievements May 2017</b>			
❖ Secured Second runner up (125 points) in Calicut University Inter Zone Youth Fest 2016-17			
❖ IV Semester UG (2014 Admn) & II Semester PG (2015 Admn) University Exam Results UG – 82.57%, PG – 100%			
1	April	2017	Handing over of "Sahrdayama house" constructed by the college students
17-21	March	2017	Calicut University D-Zone competition at Sreekrishna College Guruvayoor .
14	March	2017	Maths Lecture Series
1-2	March	2017	Calicut University Net Ball championship .
4	February	2017	PrathibaSangamam, Career Guidance Examination Class, SET Examination
27	January	2017	Seminar on Professional Education to students Mr. A Siddharth (Secretary, Institute of Cost and Mgt. Accounts and Mgt. Accounts, Thrissur Chapter)
21	December	2016	Anti Drug Campaign.
2	December	2016	Prabhasahana Parambara. Dr.K.P.Mohanan

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21-24	November	2016	Seminar on “A boom to IT Industry”by Mr.Sreekanth.K.S, Co-founder cum Chief Technical Officer of MAP MY MARKETING Pvt.Ltd. Mumbai.
16-19	October	2016	Youth Fest 2016 - Management Fest Inaugurated by Mr. K.P. Wilson (chairman K.P. Pathrose Vaidyans'Kandamkulathy Vaidyasala.)
25-30	October	2016	Picnic of Final Year Students to Hyderabad.
21	October	2016	“Meet The Journalist”- Joy M Mannoor.
6	October	2016	Arts Fest “EL DORADO 2016” – Chief Guest Mr. Priyanandan (Film & Drama director) The first ticket Booklet of Sahrdaya Youth Fest 2016 handed over to the Chief guest.
29	September	2016	Seminar on “Overseas Education” by Mr. Vijay Vani, Country Head, university , conducted by study Global,Ernakulam.
23	August	2016	A Class on “IT Etiquettes” by Jhandas Nair, Corporate Trainer.
12	August	2016	Saptha Sadassu Inauguration by Sri. Jayaraj Warriar, Cine Artist.
27	July	2016	“Mazha Melam” – Chief guest Prof. Savithri Lakshmanan.
26	July	2016	Workshop on “How to become key employee” for II B.Com – Mr. Adarsh.P.R.

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15	July	2016	Inauguration of Value Education
11	July	2016	Entrepreneurship Awareness Camp
4	July	2016	Vanamahotsav Week Celebration
28	June	2016	Medical camp for first years
22	June	2016	Reading day celebration
15	June	2016	Commencement of UG programmes Commencement of UG programmes
03	June	2016	World Environment day celebration
01	June	2016	College Reopening
23	May	2016	U.G Admission started for 2016-17
10	May	2016	Vision and Mission - Year Plan
03	May	2016	I Semester UG Examination
28	April	2016	1st Sem BA/B.Sc/BBA Examination
22	April	2016	1st Sem B.Com/BBA Examination
08	April	2016	1st Sem PG University Examination
05	April	2016	Model Examination for 1st Sem Students
01	April	2016	Recruitment for Teaching and Non- Teaching Staff
22	March	2016	IIInd Internal Examination for IIInd & IVth Semester students
18	March	2016	V1th Semester University Examination Starting
05	March	2016	D Zone Competition
13	February	2016	Motivation class for D Zone Participants

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10	February	2016	Film Fest conducted by English Department
10	February	2016	Traffic Awareness session conducted by Traffic Commission of Thrissur
21	January	2016	3rd Semester University examination
16	January	2016	Career Guidance Class by Career Guru Sri. B.S Warriar
07	January	2016	Sports & Games Inaugurated by Mr. E.C Royson (State Award winner for Best Physical Education teacher)
28	December	2015	First Internal Examination for 2nd, 4th & 6th Semester Students
28	December	2015	College reopening after Christmas Holiday's
03	December	2015	Christmas Celebration
20	December	2015	Christmas Holidays
12	November	2015	Sahrdaya Youth Fest
02	November	2015	2nd Internal Examination for 1st, 3rd & 5th Semester Students
08	October	2015	National Seminar & Annual Conference of KMA - Inaugurated by Mar James Pazhayattil
07	October	2015	Oath Day
06	October	2015	Sahrdaya Management Fest
29	September	2015	Paper Presentation Competition (Maths Dept)
28	September	2015	Commerce Association Inaugurated by Dr. K.B. Muraleedharan
25	September	2015	Picnic of Second Year Students

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02	May	2015	2015-16 University admission registration started
04	May	2015	Interzone Competition Started
08	May	2015	University exam for IIIrd and V I Sem
01	June	2015	Reopening of the academic year 2015-16
04	June	2015	Celebration of world Environment Day
10	June	2015	Inauguration of Hyde park sessions
26	June	2015	Feast of our Heavenly Patron - SacredHeartofJesus, holyQurbana-Bishop Mar Pauly Kannookadan, LaureolaPublication Releasing
30	June	2015	Blood Donation Campin collaboration with IMA Thrissur
8	July	2015	Mansoon Krithikalude Avatharam by RafeeqAhamed
10	July	2015	Inauguration of Value Education by Swami Sandeepananda Giri
14	July	2015	Malayalam Association Inauguration by Sri. Balachandhran Chullikad
03	August	2015	Biz World Competition
11	August	2015	Economic Times Business Quiz
13	August	2015	International Seminar on Global businessTrends
17	August	2015	Maths Association Inauguration
19	August	2015	Entrepreneurial Development Club Inauguration
20	August	2015	ITAssociation Inauguration
21	August	2015	Onam Celebration

## Sahrdaya College Manual

04	September	2015	Teachers Day Celebration
07	September	2015	Interview Skills Training for Final Years
10	September	2015	Blessings of New PG Block by Bishop Mar Pauly Kannookadan
14	September	2015	Internal Exam Started
18	September	2015	ELDORADO 2015 - Arts Fest Inaugurated by Dr. Srivalsan J Menon (Music Director)
3	February	2015	Conducted a Industrial visit at USTGLOBAL, Kakkanad.
14	February	2015	Sahrdaya College of Advanced Studies hosted "Prathiba Sangamam 2015"
14	February	2015	Sahrdaya SET2015 was held on 14th Feb 2015 from 1.00p.m to 3 p.m
19	February	2015	Association Inauguration of English language and Literature dept.
20	February	2015	D-zone Off stage competitions were on 14th and 15th of February 2015 and on stage items were on 20th ,21st and 22nd of February 2015 at Dr.John Mathai Center Thrissur. 103 colleges participated in the event. SCAS participated in a total of 58 Items.
20	February	2015	We got 1st Prize in College Band, Kolkali, Hindi Drama, Margamkali
20	February	2015	We got 2nd Prize in Thiruvathirakali, Poorakali, Parichamuttukali,

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			Duffumuttu, English skit, English-drama, Eastern music, Western music, Ganamela, Nadodisangeetham, Saxophone (solo), Panchavadyam.
20	February	2015	We got 3rd Prize in Mappilapattu, Patriotic song, Tamil versification, Western Music Solo.
13	March	2015	Conducted "SAHRDAYA SARGOTSAV 2015"
01	August	2014	III & V Semester Internal Exams conducted
08	August	2014	Sahrdaya Maths Club Inaugurated
14	August	2014	Independence Day celebrated.
15	August	2014	Ms.Juby Maria Joy, student of B.Sc-Psychology(Vth semester) has been selected to receive the "Sadguna Award 2014.
15	August	2014	68th Independence Day celebrated
21	August	2014	The Department of English Language and Literature organized a Film festival
22	August	2014	The IT Association was inaugurated by Mr. Farish .C.V.,
28	August	2014	The department of Psychology had an inaugural ceremony of Eclectic Therapeutic Centre and Psychology Lab.
03	September	2014	SCAS ARTS FEST 2014 Conducted

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05	September	2014	Conducted Onam Celebration
16	September	2014	College Re-opens after Onam vacation.
22	September	2014	Grand Finale of new Business Plan competition.
26	September	2014	Women Cell was inaugurated by Adv. Noorjahan.
14	October	2014	The Management Association was inaugurated.
16	October	2014	Faculty Development Programme
31	October	2014	Kerala Piravi 2014 was celebrated
16	Novemeber	2014	Students had participated in Patanjali yoga Olympiad – International yoga championship (District level)
22	Novemeber	2014	V <sup>th</sup> sem University Exam started.
24	Novemeber	2014	Training For Students – Grooming For Success.
25	Novemeber	2014	Our College actively participated in CSS work from 25th November to 1st of December.
01	December	2014	Six days CRASH PROGRAMME was arranged for final B.Com
03	December	2014	Social outreach Programme for II <sup>nd</sup> year students at Smile Village, VettikuzhiPope Paul Bhavan-Athani, Sweet Home-Puthenchira, Cyrene Kodunga.
03	December	2014	Department of Mathematics conducted Mathematics Quiz



