

# **MAR GREGORIOS COLLEGE OF ARTS & SCIENCE**

**(Affiliated to the University of Madras)**

**Approved by the Government of Tamil Nadu**

***A Malankara Syrian Catholic Institution***

**Since 1994**

**ISO 9001:2015 Certified**

**Shift I & Shift II**

**SILVER JUBILEE YEAR**

**LOVE IS MY LIGHT**



**CALENDAR**

**2022 - 2023**

**Founder**

**Late Arch Bishop**

Most Rev. Dr. Benedict Mar Gregorios

**Co-Founder**

Most Rev. Dr. Joshua Mar Ignathios

Diocese of Mavelikara

**Patron**

His Beatitude Moran

Mar Baselios Cardinal

Cleemis Catholicos,

The Major Archbishop

Malankara Syrian Catholic Church

**Manager**

His Excellency

Most. Rev. Dr. Thomas Mar Anthonios,

Eparchy of Ephrem, Kadki, Pune.

**Local Manager & Secretary & Bursar**

Rev. Fr. Philip Pulipra

**Principal**

Dr. M. Sivarajan

**Succession of Secretaries**

Rev.Fr.George Charuvila - 1997 - 2000

Rev.Fr.Jose Chamakalayil - 2000 - 2007

Rev.Fr.George Puthenvilayil - 2007- 2008

Rev.Fr.Johnson Parackal - 2008 - 2010

Rev.Fr.Sabu.M.George - 2010 - 2018

Rev.Fr.Philip Pulipra - 2018 -

**Succession of Principals**

Dr. J.C. Kuriakose - 1994 - 1995

Rev. Dr. K.C. George - 1995 - 2000

Prof. James Eapen - 2000 - 2001

Dr. V.J. Mathew - 2001 - 2008

Dr. R. Amirtham - 2008 - 2010

Dr. R. Venugopal - 2010 - 2011

Dr. P. Prakasam - 2011 - 2015

Dr. K. Mohandoss - 2015 - 2019

Dr.M. Sivarajan - 2019 -

**PERSONAL MEMORANDA**

Name : .....

Reg. No. : .....

Class : .....Shift : .....

Blood Group : .....

Vehicle No.: .....

Driving License No. ....

Identification Mark .....

Mobile No. ....

E-mail I.D:.....

**FATHER'S / GUARDIAN'S**

Name : .....

Address : .....

.....

.....

Mobile No.....

## **BRIEF HISTORY**

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE is a model Christian minority educational institution established in the city of Chennai with an eight-acre campus named after BENEDICT MAR GREGORIOS, the LATE ARCH BISHOP of Thiruvananthapuram Arch Diocese and managed by the Malankara Syrian Catholic Trust (MSCT). The Arch Diocese of Thiruvananthapuram has been rendering a remarkable service in the field of Medicine, Dental, Engineering, Arts and Science collegiate and School education in India since 1930.

MGC founded in the year 1994, while Rt. Rev. Dr. Joshua Mar Ignathios, Bishop, Diocese of Mavelikara was the first Director of the college. The college is affiliated to the UNIVERSITY OF MADRAS and approved by the Government of Tamilnadu, since 1997. The College is an ISO 9001:2015 certified Institution.

The college offers 14 Under Graduate programs and 3 Post-Graduate degree programs, functioning in two shifts, Shift-I & Shift-II. Shift-I offers Under Graduate courses in Computer Applications, Computer Science, Electronics and Communication

Science, Mathematics, Visual Communication, Business Administration, Commerce (Accounting & Finance), Commerce (Corporate Secretaryship), Commerce (General), English Literature and Tamil, and Post Graduate Courses in Computer Science, Social Work and Commerce (General).

Shift-II offers Under Graduation Courses in Computer Application, Computer Science, Business Administration, Commerce (Computer Application), Commerce (Corporate Secretaryship) and Commerce (General).

### **THE COLLEGE**

Mar Gregorios College of Arts & Science was established in the year 1997. Ever since its inception, MGC has significantly progressed from strength to strength and is now one of the pioneers in collegiate education under the University of Madras.

The college aims at offering job-oriented university education with a strong basic practical training in a Catholic atmosphere, especially those belonging to less privileged sections of the society. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, cultural awareness in a safe, accessible and

affordable learning environment and embraces equality and accountability through an effective value-based education in a holistic approach.

## **VISION**

The College envisions facilitating transformation of students into good human beings, competent professionals, responsible and worthy citizens focusing on assimilation, dissemination of knowledge through holistic education in a Catholic Christian atmosphere.

## **CORE VALUES**

- M - Meritorious in academics.
- A - Accountability for one's own actions.
- R - Respect the dignity of all individuals.
- G - Generosity and kindness for mankind.
- R - Remarkable accomplishments in life.
- E - Empowerment of the individual and community.
- G - Goodness in thoughts and deeds.
- O - Obedience for elders.
- R - Responsible for themselves and respectful of others.
- I - Integrity of character.
- O - Outstanding in all aspects of collegiate education.
- S - Social and task-oriented leadership.



**OUR MOTTO****"LET YOUR LIGHT SHINE"****OUR MISSION**

The college stands for academic excellence, development of skill and building of character based on the love of God and service to mankind as revealed by Jesus Christ, so as to send them out intellectually trained, morally upright, socially committed and spiritually inspired men and women of India, to raise them as leaders of quality in all walks of life and to serve their fellow men in justice, truth and love.

Address : Block No.8, College Road,  
Mogappair West,  
Chennai - 600 037.

Office : 2653 0978

Principal : 2653 3140

E-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

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

**COLLEGE PRAYER**

Most gracious God, we gratefully acknowledge and thank you for all your blessings.

Help us O God, to apply our minds and hearts to concentrate on our studies and equip ourselves to carry out our responsibilities towards a bright future.

Help us O God, to understand the fact that the fear of God is the beginning of wisdom.

Encourage us O God, to uphold what is right and just in our motives, words and deeds.

We praise you God, for the provision of knowledge and scholarship and for mentoring by the staff of our college.

Bless our college, faculty, students, parents, alumni, benefactors and friends.

In the name of thy Son, we ask this prayer, O God, our Father.

Amen

## **EXAM PRAYER**

O God! the giver of wisdom,  
Grant us the grace to remember  
all that we have learnt

Give us the strength to write  
And the will to perform  
well in our exams.

We pray for Your choicest blessings  
to be showered upon us

We ask all these in your precious name.

Amen.

## **PRAYER FOR THE ALUMNI**

O God, Our help in ages past,

We thank you for the faithful students  
who have passed out from amongst us to serve  
the community at large. We pray for your  
blessing upon them so that they may be  
strengthened to overcome temptations and  
be faithful and successful in all their doings.  
Enable them, O God, to be duty bound,  
helping fellow men in distress, bringing joy  
to the parents, honor to the College and Glory  
to your Holy name. We ask this in the name  
of our Lord and Savior Jesus Christ.

Amen.

## COLLEGE ANTHEM

**MAR GREGORIOS** in our hearts

1. Abode of educational excellence  
Imparting light of knowledge with  
exuberance  
Grant wisdom Lord, the pre-eminence.  
Fill with grace and benevolence.

### CHORUS

- Let it shine, let it shine  
The glory of God let it shine  
Let it shine, let it shine  
The reign of Mar Gregorios shine.
2. Let your light shine our aim  
Lord ignite spirit of victory to  
proclaim  
  
Bless our mentors our true  
inspirations  
Sculpt carve young minds to  
aspirations.
  3. Mar Gregorios in you I take pride  
Light of knowledge in you is wide  
Strengthen my spirits to take  
astride  
Instill the values that I humbly  
abide.

- Ann Hepzibah Niraja.S.

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya hae  
 Bharata bhagya-vidhata  
 Punjab Sindhu Gujarata Maratha  
 Dravida Utkala Banga.  
 Vindhya Himachala, Yamuna Ganga  
 Uchala jaladhi taranga  
 Tava shubha name jage  
 Tava shubha asisha mage  
 Gahae tava jaya gatha,  
 Jana gana mangala-dayaka jaya hae  
 Bharatha bhagya-vidhata  
 Jaya hae, jaya hae, jaya hae  
 Jaya jaya jaya jaya hae.

## PLEDGE

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

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

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

To my country and to my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness."

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக்  
கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரதக்  
கண்டமிதில்

தெக்கணமும் அதிற் சிறந்த திராவிட  
நல் திருநாடும்

தக்க சிறு பிறைநுதலும் தரித்த நறுந்  
திலகமுமே

அத்திலக வாசனைபோல்  
அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்த  
பெருந் தமிழணங்கே! தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல்  
மறந்து வாழ்த்துதுமே! வாழ்த்துதுமே!  
வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரம்பிள்ளை



**COURSES OF STUDY****SHIFT - I (8.30 a.m. to 1.00 p.m.)****UG COURSES :**

- B.C.A Computer Application
- B.Sc. Computer Science
- B.Sc. Electronics &  
Communication Science
- B.Sc. Mathematics
- B.Sc. Visual Communication
- B.A. English Literature
- B.A. Tamil
- B.B.A. Business Administration
- B.Com General
- B.Com Corporate Secretaryship
- B.Com Accounting & Finance

**PG COURSES**

- M.Sc., Computer Science
- M.Com. General
- M.S.W. Social Work

**SHIFT - II (1.30 p.m. to 5.30 p.m.)****UG COURSES**

- B.C.A. Computer Application
- B.Sc. Computer Science
- B.B.A. Business Administration
- B.Com General
- B.Com Corporate Secretaryship
- B.Com Computer Application



**Payment of Fees****Odd Semester**

on or before : 15th June 2022

**Even semester**

on or before : 15th November 2023

Office Timings : 8.15 a.m to 4.30p.m

**Note:**

A Fine of Rs. 100 will be collected as penalty for every 10 days after the last date mentioned in the fees payment schedule.

**MANAGEMENT COMMITTEE**

Patron

His Beatitude **Moran Mar**

**Baselios Cardinal Cleemis**

**Catholicos**, Major Archbishop

President

His Excellency **Dr. Thomas Mar**

**Anthonios, Metropolitan**

Secretary & Bursar

**Rev. Fr. Philip Pulipra**

Principal - **Dr. M. Sivarajan**

University Representative

**Dr. R. Vasudevaraj**

Member - **Rev.Fr. Moncy Kaleekal**

Member - Mr. **P.A. Joy Kutty**

Member - Mr. **V.T. Mathew**

**GENERAL COMMITTEES**

President - His Excellency **Dr. Thomas Mar Anthonios**, Metropolitan

Secretary & Bursar - **Rev. Fr. Philip Pulipra**

Principal - **Dr. M. Sivarajan**

University Representative  
**Dr. R. Vasudevaraj** -

Member - **Rev. Fr. Mathew Pallikunnel**

Vice Principal (Shift I)  
**Dr. G. Gayathry**

Vice Principal (Shift II)  
**Dr. S. Shalini Maher**

Member, Academic Council, University of Madras - **Dr. A. Hency Juliet**

Member - Mr. **P.A. Joy Kutty**

Member - Mr. **V.T. Mathew**

**COLLEGE COUNCIL**

Dr. M. Sivarajan  
Dr. T. Prema  
Dr. T. Christopher Nallarasu  
Ms. S. Ann Hepzibah Niraja  
Mr. T. Balachandar  
Ms. V. Savithri  
Ms. T.N. Rekha  
Dr. A. Hency Juliet  
Ms. K.Y. Indhumathy  
Ms. R. Selvi  
Mr. S. James Benedict Felix  
Ms. K. Subhashini  
Ms. S. Prasanna  
Dr. S. Shalini Maher  
Mr. S. Ranganathan  
Mr. R. Leonard Solomon  
Ms. P. Lavanya Devi  
Ms. S. Karthika  
Mr. D. Kalaiarasan  
Mr. A. Sahaya Nixon  
Dr. M. Arunagiri  
Rev. Bro. G. John Thomas  
Ms. S. Shantha  
Ms. K. Philomina  
Dr. D. Jemila Marshall  
Ms. S. Fennila James  
Ms. C. Dhanalakshmi  
Dr. I.M. Christina Febiula  
Ms. S. Nandhini

