



# **REV. JACOB MEMORIAL CHRISTIAN COLLEGE**

**Arts, Science & Commerce**

(Self Financed, Affiliated to Madurai Kamaraj University, Madurai)

Approved by UGC 2(f) & 12(B) - New Delhi

**SANTHIPURAM, AMBILIKKAI - 624 612**

Oddanchatram, Dindigul - Dist, Tamilnadu

Phone: 04553 – 249330

**Hand Book**  
**2023-2024**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

### **About the College:**

Rev. K.M. Jacob, after whom the College is named, was born in Kottara, Kerala state in March 1881. Rev. Jacob served a record 60 years as Parish Priest and got into Guinness book of records. He was known for his strict discipline, Spartan living and his concern for spiritual and materiel welfare in others. His son, Padmabhusan Dr. Jacob Cherian with his wife Dr. Mary Cherian came to Oddanchatram over 55 years ago and established huge hospitals, more than 50 villages health centers and were instrumental in establishing 19 institutions in health and educational sectors and offered relief services to more than 100 villages around.

Set in a quiet rural location 7 kms from Oddanchatram on the Dharapuram road, the college came to its existence on 5<sup>th</sup> July 1997. It is located on a 6.5 acre campus with another 11 acres across the road for further development. The College is affiliated to Madurai Kamaraj University and is recognized by the Government of Tamilnadu. It offers higher education to both men and women who are eligible for admission to the courses offered as per the norms specified by the State Government and Madurai Kamaraj University (MKU). It has been granted 2 (f) and 12 (B) status by UGC. CBCS was introduced with effect from the academic year 2008. All the programs at Under Graduate and Post Graduate level follow the Semester System.

Rev. Jacob Memorial Christian College (RJMCC) is founded on Christian ideals of Peace, Goodwill, Tolerance and Service. The College is committed to impart quality education with sound values to young boys and girls drawn from the rural setup and develop them as wholesome responsible citizens

### **About the Founders:**

#### **Padmabhushan Dr. Jacob Cherian**

#### **“A SURGEON WITH AN ETERNAL LEGACY”**

The college was established in the year 1997 by Late. Padmabhushan Dr. Jacob Cherian and Late. Dr. (Mrs.) Mary Cherian who were well known for their services to the local community, with a rare insight, sought to supplement health care with education. In 1999, the President of India awarded the prestigious title of “Padma Bhushan” to Dr. Jacob Cherian in recognition of his laudable community services. The two societies established by him are Christian Fellowship Community Health Centre (CFCHC) and Christian Education, Health and Development Society (CEHDS).

### **Vision:**

“To become a centre of excellence to empower rural youth through wholesome higher education.”

### **Mission Statement:**

"To promote holistic development of young men and women with academic proficiency, employable skills, moral uprightness and spiritual maturity blended with social responsibility.”

### **College Motto:**

Peace, Goodwill, Tolerance and Service as identified by our founder and based on the life and teachings of Jesus Christ.

### **Hallmarks academic training at RJMCC:**

**“Quality, Relevance & Service”**

### **Educational Objectives:**

- To inculcate a quest for knowledge to become lifelong learners.
- To train them to acquire suitable skills for harmonious living, for employment and entrepreneurship.
- To nurture in them ethos, values & attitudes to respect and care oneself and others and also care for nature as responsible citizens.

### **Quality Policy:**

We at **RJMCC** are committed to offering quality education in Arts, Science, Commerce and Business Studies to rural youth, at an affordable cost to enable their personal, professional and social development for fulfilling life and career.

### **Academic Programmes:**

The College offers 11 undergraduate programmes, and three postgraduate degree courses through semester system. C. G. T and C. L. I. Sc., courses are also offered. The medium of instruction is English.

### **The courses offered are**

- 1) B. A (Tamil)
- 2) B. A (English)
- 3) B. B. A,
- 4) B. Sc Biochemistry,
- 5) B. C. A,
- 6) B. Sc. Computer Science (Digital Forensic Science & Cyber Security),
- 7) B. Sc. Visual Communication
- 8) B. Com,
- 9) B. Com (CA),
- 10) B. Com (Professional Accounting)
- 11) B. L. I. Sc
- 12) M.Com (CA),
- 13) M. A. (English)
- 14) M. Sc. (Biochemistry).