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03	December	2014	Industrial visit for IInd BBA Students to KITEX, Kizhakkambalam.
04	December	2014	Students had participated in University Athletic meet. Which was held at CHRIST COLLEGE Irinjalakuda,
20	December	2014	Christmas celebration
02	January	2014	Staff tour on 2nd January 2015 to the Backwaters of Aleppey.
09	January	2014	Sahrdaya International Business Quiz was conducted on 9th Jan 2015 in association with Dept.of Commerce & Management
16	January	2014	Psychology Association for the year 2014-15 inaugurated.
20	January	2014	Sahrdaya College of Advanced Studies participated in "Run Kerala Run marathon".
30	January	2014	In connection with Site HUB activity an expert talk on cyber world was conducted by cybercell police officials Mr. Sujith and Mr. Manoj
31	July	2014	Training on code-walker to the staff
30	July	2014	New business plan competition started by management dept.
28	July	2014	Industrial visit for 5th semester BCA students
23	July	2014	Inauguration of SMI

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22	July	2014	CSS work by commerce department
21	July	2014	Student counselling started near by schools by Psychology departments
16	July	2014	Literary talent hunt for freshers.
14	July	2014	Inauguration of IT association
7	July	2014	Counselling training
20	June	2014	Psycho innovation session started
20	June	2014	Open course started for final years
10	June	2014	Readers day celebration
16, 17	June	2014	FDP for teachers
10	June	2014	SEEP programme started
6	June	2014	Intractive demo class for teachers
2	June	2014	Hyde park section inauguration
5	June	2014	World Enviornment day celebration
2	June	2014	College Re-opening
23	May	2014	Participation in inter zone mime competition
22	May	2014	Participation in interzone Margamkali competition and won third prize
21	May	2014	3 day training camp of Jesus Training College
7	March	2014	Seminar on 'Cybemetacs'
4	February	2014	D-zone prathibasangamam inauguration
19	December	2013	Sahrdaya Family Fest
2	November	2013	seminar on road safty, Bike stunding
1	November	2013	Kerala piravi, Dept. of malayalam inauguration
30	October	2013	New programmes B.Sc CS, BA English and Bcom CA got approval

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25	October	2013	Seminar on Cyber war, Cyber crime and information security
21	October	2013	Blood donation camp conducted
16	October	2013	Inauguration of smart class room
15	October	2013	FDP
11	October	2013	Seminar on blood donation
4	October	2013	Commerce and management association inaugurated
1	October	2013	Sevanavaram by students
13	September	2013	inauguration of students council and finance
6	September	2013	DOVE inaugurated
5	September	2013	Teachers day
4	September	2013	Health club of inauguration
26	August	2013	Selection of sports representatives
16	August	2013	Literary association inauguration
16	August	2013	Value education programme "SALT"
15	August	2013	Independence Day celebration
1	August	2013	Psychology Association was inaugurated
28	July	2013	PTA Meeting for parents
5	July	2013	Talents day for freshers
27	June	2013	'Insertion' Course for students
24	June	2013	Bridge course for students
4	June	2013	FDP for faculties
22	May	2013	College day Celebration
18	May	2013	Arts Day Celebrations
02	May	2013	Model Exam for the Students
22	March	2013	Annual Day Celebrations
01	March	2013	Inauguration of AICUF
21	December	2012	Inauguration of ' <i>Sahodaya Charity Fund</i> '

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21	December	2012	Release of ' <i>Laureola</i> ', Tri-monthly newsletter
21	December	2012	Launch of Sahrdaya Media Correspondents
21	December	2012	Inauguration of Nature Club
18	December	2012	Inauguration of Entrepreneurial Club
17	December	2012	Inauguration of Quiz Club
14	December	2012	Inauguration of Tourism Club
13	December	2012	Inauguration of Health Club
12	December	2012	Inauguration of Literary Club
12	December	2012	Inauguration of Cultural Club
05	December	2012	Inauguration of Sports Club
03	August	2012	Launch of Add-on courses
03	August	2012	Inauguration of Computer Lab
03	August	2012	Inauguration of College Library
03	August	2012	Inauguration of the Academic Year
21	July	2012	Approval from the University
25-28	June	2012	Orientation Class for the First batch of students
15	June	2012	Admissions - Academic Year 2012-13
14	June	2012	Approval from the Government
15	December	2011	Application sent to University for approval
	November	2011	Blessing of the building by Bishop Mar Pauly Kanookadan
	November	2011	Renovation of the building
	November	2011	Registration of the College by name ' <i>Sahrdaya College of Advanced Studies</i> '
	November	2011	Possession of the College Building

## OUR DEPARTMENTS

1	Department of Commerce
2	Department of Management Studies
3	Department of Professional Education
4	Department of English Language & Literature
5	Department of Malayalam Language & Literature
6	Department of Computer Science
7	Department of Computer Application
8	Department of Physics
9	Department of Chemistry
10	Department of Geology
11	Department of Mathematics
12	Department of Psychology
13	Western & Eastern Language Department
14	Department of Wellness Beats
15	HR Department
16	Department of Physical Education
17	Department of Value Education

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## Sahrdaya College Manual

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## Sahrdaya College Manual

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## Sahrdaya College Manual

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## Sahrdaya College Manual

### Department of Physics

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### Department of Mathematics

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## Sahrdaya College Manual

### Department of Geology

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### Department of Psychology

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### HR Department

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### Department of Add - On

Mr. Sebastian Joseph	Communicative skill Trainer	8943876149	devjoe25@gmail.com	Oct 2
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Mr. Rinto Paul	CET Trainer	9497316720	rintopaul12@gmail.com	June 26
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Ms. Merry Henna Joseph	Soft Skill Trainer	9495256454	merryhennajoseph@gmail.com	July 15

## Sahrdaya College Manual

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Mr.Binu Kaliyadan	Soft Skill Trainer	9744485210	ki.binu@gmail.com	Nov 30
Mr. Vincent Njarekkadan	Soft Skill Trainer	9605473889	vincentnp55@gmail.com	May 20

### Department of HR

Dr. Karuna K.	HR Head	9847886965	karunaknair@gmail.com	May 12
Mr. Tins Jose	HR Manager	9562818014	tinsjosemba@gmail.com	Jan 25
Ms. Pretty Kiran	HR Manager (Students & Staff)	8281089018	prettyscas@gmail.com	August 28
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Ms. Jojy Joseph	HR Staff	9497180062	mail2jojy@gmail.com	August 11
Ms. Sherinmol PM	HR Asst.	9744731866		June 13
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### Department of Physical Education

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### Library

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Ms. Joisy Binu	Library Asst.	9846465692		Aug 22

## Sahrdaya College Manual

### University Guidance Service

Mr. Jose V. K.	Registrar	9048170319	josevk63@vadakkumchery@gmail.com	May 30
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### Department of Academics

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### Department of Administration

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Ms. Litty Antony	Medical Officer	9995491195	littybiju007@gmail.com	Feb 26

### Lab Assistants

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## Department of Maintenance

Mr. Reji Paul	Electrical Engineer	9447467320		April 5
Mr. Varghese Thommana	Supervisor	9895388761		March 28
Mr. V. Suresh Babu	Electrician	9539359466		Feb 11

## Evaluation and Grading

1. Mark system is followed instead of direct grading for each question.
2. For each course in the semester, letter grade, grade point and % of marks are introduced in 7 – point indirect grading system.
3. **Course Evaluation :** The evaluation scheme for each course shall have two parts:
  - a. Internal Assessment
  - b. External Evaluation

20% weightage shall be given for the internal assessment. The remaining 80% weightage shall be for the external evaluation.

Distribution of marks of internal evaluation of theory courses

Attendance (25%)	Assignment/ Seminar (25%)	Test Papers (50%)		Total
5 Marks	5 Marks	5 Marks (First Internal)	5 Marks (Second Internal)	20 Marks

For particular courses :

Attendance	Record	Lab involvement
(25%)	(50%)	(25%)

**Indirect grading system:**

Indirect grading system, based on a 7 – point scale is used to evaluate the performance of students.

Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E or F).

