

OFFICIUM

YEAR BOOK 2020-21



Nobly at Your Service

ADMINISTRATIVE DIVISION

ST. PAUL'S COLLEGE, KALAMASSERY
AFFILIATED TO MAHATMA GANDHI UNIVERSITY



EDITORIAL BOARD

Executive Editor	: Prof. Valentine D Cruz
Advisory Board	: Rev.Fr. Antony Vacko Arackal Rev.Fr. Joseph Antony Palliparambil Rev.Fr. Xavier Sebastian Prof. Lima Sunny Prof. Jose Babu
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Associate Editors	: Mr. Jackson T.J & Mr. Arun Augustine
Cover Design	: Mr. Frenson Sebastian
Layout Design	: Mrs. Tency Thomas
Special Thanks	: Dr. Savitha K S Prof. Jose Xavier Prof. Binil Kumar M R Prof. Nevil Stephan Dr. Binu P C Mr. George Stephen C Mr. Ajeesh Joseph

Encourage one another
and build each other up,
just as in fact you are doing

- St. Paul

PREFACE

We, the administrative division of St. Paul's College Kalamassery is always nobly at your service. The college administrative division made its humble beginning on 13th July 1965. From the very first working day onwards we followed a special workplace policy that mirrors the college mission and vision. We the Team OFFICIUM offer our best mind and heart for those who approach us with any queries. We are always at your service.

The college office is responsible in supporting the College's governance structure; for the preparation and dissemination of information concerning College committees, personnel and procedures, formal occasions and internal news; and for dealing with enquiries. The administrative division plays a key role in the smooth running of the college by offering proper assistance to all. We are always at your service.

We together play a role in creating a positive work environment and offer our services to the needy ones every time. To keep this momentum alive all the office staff offer their best and remained responsible in every aspect. We maintain the rhythm throughout these decades which fuelled St. Paul's College to reach the desirable heights. Our mission is to remain noble at your service.

We thank all the former legends who lived their life nobly together with us for the betterment of the college. We are also grateful for the helpful criticisms, comments and suggestions received from the Parents, Teachers and Students who have helped during the functioning of the past year. We also express our sincere gratitude to every one who was in touch with the Officium in 2020-21.

Team OFFICIUM

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A BRIEF HISTORY OF THE COLLEGE

St. Paul's College, affiliated to Mahatma Gandhi University and Regulatory councils/bodies such as UGC, NCTE, AICTE, MCI and DCI is a prestigious arts and science college which functions under the Archdiocese of Verapoly.

The College was founded by Dr. Joseph Attipetty, the late Archbishop of Verapoly to commemorate the historic visit of His Holiness Pope Paul VI to India in connection with the 38th International Eucharistic Congress held in November - December 1964. The foundation stone of the college was blessed by His Holiness on December 3, 1964 and was solemnly laid by Dr. Samuel Mathai, the Vice-Chancellor of the University of Kerala in the presence of His Grace Most Rev. Dr. Joseph Attipetty on 13th February 1965. Out of his filial devotion to His Holiness the Pope, the founder desired that the College be named after St. Paul the celestial patron of the Pope. The College started functioning from 13th July 1965 imparting instruction to students for the two year Pre-Degree Course.

The first degree course, B.Com was introduced in the year 1978 and gradually other degree courses such as B.Sc. Physics, B.Sc. Mathematics and B.A. Economics were introduced. St. Paul's College became a first grade college with the introduction of M.A. Economics in the year 1982. At present the college offers postgraduate courses in Economics, Physics, Mathematics, Chemistry, Commerce and English. The Department of Physics and Commerce are research centres of Mahatma Gandhi University. Co-education was introduced in our college in the year 1983. Vocational degree courses in English and Chemistry have been introduced in 1998 and 1999 respectively. In October 1983 Mahatma Gandhi University came into existence and St. Paul's College was affiliated to it.

The College received the first NAAC accreditation in the year 2004 and was graded at the 'B+' level and second cycle of accreditation graded the college with 'B' grade in the year 2010. A phenomenal change in the academic and infrastructural domains accredited the college 'A' grade in the cycle of re-accreditation by NAAC in 2016.

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HISTORIC MILESTONES

1964	Foundation stone (Blessed by His Holiness Pope Paul VI) laid by Dr. Samuel Mathai in the presence of Most Rev. Dr. Joseph Attipetty, Archbishop of verapoly
1965	College started
1978	Upgraded with B.Com
1979	B.A. Economics started
1980	Started B.Sc. Physics and B.Sc. Mathematics
1982	Started M.A. Economics
1983	Co - education started
1983	Foundation stone of the New Block laid by The Most Rev. Dr. Joseph Kelanthara, Archbishop of Verapoly
1984	Started M.Sc. Physics. New Block Completed- Blessed by The Most Rev. Dr. Joseph Kelanthara, Archbishop of Verapoly
1985	Approval of the Research Centre for Ph.D. (Physics)
1989	Full Fledged athletic ground laid
1993	U.G.C. Affiliation
1994	Chemistry Lab renovated
1995	Started M.Sc. Mathematics
1996	Foundation stone of the Post Graduate Block laid by The Most Rev. Dr. Cornelius Elenjikal, Archbishop of Verapoly
1997	Computer centre blessed and inaugurated by The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly
1998	Started B.A. English
1999	Started B.Sc. Chemistry (Petrochemicals)
2001	College Library upgraded to First Grade Started M.Com. Programme Started M.B.A., M.A. (English) Off Campus Course
2002	Started L.L.M. Off Campus Course. Foundation Stone for College Auditorium laid by The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly Physics Lab renovated


