



Ever to Excel

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

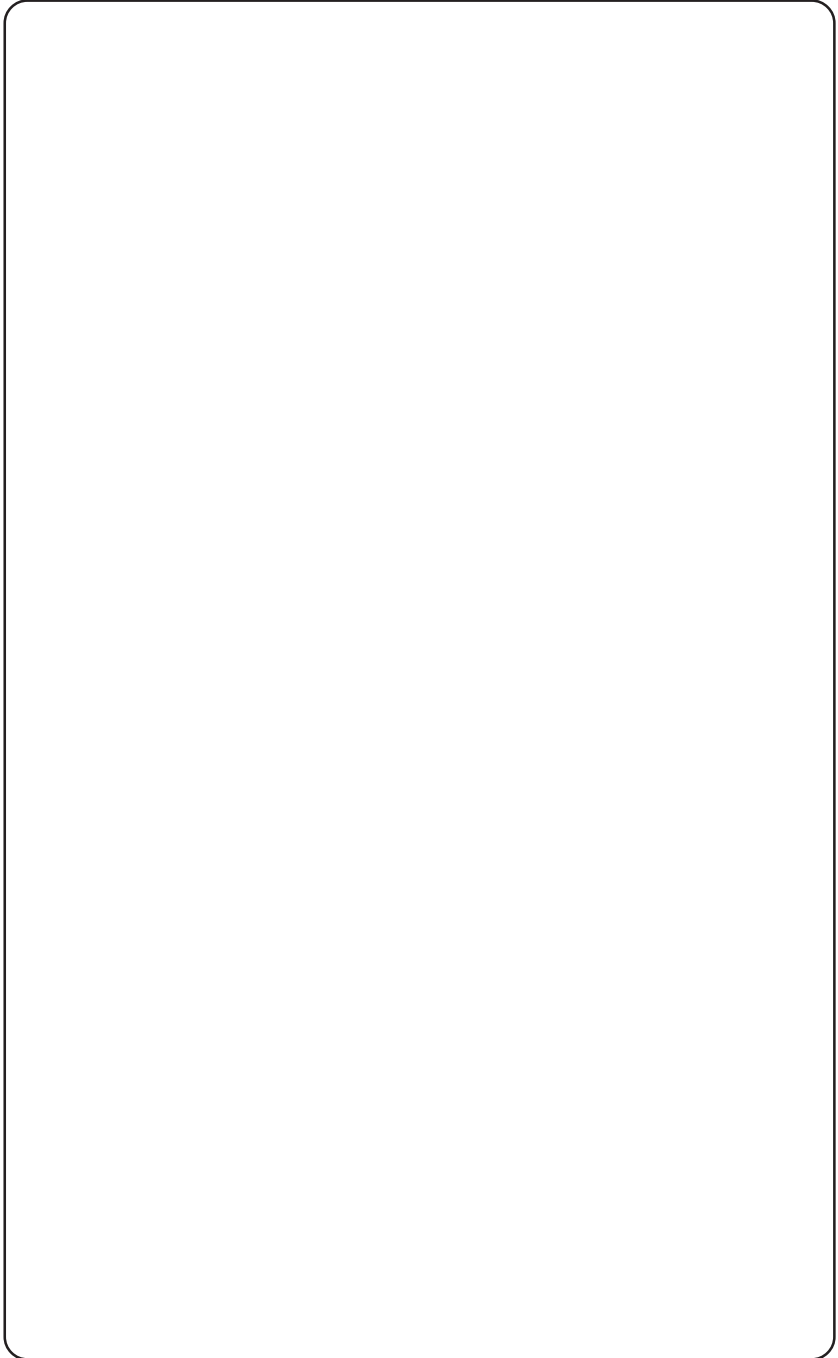
*Affiliated to University of Calicut*

**ISO 9001 :2015, 14001:2015**

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Founded and Managed by  
**Irinjalakuda Diocesan Education Trust (IDET)**

**Established : 2012**



## STUDENT PERSONAL DETAILS

2024-2025

Programme.....

Semester.....

Affix passport  
size photograph

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

### Higher Secondary

Specialization	Institution	Percentage
----------------	-------------	------------

XII

XI

X

### Graduation

Semester	Total Target Percentage
----------	-------------------------

I

II

III

IV

V

VI

### Short Term Plans (After Graduation)

.....

.....

### Long Term Plans (After 5 or 7 Years)

.....

.....

**PLAN OF ACTION**

**In case of higher education**

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

**In case of employment**

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

**SKILLS AND INTERESTS**

.....

.....

Signature of the student

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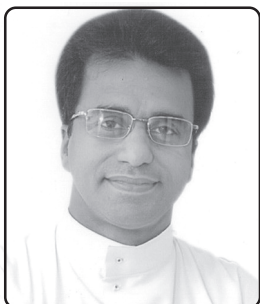
**SAHRDAYA GROUP OF INSTITUTIONS**  
**At the helm of affairs**



**Bishop Mar Pauly Kannoorkadan**  
Chairman  
IDET



**Msgr. Wilson Erathara**  
Manager  
Sahrdaya Group of Institutions



**Fr. Dr. Devis Chenginiyadan**  
Executive Director



**Fr. Anto Vattoly**  
Finance Officer



**Dr. Joy K.L.**  
Principal



**Karuna K. Nair**  
Vice Principal

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

Irinjalakuda Diocese was established in the year 1978, and His Excellency Mar James Pazhayattil took over the helm 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 knowledge to excel in one's personal and professional life thereby become self sufficient in the spiritual, intellectual and social levels to be contented and refined human being.

### **Our Mission**

To mould a new generation that upholds integrity, maturity and righteousness in every thought and deed and shape up their God-given talents, for the good of humanity through friendship, education and commitment.



**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, Sahrdaya Tech, Irinjalakuda and SIMS Kodakara.

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 with job oriented skills and personality development. Every individual in our institution is personally monitored so that their talents are adequately nurtured. Students are motivated to showcase their potentialities with confidence and get adapted to thrive in

the diversified Indian culture. It is a bliss that in pursuit of their academics, they become aware of God's plenty. Through the years, we constantly and consistently prune our students to emerge as effective citizens of our nation. Hence the management and the staff are determined to etch the motto, Ever to Excel.

## **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 Kannoorkadan, 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**

Sahrdaya 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, 3 kms from Irinjalakuda Railway Station and 25 kms from Nedumbassery airport. The structure and design of the campus exemplify the splendour of architectural excellence and ensures a congenial atmosphere for academic pursuit.

## **Regular / Professional and Add-on Programmes**

- 1. B. Com Professional Honours**
  - a. B. Com Professional with Chartered Accountancy
  - b. B. Com Professional with CPA (USA)
  - c. B. Com Professional with CMA (IND)
- 2. B. Com Honours (Existing Specialisation Finance)**
  - a. B. Com Finance with ACCA (UK)
  - b. B. Com Finance with CMA (US)
  - c. B. Com Finance with CIMA – CGMA
- 3. B. Com Honours (Existing Specialisation Taxation)**
  - a. B. Com Taxation with Enrolled Agent (EA)
  - b. B. Com Taxation with CFP
- 4. B. Com Honours (Existing Specialisation Banking and Insurance)**
  - a. B. Com Banking with Company Secretaryship (CS)
  - b. B. Com Banking with Logistics and SCM
  - c. B. Com Banking with Digital Marketing
- 5. B. Com Honours (Existing Specialisation Computer Application)**
  - a. B. Com Computer Application with FINTECH
  - b. B. Com Computer Application with Business Analytics
- 6. Bachelor of Business Administration Honours (Finance)**

- I Year - IATA foundation in Travel and Tourism with Galileo  
II Year - IATA foundation in Travel and Tourism with Galileo  
III Year – Air Travel Management with Galileo
- 7. B. Sc Physics Honours**  
I Year –Data Science  
II Year –Data Analytics
- 8. B. Sc Chemistry Honours**  
I Year –Pharmeceutical Chemistry  
II Year –Pharmeceutical Chemistry
- 9. B. Sc Mathematics Honours**  
I Year –Data Science  
II Year –Data Analytics  
III Year - Tally Prime
- 10. B. Sc Geology Honours**  
I Year – Remote Sensing & GIS  
II Year - Remote Sensing & GIS
- 11. B. Sc Psychology Honours**  
I Year - 1. Transactional Analysis(Basic Level)  
2.Mindfulness  
II Year - Transactional Analysis (Advanced Level )  
III Year - Psychology of Leadership  
IV Year – Personality Devevelopment.
- 12. B. Sc Computer Science Honours**  
I Year - Cloud Computing  
II Year - Cyber Security  
III Year - IOT Expert  
Professional Certificate Course – Machine Learning & Artificial Intelligence by ICT Academy

**13. Bachelor of Computer Application Honours**

I Year - Cloud Computing

II Year - Cyber Security

III Year - IOT Expert

Professional Certificate Course – Machine Learning  
& Artificial Intelligence by ICT Academy

**14. B. Sc Information Technology Honours**

I Year - Cloud Computing

II Year - Cyber Security

III Year - IOT Expert

Professional Certificate Course – Machine Learning  
& Artificial Intelligence by ICT Academy

**15. BA Graphic Design and Animation Honours**

I Year – Advertising

II Year –Media Production & Editing

**16. BA English Language & Literature Honours**

I Year – Advertising

II Year –Media Production & Editing

**17. BA Malayalam Language & Literature Honours**

I Year – Script Writing (Film)

II Year – RJ/ VJ

III Year - Copy Writing

**18. M. Com**

a. M. Com Finance with Enrolled Agent (EA)

b. M. Com Finance with ACCA/ US CMA/ US  
CPA/ CIMA(UK)

**19. M. Sc Psychology & M. Sc Clinical Psychology**

I Year - Rational Emotive Behaviour Therapy  
(REBT)

II Year – Person Centered Therapy

**20. M. Sc Computer Science**

Block – Chain and Cyber Security

**21. MA English**

I Year – TKT (Teaching Knowledge Test)

II Year - TKT (Teaching Knowledge Test)

**22. Authorised Cambridge Exam Centre**

Cambridge English Qualification B1 – C1 Levels (Business and Higher Education) for all First Year UG & PG students, Lingua Skill, B1 Preliminary, B2FCE, C1 Advanced, TKT

**23. MSW**

a. Certificate Course on Participatory Rural Appraisal

b. Certificate Course on Project Planning and Proposal Writing

**24. Department of Human Excellence**

Skill Enhancement Programme, Communicative Skills, Soft Skills (Cambridge University Press), Competitive Exam Training, Placement Training and Counselling.

## ADMINISTRATION

- ◆ **Rev. Fr. Dr. DEVISCHENGINIYADAN**  
**Executive Director**  
Mobile : 9400063196  
E-mail : [exedirector@sahridayacas.ac.in](mailto:exedirector@sahridayacas.ac.in)
  
- ◆ **Dr. JOYK.L.**  
**Principal**  
Mobile : 9544086647  
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- ◆ **Dr. Karuna K Nair**  
**Vice Principal**  
Mobile: 9847886965  
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- ◆ **Rev. Fr. ANTOVATTOLY**  
**Finance Officer**  
Mobile : 9539039348  
E-mail : [antopaulson@gmail.com](mailto:antopaulson@gmail.com)

**ADVISORY BOARD**

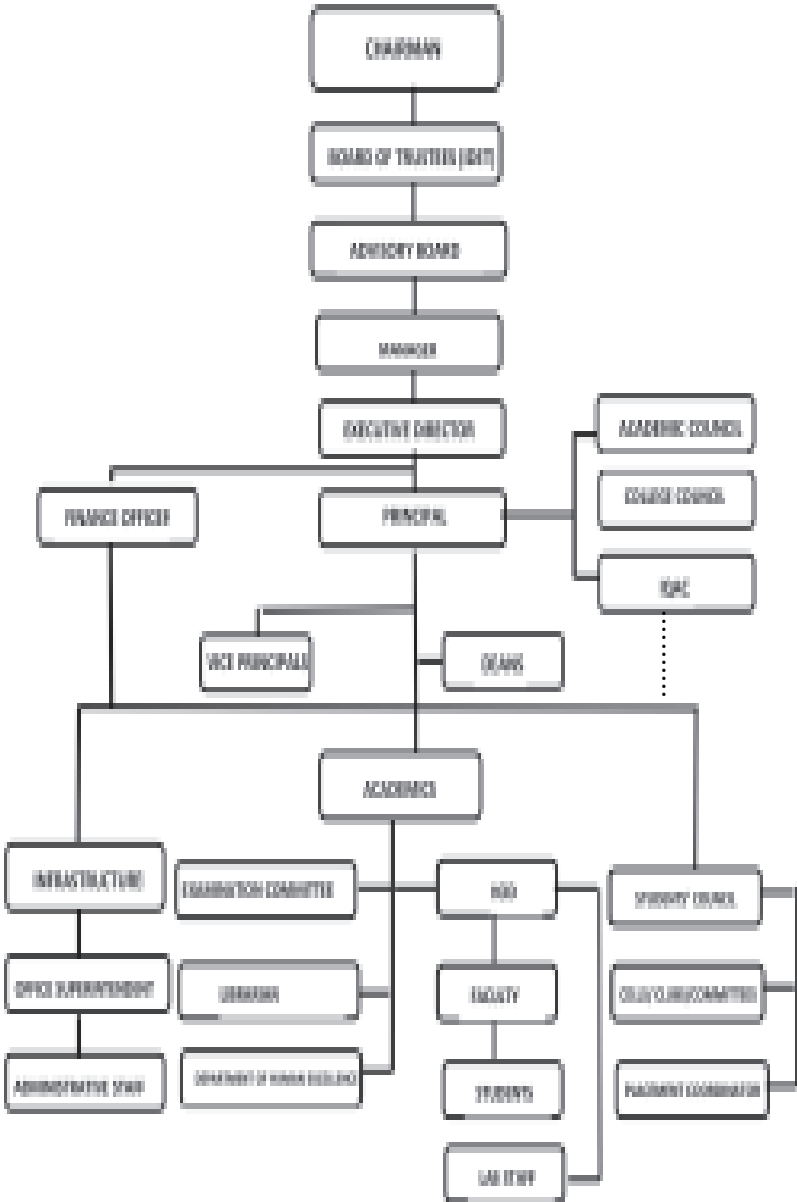
Name	Mobile
Dr. Sr. Annie Kuriakose CHF	9446529446
Mr. M. A. Ugin Morely	8943436198
Adv. K. Alphi Joseph	9447215740
Mr. K. P. Wilson	9846070507
Rev. Dr. Paul Pulikkan	9447239144
Dr. Finto Francis	9895711735