A Minimum of 40% with E grade is required for a pass

The indirect grading system will be as follows:-

**Seven point indirect grading system**

% of Marks	Grade	Interpretation	Grade point average	Rouge of grade point	Class
90 and above	A+	Outstanding	6	5.5-6	First class with Distinction
80 to below 90	A	Excellent	5	4.5 – 5.49	First Class
70 to below 80	B	Very Good	4	3.5 – 4.49	Second Class
60 to below 70	C	Good	3	2.5 – 3.49	Pass
50 to below 60	D	Satisfactory	2	1.5 – 2.49	Fail
40 to below 50	E	Pass/Adequate	1	0.5 – 1.49	
Below 40	F	Fail	0	0 – 0.49	



**Grade Card**

The University under its seal shall issue a grade card to the students on completion of each semester. The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including the CGPA of common courses, core courses, complementary courses and open courses. This is done on a seven point scale.

**Award of Degree**

Successful completion of all the courses prescribed for the degree programme with C grade shall be the minimum requirement for the award of the degree.

## ADMISSION

### Regulations

1. Application for admission is to be made in the prescribed form available from the College office on payment of Rs. 150/-. In all future correspondence, quote your Application number. Registration of an application does not guarantee admission.
2. Application forms should be legibly filled in and complete in all respects. Make sure that no column is left blank.
3. Write your name and address (with PIN) only in capital letters.
4. Filled in applications should reach the College on or before the last date fixed for the receipt of applications. Postal delays will not be attended to.
5. Selection of the candidates for admission will be as per the Government norms, University rules and other criteria (50% on Merit and 50% by Management).
6. Intimation cards will be sent and their details will be available on the college notice board and the College website. The applicants are required to be in touch with the College office for the information regarding interview and admission. The Intimation Card does not guarantee admission. The college will not be responsible for the late non-receipt of Intimation Card.
7. All selections are subject to the approval of the Management Council. Candidates who fail to report will have to face the follow up.
8. At the time of interview the applicant should be accompanied by his / her parent and produce the relevant documents.
9. If eligible for either concession or admission, Caste or Income Certificate, whichever relevant, is to be produced.
10. The selected candidates will be admitted on payment the prescribed fees and production of the original certificates. Candidates are advised to have with them sufficient number of attested copies of the certificates with them. The originals will be returned to the students only after the completion of the course or on issuing the Transfer Certificate.

11. Fee once paid will not be refunded after the closure of admission process stipulated by the University. If cancellation is made on demand by the student within the period stipulated by the University, a reasonable fee will be charged.

### **Documents to be produced at the time of interview**

- \* Intimation Card
- \* Original Plus Two mark list and Xth mark list
- \* Transfer Certificate from the institution last attended
- \* Conduct Certificate from the institution last attended
- \* Community & Income Certificates in case of SC/ST/OBC/OEC candidates
- \* Equivalency / Recognition Certificate
- \* Attested photocopies of Plus Two mark list and Xth mark list
- \* Passport size photograph – 4 Nos.
- \* Self attested copy of Aadhar Card.

### **Admission to the subsequent academic years**

- Admissions begin in June.
- Classes for all the courses will begin during the first week of July.
- Students are requested to obey the rules and regulations of the college.
- Admission is made for one academic year only.
- Students who are irregular or who do not perform well in the examinations, and those whose conduct and behaviour are not up to the mark will not be admitted to the subsequent academic year(s) of study.
- For any and for all payments, a receipt shall be obtained from the office. It is the duty of the student to collect them and keep them safe till the completion of the course.

## **Discipline and Rules of Conduct**

1. During the absence of the teacher as well as while moving from one class to another, care should be taken to observe silence.
2. Students are forbidden from writing/leaving stray marks on the walls of the College buildings or furniture or littering the campus.
3. All serious or wilful damage to the furniture will be required to be paid for.
4. Students should avoid using the corridors of the college office, class-rooms or library for recreation. No crowding around the stair ways / passages / door ways.
5. After the commencement of the lecture no student is allowed to enter or go out of the class rooms without the permission of the teacher –in-charge.
6. Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or deed are sufficient reasons for permanent or temporary dismissal of a student.
7. Students are strictly forbidden from engaging in any political movements. All students' political organizations and all their activities are banned inside the campus.
8. All strikes and demonstrations are banned in the campus; Students on strike are not allowed to enter the campus or class premises.
9. No political assemblies shall be held in the campus; no student is allowed to take part in any meetings in the campus except those organized by the college authorities for official purposes.
10. Boards, flags, banners, or any other articles meant for political activity must be brought or kept in the campus. Such articles, if any, will be removed from the campus.
11. Students are not allowed to make mass complaints or present any collective petition.
12. Non-observance and violation of the disciplinary guidelines stated here will lead to disciplinary action.

13. Nothing is more appreciated in a student than courteous and mannerly behaviour. Show due respect to your teachers and other staff of the college. Greet them when you meet them inside or outside the campus. Remember, it is rude behaviour to enter a room without being asked to, not to say “thank you” when something is done for you, to jump queue, to scramble for seats in the bus, to get past a person at a door or a passage without saying “excuse me” or not to say “sorry” when you have bumped someone.
14. Smoking and the use and peddling of alcoholic drinks and narcotics are strictly prohibited in the campus. The use of all varieties of pan parag is strictly prohibited.
15. Parents, guardians and visitors to the college should seek the permission of the Principal to visit their wards in the class rooms. Persons other than students and staff are not admitted to those sections of the buildings of the college where classes are held. Persons found moving about in the campus /premises of the college, where they are not allowed entry without the permission of the Principal, will be considered as trespassers and will be treated as such.
16. Students are not permitted to use mobile phones inside the campus as per the Govt. Order issued in this regard; otherwise the mobile phone will be confiscated. The use of all kinds of cameras, including mobile phone cameras, is strictly prohibited in the campus.
17. Ragging of students is strictly prohibited as per Government orders and judgements of Courts of Law in this regard. As and when written complaints of ragging are raised, the matter will be handed over to the Police authorities.
18. Wearing I.D Card for staff members and students is mandatory in the College Campus.
19. College council election will be conducted according to the report given by Lyngdoh Committe report dated 26 May 2006.

## Attendance and Promotion

1. A student who absents himself from class without seeking leave during any one period of the day shall lose the full attendance of the session.
2. Students coming late to class will lose half a day's attendance. The teacher at his/her discretion may admit students who come late. He may also mark them present on a reasonable excuse.
3. Attendance will be strictly monitored and no one will be allowed to appear for University examinations if his attendance shortage is beyond 25%. Attendance will not be given for Union activities even if one is holding an elected office.
4. The number of absentees shall be put on the notice-board from time to time and any complaints regarding the same should be brought to the notice of the attendance clerk within 3 days.
5. Students have to satisfy attendance requirements for admission to end semester examinations.
6. The annual attendance and progress certificate shall not be granted unless the student has attendance for three fourth numbers of working days prescribed by the University / college and the conduct of the student has been satisfactory.
7. A Student in a junior class who has earned required attendance/progress certificate will be eligible for promotion to the next higher class only if he has registered for examination at the end of the semester.
8. A student who has failed to earn the progress certificate for the academic semester at the end of which there is a semester examination must attend college to receive such additional instruction as the Principal may prescribe so as to enable the Principal to issue the progress certificate.
9. No attendance for instruction other than in an institution affiliated to the University shall qualify for admission to any examination of the college.

### **Certificates**

1. Every student should take his Transfer Certificate at the end of his programme and produce it when he is admitted for the next programme.
2. No student who has previously studied in any recognised school or college (including Sahrdaya College of Advanced Studies, Kodakara) shall be admitted to the college unless he presents the transfer certificate.
3. No transfer certificate will be issued to those who have dues left.
4. No fee will be levied from those who apply for T.C within one year after leaving the college.
5. A fee of Rs.50/- will be levied from those who apply for T.C after the lapse of one year from the date of leaving the college.
6. A fine of Rs.100/- will be levied from those who apply for duplicate copy of the T.C.
7. A duplicate transfer certificate may be issued to a candidate only when the original is irrecoverably lost and on producing a written declaration made by the candidate in the prescribed form together with a certificate from a Judicial Magistrate in support of the declaration.

#### **Form of declaration for duplicate T.C;**

“I do hereby solemnly declare that the transfer certificate already issued to me was not utilized by me for appointment to any post or for admission to any programme of studies. The transfer certificate has been lost irrecoverably. In case I could trace the T.C after the issue of a duplicate, I shall surrender the same to the authorities forthwith”.

8. No certificate will be sent by post unless the necessary self-addressed stamped envelope is enclosed with the application.
9. A duplicate identity card will not be normally issued. However on recommendation of the principal, a duplicate card will be issued at a cost of Rs.100/-. On any account there will be no issue of more than two cards.
10. The college will own no responsibility for certificate if any, retained after six months of the completion of one's course or discontinuance from studies.