## **INTERNAL QUALITY ASSURANCE**

Dr. M. Sivarajan - Chairman IQAC

Ms. S. Shantha - Co-ordinator

Mrs. S. Ann Hepzibah Niraja

Ms.V.Savithri

Dr.A. Hency Juliet

Dr.S. Shalini Maher

Ms.K.Rajalakshmi

Ms.S.HabeebunisaBegam

Dr.J.Britto Jenobia

Ms. M. Prema (A&F)

## **RAGGING REDRESSAL COMMITTEE**

Principal - Convener

Vice-Principal Shift I - Overseas Student  
Advisor

Vice-Principal Shift II - Advisor

Rev. Sr. Celine Mariya D.M

Heads of Departments of Shift I and II

Mr. Ranganathan – Staff Representative  
(Men)

Ms. T. Papitha – Staff Representative  
(Women)

Dr. A. Kannaki - Staff Representative

Mr.K.Y. Indhumathy – Student Advisor

Inspector of Police, Nolambur

Student Representatives

**GRIEVANCE REDRESSAL COMMITTEE**

Principal

Rev. Sr.Celine Mariya D.M. - Convener

Vice Principal - Shift I - Co-Convener

Vice Principal - Shift II - Co-Convener

Ms.R.Vasuki - Member

Ms.D.Mythily - Member

**DEAN OF ACADEMICS**

SHIFT-I

Mr.S.James Benedict Felix

SHIFT-II

Ms.S.Prasanna

**DEANS OF DISCIPLINE**

SHIFT I

**Dr.T.Christopher Nallarasu**

**Dr.D.Jemila**

**Ms.S.Fennila James**

**Mr.R.Leonard Solomon**

SHIFT II

**Ms. C. Dhanalakshmi**

**Dr. I.M. Christina Febiula**

**Ms. S. Nandhini**

## FACULTY 2022-2023 SHIFT I

### Tamil

Dr. T. Prema M.A., M.Phil., Ph.D., SLET,  
Head of the Department

Dr.D.Jemila.,M.A.,M.Phil.,MBA,Ph.D.,NET.,

Dr.C.Devaraj.,M.A.,M.Phil.,B.Ed.,Ph.D.,NET.,

Dr.V.Iyappan.,M.A.,M.Phil.,Ph.D.,NET.,

Dr.A.Kannaki.,M.A.,M.Phil.,Ph.D.,NET.,

Dr.M.C.Elumalai.,M.A.,M.Phil.,Ph.D.,NET.,JRF

Dr.C.Magendiran.,M.A.,M.Phil.,Ph.D.,NET.,SET.,JRF,  
SRF.,

Mr.K.Rajavelu.,M.A.,M.Phil.,NET.,PGDCA.,

Mr.A.BharathKumar.,M.A.,M.Phil.,NET.,  
2DGA,. 3DGA.,

### Other Selected Language

Ms. S. Ann Hepzibah Niraja M.A., M.Phil.,  
P.G.D.H.T - Hindi, M.Sc.(Psy.)

Head of the Department

Mr. S. Dev Prashant. M.A(French),DELFB1.,

### English

Ms. K.Y. Indhumathy M.A.,M.Phil.,PG Dip in  
Travel Agency Management & Tourism  
Head of the Department

Ms. S. Fennila James M.A., M.Phil.,

Ms. G. Pradha M.A., M.Phil., B.Ed., SET

Ms. R. Umamaheswari M.A., M.Phil.,

Ms. J. Janani M.A., M.Phil.,

Dr.J Britto Jenobia.,M.A.,M.Phil.,Ph.D.,SET.,

Ms.M.Sandhiya., M.A.,M.Phil.,NET

Ms. R.Ancilin Fernando., M.A.,SET.,NET.,  
M.Sc(Psychology)

Ms. A.Ashmi., M.A.,M.Phil.

Ms.S.Sumaiya Sulthana.,M.A.,M.Phil.,NET

**Commerce - Corporate Secretaryship**

Ms. P. Lavanya Devi M.Com(CS), M.Phil., B.Ed.,  
SET

Head of the Department

Dr.V.Gunasekaran.,M.Com,M.Phil.,Ph.D.,MBA,MSW

Ms.V.Rajalakshmi.,M.Com,M.Phil.,B.Ed.,

Mr.A.Selvakumar.,M.Com.,M.Phil.,NET

Ms.S.Aruna,M.A.,M.Phil.,B.Ed.,SET(Economics)

Ms.S.Nalini., M.Com.,M.Phil.,B.Ed.

Ms.Malathi., M.Com.,M.Phil.,

Mr.A.P.Sebastian.,M.com.,M.Phil.,

**Mathematics**

Ms. T.N. Rekha M.Sc., M.Phil., B.Ed.,

Head of the Department

Ms. S. Arockiya Princey M.Sc., M.Phil.,

Ms. R. Vasuki M.Sc., M.Phil., M.Ed., M.Phil (Edu),

Dr. S.C. Premila.,M.Sc., Ph.D.,

Ms.S.Nirmal Veena.,M.Sc., M.Phil.,SET.,

**Computer Applications**

Dr. A. Hency Juliet M.Sc., B.Ed., PGDCA.,

MCA., M.Phil., SET., Ph.D.,

Head of the Department

Dr. B. Hemalatha M.Sc., (IT), MCA., Ph.D., SET.,

Ms.S.Lingeshwari Sivagnanam, M.Sc.,M.Phil

Dr.T.Indumathi.,MCA.,M.Phil.,Ph.D.,

**Electronics & Communication Science**

Ms. V. Savithri M.Sc., M.Phil., NET.,

Head of the Department

Dr. S. Fabbiyola M.Sc., M.Phil., M.S.W., Ph.D.

(Physics)

Ms. S.Shantha M.Sc., M.Phil.,

Ms.M.Sathiya.,M.Sc.,M.Phil(Elec).,M.Phil(Phy).,



### **Visual Communication**

Rev. Bro. G. John Thomas., M.A. (Media Studies), M.A. (Philosophy), SET.,

Head of the Department

Ms. D. Kalaiyarasi., M.A. (Mass comm.& Journ)

Ms. J. Subashree., MJ (Online Media), DFA

Mr. M. Sivarajan., M.Sc.,

### **Business Administration**

Mr. R. Leonard Solomon M.B.A., H.D.C.A.,

Head of the Department

Dr. Babita Prem M.B.A., M.Phil., Ph.D., MHRM., NET.,

Dr. H. Josiah., M.B.A., M.Com., M.Phil., BLIS, Ph.D

Ms. P. Gabriyala Gladys., MBA, M.Phil.,

### **Commerce**

Mr. T. Balachandar M.Com., M.Phil., NET.,  
Head of the Department

Mr. R. Chandrasekaran M.A., M.Phil., B.Ed.,  
(Economics)

Dr. S. Leena Rani., M.Com., M.Phil., Ph.D

Mr. B. Hariswaran., M.Com., M.Phil.,

Ms. T. Papitha., M.Com., M.Phil.,

Dr. M. Venkatesan, M.Com, M.Phil, MBA, Ph.D

Ms. M. Elakkiya., M.Com, M.Phil

Ms. D. Mythily., M.Com, M.Phil

Ms. S. Bhavani., M.Com, M.Phil.,

Ms. T. Saranya., M.Com, M.Phil.,

**Computer Science**

Mr. S.James Benedict Felix M.Sc.,M.Phil.,SET.,  
Head of the Department

Dr. G. Gayathry M.C.A., M.Phil.Ph.D, SET.,

Ms. W. Sharmila M.Sc., M.Phil., MBA., PGDCSA

Mr. A.Jerome Robinson, M.C.A.,M.Phil.,B.Th.,

Ms. N. Vaishali M.C.A., M.Phil.,

Mr. D. Selvaraj M.C.A., M.Phil.,

Ms.R.Anitha.,MCA.,M.Phil.,SET.,

**Commerce - Accounting & Finance**

Ms. R.Selvi, M.Com, M.Phil

Head of the Department

Mr. M. Parthiban M.Com, M.Phil.,

Ms.M.Prema.,M.Com,M.Phil.,SET.,

Ms. Leena Thomas.,M.com.,M.Phil.,

**Social Work**

LT.D.MoieesonThairiyam.,M.S.W,M.Phil.,

Head of the Department

Mr.D.Arunkumar.,M.S.W., PGDHRM,M.Phil.,

Ms.D.Kavitha Rani., M.S.W.,M.Phil., SET.,

Mr.G.Sam Sangeeth., M.S.W.,M.Phil.,

Ph.D(ICSSR)

Ms.A.Flowrence Francina.,MA(Social work),  
NET

**Physical Education**

Dr. T. Christopher Nallarasu M.P.E.S., M.Phil.,

Ph.D., NET., SET.,

**Library**

Ms.K.Philomina.,B.Com,MLI.Sc.,

Mr. Arunprasath Ganesan, MJMC., M.Lib.I.Sc

**SHIFT II****Tamil**

Dr. M. Arunagiri M.A., M. Phil., NET., Ph.D.,  
Head of the Department

Dr. N. Kalaiyarasi, M.A., M. Phil, NET., Ph.D.,

Dr. S. Ambigavathy, M.A., M. Phil, NET., Ph.D.,

**English**

Ms. K. Subhashini M.A., M.Phil.,  
Head of the Department

Ms.S.Habeebunisa Begum.,M.A.,M.Phil.,SET

Ms.S.Priyakumari.,M.A.,M.Phil.,

**Corporate Secretaryship**

Dr. S.Shalini Maher M.Com., M.Phil., Ph.D.,  
Head of the Department

Dr.K.Aswini.,M.Com.,M.Phil.,Ph.D

Ms.D.ManjuBharkavi.,M.Com.,M.Phil.,NET

Ms.G.Geetha.,M.Com.,M.Phil.,

**Commerce**

Ms. S. Prasanna M.Com.,M.Phil., SET  
Head of the Department

Ms. S.Anusha Banu., M.Com, M.Phil.,  
SET.,HDCA.,Dip. In IA.,

Ms. S.Nandhini M.Com., M.Phil.,

Mr.S.Ranjith.,M.Com., NET,Dip in LM

**Computer Application**

Mr. S. Ranganathan M.C.A., DCM, M.Phil,  
Head of the Department

Ms. C. Dhanalakshmi M.Sc., M.Phil.,  
(Maths)

Ms. K. Rajalakshmi MCA., M.Phil

Ms. S. Anita., MCA.,M.Phil.,

**Business Administration**

Dr. I. M. Christina Febiula M.B.A., M.Phil., Ph.D.

