



Estd.2007

**NIRMALA ARTS & SCIENCE COLLEGE**  
**MULANTHURUTHY**  
**(AFFILIATED TO MAHATMA GANDHI UNIVERSITY**  
**KOTTAYAM)**

**HANDBOOK AND CALENDAR**  
**2022-2023**

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## PERSONAL RECORD

Name of Student :

Name of Programme :

Period of Study :

Register Number :

Father's Name :

Mother's Name :

Residential Address :

Phone Number :

E-mail ID :

Blood Group :



## THE EMBLEM



The thorn of Jesus is depicted in the top left and right of the emblem and the cross at the top-shows the suffering before the final glory. This is to remind students that life is not a bed of roses, there is no short cut to victory. Hard work and trusting God are the key to success. The lamp at the centre denotes to enlighten through education which is in line with our vision.





## COLLEGE PRAYER

കാലം നമിക്കുന്ന കകവലയമമ  
കരളിൽ തെളിയും തകടാവിളമക്ക  
കാലങ്ങൾ െൻ െിരുസാമിപുമമ  
പ്ലാമം ...പ്ണാമം ..പ്ലാമം

അക്ഷര ജ്ഞാനത്തിൻ അകക്കാമ്പ് മെടിടുംഅജ്ഞരാം  
മക്കതള അനുപ്രഹിമക്കണമമ  
ഉണ്ും ഉറങ്ങിയും സ്നഹിച്ചും അർപ്പിച്ചും  
ഉത്സവമാക്കണമമ ജീവിടെയ്പ്പെകൾ  
ഉത്സവമാക്കണമമ ജീവിടെയ്പ്പെകൾ

(കാലം നമിക്കുന്ന..)

# COLLEGE ANTHEM

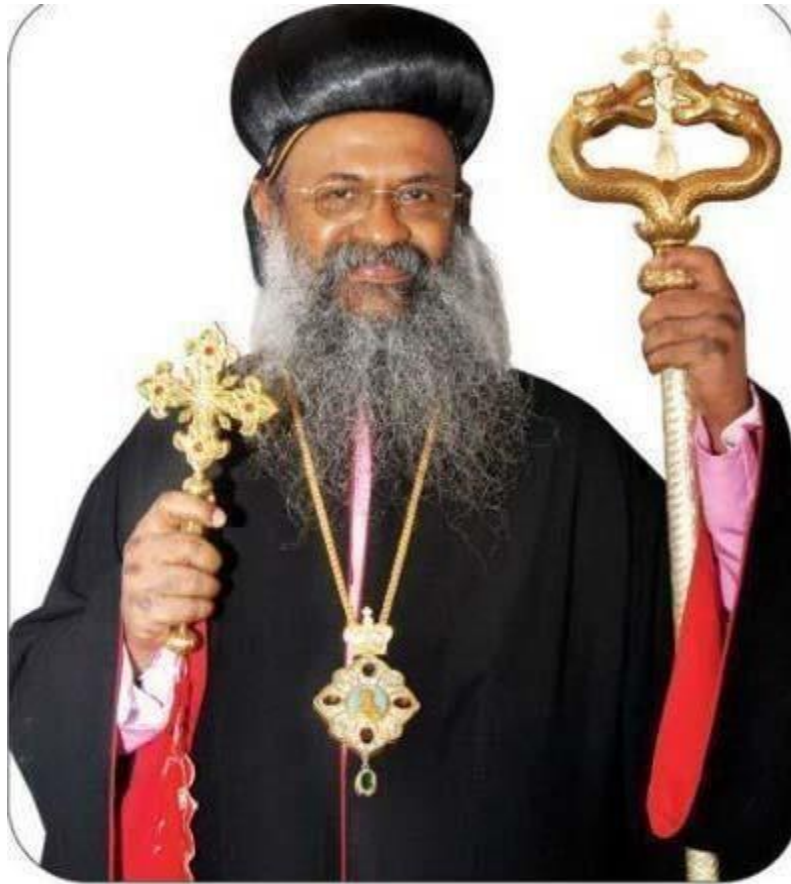
ഉത്തിഷ്ഠം ജാഗ്ര  
പ്രപഞ്ചവരാൻ  
നിമഗ്നം

ഉണരാം ഉയരാം (2)  
പുഞ്ചിതയാരു പുലരിയിമലക്ക് (2)  
ഉണരാം ഉയരാം (2)  
അജ്ഞാനത്തിൻ അന്ധ  
മാന്ദ്യം അക്ഷരദീപ്ത മെട്രാം

നന്മത്തളിരായ് നാം വിടരാം  
നിർമ്മലമീ ളലിൽ വളരാം  
(2)  
ഒന്നായ് നിർമ്മലമീ ളലിൽ വളരാം  
പുഞ്ചിതയാരു പുലരിയിമലക്ക് (2)  
ഉണരാം ഉയരാം (2)



## **PATRON OF THE COLLEGE**



**H. H. BASELIOS MARTHOMA MATHEWS III**

**Malankara Metropolita and Catholicose of the East**

## **OUR FOUNDER**



**Very Rev.O.C.Kuriakose Cor-Episcopa  
(1928-1993)**

## **VISION**

Nirmala Arts and Science College envisions to accelerate a transformative educational experience for students focused on disciplinary knowledge, communication and interpersonal skills anchored on ethics and social responsibility.