### **Library and Reading Room**

1. It is obligatory for all the students to become members of the College Library.
2. The Library is closed on Sundays, Second Saturdays and other public holidays.
3. Books from the Reference Section shall not be taken outside the Library. They will be issued for use inside the Library during working hours. The use and issue of other books from the Library shall be governed by the following rules:
  - a. On receiving the books, students must check them thoroughly and report to the library staff of any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
  - b. Undergraduate students are allowed to take three books and Postgraduate students may take six books at a time. Teaching staff are allowed to take ten books at a time while non-teaching staff can borrow three at a time.
  - c. Books may be kept for 14 days by the users including students, teaching and non-teaching staff, but this period will be shortened in particular cases. They can be renewed for a further period of seven days if no one else has applied for the same books. The renewal should be done by the users themselves during 12<sup>th</sup>, 13<sup>th</sup>, or 14<sup>th</sup> day of issue of books, by logging into their online library accounts.
  - d. A staff or student failing to return the book within the prescribed time will have to pay a fine of Re.1.00 per day (including holidays). The book is detained and the member will be suspended from membership till the fine is paid. Absence from college will not be accepted as an excuse for not returning the books on time.
  - e. Sub-lending and transferring of books to another person's name are not allowed.
  - f. If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the Library with a new copy. If the lost book is not available for replacement the value of the lost book will be realized at rates regulated by the Government.



- g. At the end of each term all books must be returned three days before the close of the term. In the case of students appearing for semester examination, they should return the books three days before the last working day. All the books borrowed from the Library by students and members of teaching and non-teaching staff must be returned within the first week of March every year.
- h. Books not exceeding two may be borrowed for the Onam or Christmas holidays; all such books should be returned within three days after the reopening.
- i. Issue of Transfer Certificates and refund of caution deposit is done only after clearing all Library dues.
- j. No book which has been prescribed as a textbook for a class shall be lent to the students during the period for which it is prescribed as textbook.
- k. Members are forbidden to remove any page/content from any document from the Library.
- 4. Strict silence must be observed in the Library and its immediate premises.
- 5. Personal belongings such as umbrellas, bags, tiffin carriers etc., are to be kept in the racks available at the entrance of the Library. Sleeping and indecorous behaviour are prohibited inside the Library.

### **Tuition Fee**

As per University norms

### **Fee Regulations**

- 1. Students are requested to keep the all receipts of the payments made at the office till they receive all the certificates of the course they are pursuing.
- 2. A fine will be charged for delay in payment.
- 3. Students are advised to plan their bank remittances in advance before the banking day. The chalan can be obtained from the College Office during working days. Mention the purpose of remittance, amount, and get it counter signed and sealed (college seal) by the office staff.

### **Working Hours**

College	:	Monday to Friday	9:00 am - 4:00pm.
College Office	:	Monday to Saturday	9:00 am. - 5:00pm. (Second Saturdays are holidays)
Computer Lab	:	Monday to Saturday	9:00 am - 3:30 pm.
Library	:	Monday to Saturday	8:30 am - 4:30 pm.
Kiosk	:	Monday to Saturday	8:30 am - 4:30 pm.

### **College Routine**

09:00 a.m. – 10:00 a.m.	-	I Period
10:00 a.m. – 10:50 a.m.	-	II Period
10:50 a.m. – 11:05 a.m.	-	Recess
11:05 a.m. – 11:55 a.m.	-	III Period
11:55 a.m. – 12:45 p.m.	-	IV Period
12:45 p.m. – 01:30 p.m.	-	Lunch Break
01:30 p.m. – 02:20 p.m.	-	V Period
02:20 p.m. – 03:05 p.m.	-	VI Period
03:05 p.m. – 03:15 p.m.	-	Recess
03:15 p.m. – 04:00 p.m.	-	VII Period

Two periods are allotted for add-on courses.

The day begins with the morning Prayer session. All the staff and the students line up at the auditorium at 8:55 am. Late coming will be considered as serious disobedience.

### **Study groups and Morning Assembly:**

The sessions are lead by the student study groups. Each study group submits a detailed report of their programme on the previous day, at the office duly signed by the Class-in-charge, for the approval of the Executive Director. The Programme includes Prayer, Thought for the Day, Daily News Headlines, Message from the Executive Director / Principal and College Anthem.

## Dress Code

1. Students are instructed to wear the official uniform of the college on all working days.
2. The supply of the material and the tailoring will be taken care of by the college. The charges pertaining to this are to be paid at the college store.
3. The students should also follow the dress code on occasions when they are representing the college - participating in inter-collegiate competitions, study tours, social service etc.

### Boys:

- \* Shirt should be properly tucked inside the trousers.
- \* They are expected to have a formal haircut at all times.
- \* They shall wear neatly polished formal black shoes with black socks.

### Girls:

- \* They shall wear neatly polished formal black shoes.
  - \* They should have their hair neatly done. A neatly tied pony tail for short hair and well plaited hair for long hair is advisable.
4. Girls and boys are not allowed to wear precious ornaments.
  5. Students are permitted to use colour dress with ID card on the following occasions:
    - \* Fresher's Day (for freshers only)
    - \* 1<sup>st</sup> November ( Kerala Piravi)
    - \* Onam Celebrations
    - \* Sports Day
    - \* Arts Day

The colour dress permitted in the campus are as follows:

Boys: Executive Pants & Shirts tucked in properly; with shoes. (Dothy, T-Shirts, Baniyans, Jeans etc. are not allowed).

Girls: Churidar with duppatta. No other form of attire is permitted in the campus.

- 6 During monsoon (June /July) shoes and socks are optional.
7. Any student who is found in non-uniform will be penalized.

### **Identity Card**

1. Students will be issued an Identity Card. They are expected to wear it while inside the campus, during inter-collegiate competitions, study tours, social service etc. and should furnish it for all official transactions in the college.
2. The Identity Card has to be surrendered at the office after the completion of the course or at the time of issuance of TC, whichever is earlier.
3. A student will be issued a Duplicate Identity Card only if he produces a declaration stating that the original identity card is irrecoverably lost; the declaration must be countersigned by his/her parent/guardian and the issue will be on payment of the administrative charges.

### **Use of two-wheelers**

1. Students who wish to commute to college on two-wheelers are required to submit an application to the Principal in the prescribed form.
2. The speed limit inside the campus is 20 km/ph.
3. Students using two-wheelers are required to reach college before 8:50 am.
4. They are not allowed to leave their vehicles in the College Portico at any cause. The vehicles have to be parked in the parking lot only.
5. They are not permitted to drive the vehicles beyond the permitted limits.

### **College Bus**

1. Regular transportation facilities are provided to major locations.
2. Students can get details of the time of arrival of the buses at various locations from the Front Office.
3. The buses shall depart from the College at 4:10 pm every day.
4. Students who would like to avail the transport facility have to remit the prescribed fee and obtain the bus pass.
5. No student will be allowed to travel in the college bus without the valid bus pass.
6. The bus pass has to be produced to the college authorities whenever asked for.
7. Students are expected to maintain discipline while travelling by the college bus.

### **Reprography - Kiosk**

1. Photocopying from any reference book has to be recommended by the faculty concerned.
2. A maximum of 10 pages from a book can be taken.
3. Books have to be returned without any damage within the allotted time, failing which, Rs. 10/- per hour shall be collected as fine.

### **Cafeteria**

1. The dining area provided for hostellers to dine should be kept neat.
2. Do not spill or waste food.
3. Maintain discipline in and around the area.

### **INTERNAL / MODEL EXAMINATION**

1. Internal / model examinations in all courses will be conducted as directed by the University.
2. The date and time of the internal / model examinations will be informed to the students well in advance.
3. All the students have to appear for the internal / model examinations and no leave will be granted for those days.
4. Students who fail to appear for the internal / model examinations without prior permission are required to bring their parent / guardian on the very next day and appropriate action will be taken.
5. Whatever be the reason for absence, re-test/test improvement will not be conducted for those who have not appeared for the internal / model examinations.
6. The marks secured by the students will be informed to their parents through the Student Progress Report.
7. Any kind of malpractice in the exam hall will be seriously dealt with. Students resorting to such deeds will be asked to leave the hall immediately and the matter will be reported to the Principal.

### **ASSIGNMENT & SEMINAR**

#### **Assignment:**

1. As required by the University, students will be required to submit assignments in all courses of the programme.
2. Questions for assignments, the format and the last date of submission will be given to the student well in advance.
3. The assignment should be submitted on or before the date of submission. Non-submission or delayed submission will be seriously dealt with.

4. Students can refer to text books, reference books etc. for writing the assignment.
5. Assignments should be handwritten by the student and has to be presented in the prescribed format only.
6. Students are not allowed to share their assignments with their classmates.
7. The grades once granted will be final and no improvement is allowed in case of substandard assignments.