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	Seminar Hall blessed and inaugurated by The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly
2003	Inauguration of Fitness Centre Started M.Sc. Chemistry
2004	Inauguration of St. Paul's College new Complex - New Gateway, Auditorium, Computer Centre, Language Lab, Girls' Retiring room, Post Graduate Study Centre & Student Support Centre Started M.A. English (Self Financing) Accredited by NAAC with B+ level (first cycle)
2005	Ruby Jubilee Celebrations commenced Inauguration of Ruby Jubilee Memorial Chemistry Laboratory
2006	Blessing of Ruby Jubilee Fitness Centre & Basketball Court
2007	Rubber - saplings planted in the College Campus
2008	Construction of Women's Hostel building started.
2009	Add-on course, Communicative English started. Started B. Com & B.B.A. Off Campus Courses
2010	Re-accredited by NAAC with B level (second cycle) B.A. (Eng.), B.Sc. (Chem.) & M. Com regularised Renovation of Playground.
2011	Inauguration of Women's Hostel Renovation of College Chapel
2012	Foundation stone laid for multi-speciality library complex
2013	Add-on course - Professional Tour Guide - started Started two new Courses: B.Com. with Computer Applications and B.A. English (Model I, Self-Financing)
2014	Golden Jubilee Celebrations commenced. Started new Course: B.Com. With Computer Application (Model I, Regular) Inauguration of the Digital Library
2015	Inauguration of the renovated Canteen, NCC office, Department Store
2016	Re-accredited by NAAC with 'A' Grade (third cycle) Started Computer Lab for B.Sc. Computer Science
2017	Started Computer Lab for B.Com (Computer Application)
2018	Inauguration of Acoustic Theatre Started B.Voc (Tourism) & B.Voc (Banking)
2020	Started B.Com Cooperation Started B.Voc (Logistics) & B.Voc (Broadcasting)

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St. Paul
Our Heavenly Patron


St. Paul, the heavenly patron of the college was born in 5 AD at Tarsus (Roman Empire). He was an apostle (though not among the Twelve Apostles) who taught the gospel of the Christ to the first century world.

St. Paul was originally known as Saul, and he was a Roman citizen who even presided over the persecutions of the early Christians. However, Saul experienced a powerful vision that caused him to convert to Christianity while on the road to Damascus and was duly baptized with the name Paul.

Today, Pauline epistles continue to be vital in theology, worship and pastoral life of the Catholic Church. St. Paul is the patron saint of missionaries, evangelists, writers, journalists, authors, and public workers. His feast day is on June 29 when he is honoured along with Saint Peter.

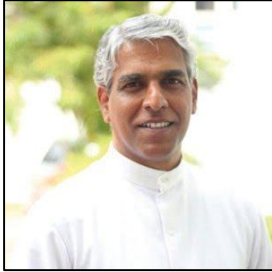
Archbishop Dr. Joseph Kalathiparambil
Our Patron and Archbishop of Verapoly

His Grace Dr. Joseph Kalathiparambil, the Archbishop of the Roman Catholic Archdiocese of Verapoly was born on October 6, 1952 in Vaduthala. He was formerly the Secretary of the Pontifical Council for the Pastoral Care of Migrants and Itinerants. He also served as the Member of the Congregation for the Evangelization of Peoples (2011-2016) and Bishop of the Roman Catholic Diocese of Calicut for almost nine years. The Right Reverend Dr. Joseph Kalathiparambil was appointed as the Archbishop of Verapoly by Pope Francis on October 31, 2016. Under his benevolent patronage St. Paul's College is widening its horizon and opening new vista of knowledge in the arena of higher education.



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Chairman/Manager

Fr. Antony Vacko Arackal



Associate Manager

Fr. Joseph Antony Palliparambil



Principal

Prof. Valentine D'Cruz



Administrative Officer

Mr. George Stephen



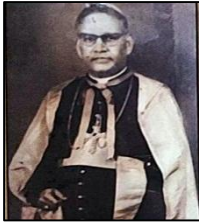
Jr. Superintendent

Mr. Antony Diaclous M J

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PATRONS



The Most Rev. Dr. Joseph Attipetty

1965-1970



The Most Rev. Dr. Joseph Kelanthara

1971-1986



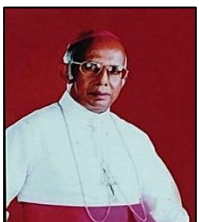
Rt. Rev. Dr. Antony Thannikot (Co Patron)