Head of the Department

Mr. V.Senthil Murugan., M.B.A.,NET

Dr.A.Rajalakshmi Srinivasan.,MBA.,M.Phil, NET

Mr.M.Ramu., MBA.,NET

**Computer Science**

Ms. S.Karthika M.Sc., M.Phil., SET

Head of the Department

Ms. D. Stephy Joy M.C.A., M.Phil.,

Ms.S.Kanageswari.,MCA.,M.Phil.,

Ms.C.Sujdha., MCA.,M.Phil.,

Ms.T.Sarah Jeba Jency., M.Sc., M.Phil.,

**Commerce - Computer Application**

Mr. A.Sahaya Nixon M.Com., M.B.A.,

M.Phil., PGDCAB

Head of the Department

Ms.C.S.Annaline.,M.A,M.Phil.,

(Economics)

Mr.D Lakshmanan.,M.Com., M.Phil.,

Ms.C.V.MariaGloria.,M.Com.,B.Ed.,

**Physical Education**

Dr. T.Christopher Nallarasu, M.P.E.S., M.Phil.,

Ph.D, NET., SET

**Library**

Ms. K. Philomina, M.L.I.Sc.,

Mr. Arunprasath Ganesan, MJMC., M.Lib.I.Sc

## **Committees of the College**

### **Examination**

|                                     |             |
|-------------------------------------|-------------|
| Dr.M. Sivarajan                     | - Principal |
| Dr.B.Hemalatha                      |             |
| Chief Superintendent of Examination |             |
| Mr.D.Lakshmanan                     | - Member    |
| Ms.S.Anushah Banu                   | - Member    |
| Ms.R.Anitha                         | - Member    |

### **Institution Innovation Cell**

|                                     |
|-------------------------------------|
| Mrs. S.Ann Hepzibah Niraja-Convenor |
| Ms.S.Nirmal Veena – Member          |

### **Prayer Cell**

#### **Shift I**

|                       |              |
|-----------------------|--------------|
| Dr.S.C.Premila        | - Convener   |
| Ms.P.Gabriyala Gladys | -Co-Convener |

#### **Shift II**

|                     |              |
|---------------------|--------------|
| Ms.C.S.Annaline     | -Convener    |
| Ms.C.V.Maria Gloria | -Co-Convener |

### **Scholarship**

|                               |             |
|-------------------------------|-------------|
| Dr.M. Sivarajan               | - Principal |
| Ms. W. Sharmila,              | - Convener  |
| Ms. S. Anita, (BCA-SHIFT-II)- | Co-Convener |
| Dr.V.Gunasekaran              | - Member    |
| Dr. T.Christopher Nallarasu   | - Member    |
| Ms.K.Philomina                | - Member    |

**Extension Services****National Cadet Corps**

LT. D. Moieson Thairiyam - Care taker

Dr.S.Fabbiyola - Asst Care taker

**National Service Scheme**

Dr.V.Iyappan – Programme Officer

Ms D.Manju Bharkavi

**Red Ribbon Club**

Dr.K.Aswini –Convener

Ms.M.Elakkiya –Co-Convener

**Youth Red Cross**

Mr.B.Harishwaran –Convener

Dr.D.Venkatesan –Co-Convener

**Social Excellence**

Mr.D.Arunkumar –Convener

Ms.D. kalaiarasi –Co-Convener

**MGC IAS Academy**

Dr.C.Devaraj -Convener

Mr.V.Senthil Murugan -Co-Convener

**Techie Club**

Mr. D. Selvaraj - Convener

Ms. T. Sarah Jeba Jency - Co-Convener

**Entrepreneur Cell**

Dr. T. Bapita Prem - Convener

Mr.A. Sahaya Nixon - Co-Convener

**Consumer Club**

Mr. M.S.Parthiban - Convener

Mr. M. Ramu - Co-Convener

**Library**

Dr.M. Sivarajan Principal

Mr. Arunprasath Ganesan - Convener

Ms. K. Philomina - Co-Convener

Dr.H. Josiah - Member

Dr. M. Arunagiri - Member

**Career Guidance Cell**

Ms. S. Arockiya Princey, - Convener

Dr.A.Rajalakshmi[BBA,Sh-II], Co-Convener

**Magazine**

Ms.R.Selvi , Convener

Ms.S.Habeebunisha Begum, Co-Convener

Rev.Bro.G.John Thomas -Member

Ms.V.Rajalakshmi[B.Com[CS]] -Member

## **Culturals**

### **Shift I**

Ms.N.Vaishali, Convener

Mr.K.Rajavelu, Co-Convener

Ms.S. Nalini -Member

Ms.A.Ashmi -Member

Ms.J.Subashree -Member

### **Shift II**

Ms.K.Subhashini, Convener

Ms.S.Kanageswari, Co-Convener

Mr.V.Senthil Murugan

## **Sports**

Principal

Dr.T.Christopher Nallarasu, Convener

Dr.M.C.Elumalai, Co-Convener

Dr.M.Arunagiri -Member

Ms.J.Janani -Member

Ms.T. Saranya -Member

## **Placement Cell**

Mr.T.Balachandar -Convener

Ms.S.Karthika -Co-Convener

Ms.D. Kavitha Rani -Member

Ms.P. Lavanya Devi -Member



**Technical Support Committee**

Dr.A.HencyJuliet -Convener

Mr.A.Jerome Robinson -Co-convener

Dr.T.Indumathi-Co-convener

**Calendar**

Ms.M.Sathiya -Convener

Dr.T.Indumathi-Co-convener

**Eco-GreenClub**

Dr. C. Mahendiran, Convener

Ms.D.Kalaiarasi, Co-Convener

**Prospectus & Brochure**

Ms. S.Ann Hepzibah Niraja

Dr. T. Indhumathi

**AISHE**

Dr.G.Gayathry-NodalOfficer

**MTC BusPass**

Dr.C.Devaraj -Convener

Mr.R.Chandrasekaran -Co-Convener

Mr.S.Ranjith

**Womens' Cell****SHIFT-I**

- Ms.T.N.Rekha - Convener  
 Dr.S.Leena rani - Co-Convener

**SHIFT-II**

- Dr.N. Kalaiarasi - Convener  
 Dr.S. Ambigavathy - Co-Convener

**ALUMNI**

- Ms.K.Rajalakshmi - Convener  
 Ms.T.Pabitha - Co-Convener

**Infirmary**

Sr.Celine Maria D.M.

**Language Lab**

- Dr.S.BrittoJenobia - Convener  
 Ms.M.Sandhya - Co-Convener

**Creative Club**

- Ms.D.Stephy Joy, - Convener  
 Ms.S.Bhavani, - Co-Convener

**Student Counselling**

Secretary

Principal

Vice Principals

Sr.Celine Mariya D.M

Heads of the Departments

**Anti-Sexual Harassment Cell**

Dr.T. Prema - Convener

Ms.S.Aruna - Co-Convener

**Media Officer**

Dr. Jemila - Convener

Dr. S. Ambigavathy - Co-Convener

**Xavier Board**

Dr.S.Fabbiyola

**Public Relations Cell**

Ms. S. Ann Hepzibah Niraja

Mr. R. Leonard Solomon

Mr. V. Senthil Murugan

**Staff Welfare Association**

Ms.K.Y.Indhumathy – Secretary

Dr.C.Devaraj- Treasurer

## Proof Reading

Shift I

Ms.G.Pradha

Ms. R. Umamaheswari

Ms. S. Sumaiya Sultana

Shift II

Ms.K.Subhashini

Ms.S.Priya Kumari

## Administrative Staff/Supporting Staff

Mr.ShinuThomas.,M.B.A., - Supervisor

Sr.Naivedya DM.,M.Com., -Accountant

Sr.Celin Maria DM,BA,BTH,-Student Counselor

Ms.M.Kavitha.,BCA -Asst.Accountant

Ms.A.Prema.,MCA -PA to Secretary &  
IQAC Office Administrator

Ms.M.Vedha Annie.,B.A., M.B.A., - Exam Cell

Ms.LydiaThomas,B.Com(CS),M.B.A.,-PA.to  
Principal

Ms. Sonia Rozario,B.COM.,DAT.,MBA(HR)  
-PA.to Principal

Ms.Rebekamma Jose., PRE DEGREE -  
Documentation In charge

Mr.S.Ranjith Kumar, BCA.,M.A .,(Mass  
Comm),MCP, CCNA System Administrator

Ms.M.Radhika.,M.Sc(CS)- Compter Lab Assistant

Ms.R.Bavani.,M.C.A.,M.Phil.,M.E

Ms.S. Gokila.,M.Sc.,M.Phil- Receptionist

Ms.W.MaxinPopyRose, M.Sc.,B.Ed- Electronics Lab Instructor

Mr.R.Vijayakumar,B.A,-Supporting Staff/OA

Mr.LintoMon.,BBA - Supporting staff

Mr.M.SriKumar - Supporting Staff/OA

Mr.S.Reji Kumar., PRE DEGREE - Supporting Staff

Mr. P. Raji -Security

Mr. K. Ravi -Security

Mr. Manikandan -Security

Mr. Panneer Selvam -Ground Marker

Ms. Jayakanthi.C -House Keeping

Ms. Pappitha.A -House Keeping

Ms. Vasantha.S -House Keeping

Ms. S. Malar -House Keeping

Ms. M. Sarasu -House Keeping

Ms. V. Jyothi -House Keeping

Ms. Lakshmi -House Keeping

Ms. K. Muniyamma -House Keeping

## RULES AND REGULATIONS

### DISCIPLINE

- ✍ Students should wear the Identity card inside the college campus.
- ✍ Students may not leave the classroom without permission or until the lecturer has left the room or permitted to disperse.
- ✍ Students shall report to the college office whenever he / she changes his/her residence. Failure to report will be regarded as a serious breach of discipline.
- ✍ Students who distort the image of the institution through their activities will not be entertained and their continuation in the college will be subject to the final decision of the Management.
- ✍ There should be a healthy relationship between boys and girls. Violation of this rule will invite disciplinary action.
- ✍ The decision of the Management shall be final in all matters of discipline and enforcement of rules.
- ✍ Any student who indulges in strike or hooligan in College would be dealt with severe action which may include even expulsion from college.

- ✍ Likewise Students on visit to other Colleges or Institutions and indulging in acts of indiscipline such as organizing demonstrations and strikes would be liable for punishment.
- ✍ Students are required to safeguard the property of the College. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles, etc. of the college shall be liable for penal action and expulsion from the college.
- ✍ No student should take the law into his/her own hands, whatever be the circumstances. Students being violent at any case will be taken in to action. Students shall make representation for any difficulty or grievance directly to the Principal. The decision of the Principal in these matters shall be final.
- ✍ All notices shall be displayed on the notice board and / or on the website and it shall be presumed that the students have knowledge of the same. Any negligence to read the notices and the loss thereafter will not be the responsibility of the college.
- ✍ The College is not responsible for loss of any personal belongings and expensive/

precious items of the students inside the college campus.

- ✍ Any student found to have committed breach of rules and regulation or to have been found with improper conduct would be subjected to enquiry by the college and the decision of the college would be final and binding.
- ✍ Ragging of any kind inside / outside the College campus is strictly prohibited.
- ✍ Student should not bring mobile phones to the college.
- ✍ Any kind of disturbing behavior in the classrooms or in the campus or during celebrations is punishable.
- ✍ Smoking or chewing pan in the college premises is strictly prohibited
- ✍ Possession / use of drugs, alcohol or peddling drugs on the campus or anywhere else will result in suspension / dismissal from the college.
- ✍ Any kind of misconduct / misbehavior inside / outside the campus / in public places, buses, trains etc. or any kind of annoyance to the public will result in immediate cancellation of the scholarship to the concerned student.



- ✍ Students are expected to write the tests and do the assignments / seminars given for each subject on time as instructed by the mentor.
- ✍ Inviting / meeting strangers or unauthorized persons inside the campus without written permission from the Principal is not allowed.
- ✍ Going into other classrooms or calling out students from there during class hours without prior permission is not allowed.
- ✍ Littering classrooms / college premises with bits of papers, wrappers, plastic bottles etc. is not allowed.
- ✍ Students should not attend or organise any meeting in the college or collect money without permission of the Principal.
- ✍ A grace time of 10 minutes from 8.20 a.m. to 8.30 a.m. for shift I and from 1.20 p.m. to 1.30 p.m. for shift II will be given for students.
- ✍ Students are not encouraged to come late for more than 2 times.
- ✍ If late for the 3<sup>rd</sup> time the student should bring his/her parents and meet the Principal.

- ✍ Students should bring the college calendar regularly to the college.
- ✍ Ragging is a very serious offence. In accordance with UGC norms, ragging in any form is strictly forbidden. A student found guilty of ragging will face cancellation of admission, suspension from the College and fine of Rs.25,000. In case you experience ragging, kindly contact either of the following numbers : (26533140, 26530978 ) for assistance or drop your compliant in the box provided.