### **Teaching and evaluation:**

Each semester has 15 weeks, each with 6 working days, totaling to ninety working days or 450 hours of teaching. A six-day order system is followed. In addition to the number of classes specified by the University, special tutorial classes are organized to help students improve their academic performance in their subjects. Spoken English classes are part of the weekly schedule.

Three tests are held every semester in addition to periodical quizzes and assignments and also monthly revision tests as part of the internal assessment. The internal marks are 25% for theory and 40% for practical. Students can appeal to the HoD or Principal if not satisfied with the internal marks. Parents will be informed about the academic progress of the students.

University Examinations are held at the end of each semester. University examinations for the odd semesters generally commence from the first week of November and for the even semesters from the first week of April.

### **Co-curricular programmes:**

With the view to help students develop into responsible citizens, which is the primary goal of education, the College offers several programmes designed to discover and enhance their latent skills in different forms of arts and crafts, in leadership and team work. The academic curriculum is suitably complemented by a variety of activities designed to enhance one's creative abilities. Through departmental clubs, interdepartmental and intercollegiate programmes, talent shows and fine arts competitions individual skills are spotted, nurtured and fine-tuned in order to enrich them. First and second year students who have some basic skill in the area of their interest and a fair degree of academic proficiency are encouraged to become members of different clubs. Membership is free but materials required have to be paid for. In addition to creativity enhancement programmes, the departmental clubs organize exhibitions, special lectures, workshops, intercollegiate meets, seminars etc.

### **Value Education:**

Each working day begins with a short devotion wherein teachers, students and guest speakers expound their "Thought for the Day" for the upliftment of human spirit and to encourage constructive and positive thoughts in the minds of the listeners. The entire college community is expected to attend these sessions without fail. In addition third years are required to take a course on environmental studies and value education.

### **Orientation:**

All first year students are given orientation at the beginning of the academic year to familiarize them with the various aspects of college life, leading to a meaningful involvement during their years of study. A re-orientation is given to all Second and Third year students also.

### **Mentor System:**

Each faculty as a mentor is responsible to motivate, guide and counsel a group of 10-15 students of their department and help them to successfully graduate from the college.

### **Residential Facilities:**

Separate hostels are available for men and women students. Each hostel has a warden to take care of the needs of the students and to supervise their studies. Food services are provided by caterers attached to the college. Resident students should not entertain non-resident students in their rooms. Students must adhere to all rules and regulations of the hostel. Students violating any rules will be sent out from hostels.

### **Transport:**

The CEHD society runs a dedicated transport department that accommodates students into buses of our sister institutions. Our buses cover hundreds of villages around bringing students from far and near. RJMCC students can board buses run by Christian Polytechnic College (CPT) and Christian College of Engineering and Technology (CCET) that cover all the neighborhood cities such as Palani, Vendasandur, Battlagundu, Dindigul, Sempatti and plenty of tiny villages. Students are encouraged to avail the bus services for safe transport.

### **Chapel:**

The college chapel is open on all working days for prayer and meditation. Services are held on Sunday evenings.

### **The library:**

Students and staff are encouraged to make the best use of the College Library, having more than 10,000 books on a wide range of subjects. Reference books Encyclopedia, Dictionaries and a host of magazines are also available.

- a. The library is open on all working days from 9.00 a.m. to 4.30 p.m.
- b. Students may avail one book at a time.
- c. Students while receiving books are expected to examine them and report to the Librarian any damage found therein BEFORE leaving the library.
- d. Students shall not scribble or damage in any way the books issued to them. In case of complaint by the Librarian, the borrower shall not only replace such books but also pay a fine.
- e. Students are allowed to keep a book for one week from the date of issue. At the end of the period, the book shall be returned to the library, failing which a fine of one rupee will be levied as overdue charges for each day of delay.
- f. A student may get the same book renewed for one more week provided it has not been requested for by another student.
- g. Teachers may borrow up to 5 books, restricted to two at a time.
- h. All the books borrowed must be returned at the end of the semester.

### **Physical Education:**

A healthy mind thrives in a healthy body. Hence a programme of physical activities is incorporated in the weekly schedule. These activities include team games, athletics as well as recreational sports. Sports day is an annual feature. Also teams are given regular practice to participate in University and district level competitions. The department of Physical Education department has infrastructures for the indoor games as carom, chess and outdoor games as volley ball, football, throw ball, kabaddi, kho-kho, and cricket.