1978-1984



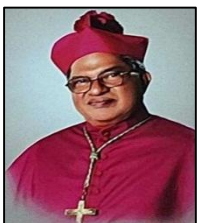
The Most Rev. Dr. Cornelius Elenjikal

1987-1996



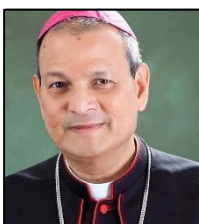
The Most Rev. Dr. Daniel Acharuparambil

1996-2009



The Most Rev. Dr. Francis Kallarakal

2010-2017



The Most Rev. Dr. Joseph Kalathiparambil

2017 ONWARDS

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MANAGERS



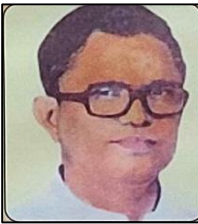
Rt. Rev. Fr. Francis Payyapilly

1965-1977



Rt. Rev. Msgr. Emmanuel Lopez

1977-1984



Rev. Fr. Raphael Ollattupuram

1984-1988



Rev. Dr. Joseph Thaikoodan

1988-1992



Rev. Fr. Joseph Kuttikkal

1992-1994



Rev. Msgr. Dr. Joy Kalathiparambil

1994-1995

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Rev. Fr. Bernard Chaneparambil

1995-1998



Rev. Dr. Jose Chelangara

1998-2008



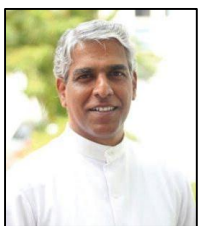
Rev. Dr. Douglas Pinheiro

2008-2011



Rev. Fr. Felix Chakkalalal

2011-2019



Rev. Fr. Antony Arakkal

2019 ONWARDS



Rev. Fr. Joseph Antony Palliparambil (Associate Manager)

2018 ONWARDS

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PRINCIPALS



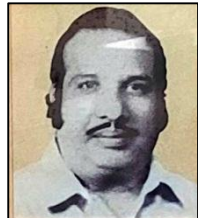
Rev. Dr. Antony Mukkath

1965 – 1978



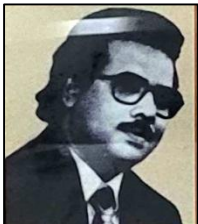
Rev. Fr. Raphael Ollattupuram

1978 – 1984



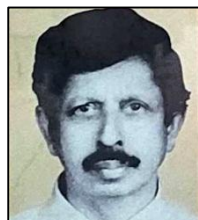
Prof. Antony Issac

1984 – 1994



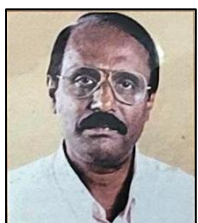
Prof. V.D. William Placid

1994 - 1999



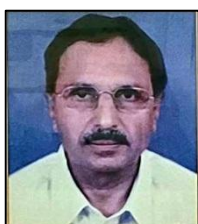
Prof. P. Jose Sebastian

1999 - 2000



Prof. V.X. Sebastian

2000 - 2007

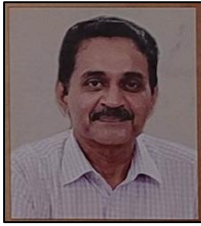


Prof. P.J. Roy

2007 - 2010

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Dr. Edwin Xavier

2010 - 2016



Dr. V J Peter

2016 - 2018



Prof. K V Mary Jelthruth

2018 - 2019



Dr. Sobhana Michael

2019 - 2020



Prof. Valentine D'Cruz

2020 - 2021

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SUPERINTENDENTS



Sr. Superintendent (1965 – 1998)

MR. P C JOSEPH



Sr. Superintendent (1998 – 1999)

MR. K C AUGUSTINE



Sr. Superintendent (1999 – 2006)

MR. M T MICHAEL



Jr. Superintendent (2006– 2007)

MR. K J AUGUSTINE



Jr. Superintendent (2007 – 2014)

MR. GEORGE STEPHEN



Jr. Superintendent (2015 – 2019)

MR. ANTONY JOLLY M J



Jr. Superintendent (2019 onwards)