**ACADEMIC COUNCIL**

Name	Mobile
Rev. Dr. Paul Achandy CMI	9447923543
Prof. Abraham Joseph	9447650334
Dr. K. Babu Joseph	9048964489
Dr. B. Johnson	9446182862
Rev. Dr. Devis Chenginiyadan	9946512176
Dr. Joy K.L.	9544086647



## Organogram



## College Chronicle

### COLLEGE CHRONICLE 2023-24

#### Events : June 2023

- 5 : World Environment Day celebration
- 7 : PTA Executive Committee meeting
- 8 : Cambridge Assessment - B2FCE Examination
- 13 : Alumni Talk series for BBA students.
- 16 : Selection trial for NCC Students
- 19 - 23 : Reading Week celebration & Book Exhibition
- 21 : International Yoga Day celebration  
Programme by Toastmasters International
- 22 : Honouring the Super Readers of Kodakara  
Panchayath by Women Development Cell  
Workshop on Research Methodology for BBA  
students  
Reading competition for students
- 23 : Workshop on SPSS for PG students  
Seminar by Department of Malayalam with Library  
Forum, Thrissur  
Alumni Talk for Commerce Students
- 24 : Seminar “ Recherche 2K23” organized by PG  
Department of Commerce  
YIP Training
- 26 : Odyssey of Physics - Alumni talk by the  
Department of Physics
- 30 : Workshop on Python & Professional project  
development by the Department of CS&IT

#### Events - July 2023

- 4 : Alumni Talk Series by PG Department of Commerce
- 11 : One day seminar for the students of Commerce &  
Management

- 15 : Workshop on IPR& IP Management for start up organized by IIC
- 15 : World Youth Skills day competitions by the Department of Human Excellence
- 20 : Aviation (IATA) training session for III year BBA students
- 21 : Athmajyothi Poster making competition in connection with Anti Narcotics Day.
- 21 : SMART Alumni talk by the Department of Management.
- 22 : Workshop on Research Methodology by the PG Department of Psychology
- 22 : Industrial Visit to Vigyanasagar, Thrissur by III year B.Sc Physics students.
- 24 : Academic Year Initiation & Induction Programme (UG).
- 24 : Bridge Course for I year UG Students
- 26 : Company Analysis competition “NEGOCIO” by the PG Department of Commerce
- 26 : One day seminar on “Career Opportunities in India & Abroad” by the Department of Chemistry.
- 31 : SMART Talk - session 4 by the Department of Management.

### Events - August 2023

- 1 : Induction programme for I year PG Students
- 1 : Seminar on “ POSCO ACT” Legal Awareness by Women Development Cell.
- 8 : One day seminar on “ Studying the Past - Records of Climate, Natural disasters and human migration” by the Department of Geology.
- 8 : Freedom Week Celebration started.
- 9 : Workshop on “ Skill Enhancement & Motivation Training” by the Department of Management.

- 10 : Industrial Visit for II Year B.Com CA & B.Com Banking students
- 14 : A talk on “ Role of Youth in Environment Sustenance- Jeeva Rejuvenate Life” by Nature Club & NSS.
- 14 : Remembering the women Freedom fighters by the Women Development Cell
- 15 : Independence Day celebration
- 21 : Association Inauguration & PTA Meeting (Department wise)
- 24 : Onam Celebration for students & college closes for Onam Vacation.
- 25 : Onam Celebration for Staff.

Events - September 2023

- 2 : One day German International Webinar
- 4 : College reopens after Onam Vacation
- 5 : Teacher’s Day celebration
- 7 : Workshop on Research Methodology by the PG Department of Social Work
- 8 : Quiz on Science & Ozone by Science Departments for School students.
- 12 : Lingua Skill Business Examination for B.Com /PG students.
- 13 : Association Inauguration - PG Department of English
- 13 : Inauguration of CIMA students forum Talk series by PG Department of Commerce.
- 14 : National Hindi Day special assembly
- 14 : Quiz competition on Kerala Library Day - “Kerala Grandhasala Movement”
- 15 : Ozone Day observance
- 15 : Seminar by All India Management Association for B.Com students

- 16 : One day workshop on “Art in Therapy” for MSW students.
- 19 : Workshop on “Research Methodology” for B.A English students
- 26 : Sahrdaya Quiz series “KVIZ-10”
- 28 : EUREKA 2K23 - Business Plan competition by the Department of Management

Events - October 2023

- 6 : Maths Quiz Phase I by the Department of Mathematics
- 6 : Talk Series by PG Department of Commerce
- 6 : Orphanage Visit by III year BCA Students
- 9 : Thrissur Management Association inauguration conducted by PG Department of Commerce
- 9 : World Mental Health Day observance - counselling session
- 9 : Seminar on “Biological Basis of Behaviour” by PG Department of Psychology
- 10 : World Mental Health Day observance
- 11 : National workshop on Theatre & Performing Arts
- 12 : Inauguration of Wellness Club
- 12 : Awareness talk on Mental Health & Self care by Department of Social Work & Human Excellence
- 12 : Talk on IELTS by Department of Cambridge Assessment English
- 13 : Alumni Talk on “Autism & ABA” by PG Department of Psychology
- 16 : One day seminar by the Department of Geology
- 17 : Industrial visit by Department of Chemistry
- 20 : Maths Quiz Phase II by the Department of Mathematics
- 21 : CONVOCATION 2023 - UG (2020-2023) & PG (2021 - 2023)

- 27 : Meet the Entrepreneur (Panel Discussion) by the Department of Management.  
 31 : College Union Election 2023

Events - November 2023

- 1 : Language Oath & Kerala Piravi related activities by Department of Malayalam  
 1 : FDP on OBE implementation by Department of CS & IT  
 1 : College Union Election  
 3 : Maths Quiz Phase III  
 4 : Management Fest by PG Department of Commerce  
 6 : Economic Analysis presentation by PG Department of Commerce.  
 10 : National Seminar by PG Department of CS&IT  
 10 : Talk on “Legal Rights & Protection of Women”by ICC  
 14 : International seminar with paper presentation by PG Department of Psychology  
 14 : Seminar on “HarithaSabha” for NSS Students  
 16 : Regional workshop on Translation Studies  
 17 : Seminar on EDP  
 22 : IT @ Village - Batch IV  
 30 : Motivus Personality Grooming by Department of Human Excellence  
 30 : Divyangjan Day Observance by Department of Human Excellence  
 30 : Campus to Corporate Connect by Department of Human Excellence

Events - December 2023

- 2 : FDP on FYUGP.  
 6 : Calicut University Handball (W) Championship  
 8 : EL- DORADO Arts Fest competitions  
 11 : Inauguration of Viksit Bharat@2047 utsav by IIC

- 14 : One day Workshop on “Project Proposal Writing” for II year MSW students.
- 15 : Friday Market - sale of X’Mas decor items, perfumes& bracelets organized by ED Club
- 16 : Administrative Development Programme for Non Teaching Staff members
- 18 : SAMAAVESH 2023 - Programme for & by differently abled students.
- 18 : Seminar on “Session of Paliative Care” for I Year students
- 18 : Seminar on “Drug Awareness” for I Year students
- 18 : Retreat for catholic students of I Year UG
- 19 : Seminar on Cancer Awareness for NSS students
- 21 : Inaugural ceremony of EL- DORADO
- 22 : Christmas Celebration & College closes for Christmas vacation.

Events - January 2024

- 3 : College reopens after X’Mas Vacation
- 9 : Dr. S.K Vasanthan organized by Thrissur Literary Forum
- 11 : Alumni Talk Series by Department of Management Studies
- 11 : of Department online journal by the PG Department of English
- 119 : Talk Series by PG Department of Commerce
- 12 : on “Discover the future” for I year CS & IT students
- 17 : French Seminar by Department of Western Eastern Languages.
- 17 : Induction programme for newly joined faculty members.
- 18 : Blood Donation camp conducted by NSS & NCC in association with IMA.
- 19 : Meet a Mathematician

- 20 : One day workshop for High School students organized by Department of Physics, Chemistry & Geology
- 22 : Seminar on Research Methodology by Department of Physics
- 22 : One day workshop on “Design Thinking & Innovation” conducted by IIC
- 30 & 31 : International seminar on Mastering Mindful Changes for the students of PG Department of Psychology

Events - February 2024

- 3 : Press Conference to announce the NAAC ‘A’ Grade
- 4 : Photography Exhibition by ED Club
- 15 : Interzone Korfball championship
- 16 : Seminar on “Cyber Security” for I Year BCA/ CS & IT students
- 20 : Talk on “Innovative Development” conducted by IIC
- 21 : International Mother tongue day competitions by Department of Western Eastern Languages.
- 23 : Industrial visit to students of Department of Management Studies
- 23 : Workshop on “Work Culture of IT Industry” for BCA & IT students
- 25 : SPARKLETS - Alumni General Body & Alumni Meet
- 26 : Gender Awareness Programme “Hub for Empowerment of Women” for NSS & NCC members.
- 27 : Workshop on “Entrepreneurship skill and attitude & behavioural Development” organized by IIC
- 28 : Poster making competition by the Department of Chemistry
- 28 : Interzone Handball (M) Championship
- 28 : SPECTRA- 2024 : National Science Day celebration
- 29 : First Aid & Palliative Care Training programme by Department of Human Excellence



Events - March 2024

- 1 : NAAC “A grade “ achievement celebration
- 2 : Farewell to III year UG students
- 4 : Week celebration by Science Departments ( Physics, Chemistry & Geology)
- 15 : Seminar on “Journal of Research Analytical Review” organized by PG Department of CS&IT
- 16 : on “Psychotherapy and Counselling” by the PG Department of Social Work
- 19 : Seminar on Entrepreneurial Eurisko conducted by PG Department of Commerce
- 21 : One week celebration of Social Work Day.
- 21 : on “Data Analysis” for M.Sc Psychology & B.Sc Mathematics students
- 22 : - Inter Collegiate Spoken Word Poetry contest.
- 22 : World Water Day observation by the Department of Geology
- 23 : Calicut University Roller Sports championship
- 25 : Talk & interactive session on Uplifting Career
- 25 : University Academic Council election - all PG students participated
- 26 : on “Digital Painting” organized by the PG of English for Graphic Design & Animation students

Events - April 2024

- 2 : Impact lecture Series by Institution Innovation Council (IIC)
- 2 : Autism Awareness Day observance programme by the PG Department of Psychology

## **ACHIEVEMENTS**

August 2023

**Calicut University UG 2020 - 2023 Rank Holders**

**(As per the Provisional Position List)**

- ◆ B.Sc Geology
- ◆ 1<sup>st</sup> Rank : AESHAH RAFEEQUE
- ◆ 3<sup>rd</sup> Rank : HARIPRIYA MS
- ◆ 9<sup>th</sup> Rank : GODWIN FRANCIS
- ◆ B.Sc Psychology - 5<sup>th</sup> Rank : RUPASRI M

October 2023

- ◆ Harikrishnan A S & Joshy Joju were selected to Netball National Games Camp
- ◆ Archa Santhosh, Aiswarya S & Meera Krishna were selected to Kerala State Handball Women team for 37<sup>th</sup> National Games to be held at Goa.
- ◆ Christhuraj, Dev K Shaji & Krishna Dathan were selected to fast 5 National Games Camp Megha. C. P and Nandana. K. S represented India in the Inter National Tug Of War Women Competition held at Kualalambour, Malaysia.

December 2023

- ◆ Sahrdaya college team secured First position in Calicut University Interzone ARCHERY (M) championship held at JDT Islam College
- ◆ Sahrdaya College team secured Calicut University Handball (W) championship held at Sahrdaya College of Advanced Studies, Kodakara
- ◆ Sahrdaya College team secured overall championship in Yogasana (M) Calicut University Interzone Competitions.

- ◆ Thrissur District Senior Korfball Runner Up held at Naipunnya College PongamKoratty.
- ◆ Sahrdaya Football team secured Second Position in Calicut University Interzone Football Championship held at Kerala Varma College, Thrissur.
- ◆ Sahrdaya College Women team secured Second position in Yogasana (W) Calicut University InterzoneYogasana Championship.

#### January 2024

- ◆ Our Team won Thrissur District Senior Korfball Up held at Naipunnya College Pongam Koratty.
- ◆ We secured the Overall Championship in Calicut University Cycle Track Competition held at Sacred College, Chalakudy . SH College named Teresa and Aditya as individual champions in the women's category.
- ◆ Hiba Maryam, second year student of B.Sc Psychology, Sahrdaya College of Advanced Studies won first position representing University of Calicut in All India Yoga Asana Championship held at Orissa, Bhubaneswar KIIT University
- ◆ Our students got selection for the All India Football and finished Second in the South Zone Football Championship.
- ◆ the National Junior Handball Championship to be held in Rajasthan. Our students won Overall Runner Up in Karate (M) Interzone Championship.