**DRESS CODE**

All students are expected to be in simple and modest formal dress.

**Men**

Formal pants and Shirts are allowed. Plain T-Shirts are allowed. Neat shave is preferable. Tight Fitting Pants / Torn Pants / Pants with Multiple pockets are not allowed. Ear stud and other accessories are not allowed. Hair coloring not allowed.

**Women**

Saree with Sleeved Blouse / Collared Churidhar / Salwar Kameez/ Long Sleeved Kurtha with Dupatta are allowed. Leggings/ Tight fitting tops / Netted sleeves / Sleeveless tops / Kurta above the knees / Transparent dupatta /Stoll are not allowed. Hair coloring is not allowed.

**FEE REGULATIONS**

- ✍ The whole fees for each semester should be paid at the beginning of each semester on the date indicated in the college calendar failing which a fine will be imposed.
- ✍ If a student leaves the college in the middle of course or during the semester, he/she shall have no right to claim remission of any portion of the semester fees and have to pay the full course fee.

**ATTENDANCE**

- ✍ All the students are expected to attend classes everyday without fail. If there are some genuine reasons such as family functions or celebrations or ill health etc., they can avail leave of absence after obtaining permission from the Principal.
- ✍ In case of absence for more than two days due to illness, students must submit a medical certificate when they return to college.
- ✍ The name of the student will be removed from the roll if he /she is continuously absent for more than 10 days. Attendance is taken for every hour and the attendance percentage will be displayed on the notice board at the end of every month.
- ✍ All the students are expected to check their attendance that would be displayed on the notice board. In case of any doubt, it should be rectified immediately by contacting the teacher concerned.
- ✍ 75% attendance is compulsory for the award of scholarship of any kind, and also it is the minimum requirement to take up the University examinations.

**On Other Duty Attendance:**

Students who require on other duty attendance for taking part in Co - Curricular or Extra Curricular activities such as NCC, NSS, Sports, Inter - Collegiate competitions etc. should get the leave on **OD** sanctioned; later representation in this matter will not be entertained.

**LEAVE**

- ✍ No student will be allowed to be absent to the college without prior permission. He / She must apply for leave in advance, stating explicitly the reasons for his / her absence.
- ✍ In case of absence due to unforeseen circumstances, an application for leave should be submitted between 8.20 a.m. and 8.30 a.m. for shift I and between 1.20 p.m. and 1.30 p.m. for shift II as soon as he/she reports to the college.
- ✍ Students should submit their leave application to the class mentor concerned thereafter approved by the Head of the Department concerned.
- ✍ Leave letters submitted after time limit will not be accepted.
- ✍ Students should be present on the reopening day after the holidays.

- ✍ Students who absent themselves from internal tests and terminal examination without prior permission will have to bring their parents and meet the Vice Principal before entering the class.
- ✍ Leave letters should be signed by the parents / guardian for day scholars and by the warden for the hostel students.
- ✍ Submission of leave application with / without medical certificate does not entitle a student to earn attendance automatically for the days of his / her absence.

#### **PARENT - TEACHER MEET**

- ✍ Parents are encouraged to meet the faculty members in order to facilitate co-operation and collaboration in our educational work. Meetings are organized by the respective departments, date of which will be intimated to the parents through their wards.

#### **ALUMNI**

The alumni association plays an important role in boosting the image of the college. This association can assist the college in various developmental, co-curricular and extra curricular activities and placements for the

students of the college. All the students, while leaving the college after the completion of the course are requested to register their name with the Alumni Association for future correspondence and collaboration.

### **CELEBRATION**

Festivals, Fresher's Day, NSS day, NCC Day, Sports Day and College Day and other significant days are celebrated during the academic year. Prizes and medals are awarded to meritorious students.

### **VEHICLE PARKING**

- ✍ Four wheeler parking is not available for students. Two wheelers of students may be parked at the allotted space in the campus.
- ✍ The college is not responsible for any loss of the vehicle or any part of the vehicle.
- ✍ Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus is not allowed.

### **TO THE PARENTS**

- ✍ Parents and Guardians are requested to co-operate with college authorities in the formation of good character, regularity

in attendance and progress in studies of their wards.

- ✍ Once in a semester, warning letters are sent to parents of the students who are irregular in attendance. Parents and Guardians are advised to check in person with the college office **about the attendance of their wards.**

### TO THE STUDENTS

- ✍ We welcome you to the college with the confidence that you will live up to the ideals of Mar Gregorios and co-operate fully with the faculty / staff and authorities of the college in the ongoing process of your education.

### CO-CURRICULAR ACTIVITIES

### EXTENSION ACTIVITIES

MGC is committed to afford extension services that helps students to understand the importance of critical thinking skills, time management, academic and intellectual competence. This service positively impacts students 'emotional, intellectual, social, and inter-personal development. It is mandatory for a student to enroll in any of the following programs namely NSS / NCC /Games and Sports to earn a compulsory minimum credit.



## **NATIONAL SERVICE SCHEME (NSS)**

The aim of NSS is to provide help to the deserving community, to enhance and bring a better change in the standard of living and the way one leads his/her life with dignity. NSS is beneficial to both students as well as the society in various different means. NSS helps students to grow individually and also as a group. It makes the students feel confident, develop leadership skills, and gain knowledge about different people from different walks of life. Students also learn other skills that help them lead a better life in various situations. It teaches one to be disciplined and organized with the objectives one set for oneself.

## **NATIONAL CADET CORPS (NCC)**

National Cadet Corps aims to groom the youth of the country into disciplined, responsible and patriotic citizens. NCC inculcates among the youth a sense of nationalism and secular outlook that would contribute towards the building of a stronger nation and apart from that also provides a common platform for individual up-lift of masses through the process of channelizing the energy of the young Indians in a constructive purpose. NCC helps the youth to realize the relationship between man and the community, between community and nature and their inter-dependability. MGC NCC SUB UNIT, Army Wing trains boys and girls to serve the Nation.

**SPORTS AND GAMES**

Sports club is committed to provide a healthy sporting habit among the students. It helps to learn team work at class, coordination among diverse cultural & ethnic groups and mainly infuses discipline & instills the value system in each individual. Value of time, precision & competitiveness are the major learning points apart from communication, coordination & teamwork. MGC Sports Club trains students in cricket, football, volleyball, basketball, tennis, kabaddi, badminton, body building, athletics and all indoor and outdoor games.

**CULTURAL ACTIVITIES**

Cultural activities promote exposure and increase the awareness of the students towards the fine arts of the world. From dramatics to literature, poetry to music and dance is the platform to experience. Cultural activities help students to identify themselves and assist them to develop themselves in a desired field and also improve skills such as interpersonal communication, organizational, leadership, presentation, expressivity and critical thinking power. In order to bring out their best talents, various cultural activities are conducted to tailor their talents and interests and introduce them to the new exotic art forms from around the globe.

**RRC (RED RIBBON CLUB)**

Red Ribbon is a globally recognized symbol for HIV/AIDS awareness. RRC educates youth with correct concise and adequate information and heighten their level of awareness about HIV/AIDS, STI and other related issues (thus eliminate myths and misconceptions) It enables the youth to identify and understand situations of exploitation and abuse. It also sensitizes the youth regarding care and support

Needs of people affected with HIV/AIDS and instill in them the spirit to reduce the stigma and discrimination against them. RRC creates and trains the youth

As cadre of peer educators for spreading awareness about HIV-AIDS and its prevention in the community.

**YRC (YOUTH RED CROSS)**

YRC is a worldwide, well known, universally accepted, admired and internationally identified humanitarian service organization. It is the biggest, independent non-religious, non-political, on-sectarian and voluntary relief organization treating people equally all over the world without any discrimination as to their nationality race and religious beliefs.

**WOMEN EMPOWERMENT CELL**

WEC aims to empower and safeguard the rights of the female members in the campus. WEC works to promote gender sensitivity and conduct diverse programs to educate and sensitize both male and female members and produce harmonious atmosphere in the campus. It works for the welfare of the students towards preparing them to be competent professionals to take up greater challenges in the academic sphere.

**MGCI.A.S ACADEMY**

The direct and advanced guidance Curriculum given by the Academy helps to motivate aspirants to accomplish their preparation goals. The Academy provides step by step guidance to the aspirants to understand the concepts of the subject and prepare them for effective answer writing. Our strategy is to constantly innovate to keep the preparation process dynamic and give personal attention to individual aspirant based on the factors like core competence, availability of time and resource and the requirement of Civil Service Exam. Academy extends its service by providing ample opportunities to the students who aspire to take up Government jobs and guide them for competitive examination such as TNPSC, SSC,RRB,BANK examination.

**SOCIAL EXCELLENCE CLUB**

SEC focuses on cultivating the personal and academic integrity of students striving for excellence contributing to a larger community- locally, nationally and globally. It aspires the students to develop competence in ethical and moral reasoning. SEC aims on the overall development of the students by organizing awareness programs to diversify the minds of the students.

**TECHIE CLUB**

TECHIE CLUB aims to increase students 'awareness of computers and their uses in our daily life, with a view to prepare citizens of tomorrow who are better suited to deal with information technology. It enhances the skill level of the computer science and non-computer science students apart from the regular curriculum and gives benefits to students to perform more activities in the field of Information technology and networking.

**ENTREPRENEUR CELL**

The objective of Entrepreneur Cell is to develop the spirit of entrepreneurship among the youth and to nurture a passion for self-employment. This will open gates for the creation of new knowledge-based innovative hi-tech ventures, industries and new breed of technopreneurs

and more avenues of employment opportunities thus turning job seekers into job creators and in the process, leading the nation towards industrial excellence and self-reliance. EC envisions motivating our young entrepreneurs' creativity, freedom and ability to generate wealth.

### **CONSUMER CLUB**

CC aims to bring awareness and Realization among students about their duties and responsibilities as Citizens of India and to educate about the rights of the consumers as provided in consumer protection Act, 1986. The Club helps to mobilize and instill right-consciousness, confidence to question violations of consumer rights and fight for justice. CC enables the development of skills to handle consumer issues and instill concern for environment around us as citizens and consumers and sustainable consumption habits.

### **CAREER GUIDANCE AND PLACEMENT CELL**

CGPC aims to provide learning and training opportunities in the areas of academic, career, personal and social development and to prepare students to meet their future challenges. The Cell supports students in identifying their interests, strengths and planning appropriately to

justify their professional needs. The Cell provides commendable services in areas of Campus Interviews; Job Placements and training programs for our students that enable them to develop applicable skills in the competitive job market. The Cell also organizes Workshops and Seminars on Personality Development, Interpersonal Relationship, and Communication Skills, Interview Skills and Presentation Skills to enable the overall development of individuals. Eminent resource person's from various sectors and esteemed institutions are invited for providing training to the students.

### **ECO GREEN CLUB**

EGC aims to conserve the natural resources and the natural environment to create an eco-friendly environment and create awareness of biodiversity conservation and local environmental issues among students and to create a clean and green consciousness among students through various innovative methods. EGC plays an important role in creating environmental awareness amongst the future generation. EGC nurtures and teaches the importance of environment to students.

**CREATIVE CLUB**

The purpose of the Creative Club is to simulate the interest in creative ideas among students. The club attempts to create an awareness of student mind and provides an opportunity to develop

Their interactions among groups, helps enhance their creative and leadership skills. Students are loaded with unique talents and ideas; this club encourages and identify the potentially of such creative minds and creates a platform to exhibit them.