MR. ANTONY DIACLOOUS M J

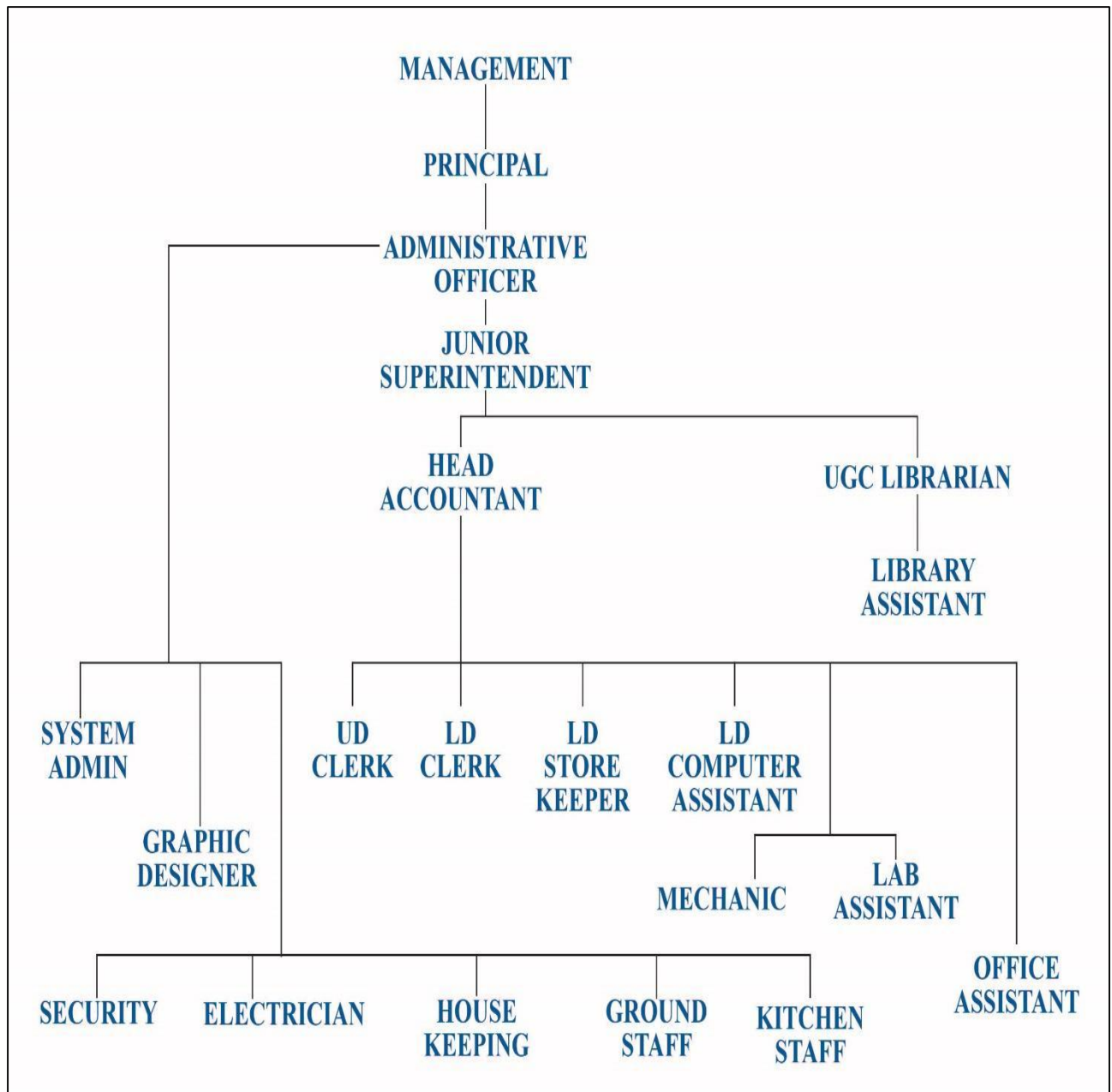
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RETIRED ADMINISTRATIVE STAFF



ORGANOGRAM



TEAM STRUCTURE

The Team OFFICIUM consists of 30 warriors resembling the historical film of 300 soldiers. Even with this minimum man power we cater the entire needs of the St. Paul's family including 1962 students, 110 staff members and 22 different courses. We also cater hundreds of private candidates, hundred thousand of pass out students, and the public who come here for various academical and non academical needs. The Government sanctioned staff strength is below the par score and not adequate for the present work load. Even under these circumstances we the OFFICIUM offer our best mind and heart for those who approach us with any sort of queries. We are always at your service.



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STAFF PROFILE



GEORGE STEPHEN C

Administrative Officer

BA
MOP, Account Test Higher



ANTONY DIACLOUS M J

Jr. Superintendent

BA
MOP, Account Test Higher



JACKSON T J

Head Accountant

MBA Finance & Marketing,
ITI Computer (DPCS), MOP,
Account Test Lower



DR. BINU P C

UGC – Librarian

B Com, BLISc, MBA, MLIS,
UGC NET, PhD



MARY T J

Library Assistant



LIJAN SEBASTIAN

Lab Assistant

Pre-degree, ITC (NCVT
COMPUTER), MOP

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AJEESH JOSEPH P J

Lab Assistant

BSc. Optometry Account Test
(Lower), MOP, DTP (Desktop
publisher)



RESHMA JOSEPH

LD Computer Assistant

M.Com, MBA
KGTE



FREDERICK SANDYAVU

Mechanic

Diploma



NITHIN N P

Office Attendant

B.Com.



ARUN AUGUSTINE

Office Attendant

PLUS TWO



SHALBIN K ALEX

Office Attendant

B.Sc Chemistry

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GEORGE BRIGHT P J

Office Attendant

BSc Physics



DON DOMNIC

Lab Assistant

BA English



SEBASTIAN T J

Lab Assistant



STEVIN DILEEP

Office Staff

B.Com



NEENA FRANCIS

Office Staff

M.A



ALWARIS P G

Office Staff

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SR. SALOMY

Library Assistant



TENCY THOMAS

Graphic Designer

Diploma



ROSY MARTIN

House keeping



MINI KUNJUMON

House keeping



SHEELA XAVIER

House keeping



MARY ANTONY

House keeping

OFFICIUM

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HARRISON

House keeping



GRACY

Canteen



LUIES V D

Security Guard



RAVEENDRAN

Security Guard



BIJUMON

Ground Staff



RAJAN

Ground Staff

GENERAL ADMINISTRATIVE DIVISION POLICIES

To ensure the integrity of the office, the institution has set policies to be adhered in alignment with the vision, mission, goals and values envisaged by the college and in compliance with the service rules. They lend a hand to gear up and demonstrate the efficient and professional functioning of the college office.