#### February 2024

- ◆ The college is accredited by NAAC with Grade A and CGPA 3.04
- ◆ The college is included under 2(f) of UGC Act 1956

- ◆ Students of Sahrdaya College won 1st place in Men & Women category in National Beach Games TUG OF WAR held at Maharashtra Daman & Diu, 2024
- ◆ Students from Sahrdaya College won bronze medals for University of Calicut in the South Zone Inter-University Women's Handball Competition held at Periyar University, Salem, Tamil Nadu
- ◆ Two students of Sahrdaya College of Advanced Studies are selected to Indian Football Super League (ISL)

March 2024

- ◆ *Our team won the First Place in the Calicut University Korfball Championship*
- ◆ Our Team bagged the First Position for the fourth year in a row in the Calicut university Women Netball Championship
- ◆ Our Team won Third Place in NETBALL (M) Competition
- ◆ Our Team won the First Place in the Calicut University Handball (M) competition

April- 2024

- ◆ Our team won First place in Calicut University Inter Zone Men & Women Category Tug of War Competition
- ◆ Our team won First place in Calicut University Inter Zone Men & Women Category Roller Sports Competition

## STUDENT SUPPORT COMMITTEES

1.	Anti Ragging Committee Help line number	Prof.Chandrasekharan K P (Convenor) 9446324819
2.	Anti Ragging Squad Help line number	Dr Paul Chako Ms.Saniitha, Dr.Sheeba M B, Ms. Nimitha. 8075346471, 04802713713.
3.	Anti Narcotic Cell Help line number	Dr Paul Chako (Convenor) 9446324819
4.	Grievance Redressal Cell (General Grievance) Help line number	Dr. Karuna K (Convenor) 9847886965
5.	Women Grievance Redressal Cell Help line number	Dr. Sheeba M.B (Convenor) 9497773450
6.	Internal Complaints Cell Help line number	Dr.Sr.Jessy George (Presiding Officer) 8606529469
7.	Internal Assessment Complaint Help line number	Dr.Joy K.L. (Convenor) 9544086647
8.	Caste & Creed Discrimination Complaint ( Staff & Students) Help line number	Ms. Sunitha P.R. (Convenor) 9495637752
9.	Divyangjan Grievances (Differently abled students complaints) Help line number	Dr. Sreekutty K.G. (Convenor) 9445935202

## COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL

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3	Dr. Karuna K	Assistant Professor	IQAC Coordinator
4	Savio Francis Fernandez	Assistant Professor	Member
5	Shiji V K	Assistant Professor	Member
6	Sandhya Gopinathan	Assistant Professor	Joint Coordinator
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10	Jisha Sivadasan	Assistant Professor	Member
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13	Dr. Shaji B	Librarian	Member
14	Alicia Kannath Francis	Student Quality Assurance Coordinator	Member
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PTA EXECUTIVE COMMITTEE 2024-2025**

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Secretary	Ms. Ligi George	Assistant Professor, Department of Commerce	
Assistant Secretary	Ms. Metty Joby	Assistant Professor, Department of English	

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11	Mr. Savio Fernandez	HoD Department of Management Studies	
12	Ms. Sanitha M.M	Asst. Professor, Department of Commerce	

## OUR DEPARTMENTS

1. Post Graduate Department of Commerce & Sahrdaya Professional Academy
2. Post Graduate Department of Computer Science
3. Post Graduate Department of English
4. Post Graduate Department of Psychology
5. Post Graduate Department of Social Work
6. Department of Chemistry
7. Department of Geology
8. Department of Graphics & Animation
9. Department of Human Excellence (HED)
10. Department of Malayalam
11. Department of Management Studies
12. Department of Mathematics
13. Department of Physical Education
14. Department of Physics
15. Department of Western & Eastern Language (WELD)



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## **‘FYUGP’**

The Four-year undergraduate programme curriculum is a structural and methodological departure from the existing curriculum. The existing three-year programme shall remain within the four-year programme with options of lateral entry and single exit. Outcome Based Education (OBE) practices are to be used to design the curriculum. The regulations of the four-year UG programme aim at synthesizing degrees, which is now an international standard adopted by all the universities across the world. While synthesizing degrees, there shall be no restriction on the subjects/ courses across the disciplines, as far as possible. Conscious efforts to develop cognitive and non-cognitive problem-solving skills among the learners shall be part of the curriculum. The programmes shall empower graduates as expert problem-solvers using their disciplinary knowledge and collaborating in multi-disciplinary teams.

### **FEATURES AND OBJECTIVES OF CUFYUGP**

The features and objectives of the Calicut University Four-Year Under Graduate Programmes (CUFYUGP) shall be as follows:

- 1 The features, meaning, and purpose of CUFYUGP shall be as stipulated by the UGC and as adapted by the Kerala State Undergraduate Curriculum Framework (KSUCF)
- 2 The practice of lateral entry of students to various years exists, but an exit with a Degree shall be awarded only upon successful completion of the third year.
- 3 CUFYUGP shall have three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with Research).
- 4 Students who choose to exit after 3 years shall be awarded UG Degree in their respective Major Discipline after the successful completion of the required minimum of courses of total 133 credits.
- 5 A four-year UG Degree (Honours) in the Major Discipline shall be awarded to those who complete the CUFYUGP with

- a specific number of courses of total 177 credits, including 8 credits from an optional graduate project /dissertation in their Major/ allied discipline.
- 6 Honours students who have not undertaken their graduate project shall do two additional courses in the Major discipline, each comprising four credits.
  - 7 Students who aspire to pursue research as a career may opt for Honours with Research stream in the fourth year. A four-year UG Degree (Honours with Research) in the Major Discipline shall be awarded to those who complete the CUFYUGP with a specific number of courses of total 177 credits, including 12 credits from a mandatory graduate research project /dissertation in their Major discipline.
  - 8 The approved research centres of this University or any other university / higher educational institution (HEI) can offer the Honours with Research programme.
  - 9 The departments in the affiliated colleges under the University, which are not the approved research centres of the University, should get prior approval from the University to offer the Honours with Research programme. Such departments should have minimum one faculty member with Ph.D., and they should also have the necessary infrastructure to offer Honours with Research programme.
  - 10 Students who secure 75% marks and above (equivalently, CGPA 7.5 and above) cumulatively in the first six semesters are eligible to get selected to Honours with Research stream in the fourth year.
  - 11 A faculty member of the University/ College with a Ph.D. degree can supervise the research project of the students who have opted for Honours with Research. One such faculty member can supervise maximum four students in Honours with Research stream
  - 12 The students who have opted for the Honours with Research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They need to defend successfully the research

- project to obtain 12 credits. The research shall be in the Major/allied discipline.
- 13 The proposed FYUGP curriculum shall comprise Three Broad Parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/ Minor), and c) Discipline Specific Capstone Components.
  - 14 The Foundation component of the FYUGP shall consist of a Set of General Foundation Courses and a Set of Discipline Specific Foundation Courses.
  - 15 General Foundation Courses shall be common for all students and shall be grouped into 4 major baskets as Ability Enhancement courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), and Multi-Disciplinary Courses (MDC).
  - 16 Discipline Specific Foundation Courses are the Major and Minor courses in the first two semesters. They shall focus on foundational theories, concepts, perspectives, principles, methods, skills, and critical thinking essential for taking up advanced Courses.
  - 17 Ability Enhancement Courses shall be designed specifically to achieve competency in English and Additional Languages as per the student's choice with special emphasis on language and communication skills.
  - 18 The courses on Additional Languages shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading and academic writing skills, expository as well as the cultural and intellectual heritage of the language chosen.
  - 19 Multi-disciplinary Courses (MDC) shall be so designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social sciences, Commerce, Language, Humanities, and Liberal Arts. All the UG students are required to undergo two introductory-level MDC in any of the disciplines other than their chosen Major discipline, and a third MDC in Kerala-knowledge System, to be offered by English and Additional Language disciplines.

- 20 Skill Enhancement Courses (SEC) shall be designed to enhance workplace skills such as Creativity, Critical Thinking, Communication, and Collaboration—21st-century Skills.
- 21 Value Added Courses (VAC) shall be so designed as to empower the students with personality development, perspective building, and self-awareness.
- 22 Discipline Specific Pathway Components (Major/ Minor) shall provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area, which includes Major courses, Minor courses and discipline specific elective Courses.
- 23 Major Components shall be the main focus of study. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.
- 24 The students in a Major discipline can choose as their Minor stream the Minor courses offered by the same discipline or a different discipline. In the former case the content of the Minor stream can be related to the Major discipline, but the Minor stream should maintain a distinct academic identity. Students shall have the option to choose courses from disciplinary/ interdisciplinary Minors and skill-based courses related to a chosen vocational education programme.
- 25 Students shall be permitted to switch their Major at the end of the second semester by giving them sufficient time to explore different courses during the first year.
- 26 The student has the option to register for and attend a course without taking part in the continuous assessment and end-semester examination of that course. Such a course is called the Audit Course. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, without any credit (zero-credit). The Audit Course will be recorded in the final grade card of the student. This option can be used by the student to gain interdisciplinary knowledge.
- 27 Major components consist of three types: Discipline Specific Core Courses, Discipline Specific Elective Courses, and Research/ laboratory/ fieldwork.

- 28 The Capstone-Level Courses shall be designed in such a manner so as to enable students to demonstrate their cumulative knowledge in their main field of study, which shall include advanced thematic specialization or internships, community engagement or services, vocational or professional training, or other kinds of work experience
- 29 Advanced Major Specialization shall include courses focused on a specific area of study attached to a specific Major, which could be an Elective Course. They shall include research methodology as well.
- 30 All students shall undergo Internship or Apprenticeship in a firm, industry or organization, or training in labs with faculty and researchers of their own institution or other Higher Educational Institutions (HEIs) or research institutions.
- 31 Students shall be provided with opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, elected representatives to the parliament/ state assembly/ panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage in the practical aspects of their learning and to improve their employability.
- 32 Social Activities shall include participation in National Service Scheme (NSS), sports and games, arts, participation in university/college union related activities (for respective elected /nominated members), National Cadet Corps (NCC), adult education/literacy initiatives, mentoring school students, and engaging in similar social service organizations that deemed appropriate to the University.
- 33 Options shall be made available for students to earn credit by completing quality assured remote learning modes, including online programmes offered on the Study Webs of Active Learning for Young Aspiring Minds (SWAYAM) or other online educational platforms approved by the Board of Study from time to time.

- 34 Students shall be entitled to earn maximum 16 credits through such online courses in their eighth semester to complete the minimum credits required for the award of the fouryear Honours Degree.
- 35 The University shall advise the students to opt for such Online/ MOOC/ Signature Courses that have a comprehensive graded evaluation with proper grades and grade points.

### ASSESSMENT AND EVALUATION

Sl.No.	Nature of the Course		Internal Evaluation in Marks (30% of the total)		External Exam on 4 modules (Marks)	Total Marks
			Open-ended module / Practical	On the other 4 modules		
1	4-credit course	only theory (5 modules)	10	20	70	100
2	4-credit course	Theory (4 modules) + Practical	20	10	70	100
3	3-credit course	only theory (5 modules)	5	20	50	75
4	3-credit course	Theory (4 modules) + Practical	15	10	50	75



The assessment shall be a combination of continuous comprehensive assessment and an end-semester evaluation.

Continuous comprehensive assessment will have two sub-components: Formative assessment and Summative Assessment. The course-faculty can choose any combination of assessment methods listed below in both categories.

**Formative Assessment:** Formative assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. Suggestive methods of formative assessment are as follows: (i) Practical Assignment, (ii) Observation of practical skills, (iii) Viva voce, (iv) Quiz, (v) Interview, (vi) Oral presentations, (vii) Computerized adaptive testing, (viii) In-class discussions, (ix) Instructor-created exams, (x) Seminar presentations, (xi) Clicker question, (xii) Low-stakes group work, (xiii) Group Tutorial work, (xiv) One-minute reflection writing assignments, (xv) Home assignments, (xvi) Self and peer Assessments, (xvii) Any other method as may be required for specific course / student as implemented by the instructor.

**Summative Assessment:** Summative assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period— typically at the end of a project, unit, course or semester. The method of evaluation/ assessment may be as follows: (i) Written test, (ii) Open book test, (iii) Laboratory report, (iv) Problem based assignments, (v) Individual project report, (vi) Case study report, (vii) Team project report, (viii) Literature survey, (ix) Standardized Test, (x) Any other pedagogic approach specifically designed for a particular course by the instructor.

30% weightage shall be given for continuous comprehensive assessment. The remaining 70% weight shall be for the end-semester evaluation.

## LETTER GRADES AND GRADE POINTS

Mark system is followed for evaluating each question.

For each course in the semester letter grade and grade point are introduced in 10- point indirect grading system as per guidelines given below

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester.

The Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Only the weighted grade point based on marks obtained shall be displayed on the grade card issued to the students.

When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.

The successful completion of all the courses and capstone components prescribed for the three-year or four-year programme with 'P' grade shall be the minimum requirement for the award of UG Degree or UG Degree (Honours) or UG Degree (Honours with Research), as the case may be.

Letter Grade	Grade Point	Percentage of Marks (Internal & External Put Together)	Class
O (outstanding)	10	95% and above	First Class with A+ Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	75% to below 85%	
B+ (Good)	7	65% to below 75%	First Class
B (Above average)	6	55% to below 65%	
C (Average)	5	45% to below 55%	Second Class
P (Pass)	4	35% to below 45% aggregate (internal and external put together) with a minimum of 30% in external valuation	Third Class
F (Fail)	0	Below an aggregate of 35% or below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

# SAHRDAYA LINWAYS ACADEMIC MANAGEMENT SYSTEM

## A REFRESHING LEARNING EXPERIENCE



*Connect to campus.. Connect to Learning..*



We believe in mentoring our students, on and off the campus. Amidst the panic created by COVID-19 pandemic, facilitators and learners are together on the Sahrdaya-Linways Learning Management System. This interface keeps the learners intellectually engaged and academically refreshed in the comfort of their homes, while the facilitators explore the Work From Home alternative.