**Seminar:**

1. As required by the University, students will be required to present a seminar in all courses of the programme.
2. The topic for seminar, the format and the date of presentation will be given to the student well in advance.
3. The seminar report has to be submitted one week before the presentation for the approval of the faculty concerned. Non-submission or delayed submission will be seriously dealt with.
4. The presentation should be done on the assigned date. Students can refer text books, reference books etc. for prepare the seminar report.
5. Seminar report should be handwritten by the student and has to be presented in the prescribed format only.
6. The grades once granted will be final and no improvement is allowed in case of seminar presentation.

**EDUCATIONAL TOUR**

All students are expected to undertake an educational tour during the course in the Third and Fifth Semester.

Third Semester Tour: All the students are advised to visit an industry / institute in their area of specialization.

### **Guidelines for educational tour**

1. The tour is not compulsory but optional.
2. Students should produce No Objection Letter from their parent / guardian in the prescribed format.
3. They have to be accompanied by a male and a female faculty, a male and a female parent representative. A female faculty and a female parent are compulsory when girls are participating the tour.
4. The following details should be furnished two weeks before the journey –
  - a. The itinerary - Details of the place(s) of visit, stay and route (including the address and phone number)
  - b. List of students participating in the tour
  - c. Estimate of the tour programme
  - d. Estimate of the per head contribution

The above mentioned details have to be prepared in consultation with the faculty accompanying the students for the tour and the Head of the Department and approved by the Head of the Institution.

5. Permission for a tour will be granted only when the above stated requirements are fulfilled and at least 75% of the students in the class are participating in the tour.

### **General rules**

1. The students joining the tour should maintain discipline and dignity of the College.
2. The ID Card has to be worn while on industrial visits.
3. They have to strictly adhere to the instructions of the accompanying faculty.



4. The students who are misbehaving during a tour will not be recommended for further tour programmes.
5. The Principal holds the authority of recommending / not recommending any student for a tour without assigning any reason.

### **STUDENTS' COUNCIL**

The various positions in College Students' Council are:

1. The President of the Student Council is the Principal (ex-officio)
2. Chairman, Vice Chairman, Secretary and Joint Secretary
3. The Secretaries of the various College Associations.
4. One representative of I DC, IIDC and III DC classes elected by the students of the respective classes.
5. The Student Editor of the College Magazine.
6. Secretary of Fine Arts.
7. General Captain
8. The Staff Advisor nominated by the President.

The Union Secretary shall act as the Secretary of the Executive Committee.

All the office bearers of the Students' Council will be nominated by the Principal in consultation with the animators and Head of the Departments.

### **STUDY GROUPS**

#### **Study Groups / Leaders**

- \* Study groups will be formed in all the classes with 5-8 members.
- \* One of the members will be the group leader.
- \* The group leader should not have any back paper.
- \* The number of boys and girls in a study group shall be equal.

- \* No group will consist of only boys or girls, unless it is permitted by the Principal.
- \* New groups will be formed each semester.
- \* Four study groups will be administered by an animator.

### **Animators**

- \* The animators are to maintain an up-to-date record of all the students in the study group.
- \* They are required to meet the students regularly at least once a month, monitor their progress, guide them as required and furnish the report to the Principal.

### **Class Leader / Assistant Class Leader**

- \* The term of class leader / assistant class leader shall be one year.
- \* They will be nominated by the Principal in consultation with the animators from among the group leaders.
- \* They shall not have any back paper.
- \* One boy and a girl shall hold the two positions.
- \* New nominations should take place each year.

## **RESOURCES AND SERVICES**

### **1. HRD**

The Human Resources Department of Sahrdaya College of Advanced Studies is dedicated to provide service, assistance, and resources to the College's most important asset: its staff and the students. Our goal is to respond quickly and efficiently to the concerns of the students and staff so as to achieve better outcome. We believe that contribution of each staff and student of the College is valuable to the fulfillment of our mission.

### **2. Library**

Libraries have quite a lot to do with the input, creation, and retention of ideologies of a knowledge seeker. The College Library aims at providing the necessary information and to make it accessible

to each of the beneficiary at the right time. It's objective is to improve student success rates by maintaining a balanced collection of books, journals, periodicals, dailies and other information sources along with the reference books for the student community, supporting the University curriculum. A good number of reference books, of national and international publications are made available to the learners enrolled in different programmes. The library functions in co-ordination with the specialized libraries in the University and is well maintained by a qualified and experienced librarian.

### **3. Computer Lab**

When it comes to technology in general or for academic purpose, acquainting with some of the Operating Systems and Softwares, Computer Lab and its facilities is an imperative necessity. Sahrdaya offers a variety of facilities for use by all the students, faculty and staff of SCAS. All the computers in the lab are equipped with the latest softwares and provide students of Sahrdaya access to the internet, true of our directive to provide efficient and effective information delivery. Qualified hands manage the sessions with the students in the lab and the lab can be accessed by them during college hours.

### **4. Chapel**

To strongly support the mission of the College, a house of worship where a pleasant breeze of hope and peace blows is inevitable. A beautiful Chapel has been erected for the spiritual, psychological and physical upbringing of those associated with the college. It aims at providing regular times of worship to honour and know God. Holy mass on the first Friday of every month and other religious observations are carried out at this blessed chapel. Special prayers for individuals and the public at large, celebrations and mourning of losses are prominent among others.

### **5. Auditorium**

We take special interest in bringing up and nurturing the unrecognized talents of each individual student of the college. Literary, art, knowledge-based, cultural competitions are conducted on a regular basis and presentations to enhance their academic

competence are as well of significant consideration. For this purpose, the college currently provides an open spacious Auditorium with a seating capacity of 300 people. The paraphernalia of the auditorium include a professional quality sound system, amplifiers, etc. Other facilities include a LCD Projector and presenter.

#### **6. Career Guidance & Placement Cell**

At present, the Career Guidance & Placement Cell is constituted with staff and student representatives, to identify openings in the industry, for those seeking jobs after the completion of their programme. It also aims at providing industry relevant training so as to make them employable. Another functional objective of the Cell is to aid our candidates with career guidance.

#### **7. Counselling Centre**

Of late, an increase in the mental health requirements of college students has been reported by Counseling Centres and student affairs personnel world-wide. Our state is no exception to this. The major underlying reasons behind the rising need for counseling among the College-goers can be listed as stress, anxiety, confusion, uncertainty about the future; problems related to decision making, adjusting with college life and college mates, concentrating on studies; loneliness and depression; self-esteem, family and relationship issues; changes in eating and sleeping habits; worries about making or keeping friends and the like, leading to isolation, suicidal tendencies, alcoholism and drug addiction.

The college authorities intend to check such issues relating to the students and it is done by well qualified, experienced and practising Counselors.

#### **8. Grievance Redressal Cell**

Grievance Redressal Cell constituted in the college has been continuously striving to solve problems of the students in a rapid and effective manner. A complaint box has been kept in the office where students can drop in their complaints. In most of the cases, the solutions are provided without much delay. Depending on the

severity of the complaint, the members come together to review the case. The Cell intends to continue providing better service to the aggrieved students on genuine issues and for the effective functioning of the college.

#### **9. Internal Quality Assurance Cell**

Continuous and comprehensive feedback pertaining to aspects such as infrastructural facilities and amenities provided; is taken from students of each programme at the start and the end of each semester quality and attitude of faculty members, non-teaching staff etc. Students are also encouraged to give their suggestions for further enhancement and betterment of the facilities provided.

#### **10. Hostel for boys and girls**

The college provides residential facilities for students who have enrolled for different courses offered by the college. They are well-ventilated dormitories, spacious and neatly maintained. The hostel provides facilities that aid the children to live and grow in a congenial atmosphere. The Warden and the supporting staff are well trained and experienced in dealing with and meeting the needs of the children of this age group; dedicated and caring staff members ensure that the children remain happy and stress-free during their course of study. The administrators make it a point to see that the personality and character of each child is moulded in the best possible manner over the period of time they spend here. The hostel and its framework are designed in such a manner that it plays a vital role in the academic progress of the students through a well planned and organized schedule. From the Academic Year 2013-14, we have been providing separate hostel for boys within the college premises.

#### **11. Transportation**

The students are provided with transportation facility from major locations around the college. Students seeking admission to the college can contact the college office for further details regarding provision for commutation.

**12. Blue Huts for group study**

Organizing study circles is not a novel concept, nevertheless, when it comes to an educational institution, making learning enjoyable is of prime importance. Factors such as moving out of the closed walls of the classroom for learning, often supervised by a leader or a facilitator, cordial discussions leading to healthy relationships and concept building are vital parts of a student's character formation and intellectual development.