The following policies are designed to ensure good, healthy relations with the beneficiaries; both staff and students.

- Uniformity and fairness throughout the practice
- Fast and speedy file management system
- Every accepted file is acknowledged and disposed with adeptness
- The college office warrants accountability, transparency, responsiveness, rule of law, equity and inclusiveness
- Professionalism is blended with human touch
- Services are rendered during Office hours from 8.30 a.m. to 4.30 p.m.

Our practice is open to change. Changes happen as a result of internal growth, and legal requirements, that affect our profession.

Coordinators

1. Staff Secretary – Mr. Ajeesh Joseph
2. Administrative Audit – Mr. George Stephan & Mr. Antony Diaculous M J
3. Planning & Development- Dr. Binu P C
4. Program coordinators – Mrs. Reshma Joseph & Mr. Nithin N P
5. Finance coordinator – Mr. George Bright
6. Social Outreach coordinator – Mr. Shalbin K Alex
7. Publicity coordinator – Mr. Arun Augustine
8. Staff welfare coordinator – Mr. Jackson T.J
9. Spiritual programme coordinator – Mr. Lijan Sebastin
10. Staff Tour coordinator – Mr. Frederick Sandyavu Livera & Mrs. Tency Thomas

INDUCTION PROGRAMMES

Benjamin Franklin once said, “Tell me and I forget, teach me and I may remember, involve me and I learn.” We believe that involvement and the attitude to own the work assigned will give us the best result. In order to be involved in all activities of the college we conduct various programmes. Every year we conduct Induction Programmes for the new staff members, which will in turn enable them to know the real pulse of the institution and to act accordingly. Mr. George Stephen C Admin. Officer and Mr. Antony Diaclous M J Junior Superintendent are in charge of successful conduction of the induction programmes.

We engage all the new employees from their first day on the job through new hire orientation. We welcome the new employees to their respective departments which creates a sense of belonging for new team members.

We continue our checking in with new employees after they have had two to three weeks to settle into their new roles. We ask them questions about their job duties, how they view their responsibilities and relationships with peers and students. We also provide follow up with department heads and mentors about employees who may have a poor influence on new employees. We do ask department leaders to reinforce company policy on maintaining a positive work environment.

We do schedule regular focus groups, brown bag lunches or roundtable discussion groups for employees. Invite employees to speak candidly about workplace matters and their suggestions. Facilitate respectful yet open dialogue about what causes negative attitudes in the workplace. Follow up on issues and, if warranted, notify employees of corrective action.



ADMISSION DESK

The Governing body and its Chairman strictly follow a strong and gentle policy that the admission process is always simply transparent. We have a wonderful website detailing each and everything about the campus, Courses, streams, eligibility criteria's, fees structure, closing date of forms and all. Our admission process is 100% automated. We have a campus automation software, an ERP- Edupal and using its potentials we manage all these procedures effectively and timely. Mr. Arun Augustine and Nithin N.P are in charge of this and they are taking care of the admission desk.

FEES & e-grants DESK

At the time of the admission itself the eligible candidates are provided with clear instruction regarding the various grants that they are eligible to apply for like the e-grants and all other government scholarships. Mr. Ajeesh Joseph and George Bright are taking care of the fee section and e-grants section. Through regular monitoring, follow ups, rectification of objections, proper intimation to the students we are getting the maximum number of scholarships every year. We do have 9 categories of scholarships. During 2020 - 2021 three hundred and five students got the e-grants amounts. An amount of Rs. 6, 50,466 got disbursed to the students. Tuition fee remittance to Government is 33.29 lakhs and remittance to MG University is 3, 02,928.

We strictly follow the Govt. PD rules & Purchase rules. By the excellent performance of our Account section the closing balance of PD Account got reconciled with Treasury closing balance. The Dy.DCE Ernakulum has granted an Extra Ordinary sanction to Utilize the Accumulated PD fund of Rs. 34, 22,904/- (out of which Rs. 22, 49,964 was spent on students facilities)

FINANCE MANAGEMENT

For the effective Finance Management we are using Tally, PFMS & online banking system Mr. Jackson T J, Head Accountant who always keeps a vigilant and systematic account practice. By the excellent performance of our account section the closing balance of college PD fund figures reconciled with Treasury PD account figures. So Dy.DCE, Ernakulum has granted an **Extra Ordinary sanction of Utilizing the Accumulated PD fund of Rs. 36, 34,001/- (out of which Rs. 24, 65,570 was spent on students facilities.)**

By following the guidelines on internal audit

1. We Received Non liability cert. to Govt. Rev. till the last Audit period
2. Departmental audit conducted up to Dec 2020
3. There is no pending audit Objection replay to AG & Dy DCE
4. Received No Due Certificate from MGU till 2019-20