**COUNSELING CELL**

Counseling Cell aims to facilitate personal well-being of the students and to address and help resolve emotional and psychological issues through the support and guidance of trained counselors, for healthy mind and body. Thus, the Cell provides a platform for students to pursue both their professional and personal goals with greater self-awareness, self-esteem, understanding and focusing life.



|                              |
|------------------------------|
| <b>DEPARTMENT OF LIBRARY</b> |
|------------------------------|

### SHIFT - I

For the Academic Year 2022-2023, students should use the library according to the Schedule given below.

| <b>DAYS</b> | <b>DEPARTMENTS</b>  |
|-------------|---|
| Monday      | Commerce, English, Tamil  |
| Tuesday     | Computer Science,<br>Mathematics, Business<br>Admn.,                                    |
| Wednesday   | Corporate Secretaryship,<br>Mathematics, Business<br>Admn.,                             |
| Thursday    | Computer Application,<br>Commerce (A&F)   |
| Friday      | Elec. & Comm. Science,<br>P.G. Social Work,<br>P.G. Commerce,<br>P.G. Computer Science. |

#### TIMINGS FOR TRANSACTION OF BOOKS

Books Renewal - 11.00 am to 11.20 am

Books Reservation - 11.00 am to 11.20 am

Books Return & Issue - 1.00 pm to 1.15 pm

## DEPARTMENT OF LIBRARY

### SHIFT - II

For the Academic Year 2022-2023, students should use the library according to the Schedule given below.

| <b>DAYS</b> | <b>DEPARTMENTS</b>                  |
|-------------|-------------------------------------|
| Monday      | Commerce                            |
| Tuesday     | Business Admn.,<br>Computer Science |
| Wednesday   | Corporate Secretaryship             |
| Thursday    | Computer Application                |
| Friday      | Commerce (C.A.)                     |

### **TIMINGS FOR TRANSACTION OF BOOKS**

Books Renewal                    - 3.45 pm to 4.00 pm  
 Books Reservation            - 1.00 pm to 1.30 pm  
 Books Return & Issue       - 3.45 pm to 4.00 pm

### **MEMBERSHIP**

Academic Details of the Students will be collected from the respective departments to issue the RFID enabled Student Identity card for library transactions.

**LIBRARY RULES**

- ✍ Books will be issued to Staff and Students.
- ✍ Books and computers should be handled with care.
- ✍ Scribbling, marking on the book and tampering the book or tearing book pages is offensive which might lead to considerable actions.
- ✍ Users should not re-shelve the refer red books which lead to misplacement of books. Such books may be left on the nearest table and it will be shelved by the Library Staff.
- ✍ Missing of RFID Tag or damage, while returning, the user will be levied with equitable fine.
- ✍ If a book is lost by the user, he/she should replace it with new book or he/she have to pay the sum offline, cost of the book + 50% of the actual cost.
- ✍ Mischievous activities inside the library will not be entertained, if found any, he/she will be confined directly.

- ✍ The act of impersonation is illegal and he/she will be prosecuted immediately.
- ✍ Library will not be responsible for the user's personal belongings.
- ✍ Members utilizing the Reference and Internet Browsing facilities should enter the member number, name, and log in time and logout time in the register kept the respective section.
- ✍ Loss of the ID card should be reported to the librarian immediately, for new RFID enabled ID card he/she has to pay a sum of Rs. 200.00/-
- ✍ Professors should register the number of pages that they have printed in printing register.
- ✍ Members are responsible for all books borrowed on their IDcard.
- ✍ Users must check whether the books which they intent to borrow are in good condition before leaving the counter and any damage should be reported to the circulation section immediately.
- ✍ No books will be issued to the students after the last working day of the Academic year.

- ✍ Users are allowed to use loose sheets only, to take notes while reading in the Reading Section.
- ✍ All the students should return their IDCard at the end of the final year to obtain No Due Certificate.
- ✍ In addition to these rules, the decision of the college authorities will remain final on the matters binding on the rules and regulations of the library.

### **OVERDUE CHARGES**

Rules applicable for UG and PG Students

| <b>S.No.</b> | <b>No.of Day Overdue</b>         | <b>Overdue Charges Perbook</b> |
|--------------|----------------------------------|--------------------------------|
| 1            | Upto10 Days                      | Rs.1perDay                     |
| 2            | From11 <sup>th</sup> Day onwards | Rs.2perDay                     |

### **NO DUES CERTIFICATE**

No Due Certificate will be issued to the students after the return of all the books, ID Card and should have cleared all dues before the completion of the course.

## CURRICULUM-EVALUATION

Evaluation of student is based on both Continuous Internal Assessment (CIA) and the semester examination held at the end of each semester.

| Course                                  | CIA<br>(Internal) | University<br>Examination<br>(External) |
|---|-------------------|---|
| B.Com/B.Sc/BCA/BBA<br>/B.Com C.S.Theory | 25%               | 75%                                     |
| M.Sc., MSW Theory                       | 25%               | 75%                                     |
| Practical                               | 40%               | 60%                                     |

### Internal Marks (CIA) - Theory Exam

|                    |   |          |
|--------------------|---|----------|
| Tests (2 out of 3) | - | 10       |
| Attendance         | - | 5        |
| Seminars           | - | 5        |
| Assignments        | - | 5        |
|                    |   | 25 Marks |

### TEST SCHEDULE

|           |              |          |       |
|-----------|--------------|----------|-------|
|           |              |          |       |
|           | ├───┬───┬─── |          |       |
|           | First        | Second   | Model |
|           | Internal     | Internal | Exam  |
|           | Exam         | Exam     |       |
| Marks:    | 25           | 25       | 75    |
| Duration: | 1hr          | 1hr      | 3hrs  |

10 marks will be taken from the best of any two above examination.

Break - up Details of Attendance

- ✍ Below 60% - No Marks
- ✍ 60% to 75% - 3 Marks
- ✍ 76% to 90% - 4 Marks
- ✍ 91% to 100% - 5 Marks

### **Practical Internal Marks - 40**

|                                |          |
|--------------------------------|----------|
| Attendance                     | 5 Marks  |
| Practical Test best 2 out of 3 | 30 Marks |
| Record                         | 5 Marks  |

### **Project**

|  |            |
|--|------------|
| Internal Marks best 2 out of 3 presentations | - 20 Marks |
| Viva   | - 20 Marks |
| Project Report                               | - 60 Marks |

If the students are absent / getting low mark/ writing irrelevant answer in any exam, a fine of Rs.100/- will be collected.

### **SEMESTER EXAMINATION**

- ✍ Assessment will be in the form of a comprehensive examination for each paper at the end of every semester (November & April).

- ✍ Every student should register for the university examination, paying the prescribed fees, according to the mentioned dates. The examinations fees will be accepted only after clearing the college fee dues.
- ✍ A student will be permitted to take the end semester examination provided he/she has a minimum attendance of 75% per paper.
- ✍ Students having attendance between 65% to 74% can take the exam only after paying condonation fee to University.
- ✍ Students having below 55% should repeat the course.
- ✍ There is no minimum marks for CIA.

### **UG PAPER**

The student has to secure a minimum of 30 Marks out of 75 in the University Examination and should have an aggregate of 40%. (When CIA and University exam Marks are put together) for a PASS in UG Paper.

### **PG PAPER**

The student has to secure a minimum of 40 Marks out of 75 in the University Examination and should have an aggregate of 50%. (When CIA and University exam Marks are put together)



## GREEN CAMPUS POLICY

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

### **Aim:**

The college is striving to develop its institution on a self – sustainable basis in the areas of power, water and cleanliness. To bring consciousness among the students related to evils of disturbing the environment and to facilitate students and take small steps in conserving the environment.

### **Objectives:**

Green campus initiatives are becoming integral part of the modern-day education system and the institutions can act as pioneers in promoting these principles within society. Our college has initiated the green campus program in order to support a sustainable and climate-friendly environment. The main objectives for these initiatives were environmental awareness and education, the use of sustainable energy and energy efficient measures, comprehensive

recycling and composting and green landscaping in the campus.

### **Green Campus Initiatives:**

- ISO Certification 50001:2018
- Green Audit
- Installation of Solar Panels
- Sensor based energy conservation
- MIS to make paperless administration
- Plastic free Campus
- Tree Plantation Drive
- Landscaping and gardens
- Use of LED Bulbs
- Establishment of Eco-Club
- Renewable sources of energy
- Water Conservation through Rain water Harvesting

Efforts are being made to develop the campus on green concepts, particularly focusing on water conservation, use of alternative sources of energy, solid waste management, vermin composting, green belt development and sustainable architectural designs of buildings.

**Save Energy TIPS**

1. Activate power management features on your computer and monitor so that it will go into a low power “sleep” mode when you are not working on it.
2. Turn off your monitor when you leave your Table.
3. Activate power management features on your laser printer.
4. Whenever possible, shut down rather than logging off.
5. Turn off unnecessary lights and use daylight instead.
6. Recycling of waste materials.
7. Use LED or compact fluorescent bulbs.
8. Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
9. Use the fans only when they are needed.
10. Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.)

The Institute will make all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives” by designating the volunteers of Eco Club, NSS & NCC cadets and also take necessary steps to conduct awareness programmes.

## **POLICY FOR THE INCLUSION OF DIFFERENTLY-ABLED PEOPLE IN THE CAMPUS**

### **Scope:**

MGC promotes and inculcates values of love, compassion, empathy, equality, and justice towards differently-abled sections of a society. Students are encouraged to be aware of the problems faced by disadvantaged people and focus on the inclusion of people with different abilities by promoting the rights and dignity of each and every individual in the society.

### **Objective:**

The objective is to ensure that MGC is a differently-abled friendly institution that is chosen by people with different abilities and facilitates suitable infrastructure and support system and sensitized environment to help them to achieve their goals.

### **Policy:**

#### **Inclusion:**

- Admissions ensured for differently-abled candidates.
- Intensive monitoring, mentoring and counselling for the differently-abled students.

- Implementation of admission policies for people with disabilities in accordance with the updated guidelines for admission of the UGC.
- Appointment of Teaching and Non-Teaching Staff for PwD category as approved by the University is followed by the college.

### **Infrastructure Support:**

Updating the campus infrastructure to make it more accessible for students with different abilities.

- Lifts
- Ramps
- Differently-abled friendly washrooms
- Wheelchairs

Provision of mechanical and technical support:

- Differently-abled friendly software
- Wheelchairs
- Differently-abled friendly sign posts

**Provision of sports and wellness facilities:**

- Special attention given to differently-abled students to develop their interest in sports activities.

**Counselling and additional support:**

- Counselling given for mental health needs of differently-abled students.
- Remedial classes are conducted exclusively for differently-abled students.