### **IQAC**

As per National Assessment and Accreditation Council (NAAC) guidelines college established an Internal Quality Assurance Cell (IQAC). Since quality enhancement is a continuous process, the IQAC becomes a part of the college's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of College.

### **Community Service-National Service Scheme (NSS):**

Two units of NSS function effectively with students taking part in varied activities for community development.

**RRC & YRC:** Red Ribbon club and Youth Red Cross have also been functioning effectively.

### **Centre for Women Empowerment:**

RJMCC has formulated a Centre for Women Empowerment to understand and facilitate the need of women empowerment. Women's empowerment is the process in which women elaborate and recreate what it is that they can be do, and accomplish in a circumstance that they previously were denied. The main aim of this centre is to empower and orient women to recognize their true potential towards sustenance.

### **Student Christian Movement (SCM):**

All Christian students and other interested non Christians are SCM members. SCM activities involve leadership programmes, health and hygiene camps and discussions on Practical Christianity. Each year five deserving students are selected as SCMI scholarship holders and are trained in spoken English and Computer literacy.

### **Green Initiatives:**

The main objectives of the committee is to create environmental awareness, value environmental conservation, understand the environmental, health and social effects of global warming and inculcate environmental discipline amongst students.

### **Science Club:**

The Science Club strives to inculcate scientific temper in students by conducting programs that develop curiosity and adventure. Science club focuses on methodical, yet enjoyable social interaction with fellow students on recent scientific issues. EPISTEME – is an annual event that exhibits campus projects to all students.

### **Muthamil Mandram:**

Muthamil mandram was established in the year 1999. It is actively engaged in creative writing activities in both Tamil and English. All the students from the Department of Tamil and interested students from other departments are the members of the Muthamil mandram club.

### **Daniel Jones Club:**

The club traces its origins to an eminent scholar in campus by name Dr. A. Rajamanickam, D. Litt who was a faculty with the Department of English. Being a linguist, he took special interest to teach sounds, pronunciation and word games.

### **Arts and Crafts Club:**

The primary aim of the Art and Craft Club is to make some of the rural women around make self- reliant by exposing them to skill sets required to make art products. The target audience is both students of Arts College and interested women from villages around.

### **Career Guidance Club:**

The needs of a rural college are different. So are the skill sets found in rural India. Intelligence and skills vary regionally based on opportunities. While it may not be a pragmatic exercise to prepare people for the software and computing domains, the primary aim of the career guidance club is to make people.

## SCHOLARSHIP AND FINANCIAL AID:

The College provides all assistance to eligible students to obtain financial assistance through Government scholarships and from private agencies.

### Adi-Dravider Welfare Scholarship:

Students are belonging to scheduled castes, scheduled tribes and scheduled converts to Christianity, with annual income not exceeding Rs. 2, 00,000/- are eligible.

### Adi-Dravider Welfare Scholarship For Higher Education (Special Scholarship):

Students belonging to scheduled castes, scheduled tribes and scheduled converts to Christianity, with annual income not exceeding Rs. 2,00,000/- and residing in hostel, are eligible.

### Govt. of India Scholarship for the Physically Handicapped:

- Ex-servicemen welfare scholarship.
- Tamilnadu educational loan for children of NGOs and Teachers working in recognized elementary or secondary schools.
- Farmer scholarship for BC, MBC and DNC candidates.
- Post metric. Scholarship for minority students.

## ENDOWED PRIZES

### Graduation day:

1. *Mrs. Eleanor Harwood Prize* for Best Effort against social, physical, economic and psychological handicap, still maintaining a good academic record.
2. *Prof. M. V Chacko Memorial Prize* for proficiency in Part III-Mathematics.
3. *Dr. Alexander Royappa Memorial Prize* for proficiency in Part III-Biochemistry
4. *D. John Tenbrook Senior Memorial Prize* for proficiency in Part III- Commerce.
5. *Ragland Memorial Prize* for proficiency in Part III-Business Administration.
6. *Felicia Ragland Memorial Prize* for proficiency in Part-III Computer Science.
7. *Dr. MA Thirumalai Prize* for proficiency in Part III Tamil.
8. *Elur Aasiriyar C. Arumugam Memorial Prize*. Sponsored by **மாமனிதர் Dr. A. Rajamanickam** for the student who scores highest marks in **நகராபாய்**:- (BA Tamil III Year).
9. **மாமனிதர் Dr. A. Rajamanickam Prize** for the student who scores highest marks in ELT (MA English-II Year).
10. **மாமனிதர் Dr. A. Rajamanickam Prize** for Proficiency in Part III of BA English - III Year.