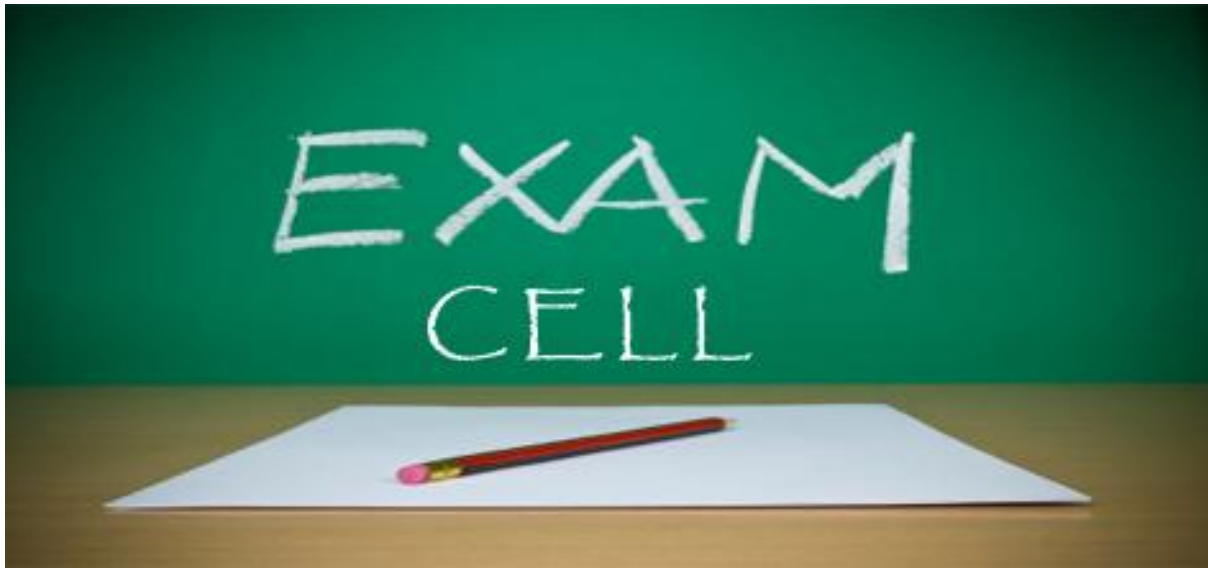
PAYROLL & ESTABLISHMENT

We are using 2 online Portals SPARK – Service & Pay roll Administrative Repository for Govt. of Kerala – to process the pay bills, BiMS – Bill information & Management system (An e-Bill Portal for Claim Statements). We have implemented a system for salary processing between 16th to 20th of every month documentation works & submission of pay bills will be completed. The result is all staff get their salary in the first week of every month.

We are using Several Govt. Online portals for the Retirement Claims

- GAIN PF – Portal for the Provident fund
- VISWAS – Insurance Department Portal for SLI & GIS
- PRISAM – Pension & Gratuity

There is no pending proposals to be submitted. The team of Mr. Lijan Sebastian, Mr.Alwaris P G & Mrs. Reshma Joseph take care of pay bill & establishment section



The College strictly follows the guidelines provided by the University for the Conduct of both Internal and External Examinations. These Guidelines will be provided by the University when there is change in Syllabus. The Recent revisions of Both UG and PG are attached herewith. Examination Cell in our college handles all things related to Examinations. Conduct of Internal and External Examinations, Grievances etc. will be handled by the Cell. The Cell contains Principal, University Exam Assistant, Internal Examinations Coordinator and two office staff. Mr. Shalbin & Mr. Nithin N P are the members in the Exam cell.

For the University Examinations, the following things are taken care by the Exam Cell.

- Collection of exam fee from students
- Exam registration
- Time table announcement
- Internal uploading and sending to university
- Assigning and informing invigilators
- Packing of papers
- Bills will be prepared and the amount will be disbursed once we receive it.

DIGITAL LIBRARY

The College has a newly built, well-ventilated, well lighted and spacious library with a two-storey building and has a carpet area of 11,000 sq. ft. The Library has a collection of 35,000 volumes of books and 77 print periodicals including journals and magazines are subscribed in the library. Subscription to selected e-ShodhSindhu electronic resources under NLIST Programme of INLIBNET provides access to 3135809 e-books and 6,237 e-journals. Online Public Access Catalogue (OPAC) enables the members to search and locate books available in the library. Open access system in the library enables the users to browse through the books physically in the stack area.



Institutional Repository developed with DSpace software serves as a platform for preserving digital content. Fully networked 35 computer stations in the library provide access to various E-Resources and OPAC. The Library has two internet connectivity ie, Railwire Optical Fiber Connection (200 mbps) and BSNL Optical Fiber Connection (40 mbps speed) under NMEICT. Wi-Fi facility is available in the library for the benefit of students and faculty members. E-Books and E-Journals can be accessed from the Digital Library through the NLIST programme of INFLIBNET.

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LIBRARY AUTOMATION

- Library is fully automated with Integrated Library Management software 'Koha' which enables computerized management of library operations.
- DSpace digital Library software is used to manage the digital contents.
- The Library is fully networked in order to access the digital contents and OPAC from anywhere.
- Computer based search and retrieval of information through Online Catalogue.
- Bar-coding technology enables easy circulation.