## List of Endowment Scholarships - Shift I

| Sl. No. | Year | Name of the Endowment                            | Name of the Sponsor |
|---------|------|--|---------------------|
| 1       | 2003 | Late Mr. Joseph and Late Mrs. Elizabeth Joseph   | Dr. V.J Mat         |
| 2       | 2008 | Pathmavathi Sammanthan                           | S.Sargurun          |
| 3       | 2004 | Rev.Fr. K.C George Golden Jubilee Endowment Fund | Well Wishe          |
| 4       | 2004 | Johny Brewatson Sports Endowment                 | Johny Brev          |
| 5       | 2004 | Rev.Fr. K.C George Golden Jubilee Endowment Fund | Well Wishe          |
| 6       | 2011 | Krishnan Lakshman Scholarship                    | Bijee Lakst         |
| 7       | 2013 | Sravanshelter                                    | R. Senthilk         |

|    |                      |   |   |
|----|----------------------|---|---|
| 8  | 2003                 | Friends & Relatives   | G. Somasundari  |
| 9  | 2007                 | Mar Gregorios College Staff Association<br>Late Mrs. T. Lakshmi Bai                           | Staff Association   |
| 10 | 2003                 | Thambuswamy Memorial Scholarship<br>Late Mrs. Maude LA Friends Scholarship<br>G. Somasundaram | Mrs. T. Prema<br>Friends & Relatives                          |
| 11 | 2007                 | Trinity Scholarship   | Geetha Priya, A<br>Preetha                                    |
| 12 | 2003                 | Sr. Pushpa Valliapalam Scholarship  | Dr. V.J. Mathevar   |
| 13 | 2011                 | Raman Rukmani Endowment Fund  | Kavitha Krishna   |
| 14 | 2003                 | G. Somasundaram   | G. Somasundar   |
| 15 | 1999<br>1998         | Late. Mr. Iype & late Mrs Mariamma<br>Elamathyi Scholarship                                   | Mr. E. J. George<br>Mr. F.A. Joseph                           |
| 16 | 1998                 | Late Wing Commander Mathew Scholarship  | Ms. Tabitha Mathew<br>Daughter<br>Mr. George Thomas<br>Father |
| 17 | 2000<br>2015<br>2015 | Mr. Evalyn George and Joel George<br>Elite Lore<br>Elite Lore                                 | Mrs. K.Y Indhun<br>Mrs. Fennila Jayaram                       |
| 18 | 2015                 | Mr. Rhenius (late) Mrs. Jessie Rhenius<br>Scholarship   | R. Leonard Solomon  |



|    |      |   |                        |
|----|------|---|------------------------|
| 19 | 2000 | Rt. Rev. Joshua Mar Ignathios Scholarship           | Well Wish              |
| 20 | 2001 | Late Mr. Appachan Pottakulam Scholarship            | Mrs. Anitha Daughter   |
| 20 | 2003 | G. Somasundaram                                     | G. Somasundaram        |
| 21 | 2004 | Rev. Fr K.C. George Golden Jubilee Endowment Fund   | Well Wish              |
| 22 | 2000 | Sr. Pushpa Valliapalam Scholarship                  | Sr. Pushpa Valliapalar |
| 23 | 2003 | G. Somasundaram                                     | G. Somasundaram        |
| 24 | 2004 | Rev. Fr. K.C. George Golden Jubilee Endowment Fund  | Well Wish              |
| 25 | 2015 | Comcreators   | 2012-2015 (G) Batch    |
| 26 | 2001 | Mr. VE Thommey & Mrs. Elizabeth Thommey Scholarship | Diamond v Anniversary  |
| 27 | 1999 | Late Mr. Varkey Thycheril Scholarship               | Fr. George             |
| 27 | 1999 | Late Mr. ML. Varghese Scholarship                   | Mrs. Anna - Wife       |
| 28 | 2001 | Mrs. Jessie James Scholarship                       | Ms. Jessie J           |
| 28 | 2004 | Rev. Fr. K.C. George Golden Jubilee Endowment Fund  | Well Wish              |

|    |      |   |  |
|----|------|---|--|
| 29 | 1998 | Late Mr. John Fernandez Scholarship                   | Adv. C. Venug<br>Mr. V.J. Math<br>Fr. K.C.Georg<br>Mr. K.V.Jaisin<br>Mrs. Annai Va<br>Daughter |
|    | 1999 | Chevalier C.J.Varkey Scholarship                      |  |
| 30 | 2000 | Ms. Sini Thomas Scholarship                           | Ms. Sini Thon  |
|    | 1998 | Late Mr. Paphel Parambhi Scholarship                  |  |
| 31 | 2004 | Rev. Fr. K.C. George Golden<br>Jubilee Endowment Fund | Well Wisher:   |
| 32 | 1998 | Late Mr. Chellapill and Adv. Mrs. Anaiaammal          | C. Venugopal<br>Mrs Kochuthi<br>wife   |
|    | 2003 | Scholarship late Mr. Thomas                           |  |
| 33 | 1998 | Late Prof.M.P Sebastian Scholarship                   | John Sebastie  |
|    | 2003 | Sasamma Joseph Elamathyi Scholarship                  | Mr. Joseph   |
| 34 | 2004 | Rev. Fr. K.C. George Golden Jubilee Endowment Fund    | Well Wisher:   |
| 35 | 1998 | Late Mrs Regina Sathyabalan Scholarship               | Injodey Famil  |
| 36 | 2000 | Mr. Bobby Varghese Scholarship                        | Mr. Bobby Va<br>Mr. Zubin Ma<br>Son  |
|    | 1998 | Late Wing Commander Mathew Scholarship                |  |
| 37 | 2004 | Rev. Fr. K.C. George Golden Jubilee Endowment Fund    | Well Wisher:   |

|    |      |   |                            |
|----|------|---|----------------------------|
| 38 | 2000 | Mr. Harold Wilson scholarship   | Mr. Harold Wilson          |
|    | 2001 | Mr. Lallichans Fonsamma   | Fr. K.C.G                  |
| 39 | 2000 | Late Mr. P.C. Eapen Peedikayil & Mrs. Mariamma Eapen Scholarship, Late. Mrs. Sara Sebastian Scholarship | Mr. Jeete Eapen /C         |
| 40 | 2004 | Rev. Fr K.C. George Golden Jubilee Endowment Fund   | Well Wis                   |
| 41 | 2003 | G. Somasundaram   | G. Soma                    |
| 42 | 2004 | Rev. Fr K.C. George Golden Jubilee Endowment Fund   | Well Wis                   |
|    |      | Mr. James Chelladurai Scholarship, Mr. D.Jeyaraj Scholarship  | Mr. James                  |
| 43 | 2004 | MSW Loyola students contribution (batch 1974-1976)  | Fr.K.C.Ge                  |
| 44 | MSW  | Loyola students contribution (batch 1974-1976)  | MSW Loyola : 1976 batch ct |
| 45 | MSW  | Loyola students contribution (batch 1974-1976)  | MSW Loyola : 1976 batch ct |
| 46 | 2004 | Loyola students contribution (batch 1974-1976)  | MSW Loyola : 1976 batch ct |
| 47 | 2016 | Jemila Marshal Scholarship  | Mrs. D. Je Marshal         |
| 48 | 2019 | Late Mr. Kanagaraj Scholarship  | Dr. K. Mo                  |

## List of Endowment Scholarships - Shift II

| Sl. No. | Year | Name of the Endowment                                | Sponsor              | Amount |
|---------|------|--|----------------------|--------|
| 1       | 2013 | Dr. P. Prakasam Endowment                            | Dr. P. Prakasam      | 5000   |
| 2       | 2004 | Rev. Fr. K.C. George - Golden Jubilee Endowment Fund | Well Wishers         | 5000   |
| 3       | 2004 | Rev. Fr. K.C. George - Golden Jubilee Endowment Fund | Well Wishers         | 5000   |
| 4       | 2004 | Rev. Fr. K.C. George - Golden Jubilee Endowment Fund | Well Wishers         | 5000   |
| 5       | 2015 | JMJ Engineering                                      | Dr. S. Shalini Maher | 5000   |
| 6       | 2015 | JMJ Engineering                                      | Dr. S. Shalini Maher | 5000   |
| 7       | 2013 | Late Mr. D. Kumar (ADSP)                             | Mrs. K. Subhashini   | 5000   |
| 8       | 2013 | Late Mr. D. Kumar (ADSP)                             | Mrs. K. Subhashini   | 5000   |

| Sl. No. | Year | Name of the Endowment         | Sponsor                  | Amount |
|---------|------|-------------------------------|--------------------------|--------|
| 9       | 2013 | Dr. P. Prakasam               | Dr. P. Prakasam          | 5000   |
| 10      | 2013 | JMJ Engineering               | Dr. S. Shalini Maher     | 5000   |
| 11      | 2013 | JMJ Engineering               | Dr. S. Shalini Maher     | 5000   |
| 12      | 2013 | JMJ Engineering               | Dr. S. Shalini Maher     | 5000   |
| 13      | 2015 | Mrs. Sylvia Mercy             | Mrs. Sylvia Mercy        | 5000   |
| 14      | 2015 | Mrs. Sylvia Mercy             | Mrs. Sylvia Mercy        | 5000   |
| 15      | 2013 | Sravanshelter                 | R. Senthil Kumar         | 2500   |
|         |      | JMJ Engineering               | Dr. S. Shalini Maher     | 2500   |
| 16      | 2016 | Mr. N. Bhaskaran &            |                          |        |
|         |      | Mrs. Juliet Bhaskaran         | Ms. Sheela Jeyaraj       | 500    |
| 17      | 2017 | Dr. M.S. Jayaraj              | Dr. Paul Prathap Jeyaraj | 5000   |
| 18      | 2019 | Late Mr. Kanagaraj Scholarshi | Dr. K. Mohandoss         | 5000   |

## List of Events and Holidays for the Academic Year 2022-2023

|         |     |   |
|---------|-----|---|
| 10 July | Sun | Bakrid  |
| 1 Aug   | Mon | Dept. Activity Commerce (Shift I)   |
| 9 Aug   | Tue | Muharam   |
| 15 Aug  | Mon | Independence Day  |
| 18 Aug  | Thu | Computer Applications (Shift I)   |
| 19 Aug  | Fri | Krishna Jayanthi  |
| 29 Aug  | Mon | Onam  |
| 31 Aug  | Wed | Vinayagar Chathurthi  |
| 6 Sep   | Tue | Orientation Day for PG Students   |
| 13 Sep  | Tue | Dept. Activity Mathematics (Shift I)  |
| 14 Sep  | Wed | Dept. Activity Department of OSL<br>Dept. Activity English (Shift I)                |
| 15 Sep  | Thu | Dept. Activity Department of OSL  |
| 16 Sep  | Fri | Dept. Activity Business Administration (Shift II)<br>Dept. Activity Tamil (Shift I) |

|        |     |  |
|--------|-----|--|
| 27 Sep | Tue | Dept.Activity<br>English(Shift I)                    |
| 06 Oct | Thu | PTA Meeting for I Year                               |
| 07 Oct | Fri | PTA Meeting for II & III Year                        |
| 10 Oct | Mon | Dept. Activity MSW (Shift I)                         |
| 18 Oct | Tue | Dept. Activity Tamil (Shift II)                      |
| 24 Oct | Mon | Deepavali  |
| 28 Oct | Fri | Dept. Activiy<br>Commerce(C.A.) (Shift II)           |
| 1 Dec  | Thu | Dept. Activity MSW<br>(Shift-I)                      |
| 10 Dec | Sat | Dept. Activity MSW<br>(Shift-I)                      |
| 25 Dec | Sun | Christmas  |
| 01 Jan | Sun | New Year 2023  |
| 15 Jan | Sun | Pongal   |
| 16 Jan | Mon | Thiruvalluvar Day                                    |
| 17 Jan | Tue | Uzhavar Thirunal                                     |
| 26 Jan | Thu | Republic Day   |
| 02 Feb | Thu | Dept. Activity Corporate<br>Secretaryship (Shift I)  |
| 03 Feb | Fri | Dept. Activity Business<br>Administration (Shift-II) |
| 05 Feb | Sun | Thaipooosam  |

|        |     |  |
|--------|-----|--|
| 11 Feb | Sat | Dept. Activity Visual Communication (Shift I)  |
| 12 Feb | Sun | Dept. Activity Visual Communication (Shift I)  |
| 16 Feb | Thu | Dept. Activity Business Administration (Shift-I)   |
| 17 Feb | Fri | Dept. Activity Business Administration (Shift-I)   |
| 24 Feb | Fri | Dept. Activity Commerce Accounting and Finance (Shift I) Dept. Activity Commerce(C.A) (Shift II) |
| 3 Mar  | Fri | Dept. Activity Computer Science (Shift-I)  |
| 21 Mar | Tue | Dept. Activity MSW   |
| 22 Mar | Wed | Telugu New Year  |
| 30 Mar | Thu | PTA Meeting for I Year   |
| 31 Mar | Fri | PTA Meeting for II & IIIYear   |
| 07 Apr | Fri | Good Friday  |
| 14 Apr | Fri | Tamil New Year,<br>Mahavir Jayanthi,<br>Dr. Ambedkar Birthday                                    |
| 22 Apr | Sat | Ramzan   |
| 1 May  | Mon | May Day  |