## SAHRDAYA LINWAYS

Linways AMS V4 at Sahrdaya College of Advanced Studies in Kodakara is a state-of-the-art academic management system designed to align with the National Education Policy (NEP) and incorporate Outcome-Based Education (OBE) methodologies. This comprehensive system offers an array of features to streamline academic administration and enhance the educational experience for both faculty and students. Key functionalities include:

**Outcome-Based Education (OBE) Tools:** Provides robust tools to design and implement OBE frameworks, enabling the definition of learning outcomes, mapping of outcomes to courses, and continuous tracking of student progress against these outcomes.

**Course Management:** Facilitates the creation, modification, and management of course structures, syllabi, and lesson plans, ensuring that course delivery is aligned with academic goals and NEP guidelines.

**Attendance Tracking:** Automates attendance recording and monitoring, making it easier for faculty to keep track of student attendance and generate reports.

**Assessment and Evaluation:** Offers tools for creating, administering, and grading assessments, quizzes, and exams, with integrated features for feedback and performance analysis, ensuring alignment with OBE principles.

**Student Information System:** Maintains a centralized database of student information, including personal details, academic records, and progress reports, allowing for easy access and management.

**Communication Tools:** Enhances communication between students, faculty, and administration through integrated messaging and notification systems, ensuring timely dissemination of important information.

**Learning Management System (LMS):** Supports online learning with resources such as lecture notes, assignments, and multimedia content, fostering a blended learning environment.

**Data Analytics and Reporting:** Offers robust analytics tools to generate insights on academic performance, attendance patterns, and other key metrics, aiding in data-driven decision-making and continuous improvement.

Linways AMS V4 aims to create a seamless and efficient academic ecosystem at Sahrdaya College of Advanced Studies, fostering an environment conducive to learning and academic excellence in line with NEP and OBE standards.

## ADMISSION

### REGULATIONS

1. Application for admission is to be made in the online Registration and prescribed form available from the College office on payment of UG - Rs.250, PG-Rs. 250/-. **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. All fields mandatory.
4. 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).
5. All selections are subject to the approval of the Management Council. Candidates who fail to report will have to face the follow up.
6. At the time of interview the applicant should be accompanied by his / her parent and produce the relevant documents.
7. If eligible for either concession or admission, Caste or Income Certificate, which ever relevant, is to be produced.
8. The selected candidates will be admitted on payment of the prescribed fees and production of the original certificates. Candidates are advised to have with them sufficient number of copies of the certificates with them. CAP ID (Centralized admission Process) on line registration with university of Calicut is mandatory.
9. 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
- ◆ Copy of 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 (only if admitted under University reservation quota)
- ◆ Equivalency / Recognition Certificate (for NIOS candidate only)
- ◆ Passport size photograph – 4 Nos.
- ◆ Copy of Aadhar Card.

### **ADMISSION TO THE SUBSEQUENT ACADEMIC YEARS**

- ◆ Admissions begins on third week of May every year.
- ◆ Classes for all the Programmes courses will begin in the month of June. (as per the University regulation)
- ◆ Students are requested to obey the rules and regulations of the college. 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.
- ◆ It is compulsory to remit the Semester fees at the beginning of each semester.

## SCHOLARSHIP

Sahrdaya offers scholarship to students as a financial aid for further education. It is awarded to them based on a set of criteria such as academic merit, diversity and inclusion, athletic skill, and financial need.

These are the five scholarships offered by SCAS :

### **NORMS FOR SAHRDAYA MERIT SCHOLARSHIP**

1. Students should secure a minimum of 90% (CBSE & ICSE syllabus) & 95% (State syllabus) marks in Plus Two to avail scholarship in the first year.
2. Students should secure a minimum of 80% for Commerce, Management & Arts and 85% for Science in qualifying examination (University/Internal) whichever is applicable to avail Scholarship in the Second & Third year.
3. Where the University result of more than one semester is published, the aggregate of all results will be considered to calculate the qualifying percentage.
4. Above 90% of attendance is mandatory in all semesters.
5. Students should clear fee due of previous semesters if any till the date.
6. Students should adhere to rules and regulations of the college as appended from time to time, failing which the scholarship will be cancelled with immediate effect
7. For availing scholarship, the student should apply for the same each year and will be granted the scholarship only after scrutiny & review by the scholarship committee.
8. Students should produce qualifying mark list as proof of securing the required marks while applying for scholarship.
9. Student should produce a certificate from the Head of the Department certifying the attendance percentage and percentage of marks in previous semesters, at the time for applying Scholarship.



The scholarship committee reserves the right to take decision on the allotment of scholarship and also the amount to be allotted.

**NORMS FOR SAHRDAYA STUDENT SUPPORT SCHOLARSHIP**

1. Students family annual income shouldn't exceed more than 1 Lakh. (Submit Income certificate from Village Officer)
2. Students should secure a minimum of 70% marks in Plus Two to avail scholarship in the first year.
3. Students should secure a minimum of 60% for Commerce, Management & Arts and 70% for Science in qualifying examination (University/Internal) whichever is applicable to avail Scholarship in the Second & Third year.
4. Where the University result of more than one semester is published, the aggregate of all results will be considered to calculate the qualifying percentage.
5. Above 90% of attendance is mandatory in all semesters.
6. Students should clear fee due of previous semesters if any till the date.
7. Students should adhere to rules and regulations of the college as appended from time to time, failing which the scholarship will be cancelled with immediate effect
8. For availing scholarship, the student should apply for the same each year and will be granted the scholarship only after scrutiny & review by the scholarship committee.
9. Students should produce qualifying mark list & income/genuinity certificate as proof for applying for scholarship.
10. Student should produce a certificate from the Head of the Department certifying the attendance percentage and percentage of marks in previous semesters, at the time for applying Scholarship.
11. The scholarship committee reserves the right to take decision on the allotment of scholarship and also the amount to be allotted.

**NORMS FOR SAHRDAYA COMMUNITY SCHOLARSHIP**

1. Students family annual income shouldn't exceed more than 1 Lakh. (Submit Income certificate from Village Officer)
2. Should submit community certificate from Parish Priest.
3. Students should secure a minimum of 70% marks in Plus Two to avail scholarship in the first year.
4. Students should secure a minimum of 60% for Commerce, Management & Arts and 70% for Science in qualifying examination (University/Internal) whichever is applicable to avail Scholarship in the Second & Third year.
5. Where the University result of more than one semester is published, the aggregate of all results will be considered to calculate the qualifying percentage.
6. Above 90% of attendance is mandatory in all semesters.
7. Students should clear fee due of previous semesters if any till the date.
8. Students should adhere to rules and regulations of the college as appended from time to time, failing which the scholarship will be cancelled with immediate effect
9. For availing scholarship, the student should apply for the same each year and will be granted the scholarship only after scrutiny & review by the scholarship committee.
10. Students should produce qualifying mark list & income/genuinity certificate as proof for applying for scholarship.
11. Student should produce a certificate from the Head of the Department certifying the attendance percentage and percentage of marks in previous semesters, at the time for applying Scholarship.

The scholarship committee reserves the right to take decision on the allotment of scholarship and also the amount to be allotted.

### **NORMS FOR SAHRDAYA TALENT SCHOLARSHIP**

1. Students should adhere to rules and regulations of the college as appended from time to time, failing which the scholarship will be cancelled with immediate effect
2. Students should clear fee due of previous semesters if any till the date.
3. Students should produce Sports/Arts achievement certificate as proof for applying for scholarship.
4. A student who has not availed scholarship in the first year is eligible to apply for scholarship in any of subsequent years provided he/she meets the eligibility criteria (Performance in the University/State/National Level competitions)
5. For availing scholarship, the student should apply for the same each year and will be granted the scholarship only after scrutiny & review by the scholarship committee.
6. Student should produce a certificate from the Head of the Department certifying the performance in previous semesters, at the time for applying Scholarship.
7. The scholarship committee reserves the right to take decision on the allotment of scholarship and also the amount to be allotted.

### **NORMS FOR SAHRDAYA DECENNIAL SCHOLARSHIP**

1. Decennial Scholarship is instituted as SCAS completes 10 Year of its establishment
2. Students those who take admission for I B.Sc (Physics/Chemistry/Mathematics/Geology) & I BA (English/

Malayalam) for the academic year 2023-2024 are eligible for decennial scholarship.

3. Students who have secured above 70% marks in their Plus Two Examination can avail Rs.25000/-. Students who have secured below 70% marks in their Plus Two Examination can avail Rs.20000/- as scholarship in the first year (2023-24).
4. Students should adhere to rules and regulations of the college as appended from time to time, failing which the scholarship will be cancelled with immediate effect
5. The scholarship committee reserves the right to take decision on the allotment of scholarship and also the amount to be allotted.

## RESOURCES AND SERVICES

### 1. 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.

### 2. 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.

### 3. 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.

#### **4. 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.

#### **5. 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 and girls.

#### **6. 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.

## **7. 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.

## **8. DINING HALL**

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

## **9. 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.

## **10. 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 relevance 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.

### **11. 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.

### **12. REPROGRAPHIC CENTRE - KIOSK**

This facility can be made use of by the students during the college hours. The counter acts as a stationery store where the students can procure the stationary items they need.

### **13. 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.

## **CLUBS AND CELLS**

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.

### **1 ALUMNI ASSOCIATION**

SCAS has lived up to its motto 'Ever to Excel' since its inception. It has extended its wings globally through its Alumni. The Sparklets Sahrdaya Alumni Association was constituted formally in the year 2016. The main aim of the Association is to maintain the link between Alma Mater and Alumni. It was formed with a view to keep the silken threads of attachment between the old students and the Institution. The Alumni members meet for an Annual get-together every year and all the Alumni present in the campus are given time to cherish their memories. All the Alumni participate in various entertainment programs and games organized by the college, with



their spouse and children and are treated with utmost warmth and care. SCAS Alumni association was registered as a society under Travancore Cochin Literacy Scientific and Charitable Societies Registration Act 1955 on 10th March 2020 as SPARKLETS SAHRDAYA ALUMNI ASSOCIATION (Registration No.: TSR/TC/135/2020).

Alumni Association have always encouraged our students to carve excellence for an integral development. Besides, the association always appears before the college management and staff members with their innovative suggestions to upgrade the institute's social commitment stature. Members of alumni association exhibit great social commitment and as a demonstration of a benevolent act like donating laptops to needy students, handing out financial aid to deserving candidates, organizing workshops for SCAS students and contributing to the college infrastructure. Sparklets Alumni Association has also initiated and are working on various new projects as a token of love and bonding.

## **2 LITERARY CLUB**

Literary club ,SCAS aims to inculcate among students a flair for the language and enhance their literary skills. To induce reading habit in students. To encourage students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence. To provide a platform for debating events. Not only students, we aim to promote the craft of literariness of our faculty members. As we know literature is the mirror of life, it allows us to interpret our own life and emotions and find ways to relate to the plot so we in turn can reflect. Here we offers a platform to all the creative artists of our college and we affirm all to believes in their true potential.

## **3 INSTITUTION'S INNOVATION COUNCIL**

Institution's Innovation Council is an envisioned encouraging creation by Ministry of Education's (MoE) Innovation Cell (MIC), Govt. of India to promote innovation and entrepreneurship in the

Institution through multitudinous modes, leading to an innovation promotion ecosystem in the campuses.

#### **4. 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.

#### **5. WOMEN DEVELOPMENT CELL**

The Women Development Cell at Sahrdaya College of Advanced Studies comes under the ambit of Department of Women's Studies, Calicut University and is constituted according to the instructions of Calicut University. The University functions as the nodal agency for coordinating the activities of the Women Development Cells in its affiliated colleges. The Women Development Cell at Sahrdaya College of Advanced Studies is a forum formed in the year 2016-17 that constitutes both student volunteers and teaching faculty. role numbers in the following year. Every year the Cell is constituted with members of the staff as well as student volunteers. The Cell is formed primarily for the empowerment and upliftment of women and to instill in them self-confidence and courage to overcome the hurdles in their lives and to educate them of their legal rights.

#### **6 SAPTHASADASSU**

Along with the impeccable and immaculate attention to academic excellence, the college allocates equal importance to co and extra-curricular activities that hone the budding talents of the students. El Dorado is the annual cultural fiesta celebrating the remarkable talents of the students. The intra-college arts fest focuses on encouraging the students to exhibit their inherent talents in the arena of arts and culture. The two-day fiesta entails an impressive array of literary and cultural programs and competitions and is a

true amalgamation of the Sapthasadassu which includes Chuvadu, Swaram, Natyam, Roopam, Aksharam, Niram, and Dhrushyam.

The Sapthasadassu is a unique initiative of the college that channels the inherent artistic talents of the students into the seven entities or Sadassu. It is a confluence of pure artistry which provides the students an opportunity to unleash their talents. The College provides ample opportunities to develop talents in different forms of art. In addition to the activities of the Fine Arts, students are encouraged to participate in competitions held outside the campus. The college has marked its indelible representation in the University Arts fests. Banking on a tenacious performance over the past years, Sahrdaya College of Advanced Studies, Kodakara, never miss to take a clear lead in the Calicut University- D Zone Arts Festivals. The college then goes on to further its calibre in the South zone – Inter-university Arts Fest and National Arts Fests in which the students stay steadfast with flying colours.

Sahrdaya College of Advanced Studies conducts weekly Friday programmes during the lunch break wherein students conduct programmes as part of the seven sadassus. Each day would comprise of one or two sadassu events

## **7. NATURE CLUB**

The Nature Club aims at inculcating an appreciation of nature among students and encouraging them to participate in a variety of conservation initiatives. Today's students are more connected to people all over the world but less connected to nature. The Nature club in our college teaches students to love nature and sorts out some activities which help them to connect to our Mother Earth. Due to various anthropogenic activities, the environment has been subjected to irreparable damages. If we do not take immediate measures to preserve and rescue nature, it will have a reverse and negative impact upon us. The environment and the resources in it is to be protected at any cost. The protection of the environment is the primary concern of the Nature Club. The Nature Club conducts

various activities such as Green Campus projects, Seminars, Vegetable gardening, Vermicomposting and many other activities.