Keeping in mind the highest level of satisfaction in learning for the student and the faculty, the college has provided adequately furnished and lighted study huts inside the lush green and scenic campus amongst the shady trees and pools. Students can even bring in their laptops and make use of the electric circuits provided in the study huts.

**13. Dining Hall**

A college mess functions in the college. It provides support to the hostellers, day scholars and staff members. The college canteen also offers a wide range of healthy food items, both vegetarian and non vegetarian hygienic and .....

**14. Cafeteria**

A counter selling inexpensive snacks has been yet another initiative of the college to refresh the students and the staff during recesses. Besides providing fresh juice, snacks, candies, chocolate bars, goodies and soft drinks, the counter acts as a stationery store where the students can procure the stationary items they need.

**15. Recreation Room**

The management aims at sensitizing the students on health and fitness. 'Sports for Everyone' is our motive. The benefits of sports are intended to be reaped by all, irrespective of the gender. We realise the relavance and importance of sports as an instrument of life quality improvement and social development . We recognize and respect the students their right to socialise, right to play and

enjoy their college life at college. Table Tennis court and facilities for indoor games are in the list of amenities aimed at, for the overall blooming of the personality of our students.

**16. College Store**

The college store provides University prescribed text books for students of all courses at concessional rates. The students can avail this facility at the start of each semester.

**17. Reprographic Centre - KIOSK**

This facility can be made use of by the students during the college hours.

**18. Parking**

A spacious parking lot is provided to the staff and the students of the college, which can be made use of during college hours.

**OTHER INITIATIVES**

**1. Sahrdaya Charity Fund**

The management has done a splendid work of raising a Charity Fund in the very first year of its inception keeping in view the need of instilling the thought of giving and sharing in students. The Ex-officio members of Sahrdaya charity fund are the Chairman, the Manager, the Executive Director, the Principal, the Staff Secretary and the Chairman of the Students' Council. The Executive body is constituted with a teaching staff, non-teaching staff and a student from each Department.

**2. Sahrdaya Media Correspondence (SMC)**

SMC is a spanking new concept and the college is proud to introduce it in the very first year of its functioning. SMC is a full-fledged media operation in itself. The Executive Director, the staff and the students constitute the group. Here, the student correspondents of each department gather, edit and read the news articles with photography shot on high quality Digital Camera. The news articles comprehensively cover the message from the Executive Director, Principal, announcements, University news, programmes

for the forthcoming weeks and the like and are aired on a weekly basis on the LED TV displayed in the Reception Lobby.

**3. LAUREOLA – The Tri-monthly Newsletter**

'Laureola' is a word derived from Latin which means triumph or victory. This newsletter is published by the Executive Director, every three months, covering all major events of the college, highlighting new initiatives, contributions from students, staff and much more. The task of compiling the content, designing and adding novel inputs into the newsletter is assigned to each Department in turns. The class in-charge is the Chief Editor and the students of the Department constitute the Editorial Board.

**4. Add - on Courses**

To keep pace with the requirements of the current competitive job market, a flexible system offering Add-on courses is running parallel to the conventional B.Sc, BCA, B.Com and BBA degree programmes. These courses are conducted alongside the academic session from the start of each Academic Year. The programmes have been designed in consensus with the students' and industry demands. At the end of graduation, the college intends to award the students with Certifications in the respective Add-on courses.

Currently, the college provides training in

- Soft skills & Life Skills (Accenta Training Solutions, Bangalore)
- Tax Practitioners' Course ( Tax Study Centre, Ernakulam)
- Yoga
- Microsoft Office
- Tally
- Art & Craft Courses (Flower , Toy and Jewellery Making)
- Music Classes
- Value Education ( Christian Chair, University of Calicut)

The sessions will be attended by the students of all the Programmes.

**Courses for School Children (X – XII)**

- Short term Computer Courses
- Career Guidance Classes



- Spoken English
- English Grammar
- Art & Craft Courses
- Music Classes

### **Short Term Computer Programmes**

Computer fundamentals, MS Office, Internet, Tally, DTP, C & C++

## **5. Clubs and Associations**

To bring out and nurture the hidden talents and interests in each student, the college strives hard to implement novel and worthwhile programmes. Department Associations are constituted to nurture the knowledge and skill of the students in their respective area of study. Diverse and distinct clubs have been formed to give wings to the genius veiled in the enthusiastic and dynamic lot of students of the college.

The different Associations are -

- Psychology Association
- Computer Science & Computer Application Association
- Association of Commerce & Management Studies
- Language & Literature Association

The different Clubs formed are -

- Cultural Club
- Entrepreneurial Club
- Health Club
- Literary Club
- Nature Club
- Quiz Club
- Sports Club
- Tourism Club

**SAHRDAYA COLLEGE OF ADVANCED STUDIES  
FOR ARTS AND SCIENCE**

**Kodakara  
APPLICATION FOR LEAVE**

1. Name of the Student : .....
2. Registration Number : .....
3. Programme : .....
4. Semester & Roll Number : .....
5. Period for which Leave is required : .....  
(Specify date and number of days)
6. Reason for leave : .....
7. Number of days of leave already  
availed during the current semester : .....
8. Details during the period of leave : University Exam / Model Exam /  
(Tick which is applicable) Series Test / Assignment / Seminar /  
Class Test / CSS /  
Others (Specify).....

.....

(Name & Sign of the parent / guardian)

(Sign of the student)

**FOR OFFICE USE ONLY**

Recommendation of HOD :

Principal / Authorised Signatory :

Entered by : .....

Date : .....

LEAVE TRACKER

SEMESTER :

Date	Reason for Leave	No.of Days	Signature of the Guardian	Signature of the Faculty-in-charge

No. of days absent during theSemester ..... :

LEAVE TRACKER

SEMESTER :

Date	Reason for Leave	No.of Days	Signature of the Guardian	Signature of the Faculty-in-charge

No. of days absent during the Semester ..... :

# CALENDAR 2018-19

**JUNE - 2018**

Date	Day	Particulars
1		
2	Saturday	
3	Sunday	
4		
5		World Environment Day
6		
7		
8		
9	Saturday	
10	Sunday	
11		
12		
13		
14		
15		Eid-ul-fitr
16	Saturday	
17	Sunday	
18		
19		
20		
21		International Yoga Day
22		
23	Saturday	
24	Sunday	
25		
26		
27		
28		
29		Patron's Day
30	Saturday	

**JULY - 2018**

Date	Day	Particulars
1	Sunday	
2		
3		St. Thomas Day
4		
5		
6		
7	Saturday	
8	Sunday	
9		
10		
11		World Population Day
12		
13		
14	Saturday	
15	Sunday	
16		
17		
18		III sem PG Ist Internal exam
19		
20		
21	Saturday	
22	Sunday	
23		
24		
25		Last Date to Distribute Answer Sheets for III Sem. PG
26		
27		
28	Saturday	
29	Sunday	
30		
31		

**AUGUST- 2018**

Date	Day	Particulars
1		I,III, V Semester UG Ist Internal Examination
2		
3		
4	Saturday	
5	Sunday	
6		Hiroshima Day
7		
8		
9		
10		Last Date to Distribute Answer Sheets for I,III,V Sem. UG
11	Saturday	
12	Sunday	
13		
14		
15		Independence Day
16		
17		
18	Saturday	
19	Sunday	
20		
21		
22		Bakrid
23		
24		First Onam
25	Saturday	Thiruvonam
26	Sunday	
27		Sree Narayana Guru Jayanthi
28		
29		
30		
31		



**SEPTEMBER - 2018**

Date	Day	Particulars
1	Saturday	
2	Sunday	Sree Krishna Jayanthi
3		
4		
5		Teachers' Day
6		
7		
8	Saturday	
9	Sunday	
10		
11		
12		
13		
14		
15	Saturday	
16	Sunday	
17		I sem PG Ist Internal exam
18		
19		
20		
21		Muharam
22	Saturday	
23	Sunday	
24		Last Date to Distribute Answer Sheets for Ist Sem. PG
25		
26		
27		World Tourism Day
28		
29	Saturday	
30	Sunday	

**OCTOBER - 2018**

Date	Day	Particulars
1		
2		Gandhi Jayanthi
3		
4		World Animal Day
5		
6	Saturday	
7	Sunday	
8		
9		
10		Navratri
11		
12		
13	Saturday	
14	Sunday	
15		I, III, V Semester UG IInd Internal examination
16		
17		Mahanavami
18		Vijayadashami
19		Vidhyarambham
20	Saturday	
21	Sunday	
22		Last Date to Distribute Answer Sheets for I,III,V Sem. UG
23		III sem PG IInd Internal Examination
24		
25		
26		
27	Saturday	
28	Sunday	
29		
30		Last Date to Distribute Answer Sheets for III Sem. PG
31		