### College Day:

1. **Rev. Jacob Memorial Prize** for the Best Outgoing student (a boy and a girl) outstanding in both academic and co-curricular activities.
2. **Padma Bhushan Dr. Jacob Memorial Prize** for a boy and a girl student who have excelled academically in Science.
3. **Muthu Kumar Memorial Prize** for a boy and a girl student who have excelled academically in Arts & Languages.
4. **Mrs. Annamma Idiculla Memorial Prize** for the Best NSS volunteer.
5. **C.N.S.Saicharan prize** for the best volunteer in college functions and activities.
6. **Tamil Nadaga Thanthai Pammal Sambantha Muthafiar Award** for a boy and a girl student for being the best Play Artist.
7. **CA. Victor Memorial Award** for “Best display of creativity in English”.
8. **Aleyamma Chacko Memorial Prize** for proficiency in Part II- English.
9. **Rajammal Royappa Memorial Prize** for proficiency in Part-I Tamil.
10. **Vishnu Reguvarman Memorial Prize** for proficiency in Part III -Ancillary Mathematics.
11. **Dr. A. T. Royappa Prize** for Proficiency in Part III - Ancillary Chemistry.
12. **Dr. Prema Michael Prize** for proficiency in Part III - Ancillary Biology.
13. **Rev. Dr. George Michael Prize** for proficiency in Ecology, Biodiversity and Conservation.
14. **D. Sahul Hameed Prize** for proficiency in Business Law and Industrial Law papers.
15. **Dr. R. Edward Benjamin Prize** for proficiency in Economics.
16. **Ramasamy Chettiar Meenambal Ammal Memorial prize** for proficiency in Financial Management papers in MFC II & III semesters.
17. **M. Ramu Memorial prize** for proficiency in computer papers in Business Administration.
18. **Mayandythever Velayammal Education & Social welfare Trust prize** for proficiency in System software
19. **R. V. Mahendra Kumar Memorial prize** for proficiency in ‘ C Programming ’
20. **Mahakavi Subramaniya Bharathiar Prize** in verse writing
21. **Dr. Sudha Royappa Memorial Prize** for the best outgoing student in Biochemistry
22. **Agni knowledge foundation Prize** for the Best Outgoing student in Business Administration.
23. **Auditor CA. M.Thangavel Prize** for proficiency in Advanced Accounting and Income tax papers.
24. **Daniel Jones' Prize Sponsored by டாமனித்ரர் Dr. A. Rajamanickam** for the student who scores highest marks in Phonetics - (BA English II Year)

25. *Dr. S. Karuppusamy & Dr. K. Chitra Prize for proficiency in Principles of Management papers in Department of Business Administration.*

### **OTHER PRIZES:**

#### **Graduation Day**

1. *Triple first class award for getting I class in Part I, II and III*
2. *Endowed prizes for convocation Biochemistry department*

#### **College Day**

1. *Best outgoing student – Co-curricular for a boy and a girl, outstanding in co-curricular activities of the college*
2. *Best Sports Man Award for maximum contribution in sports*
3. *Best Sports Woman Award for maximum contribution in sports*

#### **Endowment Scholarship Fund**

Endowment Scholarship Fund is being generated to support needy and economically backward meritorious students. Donations of Rs. 50,000/- and above are named as deserved by the donors.

1. **Dr. Prasad Cherian** Memorial Scholarship fund
2. **Prof. Dr. R. Dhinakaran Michael** Endowed Scholarship fund
3. **Dr. Nirmala** and Rev. **Dr. J.B. Jeyaraj** Endowed Scholarship fund
4. **Mr. Jacob Kurian** Endowed Scholarship fund by **Mr. Jose Kurian**
5. **Thiru. Gnanadoss** Endowed Scholarship
6. **Dr. Angelina** Endowed Scholarship
7. Bio-Chemistry Department Endowed Scholarship
8. **Angie Paul & Jeyaraj** Endowment fund
9. **Tephillah** and **Brian Powell** Endowment Fund

#### **Rules and Regulations:**

As members of the college community, students are expected to treat one another with courtesy and good will. Students are expected to conduct themselves with integrity, Courtesy and responsibility on and off the campus. No student shall participate in acts tending to discredit the institution or impede its working either from within or from outside.