## **8 QUIZ AND DEBATE CLUB**

With an aim to instill curiosity and critical thinking skills among the students, the quiz and debate club was formed. The quiz and debate club of Sahrdaya College of Advanced Studies offers an exciting platform to motivate, inspire and reward students' quest for knowledge. It aims at developing healthy competitive spirit among the young and curious minds. Students from every department are encouraged to participate in various quiz and debates organized by the club on periodic intervals.

The club serves the following objectives:

To create a group of young minds with quizzing talent.

To lend hands to beginners and lead them to the world of knowledge.

To guide on specific areas of quizzing and encourage to participate in quiz competition

To expose the quizzing talents of students by involving them to conduct interdepartmental competitions.

To encourage and conduct periodical quizzes on specific topics.

## **11. 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.

## **12. ANTI RAGGING COMMITTEE & ANTI RAGGING SQUAD**

Anti Ragging Committee and Anti Ragging Squad are constituted as per the University Circular.

## **13. ANTI NARCOTICS**

The Antinarcotics cell has been constituted for curbing drug trafficking and use of illegal substances inside the campus. To ensure a drug free campus by imposing a ban on the possession and consumption of drugs & alcohol, within or outside the campus/ hostels. The main goal is to enhance the students' "awareness and understanding" of the harmful, social and health effects of illicit drug use. The cell tries to create a healthier community through coordinated efforts to prevent use, production and distribution of illicit drugs. We arrange programmes to make students aware of the strong legal force working against narcotics and inculcate respect towards parents, teachers and judiciary. Our objective is to enable a socially committed student community to work against the use of drugs and drug abuse. We ensure a drug free campus.

## **14. GRIEVANCE REDRESSAL CELL**

This is to inform you about the Grievance Redressal mechanism of the college. Grievance Redressal Cell, Internal Assessment Complaints Cell, Divyangjan Grievance Cell, Caste and Creed Complaints Cell and Internal Complaints Committee are the various mechanisms. Grievances, if any, can be brought to the notice of the authorities, through any of the following methods:

1. Grievance can be conveyed to the Head of the Department and Class Animator.
2. Grievance can be conveyed to the Head of the Institution.
3. Grievances written on a piece of paper can be dropped in the

### Complaint Box

4. Grievance message module on Linways.
5. Grievance mailer in the Grievance Redressal Cell tab on the website [www.sahrdayacas.ac.in](http://www.sahrdayacas.ac.in)

### **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.

### **CAMBRIDGE ASSESSMENT ENGLISH (CAE)**

Sahrdaya College of Advanced Studies, in her 10<sup>th</sup> year of inception, made a milestone by collaborating with Cambridge Assessment English, Cambridge University and has signed the MoU on 7<sup>th</sup> December 2021. Sahrdaya provides various Cambridge English qualifications ranging from B1 to C1 level. Sahrdaya College of Advanced Studies, under IDET has turned to be the second authorized Cambridge Exam Centre in our state. Our college aims to provide a sophisticated learning experience to nurture the proficiency and knowledge relevant in the presently competent corporate globe, in terms of higher education, employment, and other opportunities available worldwide. With qualified and trained faculty members, all resources and task based contents as per the regulations of Cambridge Assessment English, Sahrdaya offers all students the opportunity to enroll and build themselves as confident English language speakers. Currently, our college has conducted exams for more than 1500 students since 2019 and has extended this privilege to other educational institutions as well.

## NATIONAL SERVICE SCHEME

### (N.S.S.)

National Service Scheme aims at developing student's personality through community service. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. The main objectives are:

- Helping the students to develop a democratic attitude and leadership qualities.
- Assisting the students to share responsibilities and develop abilities.
- Supporting the students to make use of their skills and knowledge to find practical solutions to community and individual problems.

**Membership:** Students can join the NSS scheme by registering themselves via the concerned Programme Officer at the beginning of each academic year. Each student is subject to its discipline and code of behavior. NSS is 2 years activity-based programme, in that social service of 120 hours (first year) + 120 hours (second year) + 1 NSS residential camp is mandatory to complete this programme. After 2 years of NSS, volunteers will get a certificate from the university.

At Sahrdaya College, we have an NSS Unit, which started on 18<sup>th</sup> December 2020. The strength of the NSS Unit is around 50 students each year. The major activities include Adventure Programmes, Plantation, Blood donation, Community surveys, Awareness Rallies, Cleaning etc.

## NATIONAL CADET CORPS

### (NCC)

The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of

which career they choose. Needless to say, the NCC also provides an environment conducive to motivating young Indians to join the armed forces. To train volunteer youth to become confident, committed and competent leaders in all walks of life.

**OBJECTIVES:**

- (a) To enhance the awareness level of cadets for being responsible citizens of the country.
- (b) Provide opportunities and encourage cadets to enhance their knowledge / awareness levels on life / soft / communication skills, character Building / personality development.
- (c) Conduct activities to provide value based contributions towards society in Terms of social and community development.
- (d) Undertake adventure activities for development of leadership qualities and risk taking abilities.
- (e) Provide a platform to launch good-will ambassadors cadets to project the image of the country overseas.
- (g) Provide an environment to motivate cadets to join the armed forces as a Career.

Sahrdaya College Of Advanced Studies, Kodakara has been sanctioned SD/SW 108 cadets vide approval given by the group commander, NCC Group Head Quarters, Ernakulam under the fully self-financing scheme out of turn allotment in December 2020.

**DEPARTMENT OF HUMAN EXCELLENCE**

**'SKEDUCATION'**

**COMMUNICATIVE SKILLS (C SKILLS)**

Communication has always been important factor for a human being - in all his personal, social and professional spheres. Communicative skills especially in English is not just a medium of communication, but is more of a Life skill and is the language of International communication, media and the internet. Aptly called the Universal Language, it is one of the Top ten skills needed for an



entry into a professional career and determines the success and destiny of a Student.

**Inculcating LSRW, Grammar, Vocabulary, Appropriate and Contextual use of language, Kinesics, Proxemics, British and American English, Public speaking, Netiquettes, Emails, Cover letter and Resumes.**

### **SOFT SKILLS (S SKILLS)**

Soft skills are character traits and interpersonal skills that characterize a person's relationships and determines chances for employment. In the workplace, soft skills are considered to complement hard skills, and have a direct bearing, affecting the modus operandi of all our dealings - from dealing with others to dealing with self. Together they make for the personality of an individual either 'Appealing' or 'Repelling. Soft skill certification in progress with Cambridge University Press and Assessment.

**Interpersonal skills, Emotional Quotient, Personality Grooming, Time management, Conflict resolution, Positive Attitude, Team work, Stress Management, Life Skills, Creativity, Resilience, Leadership skills.**

### **COMPETITIVE EXAM TRAINING (CET)**

Competitive Exam training is vital for Professional Excellence to help polish skills and competencies. CET team guides students to meet the varying and challenging needs of examinations with specific goals of improving one's capability, capacity, productivity and performance and help understand the concepts to develop necessary skills.

**Logical Reasoning, Quantitative Aptitude, Analytical and Critical Thinking, General Knowledge, Coaching for exams of IBPS, PSC, Staff Selection Commission, and Railway Recruitment board etc.**

### **PLACEMENT TRAINING (P Skills)**

Placement training Programmes inculcates specific skills in students, to meet corporate expectations and making them

employable. The PLTR team coaches students by providing specific target oriented classroom sessions and lectures with hands-on experience in group discussions, Mock Interviews, Debates and other extempore activities, thus instilling confidence and help gain corporate exposure.

**Industry oriented Employability skills, Digital Resume, Job portals, Interview Skills, Entrepreneurship Skills, Interpersonal skills, Team management, SOP, Internship updates and Placement assistance.**

**WELLNESS BEATS (Counselling and Personal Interaction)**

“Health is a state of complete Harmony of the body, mind and spirit”. To ensure this, our Counsellors strive to provide a safe, non-judgmental, warm and caring environment giving students an opportunity for self-exploration and self-discovery. The Counselling team encourages students to embark on a journey towards personal growth with improved self-awareness and conflict resolution abilities by managing stress effectively in a vibrant, cheerful and positive way.

### **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.

## CODE OF CONDUCT

Absolute discipline is the mission of Sahrdaya College and to fulfil this, the following general rules are insisted on students.

1. Attitude of respect and love should be reflected in the behaviour towards elders, teachers, peers & everyone.
2. Ragging in any form is a criminal offense and is strictly banned in the campus. Students can make use of guidance, counselling & student representative's meeting with Executive Director, Principal, Vice Principal, HODs, Animators & Teachers Redressal Cell, in case of complaints. Discipline should be maintained in the college campus even during college functions, events & activities.
3. College working time is from 9.00 a.m. to 4.00 p.m. and starts with a morning assembly which is mandatory for all students. Students should be punctual and are obliged to obey the rules and regulations of the College.
4. All the students are expected to reach campus by 8.45 am and be in the class/ assembly hall by 8.50 am when the first bell goes
5. Students who come late by more than 10 minutes will lose half day's attendance.
6. Possession or usage of mobilephone, any removable data storage device or hardware attachments for software operations are strictly prohibited on campus.
7. No guests /visitors shall be allowed with the students in the class /or on campus on working days.
8. Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the Institution shall be punished.
9. Using abusive language and creating nuisance in the premises of the institution, disturbing the peace and independent rights of the fellow students and faculty members shall be deemed as an act of indiscipline.
10. During working hours, students are not allowed to move around

in the campus. After the commencement of the class, students are not allowed to enter or go out of the classroom without the prior permission of the Principal.

11. Sahrdaya insists on dress code and ID card in campus for all students. The uniform should be purchased from the college and students should wear the uniform on all days. The students should also follow the dress code while going out for official programmes representing the college like study tour, participating in competitions, social service / placement test etc
12. The campus language is English. Speaking in other languages is restricted.
13. Cleanliness in classroom is essential. The students are advised to take utmost care while handling college articles. Avoid writing and posting notices on desks, benches and walls. Any damage to the property should be compensated by the students. The students are prohibited from displacing articles / furniture from their proper places in the classroom or laboratory. At the end of every semester the classroom furniture, articles and fixtures will be inspected and damages if any, must be compensated by the students / entire class.
14. Candidates will be permitted to appear for the University examinations only if he/she secures not less than 75% attendance in each semester. Students are expected to apply for leave through Linways. They should get approval from the class animator and HoD before taking leave. The prescribed leave application filled & duly signed by the parent/guardian should be submitted to the Principal. The Students should clear all the dues in every semester before submitting the application for the university examinations and for getting the hall ticket.
15. Politics is not allowed in the campus. The students are prohibited from organizing or attending meetings in the college, distributing notices and collecting money for any purpose without the permission of the Principal.

16. Anti-social activities like consumption of alcohol, drugs, smoking, manhandling (including unnecessary dragging or pushing one another) will be strictly dealt with.
17. Students using two or four wheelers for commuting to college should submit an application in the prescribed form with all details. The speed limit inside the campus is 20km/hr and students using vehicles should reach the campus before 8.50 a.m. Students are not permitted to leave their vehicles in the college porch under any circumstances and they are not allowed to drive 2 or 4 wheeler inside the campus beyond the permitted parking areas.
18. Parents/Guardians are allowed to meet the students only with prior permission and they are supposed to wait in the front of office lobby.
19. In the interest of the institution and for the sake of discipline, the college is entitled to take any punitive action on any student for his/her misconduct.
20. Immorality, Irregular attendance, insubordination to teachers, habitual inattention to class work, contempt for authority, wilful damage to college property, obscenity in word or deed, malpractice in examinations etc; are sufficient reasons for permanent or temporary dismissal of a student.
21. Latecomers should not enter the classroom, without the permission of the teacher in charge of the class. In any case, latecomers will not be given attendance.
22. Parents or guardians are expected to respond to the calls from the college authorities, from time to time.
23. The members of the College students' council are chosen among the class representatives (one boy and one girl) who are directly elected from each class.
24. A call to the auditorium or conference hall for any programme must be promptly and strictly responded to. No one should remain in the classrooms or elsewhere during such occasions.

25. Discipline and decorum is expected from the students during programmes convened in the auditorium or elsewhere.
26. It is the responsibility of the student to earn a conduct certificate. It is not issued as a matter of right. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.
27. Students who are charged with the criminal offence and are under suspension shall not be allowed to enter the campus and hostel without permission.
28. Students from the other institutions and outsiders shall not meet or interact with the students of the College inside the campus and hostel without the prior written consent of the Principal.
29. There shall not be any discrimination against any community or category of students of the College and immediate stringent action will be taken against the erring students.
30. Photography /video/ audio recording/ playing on the campus and in the college bus is strictly prohibited. Media coverage of programmes held in the college shall be done only by authorised personnel.
31. Students are not allowed to bring 4 wheelers and 2 wheeler vehicles above 350cc into the campus. They have to take vehicle pass to park their 2 wheelers at the allotted place at their own risk. Stunting and racing of vehicles with in and in a radius of 200 metres outside the campus are strictly banned.
32. Complaints of students will only be looked into if they are presented through the proper channel. Collective petitions however will not be allowed.
33. During the absence of the teacher as well as while moving from one class to another, care should be taken to observe silence.
34. Observance of strict silence during morning assembly is compulsory. Morning assembly is mandatory for students.
35. Hostel rules - Hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character

- regulating the conduct of students within and outside the College and the hostel premises with a view to maintain the discipline, credit and reputation of the College and the hostel.
36. College Students' council election will be conducted according to the Lyngdoh committee report dated 26 May 2006.
  37. Students are not expected to use any methods to defame the institution in any manner, especially through social media. If such activities are noticed, strict actions shall be taken against such students, including filing of a complaint in the cybercell.
  38. Semester certificate of attendance and progress required for admission to university examination as well as promotion shall not be given unless the applicant has attended at least 75% of the working days of the semester. Absence of 10 consecutive working days without information will result in the removal of the name from the rolls.
  39. The College authorities reserve the rights to amend, repeal or modify any of the above rules. It is the responsibility of the students to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.