Name of ILMS software	Koha
Nature of automation (fully or partially)	Fully
Version:	3.16.05.001
Year of automation	2014
Library link	117.211.166.25:89

DIGITAL ARCHIVE OF RARE BOOKS

The Library has a digital archive of rare books which can be accessed through the Library.

AUDIO BOOKS

The Library has digital collection of audio books

INSTITUTIONAL REPOSITORY

Institutional Repository comprises of Publications and Thesis of Teachers, Lecture notes, Presentations, E-Books, Digital Rare Books Collection, Audio Books.

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OTHER RESOURCES/SERVICE

Digital Reference Service: Reference/Referral service is provided in a speedy manner on academic topic of their interest. Current awareness and selective dissemination of Information service will be delivered based on the “Information demand form” submitted to the Library.

e-Pathshala: It is an initiative of the MHRD under NME-ICT being executed by the UGC. It’s a gateway to post graduate courses. Good quality curriculum-based, interactive e-content in 70 subjects across all disciplines of social sciences, arts, fine arts and humanities, natural & mathematical sciences are available

Link : <https://library.stpauls.ac.in/page2-3/>

Shodhganga -Electronic Thesis and Dissertations: The Shodhganga at INFLIBNET Centre is a reservoir of Indian Theses and make them available to the entire scholarly community in open access.

Link : <https://library.stpauls.ac.in/page2-3/>

NPTEL: The National Programme on Technology Enhanced Learning (NPTEL) provides web and video courses in all major branches of engineering, physical sciences at the undergraduate and postgraduate levels and management courses at the postgraduate level. It is the largest online repository in the world of courses in engineering, basic sciences and selected humanities and social sciences subjects.

Link: <https://library.stpauls.ac.in/page2-3/>

National Digital Library of India: The National Digital library of India integrates contents from different Indian Institutional Repositories and disseminates them through filtered and federated search mechanism.

Initiatives/Programmes taken in the library

- RFID inbuilt ID card for students
- Electronic Library Gate Register
- Programme on Celebrating Basheer and Kesavadev
- Reading Day Celebration

PHYSICS LAB



Mr. Sebastian is in charge of PG Physics Lab & Mr. Frederic is in charge of UG Physics Lab

CHEMISTRY LAB



Mr. Don Dominic is in charge of Chemistry Lab.

COMPUTER LAB



Mr. Arun Augustine is in charge of Computer Labs.

OFFICIUM

Year Book 2020 - 2021

HOUSEKEEPING

We have 58 class rooms, 6 wash rooms, 10 Labs, 18 staff rooms, Medical Rooms, Seminar Hall, conference Hall, Manager's & Principal's rooms, College Office, the Auditorium, the corridors etc., The entire campus is kept clean & tidy by our house keeping department. In connection with SWACH BHARATH students also support our staff. Mrs. Rosy, Mrs. Mini, Mrs. Sheela, Mrs. Reena & Mr. Harison do a great job in this regard with a simple smile.



OFFICIUM

Year Book 2020 - 2021

CANTEEN



Mrs. Gracy is the in charge of Canteen

COLLEGE GROUND

St. Paul's College is equipped with many outdoor and indoor games facilities for the students irrespective of gender difference to take part both in individual and group activities. This infrastructure of the institution provides conducive atmosphere to all students to excel in their respective sports skills by offering them with facilities like basketball court, volleyball court, football ground cum cricket field of 400 Mts. standard track with 8 lanes.