**NOVEMBER - 2018**

Date	Day	Particulars
1		Kerala Piravi
2		
3	Saturday	
4	Sunday	
5		
6		Deepavali
7		
8		
9		
10	Saturday	
11	Sunday	
12		
13		
14		
15		I sem PG IInd Internal examination
16		
17	Saturday	
18	Sunday	
19		
20		
21		Milad-ul- Nabi
22		Last Date to Distribute Answer Sheets for I Sem. PG
23		
24	Saturday	
25	Sunday	
26		
27		
28		
29		
30		

**DECEMBER - 2018**

Date	Day	Particulars
1	Saturday	World AIDS Day
2	Sunday	
3		
4		
5		
6		
7		
8	Saturday	
9	Sunday	
10		
11		
12		
13		
14		
15	Saturday	
16	Sunday	
17		
18		
19		
20		
21		
22	Saturday	
23	Sunday	
24		
25		Christmas
26		
27		
28		
29	Saturday	
30	Sunday	
31	Year end	

**JANUARY - 2019**

Date	Day	Particulars
1		II, IV, VI Semester UG Ist Internal Examination
2		
3		
4		
5	Saturday	
6	Sunday	
7		
8		Last Date to Distribute Answer Sheets for II, IV, VI sem UG
9		
10		
11		
12	Saturday	
13	Sunday	
14		
15		Pongal
16		
17		
18		
19	Saturday	
20	Sunday	
21		
22		IV sem PG Ist Internal exam
23		
24		II sem PG Ist Internal exam
25		
26	Saturday	Republic Day
27	Sunday	
28		VI sem value Education university exam
29		Last Date to Distribute Answer Sheets for IV Sem. PG
30		
31		Last Date to Distribute Answer Sheets for II Sem. PG

**FEBRUARY 2019**

Date	Day	Particulars
1		
2	Saturday	
3	Sunday	
4		
5		
6		
7		
8		
9	Saturday	
10	Sunday	
11		
12		
13		VI Semester UG IInd Internal Examination
14		
15		
16	Saturday	
17	Sunday	
18		
19		
20		Last Date to Distribute Answer Sheets for VI Sem. UG
21		
22		
23	Saturday	
24	Sunday	
25		
26		
27		
28		

**MARCH 2019**

Date	Day	Particulars
1		
2	Saturday	
3	Sunday	
4		Shivaratri
5		II, IV sem UG IInd Internal Examination
6		
7		
8		
9	Saturday	
10	Sunday	
11		
12		Last Date to Distribute Answer Sheets for II,IV Sem. UG
13		
14		
15		
16	Saturday	
17	Sunday	
18		
19		
20		II sem PG IInd Internal examination
21		Holi
22		
23	Saturday	
24	Sunday	
25		
26		IV sem PG IInd Internal exam
27		Last Date to Distribute Answer Sheets for II Sem. PG
28		
29		
30	Saturday	
31	Sunday	

**APRIL 2019**

Date	Day	Particulars
1		
2		
3		Last date to distribute answer sheets for IV Sem PG
4		
5		
6	Saturday	
7	Sunday	
8		
9		
10		
11		
12		
13	Saturday	
14	Sunday	Ambedkar Jayanthi
15		Vishu
16		
17		
18		Maundy Thursday
19		Good Friday
20	Saturday	
21	Sunday	Easter
22		
23		
24		
25		
26		
27	Saturday	
28	Sunday	
29		
30		



**MAY 2019**

Date	Day	Particulars
1		May Day
2		
3		
4	Saturday	
5	Sunday	
6		
7		
8		
9		
10		
11	Saturday	
12	Sunday	
13		
14		
15		
16		
17		
18	Saturday	
19	Sunday	
20		
21		
22		
23		
24		
25	Saturday	
26	Sunday	
27		
28		
29		
30		
31		

**College Committee**  
**2018-19**

SL.NO	COMMITTEE NAME	FACULTY NAME	DEPT
1	STAFF SECRETARY	MS.SHEENA SARAH WINNY	ENGLISH
2	SAHRDAYAADVISOR TO STUDENT COUNCIL	PROF.ANDREWS JOSEPH	ENGLISH
3	COLLEGE COUNCIL	ALL HODS & DEANS	
4	ADMISSION COMMITTEE	Prof V J THOMAS (C)	
		ALL HODS	
5	TIME TABLE	Ms.Suma K S (c)	CS & IT
		Ms.Sunitha Satheesh	English
		Ms.Jincy George	Mathematics
		Ms.Crispy John	Physics
		Ms.Rinu Devassy	Commerce
		Mr.Daniel Francis	Soft Skill
6	EXAM COMMITTEE	Mr.Savio Fernandez (C)	Management
		Ms.Aradhika T.V.	WELD
		Ms.Siji Jaison	Commerce
		Ms.Sandhya Sharma	CS & IT
		Ms.Bini George	Mathematics
		Ms.Suma K S	CS & IT
		Mr.Renjith M	CS&IT
		Ms.Varsha M M	CS & IT
		Ms.Crispy John	Phy
		Ms.Greeni K.I	Chemistry
		Ms.Sini Paulson	Psychology
		Ms.Savitha Vijayan	Soft Skill
		Ms.Supriya K.K.	English
		Ms.Deepthy Poulouse	Professional
		Ms. Kuleen Elizabeth	Geology
		Ms.Geetha Gopi	Commerce

## Sahrdaya College Manual

SL.NO	COMMITTEE NAME	FACULTY NAME	DEPT
		Ms.Jisha Sasikumar	Commerce
		Ms.Sneha Menon	Commerce
		Ms.Ambili K S	Professional
		Ms. Tara Ramesh	Professional
7	IQAC/ISO/NAAC	Prof.Chandrasekharan K P (C)	Physics
		Mr.Savio Fernandez	Management
		Ms.Supriya K.K.	English
		Ms. Sheena Sarah Winny	English
		Ms.Greeni K.I	Chemistry
		Ms.Jayamol.P. James	CS & IT
		Ms.Sathi E	Professional
		Ms.Dileena A P	Psychology
		Ms.Jancy T T	Commerce
		Ms. Sreeja Santhoshkumar	Mathematics
8	ACADEMIC EXCELLENCE	Prof. Thomas . V.J.	Professional
		Dr.Davees.C.J	English
		Ms.Sheena T R	Professional
		Ms.Sandhya Shankar	English
		Ms.Aasa Thomas	Psychology
		Ms. Kuleen Elizabeth	Geology
		Ms.Sajitha David	Librarian
		Ms.Sneha V	Professional
		Ms.Vincy T V	Malayalam
		Ms.Remap	Commerce
		Ms.Nimmy Nair	Physics
		Ms. Varsha M M	CS & IT
9	MORNINGASSEMBLY	Mr. Tins(C)	H.R
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		Ms.Sreevidya	Commerce
		Ms.Jessy Tharian	Chemistry
		Ms.Greeni K I	Chemistry