**CALENDAR****Academic Year 2022 - 2023****Odd Semester commences from****11th July, 2022**

Odd Semester Examinations

November, 2022

**Even Semester Commences from****December, 2023**

Even Semester Examinations

April 2023

**JUNE / JULY 2022**

---

27 *MON*

---

28 *TUE*

---

29 *WED*

---

30 *THU*

---

1 *FRI*

---

2 *SAT*

---

3 *SUN*

---

*Sometimes the questions are complicated and the answers are simple-Dr.seuee*

**JULY 2022**

---

4 *MON Staff Orientation Program*

---

5 *TUE*

---

6 *WED*

---

7 *THU*

---

8 *FRI*

---

9 *SAT*

---

10 *SUN Bakrid - Holiday*

---

*Courage doesn't always roar. Sometimes it's the quiet voice at the end of the day saying, "I'll try again tomorrow." **MaryAnne Radmacher***

**JULY 2022**

---

11 MON College Re-opens for II & III  
1 Years I

---

12 TUE 2 II

---

13 WED 3 III

---

14 THU 4 IV

---

15 FRI Mar Ivanios day - Holiday

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16 SAT

---

17 SUN

---

*Getting knocked down in life is a given. Getting up and moving forward is a choice. - Zig Zaglar*

**JULY 2022**

---

18 MON V  
5

---

19 TUE VI  
6

---

20 WED I  
7

---

21 THU II  
8

---

22 FRI III  
9

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23 SAT

---

24 SUN

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*If your actions inspire others to dream more, learn more, do more and become more, you are a leader*  
**- John Quincy Adams**

**JULY 2022**

---

25 *MON* *IV*  
*10*

---

26 *TUE* *V*  
*11*

---

27 *WED* *VI*  
*12*

---

28 *THU* *I*  
*13*

---

29 *FRI* *II*  
*14*

---

30 *SAT*

---

31 *SUN*

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*You have to dream before your dreams can come true, -A.P.J. Abdul Kalam*

**AUGUST 2022**


---

1    *MON*  
    15

*III*


---

2    *TUE*  
    16

*IV*


---

3    *WED*  
    17

*V*


---

4    *THU*    *Orientation for the 1st Years VI*  
    18

---

5    *FRI*  
    19

*I*


---

6    *SAT*

---

7    *SUN*

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*Every one has been made for some particular work, and the desire for that work has been put in every heart-**Rumi***

**AUGUST 2022**

---

8 MON II  
20

---

9 TUE *Muharram - Holiday*

---

10 WED III  
21

---

11 THU IV  
22

---

12 FRI *Election for the Office bearers V*  
23

---

13 SAT

---

14 SUN

---

*You must be the change you wish to see in the world*

***-MahatmaGandhi.***



**AUGUST 2022**

---

15 MON *Independence Day*

---

16 TUE VI  
24

---

17 WED I  
25

---

18 THU II  
26

---

19 FRI *Krishna Jayanthi - Holiday*

---

20 SAT

---

21 SUN

---

*Success consists of going from failure to failure without loss of enthusiasm. **Winston Churchill***

**AUGUST 2022**

---

22 MON *I Internals Begins* III  
27

---

23 TUE IV  
28

---

24 WED V  
29

---

25 THU VI  
30

---

26 FRI I  
31

---

27 SAT

---

28 SUN

---

*The only true wisdom is in knowing you know nothing*  
**- Socrates**

## AUGUST / SEPTEMBER 2022

---

29 *MON* *II*  
32

---

30 *TUE* *Onam Celebration* *III*  
33

---

31 *WED* *Vinayagar Chathurthi -  
Holiday*

---

1 *THU* *IV*  
34

---

2 *FRI* *V*  
35

---

3 *SAT*

---

4 *SUN*

---

*Miracles happen everyday, change your perception of what a miracle is and you 'll see them all around you. -JonBonJovi*

**SEPTEMBER 2022**

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5    *MON*    *Teachers' Day*    *VI*  
       36

---

6    *TUE*    *PG Orientation*    *I*  
       37

---

7    *WED*    *Silver Jubilee Celebrations*  
       38    *Establishment of MGC*    *II*

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8    *THU*    *ONAM Holiday*

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9    *FRI*    *III*  
       39

---

10    *SAT*

---

11    *SUN*

---

*Life isn't about finding yourself. Life is about creating yourself.- GeorgeBernardShaw*

**SEPTEMBER 2022**

---

12 MON  
40

---

IV

13 TUE  
41

---

V

14 WED  
42

---

VI

15 THU  
43

---

I

16 FRI  
44

---

II

17 SAT

---

18 SUN

---

*Keep your face to the sunshine and you cannot see a shadow. -Helen Keller*

**SEPTEMBER 2022**

---

19 *MON*  
45

*III*

---

20 *TUE*  
46

*IV*

---

21 *WED*  
47

*V*

---

22 *THU*  
48

*VI*

---

23 *FRI*  
49

*I*

---

24 *SAT*

---

25 *SUN*

---

*Insight is the first condition of art. - **George  
HenryLewes***

## SEPTEMBER 2022

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|    |            |                            |           |
|----|------------|----------------------------|-----------|
| 26 | <i>MON</i> | <i>II Internals Begins</i> | <i>II</i> |
|    | 50         |                            |           |

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|    |            |  |            |
|----|------------|--|------------|
| 27 | <i>TUE</i> |  | <i>III</i> |
|    | 51         |  |            |

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|    |            |  |           |
|----|------------|--|-----------|
| 28 | <i>WED</i> |  | <i>IV</i> |
|    | 52         |  |           |

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|    |            |  |          |
|----|------------|--|----------|
| 29 | <i>THU</i> |  | <i>V</i> |
|    | 53         |  |          |

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|    |            |  |           |
|----|------------|--|-----------|
| 30 | <i>FRI</i> |  | <i>VI</i> |
|    | 54         |  |           |

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|   |            |  |  |
|---|------------|--|--|
| 1 | <i>SAT</i> |  |  |
|---|------------|--|--|

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|   |            |                                  |  |
|---|------------|----------------------------------|--|
| 2 | <i>SUN</i> | <i>Gandhi Jayanthi - Holiday</i> |  |
|---|------------|----------------------------------|--|

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*Success is not final, failure is not fatal it is the  
courage to continue that counts.*  
**-Winston Churchill**

## OCTOBER 2022

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|   |            |  |          |
|---|------------|--|----------|
| 3 | <i>MON</i> |  | <i>I</i> |
|   | 55         |  |          |

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|   |            |                                |  |
|---|------------|--------------------------------|--|
| 4 | <i>TUE</i> | <i>Ayutha Poojai - Holiday</i> |  |
|---|------------|--------------------------------|--|

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|   |            |                               |  |
|---|------------|-------------------------------|--|
| 5 | <i>WED</i> | <i>Vijayadasami - Holiday</i> |  |
|---|------------|-------------------------------|--|

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|   |            |                               |           |
|---|------------|-------------------------------|-----------|
| 6 | <i>THU</i> | <i>PTA Meeting for I Year</i> | <i>II</i> |
|   | 55         |                               |           |

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|   |            |  |            |
|---|------------|--|------------|
| 7 | <i>FRI</i> | <i>PTA Meeting for II &amp; III Year</i> |            |
|   | 57         |  | <i>III</i> |

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|   |            |  |  |
|---|------------|--|--|
| 8 | <i>SAT</i> |  |  |
|---|------------|--|--|

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|   |            |                                |  |
|---|------------|--------------------------------|--|
| 9 | <i>SUN</i> | <i>MGC Founder' Day</i>        |  |
|   |            | <i>Milad-un-Nabi - Holiday</i> |  |

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*Most folks are as happy as they make up their minds to be. —Abraham Lincoln.*



**OCTOBER 2022**

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*10 MON IV*  
*58*

---

*11 TUE V*  
*59*

---

*12 WED VI*  
*60*

---

*13 THU I*  
*61*

---

*14 FRI II*  
*62*

---

*15 SAT*

---

*16 SUN*

---

*You be come what you think about all day long.*  
***-RalphWaldoEmerson***

**OCTOBER 2022**

---

17 *MON*  
63

---

*III*

18 *TUE*  
64

---

*IV*

19 *WED*  
65

---

*V*

20 *THU*  
66

---

*VI*

21 *FRI*  
67

---

*I*

22 *SAT*

---

23 *SUN*

---

*Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.- Sheryl Sandberg*

## OCTOBER 2022

---

24 MON *Deepavali - Holiday*

---

25 TUE *Holiday*

---

26 WED *II*  
68

---

27 THU *Model Exam Begins III*  
69

---

28 FRI *IV*  
70

---

29 SAT

---

30 SUN

---

*Turn your face to the sun and the shadows fall behind you. -MaoriProverb*

**OCTOBER / NOVEMBER 2022**

---

31 MON  
71

V

---

1 TUE  
72

VI

---

2 WED  
73

I

---

3 THU  
74

II

---

4 FRI  
75

III

---

5 SAT

---

6 SUN

---

*You never know how strong you are until being strong is the only choice you have. -Bobmarley*

## NOVEMBER 2022

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|   |            |           |
|---|------------|-----------|
| 7 | <i>MON</i> | <i>IV</i> |
|   | 76         |           |

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|   |            |          |
|---|------------|----------|
| 8 | <i>TUE</i> | <i>V</i> |
|   | 77         |          |

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|   |            |           |
|---|------------|-----------|
| 9 | <i>WED</i> | <i>VI</i> |
|   | 78         |           |

---

|    |            |          |
|----|------------|----------|
| 10 | <i>THU</i> | <i>I</i> |
|    | 79         |          |

---

|    |            |           |
|----|------------|-----------|
| 11 | <i>FRI</i> | <i>II</i> |
|    | 80         |           |

---

|    |            |
|----|------------|
| 12 | <i>SAT</i> |
|----|------------|

---

|    |            |
|----|------------|
| 13 | <i>SUN</i> |
|----|------------|

---

*A goal without a plan is just a wish - **Antoine daSaint***

**NOVEMBER 2022**

---

14 *MON* *III*  
81

---

15 *TUE* *IV*  
82

---

16 *WED* *V*  
83

---

17 *THU* *VI*  
84

---

18 *FRI* *I*  
85

---

19 *SAT*

---

20 *SUN*

---

*One small crack does not mean that you are broken, it means that you were put to test and you didn't fall apart. –LindaPoindexter*

**NOVEMBER 2022**

---

21 *MON*  
86

*II*

---

22 *TUE*  
87

*III*

---

23 *WED*  
88

*IV*

---

24 *THU*  
89

*V*

---

25 *FRI*  
90

*VI*

---

26 *SAT*

---

27 *SUN*

---

*A river cuts through a rock not because of it's power  
but it's persistence.—Jim Watkins*

**NOVEMBER / DECEMBER 2022**

---

28 *MON*

---

29 *TUE*

---

30 *WED*

---

1 *THU*

---

2 *FRI*

---

3 *SAT*

---

4 *SUN*

---

*Storms make trees take deeper roots. - DollyParton*



**DECEMBER 2022**

---

5 *MON*

---

6 *TUE*

---

7 *WED*

---

8 *THU*

---

9 *FRI*

---

10 *SAT*

---

11 *SUN*

---

*Knowledge is knowing a tomato is a fruit. Wisdom is not putting it into a fruit salad.—MilesKingston*

## DECEMBER 2022

---

12 MON

---

13 TUE

---

14 WED

---

15 THU

---

16 FRI      *Culturals*

---

17 SAT

---

18 SUN

---

*Life shrinks or expands in proportion to one's  
courage.- Anais Nin*

**DECEMBER 2022**

---

19 MON *Christmas Celebrations  
Begins*

---

20 TUE

---

21 WED

---

22 THU

---

23 FRI

---

24 SAT

---

25 SUN *Christmas - Holiday*

---

*We can complain because rose bushes have  
thorns, or rejoice because thorn bushes have roses. -  
**Abraham Lincoln***