**MISCONDUCT SHALL INCLUDE:**

- Staying away from classes without sufficient reason.
- Disrespectful behaviour towards the staff and fellow students.
- Loitering in the verandas during free hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of Biblioteca)
- Disorderly behaviour in the class.
- Blocking gates/doors or passages which would restrict the mobility of staff and students in the college.
- Involvement in manhandling or harassing fellow students.
- Creating disturbances during functions/programmes by shouting, howling or dancing.

- Resorting to any kind of malpractice in the examinations.
- Collecting money from staff or students without the permission of the Principal.
- Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
- Vandalism and destruction of College property will be severely dealt with and material loss will be fully recovered from the concerned.

### **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. 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.
9. 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 RULES**

- 1 It is obligatory for all students to become members of the College Library.
- 2 Library hours are from 8.30 am to 4.30 pm
- 3 The Library shall remain closed on Sundays, Second Saturdays & other Public Holidays.
- 4 Readers shall keep silence within the Library premises.
- 5 It is mandatory to enter one's name and signature in the register kept at the entrance for using the Library.
- 6 Personal belongings such as umbrellas, bags, tiffin carriers etc. are to be kept in the racks provided at the entrance of the Library. Sleeping and indecorous behavior are prohibited inside the Library.
- 7 Readers should not mark, underline, write or tear pages or otherwise damage the library documents including books/magazines/journals etc.

- 8 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 a textbook.
9. Books from Reference Section shall not be taken outside the Library. The use & issue of other books from the Library shall be governed by the following rules:
- 10 The student should ensure, before leaving the issue counter, as to whether the book is in good condition or not. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded earlier, and will be liable to pay the penalty as decided by the competent authority/Librarian.
- 11 Undergraduate students are allowed to take four books & Post graduate 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 five.
- 12 Books may be kept for 14 days by the users including students, teaching & non - teaching staffs, but this period can be shortened in particular cases. They can be renewed for a further period of 14 days if no one else has applied for the same books. The renewal should be done by the users themselves during 12th, 13th or 14th day of issue of books.
- 13 The book(s) shall be returned on or before due date otherwise late fee/fine will be charged from all the borrowers @ Rs. 1 per day per book (including holidays). The book will be detained and the membership will be suspended till the payment of fine. Absence from the college will not be accepted as an excuse for not returning the books in time.
- 14 Sub lending & transfer of books to someone else is not permitted.
- 15 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 replace with a new copy. If the lost book is not available for replacement, value of the lost book will be realized at rates regulated by the Government.

- 16 All books must be returned three days before the end of each term. In 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 the students as well as members of teaching & non - teaching staff must be returned within the first week of March every year.
- 17 Issue of Transfer Certificate & refund of caution deposit are done only after clearing all Library dues.

### **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.
4. It is compulsory to remit the Semester fees at the beginning of each semester.

**WORKING HOURS**

College	:	Monday to Friday	9:00 am.- 4:00pm.
College Office	:	Monday to Saturday	8:45 am. - 4:30pm.
		(Second Saturdays are holidays)	
Computer Lab	:	Monday to Saturday	9:00 am.- 4:00pm.
Library	:	Monday to Saturday	8:30 am. - 4:30pm.
Kiosk	:	Monday to Saturday	8:45 am. - 4:30pm.

**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 a.m	– 03:15 a.m.	-	Recess
03:15 p.m	– 04:00 p.m.	-	VII Period

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.

## 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, social service etc.

### Boys:

- ◆ Shirt should be properly tucked inside the trousers.
- ◆ They are expected to have a formal haircut at all times.

### Girls:

- ◆ 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:
    - ◆ Onam Celebrations
    - ◆ Christmas Celebrations
    - ◆ Farewell Day (Final years only)

The colour dress permitted in the campus are as follows:

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

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

6. 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 along with stamp size photo, copy of their license, insurance and vehicle registration.
2. Students using two-wheelers are required to reach college before 8:45am.
3. 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.
4. They are not permitted to drive the vehicles beyond the permitted limits.
5. The speed limit inside the campus is 20 Km/ph.
6. As per the university norms four wheelers are not allowed inside the campus

## **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/ Admin. 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.
8. The students should board and alight at the same place mentioned in the bus pass.
9. The seat arrangement is as follows : girls at the front, boys at the back and the middle portion is reserved for the teachers.

## **REPROGRAPHY - KIOSK**

1. Photocopying from any reference book has to be recommended by the faculty concerned.
2. Photocopying is not permitted during class hours.
3. The services will be provided only at the break times.

## **CAFETERIA**

1. The dining area provided for students 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 .
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**

1. As required by the University, students will be required to submit assignments or seminars in all courses of the programme.
2. Topics for assignments/ seminar 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 and preparing the seminar report.
5. Assignments/ Seminar report should be submitted in the prescribed format by the student within the stipulated.
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.
8. The presentation should be done on the assigned date.
9. Seminar report should be submitted by the student in the prescribed format only.
10. The grades once granted will be final and no improvement is allowed in case of substandard assignments and 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.

### **I. 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.

## II. 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.
6. Students who are involved in anti disciplinary actions such as suspension or warning are not allowed to join the study tour.

## 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, II DC and III DC classes stand 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.

### **IT POLICY**

An IT policy for the students implemented for fostering a safe and secure technology environment on campus. This policy encompasses guidelines and regulations that aim to ensure responsible and ethical use of information technology resources. It typically covers a wide range of areas, such as network and internet usage, software and hardware usage, data protection, and privacy. The IT policy educates students about acceptable behavior, emphasizing the importance of respecting copyright laws, adhering to academic integrity standards, and refraining from engaging in cyberbullying or any form of harassment. It also outlines the consequences of violating the policy, including disciplinary actions and potential loss of privileges. By implementing a comprehensive IT policy, colleges can create an atmosphere conducive to learning, collaboration, and innovation while protecting the integrity and security of the technology infrastructure.

## DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

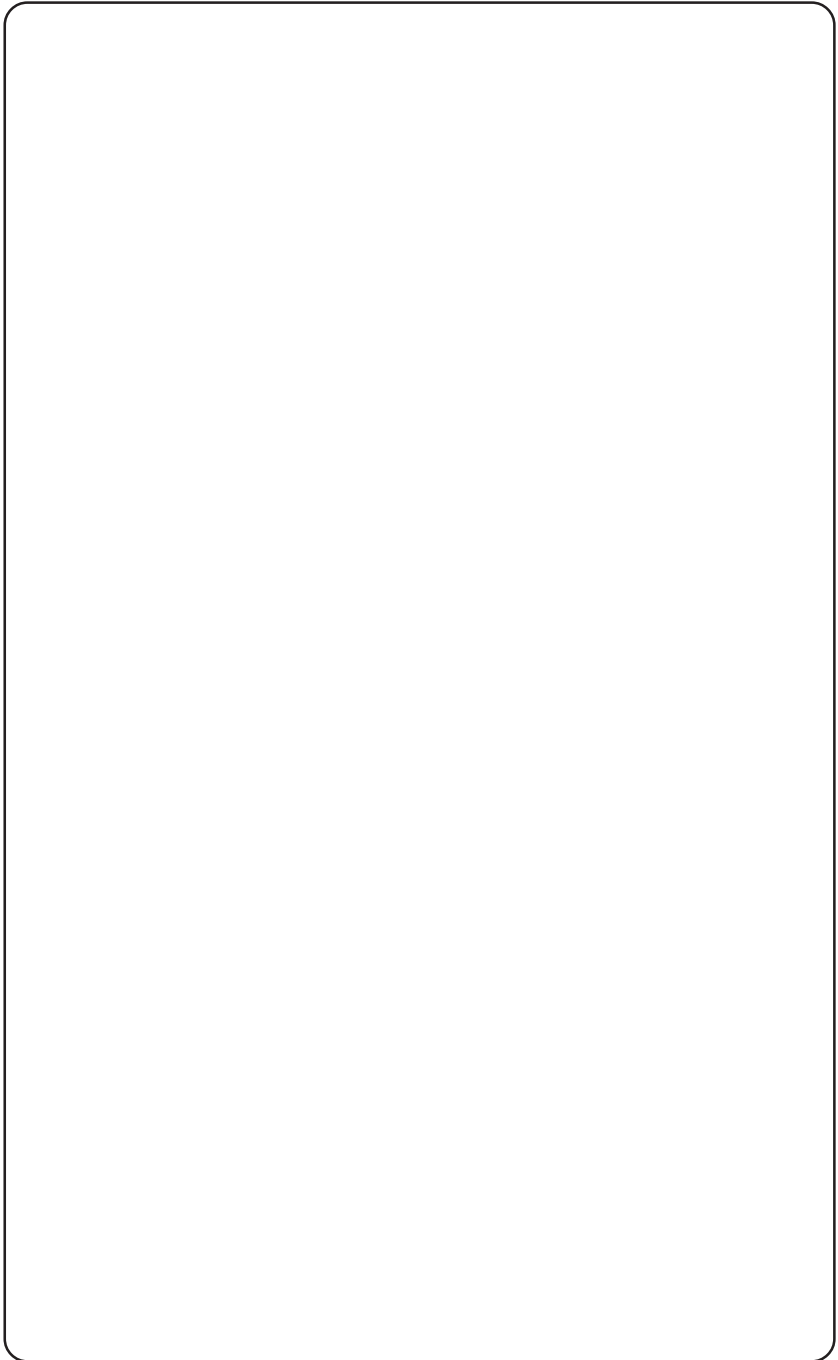
Date:.....

Name of the Student: .....

Batch: 20 - 20

Programme:.....

Signature of the Student



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

**Kodakara  
APPLICATION FOR LEAVE**

1. Name of the Student : .....
2. Roll Number : .....
3. Programme : .....
4. Semester : .....
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 : .....







# **ACADEMIC CALENDAR 2024-25**

**DEPARTMENT YEAR PLAN 2024-2025****JUNE**

<b>Department</b>	<b>Activities</b>
Chemistry	Awareness programme -Environmental day
Commerce	Product presentation competition
	Alumni Talk Series 1
	Research Talk Series I
	Motivational Talk
	Student- Teacher Initiative
	Business Quiz
Computer Science	AMS and LMS Training –Faculty Members
	Training OBE Implementation: HODs
	Hands on training in Artificial Intelligence
	IT @Village-3 <sup>rd</sup> batch Inauguration & Certificate distribution of 2 <sup>nd</sup> batch.
English	Hyde Park
	Student-Teacher Initiative (Episteme)
Geology	Awareness programme/Environment Day
Graphics and Animation	Poster Making Competition based on Environmental Day
	Pencil Sketch and Water Color Competition
	Monsoon Photography Competition
	Voice of Sahrdaya based on World Music Day
HED	Signature 24 - World Environment Day Photography Competition
	Reading Day Observation
	KVIZ-1 Quiz series
	ATMAJYOTHI 24 Anti-narcotic Day Short film Competition
Malayalam	Anusmrithi
	Vayanavacharanam
Management Studies	IIM Internship training & world environmental day -Speech Competition
Mathematics	Meet a great Mathematician
	TILASTOT 2024
Physics	World Asteroid day Observance
Psychology	Alumni Talk
	Workshop on research methodology.
WELD	Reading Day Observation

**JULY**

<b>Department</b>	<b>Activities</b>
Chemistry	Alumni Talk
	Talk on IIT-JAM-CUET Entrance Exams
Commerce	Company Analysis presentation competition
	Motivational Talk
	Pick & speak Competition
	Alumni Talk series 2
	Student- Teacher Initiative
	Hands on Workshop on SPSS
	Business Quiz
Computer Science	Workshop on digital Marketing
	LMS OBE Evaluation: S1 and S2 (2023 batch): Meeting with Executive Director and Principal
Geology	Workshop on project writing & Research Methodology
Graphics and Animation	Hands on Training: A Skill practice Session of Applied Art Practices
English	Hyde Park
Human Excellence	World Youth Skill Day
	Potentia Counselling Awareness
	DEEKSHARAMBH 2024
	Future Focus - Career Based Seminar
	KVIZ 2- 2024
Malayalam	Anusmrithi
	National Seminar on Gender Equality
Management Studies	Research Insight
	Airport Training
Mathematics	Project Talk
	Meet a Great Mathematician
	Class Activity @ AT G.W.L.P. School
Physics	Si- Fact Quiz Competition
	Industrial Visit
	Illuminanti 2023-24
	IGNITE 2024
Psychology	Workshop on research methodology- APA
WELD	French National Day Celebration
	PremchandJayanthi Observance

AUGUST	
Department	Activities
Chemistry	Association Inauguration and invited talk-National chemistry day
	Quiz competition-Birthday of father of chemistry
Commerce	Motivational Talk
	Biography Presentation
	Industry Analysis presentation competition,
	Mini Project
	Alumni Talk Series
	Research Talk Series II
	Outreach Programme.
	National Seminar
	Business Quiz
Computer Science	Group Discussion Phase 1
	Student- Teacher Initiative
	Association Inauguration
English	Hands on training in Artificial Intelligence
	Hyde Park
Graphics & Animation	Lantern - Alumni Talk Series
	Monochrome'- Walls Alive (Outreach programme)
HED	VIVIDH SAHYOG' Talk Series Inauguration
	Cyber Crime Awareness
	Creative Writing - Independence Day
	KVIZ 3- 2024
Malayalam	DEEKSHARAMBH
	Anusmrithi
Management Studies	National Webinar on Independence
	Association Inauguration
Mathematics	World entrepreneurship Day Observance
	Meet a Great Mathematician
	NUMERA 2024
Physics	REFLECTION 2024
	Workshop - extension Activity
Psychology	Outreach Programme- Old age home visit
	Workshop on SPSS
	Association Inauguration
Social Work	National Seminar
	Workshop on Research Methodology
WELD	Faculty Exchange
	Hindi Speech Competition ( Independence Day)