1. Discipline in the college shall be maintained by all concerned. Each student is expected to be responsible for maintaining discipline in the classroom, in the College campus and during College programmes.
2. The College expects all students to attend the regular Assembly programmes as well as special functions organized by the College.
3. Every student shall maintain perfect decorum within the College campus. They shall not loiter in the campus during class hours.
4. The College expects each student to respect the needs of others by maintaining silence during study and worship hours both in hostels and college.
5. The College expects each student to be responsible for maintaining silence in the library and for careful use of books and periodicals without tearing or marking them.
6. The College expects each student to be responsible for maintaining the beauty and cleanliness of the campus. They should avoid littering and shall always use the garbage bins.
7. Students shall not deface the walls, doors and windows or any surface in the campus in any manner.
8. Men students are expected to tuck the shirt in with belt in the hip. Women are required to wear sarees, half - sarees or churidhars with dupatta. All the students are expected to wear appropriate footwear.
9. Every student shall handle College property with care. Willful damage to property is a serious offence. Cost of repair will be recovered from the student concerned.
10. No member of the College community shall smoke in the vicinity of the College nor use any kind of addictive substance.
11. Students are not expected to entertain their friends from other colleges inside the campus during class hours and during holidays.
12. Ragging at any level is considered a serious offence. Severe action will be taken by the college authorities against those involved in any form of ragging.
13. Students are expected to read the notices displayed on the College Notice Board. Students shall not tamper with the notices displayed.
14. No notice of any kind shall be circulated among the students or displayed on the Notice Board without the Principal's permission.
15. Students are forbidden to organize any meeting in the College or to collect money for any purpose without the prior permission of the principal.
16. Students are advised not to align themselves with any political party or participate in any political agitation.

17. Every student is required to carry the Identity Card while on campus. The Identity Card is returnable at the time of issuing the Transfer certificate.
18. Students are required to submit a “No-dues certificate” at the time of getting the Hall Ticket.
19. Every student is responsible for his/her personal belongings including cash jewelry and books. The College is not responsible for any loss of personal property.
20. Students are not permitted to use cell phone inside the classroom. If the rule is violated, the phone will be confiscated.
21. Any student whose conduct is considered to be detrimental to the best interest of the College is liable to disciplinary action.
22. As a member of the community, every student is required to obey the rules and regulations of the College and to respect and support the College ethos. If unable to abide by any of the rules of the College, the student should immediately inform the Principal and leave the institution following due procedures.

### **Attendance and Leave Rules**

1. Students are expected to be in the classroom in time and greet the staff on arrival. They should not leave the classroom without permission.
2. Attendance will be marked at the beginning of each period.
3. All students are expected to be present in the college on the first and last working days of each semester.
4. A student who absents himself / herself from class during any one period will be regarded absent for half a day. Late-comers will be marked absent for the respective period.
5. Applications for leave shall be submitted within two days.
6. Normally all applications for leave signed by the parent, guardian or warden must be checked by the Head of the Department and forwarded to the principal’s office before availing leave. A fine of Rs. 6/- will be levied for each day of leave without leave letter. The principal is the deciding authority in sanctioning leave.
7. Continuous unauthorized absence beyond 10 days will result in the removal of the student’s name from the rolls. Habitual late comers will also be dealt with in the same manner.
8. No leave will be granted during tests that are mandatory. Absence will be viewed seriously and may have a bearing in the assessment of the student’s conduct.
9. Any malpractice during examinations will be dealt with seriously, leading to suspension from the College.

10. Students with less than 75% attendance will have to pay a condonation fee to the Madurai Kamaraj University. Those with less than 50% attendance must repeat the semester after the **SIXTH** semester.

### **College Timing**

9.45 am - 10.00 am - Devotion

10.00 am - 10.55 am I hour

10.55 am - 11.05 am - Break

11.05 am - 12.00 pm - II hour

12.00 pm - 12.55 pm - III hour

12.55 pm - 1.20 pm - Lunch Break

1.20 pm - 2.15 pm - IV hour

2.15 pm - 3.10 pm - V hour

3.10 pm - 03.55pm - VI hour