Mr. Rajan & Mr. Bijumon take care of the College Ground

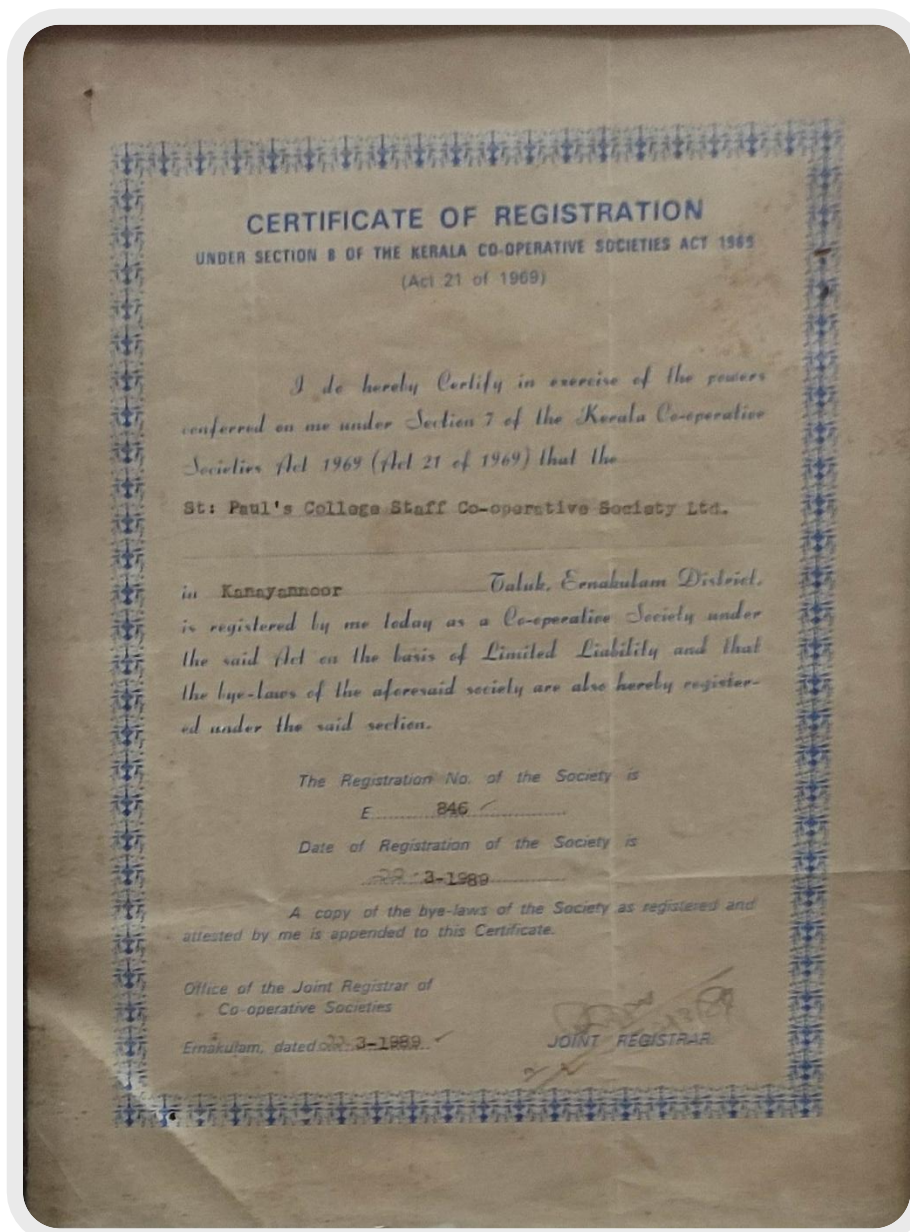
WOMEN'S HOSTEL



St. Paul's College Women's Hostel has adequate high security and good discipline. The hostel has the capacity to accommodate 45 students. The students who are not staying with the parents shall reside in the college hostel as per college rules. The canteen of the college provides food in the hostel also. Rev.Sr. Sheela is our women's hostel warden.

ST.PAUL'S COLLEGE COOPERATIVE SOCIETY

The administrative staff has a good rapport with the teaching faculty. We have a Cooperative society for the welfare of the entire staff functioning since 1989. The endowments are disbursed with the interest earned from fixed deposits instituted by the retired staff at the cooperative society.





GRIEVANCE REDRESSAL CELL

Grievance Redressal Mechanism is an integral part of any administration. An organization can claim to be accountable, responsive and accessible only if it has established a well-organized and effective grievance redress mechanism. Indeed, the grievance redress mechanism of an organization is the device to measure its efficiency and effectiveness as it provides important feedback on the working of the administration. In our college we have online and offline grievance redress mechanism. An application form is available in the website for applying online grievance redress mechanism. For offline there are prescribed procedure in our college.

STRUCTURE OF GRIEVANCE REDRESSAL MECHANISM

The committee will attend the cases quickly on receipt of written complaint from the students. The members of the committee have the authority to sort out the problem at their level through discussion with students. In case, the Department Redressal Committee fails to find out solution to the problem, the matter is referred to the next level that is College Grievance Redressal Committee and sometimes considering the nature and depth of the grievance, inquiry is referred to the apex level i.e. governing body of the college. The Grievance Redressal mechanism of St. Paul's College assures that the grievance has been properly solved in a stipulated time limit provided by the cell.

OFFICIUM

Year Book 2020 - 2021

TEAM MEETINGS & WEEKLY TARGETS

Team meetings and weekly targets are important and an essential part of building a team and achieving the team's objectives. Meetings are an open opportunity for the Officium to come together, reflect.



ANNUAL SELF APPRAISAL SYSTEM

The Non -Teaching staff are provided a letter which outlines their duties and has a self - Appraisal form which is filled in at the end of the year. The Office Superintendent and Principal will enter their remarks and then submit it to the Manager. The Manager evaluates them and provides the needed encouragement, suggestions for improvement and corrective measures confidentially. This system really works a lot. Every Self-Appraisal is a self-evaluation tool with which every one of us can evaluate our own performances for the past few months. With the same we can plan a better performance ahead. It gives us a wide and clear image about ourselves. It is actually a self-reflection of what we have done so far and what needs betterment.

ACADEMIC & ADMINISTRATIVE AUDIT

Successfully completed AAA by an external agency.



TRAINING PROGRAMMES



OFFICIUM

Year Book 2020 - 2021

SOCIAL OUTREACH PROGRAMMES

COVID ACTIVITIES



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COVID CAMPAIGN



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PANDEMIC RELIEF PROGRAMES



WORLD ENVIRONMENT DAY



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SWACH BHARATH



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CELEBRATIONS

FOUNDER'S DAY



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ONAM



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CHRISTMAS



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BIRTHDAY CELEBRATIONS



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STAFF TOUR



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We the team Officium is offer our best mind and heart for those who approach us.

We are always nobly at your service.



THANK YOU

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