**SEPTEMBER**

<b>Department</b>	<b>Activities</b>
Chemistry	Ozone Day - Photographic Competition
	A Regional seminar on "Recent Trends in Chemistry"
Commerce	Marketing game
	Alumni Talk series 4
	Project presentation
	Debate
	Career guidance session
	Student- Teacher Initiative
	Business Quiz
	Independence Day Celebration
Computer Science	Orphanage Visit
	Learn from industry experts-Incubation and Startups
	Industrial Visit
	Seminar on Ethical Issues in Information Technology
English	Hyde Park
	Association Inauguration
Geology	Poster making competition on world Ozone Day
	Outreach Programme - Geomology Lab Visit
	Alumni Talk Series
Graphics & Animation	Design Hack Lab: 'VIVIDH SAHYOG' Talk Series 2 (GRAPHIC DESIGNER)
	Script to Screen : 'VIVIDH SAHYOG' TTalk Series 2 (SCREEN WRITER)
Malayalam	Anusmrithi
	Story Writing Workshop
	One day Media Workshop
Management Studies	PERSPECTIVE 2K24
	SMART Alumni Talk Series
Mathematics	AALOK
	Meet a Great Mathematician
	Visit to Sangamagrama
Physics	Ozone Day Observance - Poster Making Competition & Street Play
	Alumni Talk Series
Psychology	Workshop on EFT/CBT
	Alumni Talk
Social Work	Observation Visits
	Community Living Camp
	Block Placement
WELD	Faculty Exchange ( FRENCH)
	Hindi Day Observance

OCTOBER	
Department	Activities
Chemistry	Oxygen Day Observance - An awareness Programme
	National Chemistry Week Observance - Interschool quiz competition
	A Workshop on Hygiene Chemistry
Commerce	Alumni Talk Series 5, Role play
	Ad Making Competition Motivational Talk
	Research Talk Series III, Simulation game @ SIMS
	Student- Teacher Initiative, Hands on Workshop in Excel
	Business Quiz
	Learn from industry experts: Oracle Netsuite Workshop on App Development Webinar/Seminar: Prompt Engineering IT @Village-5th batch Inauguration and Certificate distribution of 4th batch
English	National Seminar on Innovation and Tradition
	Speak Anglia - English Training Initiative Hyde Park
	Hyde Park
Geology	Environ 2024 (Association Inauguration): Talk on Disaster Risk reduction Management
	Alumni Talk Series
Graphics & Animation	Hands on: A Workshop on Art Practice (Calligraphy: Titles) Hands on Training: A Skill practice Session of Applied Art Practices(Excel Art Series 1 : Bamboo Weaving & Installation)
	Mental Health Day Observance Community Outreach Programme KVIZ 5- 2024
HED	KVIZ 5- 2024
Malayalam	Anusmrithi
	Remembering Gandhi - Seminar & Magazine Release
Management Studies	Airport Training
	SPARSH- Social Outreach Programme
Mathematics	Mathematics Quiz Phase I
	Meet a Great Mathematician
	Mathematics Quiz Phase II
	Faculty Exchange Programme
Physics	Alumni Talk Series
Psychology	Mental Health Day Observance



	Community Extension Programme
	Institutional Visit
Social Work	World Mental Health Day Observance
	International Day for Disaster Risk Reduction (IDDRR)
	Observation of International Day of Older Persons in the community
	Fieldwork
WELD	German Unity Day Observance

**NOVEMBER**

<b>Department</b>	<b>Activities</b>
Chemistry	World Science Day - Final Quiz Competition
	World Science Day Observance - Science Exhibition
Commerce	Motivational Talk, Economic Analysis Presentation
	Alumni Talk series 6
	Seminar/Workshop on EDP
	Interview Skills & Mock Interview
	Student- Teacher Initiative
	Business Quiz
	Faculty Exchange Program
Computer Science	National Seminar and Conference: Emerging Trends in Information technology 2.0 –Research paper presentation and publication with ISSN in association with international journals
	Alumni Talk Series-2
	Computer Security Day Celebration-Web Security awareness seminar
English	National Press Day Observance
	Hyde Park Workshop on Translation Studies
Geology	Geological Exhibition for school students
	Alumni Talk Series
Graphics	Hands on: A Workshop on Art Practice (Film Poster)
	Folk Guru Festival ( A Celebration of Folk Arts)
HED	‘SKILL N JOBS’ National Seminar
	KVIZ 6- 2024
Malayalam	Anusmriti
	Keralapiravi - Regional Seminar, Magazine release
Management Studies	Interactive Panel Discussion Discussion with Industrial Expert
	Mathematics Quiz final
Mathematics	Meet a great Mathematician
	Quiz
	Tribute to beacon of Physics - C V Raman the Legend
Physics	
Psychology	Institutional visit
Social Work	Workshop on Street Theatre
	National Study Tour
WELD	Seminar ( French)
	Interaction Session (German)

DECEMBER	
Department	Activities
Chemistry	Visit to an old age home
	Demo Class of soap manufacturing
Commerce	Alumni Talk Series 7,
	Best management team
	Motivational Talk
	Career Guidance session
	Group discussion Phase 2
	Student- Teacher Initiative
	Extension Activity,
	Business Quiz
Computer Science	Placement Training in association with Oneteam, Thiruvananthapuram
	World Computer Literacy Day Celebration: Reunion of all IT@ village participants and Sharing their experience
English	Hyde Park
	Intra Collegiate Paper Presentation Competition for PG Students
Geology	Alumni Talk Series
Graphics & Animation	One Day Simulator Series 1 (Drone Camera Training)
	Excel Art Series 1 : Wild Life Photography Visit (LEARN WITH MAESTRO)
	Motivus Personality grooming related Programme
HED	Divyangjan Day Observance - SAMAAVESH
	KVIZ 7- 2024
Management Studies	EUREKA-New Product Launch Competition
Malayalam	Anusmrithi
Mathematics	Old Age Home Visit
	Meet a great Mathematician
	MATHEMA
Physics	Talk on relevant topic
	Conservation of energy - Awareness Programme
Psychology	Professional Orientation
	Alumni Talk
	Workshop on developmental disorders
Social Work	Alumnae Initiative Lecture Series on Social Work Practice with persons living with HIV/AIDS
WELD	Seminar German)

**JANUARY**

<b>Department</b>	<b>Activities</b>
Chemistry	Talk on career Guidance
	Workshop for high school students in association with EKN
Commerce	Motivational Talk,
	Case study Presentation
	Alumni Talk Series 8
	Group Discussion Phase 1
	Mock Interview- Phase 2
	Student- Teacher Initiative, Hands on Workshop in Fintech
	Management Fest, Business Quiz
Computer Science	Learn from industry experts: IoT Applications and development
	Linways OBE Evaluation (2024 Batch) Meeting with Executive director and Principal
English	Session in Research Documentation-SPSS & LATEX
	Release of Department Online Journal
Geology	Hyde Park
	Quiz on Indian Knowledge System
Graphics & Animation	National Seminar / Webinar on any Relevant topic in Geology.
	Alumni Talk Series
HED	Hands on: A Workshop on Art Practice (Sound Design)
	Animation Film Festival (Launch) planning association with IFFT
Malayalam	Workshop on Foode Etiquette
	KVIZ 8- 2024
Management Studies	First Aid Training
	Industrial Visit
Mathematics	Anusmrithi
	Seminar
Physics	SMART Alumni Talk Series
	Regional Seminar
Socialwork	Meet a great Mathematician
	Career Guidance
WELD	Seminar : Research Methodology
	Exhibition
	Workshop – Add on Course
	International food fest

## FEBRUARY

Department	Activities
Chemistry	Interdepartmental quiz Competition-National periodic table day
	Field visit
Commerce	Power point presentation competition-National science day
	Alumni Talk Series 9
	Motivational Talk
	Group Discussion Phase 2
	Student- Teacher Initiative
	Business Quiz
Computer Science	Centralised examination for Add-on Programmes.
	Learn from industry experts: Cyber Security and Web Security
English	Hyde Park
Geology	World wetland Day- Awareness Program
	Career Guidance and Compleitive Exam Training
Graphics & Animation	Television Content : 'VIVIDH SAHYOG' Talk Series 2 (TV Presenter)
	Film Making Workshop
HED	Palliative Care Training
	Placement Drive
	KVIZ 9- 2024
Malayalam	Anusmrithi
Management Studies	Industrial Visit
Mathematics	e-Day
	Meet a great Mathematician
	National Science Day Observance
Physics	Science Fest
	National Seminar / Visit to a scientific institution
Psycholgoy	Science Fest
Socialwork	National Seminar on Reflective Practice of Social Work Methods – Observation of Social Work Day
WELD	Seminar - Hindi

## MARCH

Department	Activities
Chemistry	Water quality testing of nearby locality -world Water day
	Alumni talk
Commerce	Alumni Talk Series 10
	Student- Teacher Initiative
	Business Quiz
Computer Science	World Computer Day: Exhibition- Generation of Computing
	Alumni Talk Series-3
	Seminar on Empowering Girls and Women in Digitalization and Industry 4.0
English	Cosmopoetica - Spoken Word Poetry Contest
	Hyde Park
Geology	Seminar on World Water Day (22nd March) & World Meteorological Day (23rd March)
	Alumni Talk Series
Graphics & Animation	VIVIDH SAHYOG' Talk Series (CLOSING CEREMONY)
	Scatter your Works' Season 1 (Graduate Showcase Exhibition)
HED	Seminar on Gender equity
	KVIZ 10- 2024
Malayalam	Internship
	Anusmrithi
Management Studies	Business Quiz
Mathematics	Pi-Day
	Meet a great Mathematician
Psychology	Talk and interactive sessions on uplifting career
WELD	World Poetry Day

**APRIL**

<b>Department</b>	<b>Activities</b>
Geology	Geologist Day- One day Field Work
Malayalam	Malayanma
Psychology	Internship

**College Committee****2024 -25**

SL.NO	COMMITTEE NAME	FACULTY NAME
1	Management Council	Executive Director
		Principal
		Vice Principal
		Deans
		Finance Officer
2	College Council	Executive Director
		Principal
		Vice Principal
		Deans
		Finance Officer
		All HoD's
		IQAC Coordinatior
		Staff Secretary
Library		
3	IQAC	Dr.Karuna K (Co-ordinator)
		Ms.Sandhya Gopinathan (JC)
		Dr.Preeji K P
		Mr.Renjith M
		Ms.MettyJoby
		Ms. Shiji V K
		Ms.Esmi Davis
		Ms.JishaSivadasan
4	College Level Monitoring Committee	Dr. Joy K L (Convenor)
		DEANS)
		Dr.Karuna K CUSSP&Audit Course Convenor
		Ms. Asha A ( C )FYUGP Coordinator
		Ms.Kuleen Elizabeth Casey FYUGP- JC
5	Academic Excellence & Monitoring	Prof. V J Thomas (Convenor)
		Deans
		All HoD's
		Ms.MettyJoby (JC)
		Dr.Preeji K P



SL.NO	COMMITTEE NAME	FACULTY NAME
6	Admission	Prof. V J Thomas (Convenor)
		Dr.Preeji K P (JC)
		Dr.Kuleen Elizabeth Casey (JC)
		All HoD's
		Ms.Jaymol P James (CAP ID Co ordinator)
		Ms. Asha A
		Ms.Ligi George
		Ms.Seena A.O
		Ms.Nimitha P
		Ms.Stephy Antony
7	Timetable	Ms.Sunitha P R (Convenor)
		Ms.Ramya M B (JC)
		Ms.Fousitya P U
		Ms.Aradhika T V
		Ms. Surya P V
		Ms.Petcy Annie M M
8	Examination	Mr.Savio Francis Fernandez (Controller of Examinations)
		Ms.Jisha Sivadasan (Joint Controller of Examinations)
		Ms.Sathy P (Office Superintendent)
		Ms.Aradhika T V (Internal Exam & Internal Marks)
		Mr.Jikson Jose (Internal Marks Up loading)
		Ms.Gigee C A
		Ms.Bisi E M
		Ms.Theertha K S
		Ms.Abeena Joseph
		Mr. Einstein V T
		Ms. Theertha K.S
Ms. Abeena Joseph		
Mr. Einstein V T		
9	Institution Innovation Council (IIC)	Ms.Nimitha P (President)
		Ms.Carolin Antony (Vice President)
		Ms.Sheethal Prince

SL.NO	COMMITTEE NAME	FACULTY NAME
		Ms.Megha C V
		Ms.Anu C G
9.1	YIP	Ms.DeepthyBoban (Convenor)
		Ms. Jasmin Joy JC
		Dr.Deepthy Maria Joseph
10	Code of Conduct	Ms.Sheena Sarah Winny (Convenor)
		Dr.Jeshma P
		Dr. Sr. Jessy George
		Ms. Albia Mary George JC
11	Discipline	Mr.Savio Francis Fernandez (Convenor)
		Deans
		All HoD's
		Dr. Abraham Joseph
		Mr.Jayakumar K JC
		Mr.Jikson Jose
		Mr.Vijin T C
		Ms.Jayamol P James
		Ms. Ann mariya Mejo
12	Anti ragging Squad	Prof.Chandrasekharan K P (Convenor)
		Ms.Ushakumari C C JC
		Ms.Vineesh M B
		Ms.Akhila C B
		Ms.Greeshma M Nair
		Mr.Renjith M
13	Anti Narcotics	Dr. Paul Chacko (Convenor)
		Mr.Jayakumar K JC
		Mr. Suresh A K
		Ms.Swathy
		Ms. R Sujithra
		Ms.Agitha K K
14	Internal Complaint Cell (ICC)	Dr. Sr. Jessy George (Presiding Officer)
		Adv. Suni Rachel Paul (Secretary)
		Ms.Reshmi M R
		Ms.AparnaSatheesh
		Ms. Rosalind Manjooran
		Ms.Sunitha P R