**DECEMBER 2022**

---

26 *MON*

---

27 *TUE*

---

28 *WED*

---

29 *THU*

---

30 *FRI*

---

31 *SAT*

---

1 *SUN*

---

*When everything seems like an uphill struggle, just think of the view from the top.—Anonymous*



**JANUARY 2023**

---

|   |     |   |   |
|---|-----|---|---|
| 9 | MON |   | V |
|   |     | 5 |   |

---

|    |     |   |    |
|----|-----|---|----|
| 10 | TUE |   | VI |
|    |     | 6 |    |

---

|    |     |   |   |
|----|-----|---|---|
| 11 | WED |   | I |
|    |     | 7 |   |

---

|    |     |   |    |
|----|-----|---|----|
| 12 | THU |   | II |
|    |     | 8 |    |

---

|    |     |                            |     |
|----|-----|----------------------------|-----|
| 13 | FRI | <i>Pongal Celebrations</i> | III |
|    |     | 9                          |     |

---

|    |     |                                |  |
|----|-----|--------------------------------|--|
| 14 | SAT | <i>Bhogi Pongal - Holidays</i> |  |
|----|-----|--------------------------------|--|

---

|    |     |               |  |
|----|-----|---------------|--|
| 15 | SUN | <i>Pongal</i> |  |
|----|-----|---------------|--|

---

*Many of the things that seem impossible now will become realities tomorrow. - **Walt Disney***

**JANUARY 2023**

---

16 MON *Thiruvalluvar Day*

---

17 TUE *Uzhavar Thirunal*

---

18 WED *IV*  
10

---

19 THU *V*  
11

---

20 FRI *VI*  
12

---

21 SAT *I*  
13

---

22 SUN

---

*When it rains, look for Rainbows. When it's dark,  
look for Stars. - Anonymous*

**JANUARY 2023**

---

23 MON II  
14

---

24 TUE III  
15

---

25 WED IV  
16

---

26 THU *Republic Day*

---

27 FRI V  
17

---

28 SAT VI  
18

---

29 SUN

---

*The tallest oak in the forest was once just a little nut that held it's ground. –Unknown*



**JANUARY / FEBRUARY 2023**

---

30 *MON* *I*  
19

---

31 *TUE* *II*  
20

---

1 *WED* *III*  
21

---

2 *THU* *IV*  
22

---

3 *FRI* *V*  
23

---

4 *SAT* *VI*  
24

---

5 *SUN* *Thai Poosam - Holiday*

---

*If there's a book that you want to read, but it hasn't been written yet, then you must write it. - ToniMorrison*



**FEBRUARY 2023**

---

13 *MON* VI  
30

---

14 *TUE* I  
31

---

15 *WED* II  
32

---

16 *THU* III  
33

---

17 *FRI* IV  
34

---

18 *SAT* V  
35

---

19 *SUN*

---

*When everything seems to be going against you, remember that the air plane takes off against the wind, not with it. -Henry Ford*

**FEBRUARY 2023**

---

20 *MON* *VI*  
36

---

21 *TUE* *I*  
37

---

22 *WED* *II*  
38

---

23 *THU* *III*  
39

---

24 *FRI* *IV*  
40

---

25 *SAT* *Sports Day* *V*  
41

---

26 *SUN*

---

*If you're not making mistakes, then you're not doing anything –**John Wooden.***

**FEBRUARY / MARCH 2023**

---

27 *MON* *VI*  
42

---

28 *TUE* *I*  
43

---

1 *WED* *II*  
44

---

2 *THU* *III*  
45

---

3 *FRI* *IV*  
46

---

4 *SAT* *College Day* *V*  
47

---

5 *SUN*

---

*We cannot become what we need to be by remaining what we are. - MaxDe Pree*

## MARCH 2023

---

|   |            |  |           |
|---|------------|--|-----------|
| 6 | <i>MON</i> |  | <i>VI</i> |
|   | 48         |  |           |

---

|   |            |  |          |
|---|------------|--|----------|
| 7 | <i>TUE</i> |  | <i>I</i> |
|   | 49         |  |          |

---

|   |            |  |           |
|---|------------|--|-----------|
| 8 | <i>WED</i> |  | <i>II</i> |
|   | 50         |  |           |

---

|   |            |                            |            |
|---|------------|----------------------------|------------|
| 9 | <i>THU</i> | <i>II Internals Begins</i> | <i>III</i> |
|   | 51         |                            |            |

---

|    |            |  |           |
|----|------------|--|-----------|
| 10 | <i>FRI</i> |  | <i>IV</i> |
|----|------------|--|-----------|

---

|    |            |  |  |
|----|------------|--|--|
| 11 | <i>SAT</i> |  |  |
|----|------------|--|--|

---

|    |            |  |  |
|----|------------|--|--|
| 12 | <i>SUN</i> |  |  |
|----|------------|--|--|

---

*Every saint has a past. Every sinner has a future.-*  
**Warren Buffet.**

**MARCH 2023**

---

13 MON V  
53

---

14 TUE VI  
54

---

15 WED I  
55

---

16 THU II  
56

---

17 FRI III  
57

---

18 SAT IV  
58

---

19 SUN

---

*You were given this life because you are strong enough to live it.—Anonymous*

**MARCH 2023**

---

20 *MON* *V*  
59

---

21 *TUE* *II*  
60

---

22 *WED* *Telugu New Year - Holiday*

---

23 *THU* *I*  
61

---

24 *FRI* *II*  
62

---

25 *SAT* *III*  
63

---

26 *SUN*

---

*A smooth sea never made a skilled sailor*  
***-OldEnglish Proverb***



## MARCH / APRIL 2023

---

27 MON IV  
65

---

28 TUE V  
66

---

29 WED VI  
67

---

30 THU PTA Meeting for I Year II  
68

---

31 FRI PTA Meeting for II & III Year II  
69

---

1 SAT I  
70

---

2 SUN

*A diamond is a chunk of coal that did well under pressure- **Henry Kissinger***

**APRIL 2023**

---

3    *MON*  
      71

*II*

---

4    *TUE*  
      72

*III*

---

5    *WED*  
      73

*IV*

---

6    *THU*  
      74

*V*

---

7    *FRI*    *Good Friday*  
      71

---

8    *SAT*

---

9    *SUN*

---

*At any given moment you have the power to say: "This is not how the story is going to end."—  
**ChristineMasonMiller***

**APRIL 2023**

---

10 MON VI  
75

---

11 TUE I  
76

---

12 WED *Model Exam Begins* II  
77

---

13 THU III  
78

---

14 FRI *Tamil New Year - Holiday*

---

15 SAT IV  
79

---

16 SUN

---

*Quiet people have the loudest minds.-  
StephenKing*

**APRIL 2023**

---

17 *MON*  
80

---

*V*

18 *TUE*  
81

---

*VI*

19 *WED*  
82

---

*I*

20 *THU*  
83

---

*II*

21 *FRI*  
84

---

*III*

22 *SAT*     *Ramzan - Holiday*

---

23 *SUN*

---

*You can never cross the clean unless you have the  
courage to lose sight of the shore. -  
Christopher Columbus*

**APRIL 2023**

---

24 *MON* *IV*  
85

---

25 *TUE* *V*  
86

---

26 *WED* *VI*  
87

---

27 *THU* *I*  
88

---

28 *FRI* *II*  
89

---

29 *SAT* *III*  
90

---

30 *SUN*

---

*It always seems impossible until it's done .-*  
*Nelsonmandela*

**APRIL / MAY 2023**

---

1    *MON*    *International Labour Day*

---

2    *TUE*    *I*

---

3    *WED*    *II*

---

4    *THU*

---

5    *FRI*

---

6    *SAT*

---

7    *SUN*

---

*Doubt kills more dreams than Failure ever will.***KarimSeddiki**

**MAY 2023**

---

8 *MON*

---

9 *TUE*

---

10 *WED*

---

11 *THU*

---

12 *FRI*

---

13 *SAT*

---

14 *SUN*

---

*When everything seems like an uphill struggle,  
just think of the view from the top.—Anonymous*

**MAY 2023**

---

15 *MON*

---

16 *TUE*

---

17 *WED*

---

18 *THU*

---

19 *FRI*

---

20 *SAT*

---

21 *SUN*

---

*Broken crayons still colour—Anonymous*



**MAY 2023**

---

22 *MON*

---

23 *TUE*

---

24 *WED*

---

25 *THU*

---

26 *FRI*

---

27 *SAT*

---

28 *SUN*

---

*Broken crayons still colour – Anonymous*

## MAY / JUNE 2023

---

29 MON

---

30 TUE

---

31 WED

---

1 THU

---

2 FRI

---

3 SAT

---

4 SUN

---

*You can never cross the ocean unless you have  
the courage to lose sight of the shore. -  
**Christopher Columbus***

**NO. OF TEACHING DAYS****ODD SEMESTER**

| <b>MONTH</b> | <b>TOTAL NO OF DAYS</b> |
|--------------|-------------------------|
| JULY         | 14                      |
| AUGUST       | 20                      |
| SEPTEMBER    | 19                      |
| OCTOBER      | 19                      |
| NOVEMBER     | 20                      |
| <b>TOTAL</b> | <b>90</b>               |

**EVEN SEMESTER**

| <b>MONTH</b> | <b>TOTAL NO OF DAYS</b> |
|--------------|-------------------------|
| JANUARY      | 20                      |
| FEBRUARY     | 23                      |
| MARCH        | 26                      |
| APRIL        | 21                      |
| <b>TOTAL</b> | <b>90</b>               |



**MEMO**

---



**MEMO**

---





**MEMO**

---



**MEMO**

---



**MEMO**

---

**TIME TABLE - ODD SEMESTER**

NAME : ..... COURSE .....

| DAY              | I | II | III | IV | V |
|------------------|---|----|-----|----|---|
| I                |   |    |     |    |   |
| II               |   |    |     |    |   |
| III              |   |    |     |    |   |
| IV               |   |    |     |    |   |
| V                |   |    |     |    |   |
| VI               |   |    |     |    |   |
| <i>Tea Break</i> |   |    |     |    |   |

## TIME TABLE - EVEN SEMESTER

NAME : ..... COURSE .....

| DAY<br>ORDER | I | II | III | <i>Tea Break</i> |  | IV | V |
|--------------|---|----|-----|------------------|--|----|---|
| I            |   |    |     |                  |  |    |   |
| II           |   |    |     |                  |  |    |   |
| III          |   |    |     |                  |  |    |   |
| IV           |   |    |     |                  |  |    |   |
| V            |   |    |     |                  |  |    |   |
| VI           |   |    |     |                  |  |    |   |

## **His Grace Archbishop Most. Rev. Dr. Benedict Mar Gregorios**

Archbishop Most. Rev. Dr. Benedict Mar Gregorios was the Second Metropolitan Archbishop of the Syro-Malankara Catholic Church .He was born on 1<sup>st</sup> February 1916 at Kallooppara, Kerala. He assumed the name Benedict, which means blessed, on 15<sup>th</sup> August 1935 and took his temporary religious vows (profession) before Archbishop Mar Ivanios. He was appointed the first Principal of Mar Ivanios College. In 1952, he was elected as Bishop. He was ordained a Remban in the Archbishop's House Chapel on 27<sup>th</sup> December 1952 and made Auxiliary Bishop of the Archeparchy of Trivandrum after the name Mar Gregorios. He became the Archbishop in January 1955. He received pallium on 14<sup>th</sup> May 1959. He dedicated his priestly life to the service for the human society through his ministry. As Gregorians, it is our sole responsibility to fulfill the mission and vision of **His Grace Archbishop Benedict Mar Gregorios.**