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10	INTERNAL COMPLAINT COMMITTEE	Prof.Neena Krishnan(C)	English
		Adv.Varsha Palliyil	Professional
		Adv.Geethu Prince	Professional
		Ms.Ushakumari C C	Malayalam
		Ms.Jessy Tharian	Chemistry
		Ms.Sabitha P C	CS&IT
		Mr.Joshy PA	Counselor
11	TEXT BOOK	<b>Mr.Davis.K.J (C)</b>	<b>Geology</b>
		VICE PRINCIPAL	
		Dr.K.B Pavithran	Commerce
		Prof.V.J Thomas	Professional
		Dr.Davis C J	English
		Prof.K J Babu	Chemistry
		Prof.Chandrasekharan K P	Physics
		Mr.Midhun Murali	Malayalam
		Ms.Aasa Thomas	Psychology
12	SAPTHASADASS	Prof.V.G Thampi (C)	Malayalam
		Mr.Midhun Murali	(Joint Convenor)
		Adv.Varsha Palliyil	Professional
		Ms.Anu Joseph	CS & IT
		Ms.Shiji V K	WELD
		Ms.Sinimol P J	WELD
		Mr.Renjith M	CS & IT
		Mr.Anoop M.R	Malayalam
		Ms.Greeni K I	Chemistry
13	ANTI RAGGING CELL /DISCIPLINE COMMITTEE	<b>Prof.George V.M. (C)</b>	<b>Commerce</b>
		Prof.Varghese Kalliyath	English
		Prof.Thomas . V.J.	Professional
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		Prof.Andrews Joseph	English
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		Ms.Ushakumari C.C.	Malayalam
		Dr.Karuna.K.	Professional
		Adv.Varsha Palliyil	Professional
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		Dr.Sr.Karunya C.S.C(Bindu Xavier)	Psychology
		Ms.Seena Alappat	Management
		Ms.Jasna Joy	Mathematics
14	SEXUAL HARASSMENT CELL	Prof.Neena Krishnan (C)	English
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		Prof.Varghese Kalliyath	English
		Adv.Francis kolenchery	
		Dr.Sr.Karunya C.S.C(Bindu Xavier)	Psychology
		Ms.Sandhya Shama	CS & IT
		Ms.Neethu Damu	Mathematics
		Ms.Savithry Mundayur	WELD
		Dr.Rekha K S	Psychology
		Ms.Rosalind Manjooran	Counselor
		Ms.Sindhu Thomas	Counselor
15	GRIEVANCE REDRESSAL (STUDENTS)	Dr.K.B Pavithran (C)	Commerce
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16	GRIEVANCE REDRESSAL (FOR PHYSICALLY HANDICAPED STUDENTS)	Ms.Aradhika TV (c)	WELD
		Ms.Shiji V K	WELD
		Ms.Agitha K K	Commerce
		Ms.Lji George	Professional
17	GRIEVANCE REDRESSAL (FOR STAFF)	VICE PRINCIPAL (C)	
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		Fr.George Pareman	Psychology
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		Prof.Thomas . V.J.	Professional
18	WOMEN DEVELOPMENT CELL	DR.N M Shantha (C)	Malayalam
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		Prof.Lucy Joseph	English
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		Adv.Varsha Palliyil	Professional
		Adv.Geethu Prince	Professional
		Ms.Rosalind Manjooran	Counselor
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		Ms. Krishna K	Psychology
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		Ms.Annie Faith	English
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		Ms.Athira Jinaraj	Professional
		Ms. Sreeja Santhoshkumar	Mathematics
		Ms.Megha C.V	Professional
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20	PLACEMENTCELL	Dr.Karuna.K. (C)	Professional
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		Mr.Mahesh P	CS & IT
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		Ms.Sanitha M M	Professional
		Mr.Rahul A R	Professional
		Ms.Nimitha p	Chemistry
		Ms.Divya Varghese	Professional
		Ms.Neethu u P	Commerce
		Mr.Christopher Louis	Professional
21	SCAS MEDIA SCAS MEDIA EVALUATION COMMITTEE	Ms.Sheena Sara Winny (C)	English
		Mr.Anoop M.R	Malayalam
		Mr.Midhun Murali	Malayalam
		Mr.Tins Jose	H.R

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		Mr.Destil Davis	System Admin
		Ms.Sandhya Sharma	CS & IT
		Ms.Pretty Kiran	CRO
	WIKIPEDIA BLOG	Ms.Sandhya Shanker(C)	English
		Ms.Jayamol.P. James	CS & IT
		Ms.Varsha M M	CS & IT
	"FACEBOOK, INSTAGRAM TWITTER, YOUTUBE LINKED IN"	Mr.Tins Jose(C)	H.R
		Ms.Miji k Raju	CS & IT
		Ms.Ashba binoy	Geology
		Ms.Siya Maria	H.R
	MOBILE APPLICATION	Mr.Paul K Antony (C)	Academics
		Ms.Sathy P	Principal Secretary
		Ms.Pretty Kiran	CRO
		Ms.Linta Antony	Admin
	UNIVERSITY SITE, COLLEGE MAIL	Ms.Sathy P	Principal Secretary
	COLLEGE SITE	Ms.Anu Joseph(C)	CS&IT
		Mr.Renjith M	CS&IT
	COLLEGE FM	Fr.Sebin Edattakaran	Sports Director
		Ms.Sandhya Shajin	
		Ms.Vincy TV	Malayalam
		Ms.Maria Joshy	English
22	RETURNING OFFICER	Prof.Babu Antony	Chemistry
23	ELECTION COMMITTEE	Prof.K.K.Bharathan (C)	Chemistry
		Prof.Simon . A.K.	Commerce
		Prof.Andrews Joseph	English
		Prof.K.J Babu	Chemistry



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		Ms.Parvathy G Menon	Mathematics
		Ms.Radhika K S	Professional
		Ms.Swathi Krishna	Professional
24	WELLNESSCLUB	Mr. Joshi P.A (C)	Counselor
		Dr. Sr. Jessie George	Psychology
		Dr.Sr.Karunya C.S.C(Bindu Xavier)	Psychology
		Ms.Sini Paulson	Psychology
		Mr.Midhun Murali	Malayalam
		Mr.Sebastian.P.Joseph	English
		Ms.Devika T.S.	English
		Ms.Sindhu Thomas	Counselor
		Ms.Rosalind Manjooran	Counselor
		Ms.Deepthy Poullose	Professional
		Ms.Ambili K S	Professional
25	QUIZCLUB	Mr.Tins (C)	H.R
		Mr.Adarsh PR	Soft Skill
		Mr.Daniel Francis	Soft Skill
		Ms.Savitha Vijayan	Soft Skill
		Ms.Nisha K	Malayalam
		Ms.Sreevidya.K	Commerce
		Ms.Sandhya K.S.	English
		Ms.Rini Mohan	Professional
		Ms. Siji C P	Mathematics
		Ms.Ashba Binoy	Geology
		Ms.Miji.K.Raju	CS & IT
		Ms.Rakhi Ramachandran	English
26	SPORTSAND GAMES	Rev.Fr. Sebin Edattakaran (C)	Phy.Edu
		Mr.Sumeshan Pillai	Phy.Edu

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		Mr.Rahul A.R	Professional
		Ms.Siji Jaison	Commerce
		Ms.Jincy Eugin	Phy.Edu
		Mr.Sudheesh	Phy.Edu
27	COLLEGE CHOIR	Ms.Anu Joseph (C)	CS & IT
		Adv.Varsha Palliyil	Professional
		Ms.Annie Faith	Professional
28	COLLEGE MAGAZINE	Mr.Anoop M.R (Editor)	Malayalam
	EDITORIAL BOARD (Magzine)	Dr.George Joseph	
		Ms.Sinimol P J	Malayalam
		Ms.Neethu Nazar	Commerce
		Ms.Vincy T.V.	Malayalam
		Mr.Sebastian.P.Joseph	English
		Ms.Nimmy Nair	Physics
		Ms.Sajitha Presoon	English
		Ms.Miji K Raju	CS & IT
		Ms.Elafath M.A	WELD
		Ms.Ashba Binoy	Geology
	EDITORIAL BOARD & SCREENING (General)	Dr.Davis.C.J (C)	English
		Dr.Abraham J Vallath	English
		Mr.Midhun Murali	Malayalam
		Mr.Renjith M	CS & IT
		Ms.Annie Faith	Professional
		Ms.Pretty Kiran	CRO

# Academic Record

Course Code	Course	Ist Internal Exam		IInd Internal Exam	
		GPA	Grade	GPA	Grade

Semester

# Academic Record

Course Code	Course	Ist Internal Exam		IInd Internal Exam	
		GPA	Grade	GPA	Grade

Semester

**COLLEGE ANTHEM**

SAHRDAYA SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
ENFOLD THY OFFSPRINGS,  
LEAD US O BEACON!  
UNTO THE LAND OF TRUE LIGHT  
SHOWERS OF GRACE,  
BLOSSOMS OF PEACE,  
FLOW FROM THY BOSOM OF LOVE.  
MOULD US AS LEADERS  
IN DAYS TO DAWN  
TO GUIDE THE WANDERING FLOCK!  
VALIANT YOUTH,  
DARING TO WIN,  
UPLIFTING DOWNTRODDEN LOT  
FILL US IN THE SKILLS  
WISDOM AND VALUES  
TO GUIDE THE WANDERING FLOCK!

SAHRDAYA, SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
UNTO THE REALM OF STARS,  
UNTO THE HEAVEN OF BLISS,  
UNTO THE LAND OF TRUE LIGHT

\*\*\*\*\*

**COLLEGE PRAYER**

As the deer panteth for the water  
So my soul longs after you  
You alone are my heart's desire  
And I long to worship you

You alone are my strength, my shield  
To you alone will my spirit yield  
You alone are my heart's desire  
And I long to worship you

I want you more than gold or silver  
Only you can satisfy  
You alone are the real joy giver  
And the apple of my eye

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Semester :

TIME TABLE

Days	Period												
	I	II	Recess		III	IV	Lunch Break		V	VI	Recess		VII
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

Semester :

TIME TABLE

Days	Period												
	I	II	Recess		III	IV	Lunch Break		V	VI	Recess		VII
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													