SL.NO	COMMITTEE NAME	FACULTY NAME
<b>15</b>	<b>Grievance Redressal Committees</b>	
15.1	Grievance Redressal Cell (General Grievances)	Dr.Karuna K (Convenor)
		Dr.Sheeba M B
		Ms. Sheena T R J C
		Ms.Supriya K K
		Ms. Ann mariyaMejo
		Ms.Stephy Antony
15.2	Women Grievance Redressal Cell	Dr.Sheeba M B (Convenor)
		Ms. Rosalind Manjooran J C
		Ms.TresaSaritha Varghese
		Ms.Reshma R Nair
		Ms. K S Anju
15.3	Internal Assessment Complaint	Dr. Joy K L ( C ) (Convenor)
		Ms.Ligi George (JC)
		Dr.Sanil Raj J
		Dr. Hanna Joseph
		Ms.Farseena
		Ms. Delia
15.4	Cast & Creed Discriminating Complaints ( Staff & Students)	Ms.Sunitha P R (C) Convenor
		Ms.Nisha K J C
		Ms.Ushakumari C C
		Ms. Sheena T R
		Ms.Fida K
15.5	Divyanjan Committee	Dr.Sreekutty K G (C) Convenor
		Ms.Jeena Jose K J C
		Ms. Shiji V K
16	Student Council Election	Dr. Paul Chacko (Presiding Officer)
		Dr. Abraham Joseph (Returning Officer)
		Ms.Aradhika T V
		Ms.Siji K G
		Prof.Chandrasekharan K P
		Mr.Joshy V A
17	Library Council	Dr. Joy K L
		Dr.Shaji B (C)Convenor
		Prof. V J Thomas

SL.NO	COMMITTEE NAME	FACULTY NAME
		Dr.Sanil Raj J
		Dr.Karuna K
		Ms.Sheeena Sarah Winny (JC)
		Mr.Renjith M
		Mr. Suresh A K
		Dr.Swapna C Kombath
18	Placement Cell	Ms.Carolin Antony (Placement Officer)
		Mr.Harikrishnan (Asst. Placement Officer)
		Ms.Aswathy K B
		Ms. Asha A (Placement Coordinator- Commerce)
		Ms.Swathy
		Ms.Roshna Roy
		Ms.Vishnupriya K
		Ms.Fousiya
		Ms. Asha Sudheesh
		Ms.Farseena K.G
		Ms.ReshmiRajan
19	ISO	Ms.Jayamol P James (Convenor)
		Ms.Seena A O JC
		Dept. ISO Coordinators
20	NCC	Mr.Jikson Jose (Programme Officer)
		Ms.AnuJayan (Asst. Programme Officer)
21	NSS	Mr.Jayakumar K (Programme Officer)
		Ms.Reshmi Rajan (Asst. Programme Officer)
22	Staff Welfare Committee	Fr. AntoVattoly (Convenor)
		Ms.Jisha Sivadasan (JC)
		Adv. Geethu Prince
		Dr.Kuleen Elizabeth Casey
		Ms. Ann mariya Mejo
		Ms.Stephy Antony
23	CUSSP & Audit Course	Dr.Karuna K (Convenor)
		Ms.SandhyaGopinathan (JC)
		Ms.Dhanya P B
		Ms.Anu C G

SL.NO	COMMITTEE NAME	FACULTY NAME
		Ms.Jeena Jose K
		Ms.SowmyaSethu
		Ms.Keerthana Mohandas
		Ms. Delia
		Ms.Vishnupriya K
		Dr.Deepthy Maria Joseph
		Ms.Sanitha M M
		Ms. Anima Vincent
		Mr.Vijin T C
		Ms.Akhila C B
24	Women Development Cell	Dr.Swapna C Kombath (Convenor)
		Ms. Rosalind Manjooran (JC)
		Ms.Aswathy K B
		Ms.Supriya K K
		Adv. Geethu Prince
25	Sapthasadassu	Ms. Shiji V K (Convenor)
		Mr. Christopher Louis (JC)
		Ms.Sheena Sarah Winny
		Ms.Sify Sunny
		Ms.TresaSaritha Varghese
		Ms.Siji K G
		Ms. Surya P V
		Ms.NeethuNazar
		Ms. Delia
		Dr. Hanna Joseph
		Ms. Maya Sudheesh
26	Gurukula	Ms. Sheena Sarah Winny (Convenor)
		Ms.Jancy T.T (JC)
		Ms.Sanitha M M
		Ms.Shephy Wilson
		Ms. Maya Sudheesh
		Ms.Seena A O
		Dr.Deepthy Maria Joseph
		Ms.Savithry K N
		Ms.Divya E

SL.NO	COMMITTEE NAME	FACULTY NAME
		Ms.VarshaSadanandan
		Dr.Sreekutty K G
		Dr.Kuleen Elizabeth Casey
27	College Manual & Course File	Ms.Shero C S Convenor (Manual)
		Ms.TresaSaritha Varghese (JC)
		Ms. Roselyn Alex
		Ms.Dhanya P B (Course file Convenor)
28	Morning Assembly SCAS News, College Choir	Ms. Asha Sudheesh (Convenor- Assembly, SCAS News)
		Ms. Arya Paulson (JC)
		Ms.Aswathy P M
		Ms. Angel Rose John
		Ms.Shero C S
		Ms.Basneen Huda
		Ms.NamithaMohasin
		Ms. Iris P Tomy
		Dr. Hanna Joseph (College Choir- Coordinator)
		Ms.Keerthana Mohandas (JC)
		Ms.Jiji V A
		Student Representatives
29	<b>College Magazine</b>	Dr.Sanil Raj (J C) Advisor
29.1	Editorial Board & Screening (General) Journal	Ms.Sheena Sarah Winny (Chief Editor)
		Dr. Abraham Joseph (Joint Editor)
		Ms.MettyJoby
		Ms. Anna Jaquiline
		Dr.Shaji B ( Joint Coordinator)
		Mr.Mayjoy Bastian
		Ms.Shero C S
		Ms. Angel Rose John
		Ms.Aswathy P M
		Ms.Basneen Huda
		Ms.AnuJayan
30	<b>SCAS MEDIA</b>	Mr.Renjith M (Chief Technical Officer)

SL.NO	COMMITTEE NAME	FACULTY NAME
30.1	Website, Wikipedia , Blog & Facebook	Ms. Anima Vincent (C) Convenor
		Mr.Vijinz (JC)
		Ms.Jiji V A
		Mr.Destil Davis
30.2	Social Media, Twitter, You Tube & Linkedin	Ms.Vineesha M B (C)Convenor
		Ms.Shephy Wilson (JC)
		Ms.Fousiya P U
		Ms.Sheethal Prince
		Mr.Destil Davis
		Mr.Thejus
31	Linways	Ms.Jayamol P James (C) Convenor
		Ms.DeepthyBoban (JC)
		Ms. R Sujithra
		Mr.Renjith M
32	University Site & College Mail	Ms.Sathy P (JC)
		Ms.Jiji V A (Convenor)
33	College Band	Ms.Siji K G (C)Convenor
		Ms.Aiswarya Manoj (JC)
		Mr.Mayjoy Bastian
34	<b>DOVE</b>	Mr.Mayjoy Bastian
		Dr. Abraham Joseph (Convenor)
		Ms.LishaAnto
		Ms.JovitaShanta Job
		Ms. Anna Jaquline
34.1	Value Education, Retreat & Class for Non Catholic	Ms.Seena A O (JC)
		Ms.Jeena Jose K (JC)
		Ms.Carolin Antony
		Ms. Arya Paulson
		Ms. Rosalind Manjooran
		Ms.NamithaMohasin
		Ms.Petcy Annie M M
34.2	Jesus Youth, AICUF & Social Service ( Meals to the Poor)	Mr.Chrisopher Louis (JC)
		Ms.Jancy T T (C)Convenor
		Ms. Jasmine Joy (JC)
		Adv. Suni Rachel Paul
		Ms. Angel Rose John

SL.NO	COMMITTEE NAME	FACULTY NAME
34.3	Friday Spiritual Meriment(Holy Mass & Confession)	Dr. Sr. Jessy George (Convenor)
		Ms.Ligi George (JC)
		Ms.Shephy Wilson
		Ms. Iris P Tomy
		Ms.MettyJoby
		Ms. Jasmine Joy
		Mr.Mayjoy Bastian
35	Nature Club	Dr.Jeshma P (C) Convenor
		Ms.LishaAnto (JC)
		Mr.Harikrishnan
		Ms.JovitaShanta Job
		Ms. Delia
		Ms. Rosalind Manjooran
36	ED Club	Ms.Roshna Roy (Convenor)
		Ms.Anu C G (JC)
		Ms.NeethuNazar
		Ms. K S Anju
		Ms.Savithry K N
		Ms. Anima Vincent
		Ms.Aparna Satheesh
37	Research Development Cell	Dr.Sanil Raj J (Convenor)
		Dr.Swapna C Kombath (JC)
		Prof. V J Thomas
		Dr.Karuna K
		Dr. Hanna Joseph
		Dr.Kuleen Elizabeth Casey
		Dr.Sheeba M B
		Dr. Sr. Jessy George
38	DQAC	Ms.Ramya M B
		Mr.Christorper Louis
		Ms.Deepthy Boban
		Ms.Swathy
		Ms.Nisha K
		Ms.Surya
		Ms.Roshna Roy
		Ms.Jeena Jose K



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		Ms. Sowmya sethu
		Ms. Vishnupriya K
		Dr. Sreekutty K G
		Ms. Christy Johny
		Ms. Carolin Antony
		Ms. Esmi Davis
		Ms. Maya
		Ms. Farseena K G
		Ms. Roselyn Alex
39	DWC	Mr. Renjith M (Convenor)
		Ms. Anima Vincent (JC)
		Ms. Jayamol P James
		Ms. Neethu Nazar
		Ms. Anu C G
		Ms. Nimitha P
		Ms. Tresa Saritha Varghese
		Ms. Albia Mary George
		Ms. Esmi Davis
		Ms. Carolin Antony
		Dr. Jeshma P
		Ms. Vishnupriya K
		Ms. Nisha K
		Ms. Ann Mariya Mejo
		Dr. Swapna C Kombath
		Dr. Shaji B
		Mr. Sanju Anto
		Ms. JESTEENA JOY
40	Alumni	Mr. Christoper Louis (Convenor)
		Ms. Shiji V K (JC)
		Ms. Sanitha M M
		Ms. Aradhika T V
		Ms. Supriya K K
		Ms. Deepthy Boban
		Ms. Keerthana Mohandas
		Ms. Nimitha P
		Ms. Siji K G

SL.NO	COMMITTEE NAME	FACULTY NAME
41	Equal Opportunity Cell	Ms. Sheena Sarah Winny (Nodal Officer)
		Dr.Sreekutty K G
		Adv. Suni Rachel Paul
		Ms.Varsha
42	Programme Directors	Ms.NeethuNazar
		Ms.Seena A O
		Ms.Dhanya P B
		Ms.SoumyaSethu
		Ms.Swathy
		Dr.Deepthy Maria Joseph
		Ms.Nisha K
		Mr.Vijin T C
		Ms.AparnaSatheesh
		Dr.Jeshma P
		Ms.Petcy Annie M
Ms.Jayamol P James		
43	PTWA	Ms.Ligi George (Secretary)
44	Unnat Bharath Abhiyan (UBA)	Dr.Preeji K P (Convenor)
		Ms. Jasmine Joy (JC)
		Ms.Dhanya P B
		Ms.Aiswarya Manoj
		Ms.Jeshma P
Ms.Sreekutty		
45	Outreach/Study tour	Fr. AntoVattoly (Convenor)
46	Quiz	Ms.Carolin Antony (Convenor)
47	Management Fest	Dr. Hanna Joseph (Convenor)
		Mr.Savio Francis Fernandez (Convenor)
		Ms.Seena A.O (JC)
		Ms.NeethuNazar (JC)
Ms.Megha		
48	Placement Winners Forum	Ms.Carolin Antony
49	Cookery Club	Ms. Rosalind Manjooran

SL.NO	COMMITTEE NAME	FACULTY NAME
50	IT Club	Mr. Renjith
51	Photography Club	Mr. Christopher Louis (Convenor)
		Ms. Carolin Antony (JC)
52	Toast Masters	Ms. Tresa Saritha Varghese

# 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

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**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

**Odd Semester**

**TIME TABLE \***

9.00 - 10.00					
10.00-10.50					
10.50-11.05	<b>Recess</b>				
11.05-11.55					
11.55-12.45					
12.45-1.30	<b>Lunch Break</b>				
1.30 - 2.20					
2.20 - 3.05					
3.05-3.15	<b>Recess</b>				
3.15-4.00					
	MON	TUE	WED	THU	FRI



		Even Semester				
		MON	TUE	WED	THU	FRI
TIME TABLE *	9.00 -10.00					
	10.00-10.50					
	10.50-11.05	Recess				
	11.05-11.55					
	11.55-12.45					
	12.45-1.30	Lunch Break				
	1.30 - 2.20					
	2.20 - 3.05					
	3.05-3.15	Recess				
	3.15-4.00					

NOTES