## **MISSION**

- To empower the students with deep knowledge and awareness of current developments in their chosen subjects.
- To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect of labour and proactive leadership.
- To ensure optimum utilization of resources for the benefit of the society.

# GOALS

Nirmala Arts and Science College, Mulanthuruthy strongly believes in offering dedicated services to students in the field of higher education without any discrimination of cast, creed and gender. In order to fulfill the institutional vision and mission, the college is committed:

- To excel in providing academic knowledge to the students.
- To impart hard skills and soft skills to the students to enhance their employability and make them responsible citizens.
- To prepare the students to emerge as valorous, confident and self-reliant.
- To create a sense of humanity, concern and love for fellow human beings among the students, faculty and administrative staff.
- To motivate students, faculty and administrative staff to become ardent lovers of nature, who respect the nature and preserve it.
- To build a diverse and efficient faculty that will demonstrate excellence in teaching, research, innovations and community engagements.
- To create a caring, supportive and student-centric teaching and learning environment in the campus.

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## **1. NIRMALA ARTS AND SCIENCE COLLEGE MULANTHURUTHY- A BRIEF ACCOUNT**

Educational activities of the Nirmala Charitable Trust were started in the year 1956 with functioning of a primary school at Thalacode in Chottanikkara panchayat, which was a very undeveloped locality at that time. The founder of the trust Very Rev. O.C. Kuriakose Cor-Episcopa was a great visionary. He wanted to have pre-primary to higher education institutions under the Trust. The school was soon upgraded to Upper Primary and High School with parallel English Medium divisions. English medium schools were rare those days. Hence, students from faraway places also joined the school. Boarding facility for students was provided at Thalacode since 1965. In the year 1967 first batch of SSLC passed out from the school. St. Mary's High School Thalacode was one of the 15 schools securing 100% pass in SSLC in the state. Very Rev. O.C. Kuriakose, who was also the Headmaster of the school, was honoured with best teacher award by Government of Kerala. On February 2, 1993, V.Rev.O.C Kuriakose Kor- Episcopa entered his heavenly abode.

The Trust continued its educational activities with great vigor as per the wishes of the founder who is the leading light in all our ventures. In 1998, a higher secondary school was sanctioned at Thalacode. A Teacher Education College namely Nirmala Training college, with affiliation from Mahatma Gandhi University, Kottayam for B.Ed course was started at Thalacode in the year 2005.

Nirmala Arts & Science College, Mulanthuruthy was started in the year 2007 with sanction from Government of Kerala and affiliation from Mahatma Gandhi University, with Sri. George Kuriakose as Manager and Prof. V.G. Remanan as the Principal. The main block of the college building was consecrated by H.G. Dr. Mathews Mar Severiose, Metropolitan of Kandanad and Patron of the College on the 13<sup>th</sup> of July 2007. Prof. V.G. Remanan continued his exemplary service as the principal till 2016. In 2016 Prof. Daisy N O took over as the principal. Further in 2018 Prof. Daisy N O assumed charge as college Dean and Dr. C.A Geetha took over as the principal.

The College started functioning in 2007 with two UG programmes - B. Com (Finance & Taxation) and BBA. After two years, in 2009, college added one more UG programme in Commerce, B. Com (Computer Applications). In the year 2012 the college elevated its status by starting a PG programme M.Com (Finance) . The college commenced its first UG programme under science stream, BCA in 2014. Further college added two more UG programmes B.A. (Communicative English) and B.Sc. Psychology in 2015 and in 2019 respectively. The college also got sanction from government of Kerala to start MSc in Psychology in 2021. Presently the college has a total strength of 800 students, 42 teachers and 11 non-teaching staff.

For further development of the activities of the college, construction work of an annex building was started in the year 2019 and the work is still under progress. The college is currently in the process of getting accreditation from NAAC. Management is taking every effort to make the college an institution of excellence as per the vision.

## 2. MANAGEMENT COMMITTEE

Sl.No	Name	Position
1	Sri. George Kuriakose	Manager
2	Smt. Aleyamma Kuriakose (Retired Teacher)	Trustee
3	Dr. Moni Abraham Kuriakose (Medical Director & CEO Kerala Operations, Karkinos Health Care)	Managing Trustee
4	Sri. Thomas Kuriakose (General Manager,C.I.I Guardian Controls, Kakkanad)	Trustee
5	Sri. Alex Kuriakose (Chief Engineer(Retired) Kerala Water Authority)	Trustee
6	Sri. Regi Kuriakose (Manager–Production Planning Dept, Amphenol OEN-Mulanthuruthy)	Trustee
7	Sri. Greg Kuriakose (COO,CAREMARK-Care Services)	Trustee

## 3. ADVISORY BOARD

Sl.No	Name	Position
1	<b>H.H Baselios Marthoma Mathews III Catholicose of the East</b>	Patron
2	Sri. George Kuriakose (Manager)	Chairman
3	Dr. Moni Abraham Kuriakose (Medical Director & CEO Kerala Operations, Karkinos Health Care)	Member
4	Dr. C.A. Geetha (Principal)	Member
5	Prof. Daisy N.O (Dean)	Member
6	Dr. Murali E (Vice Principal)	Member
7	Dr. Dileepkumar M.C (Former Vice Chancellor, Sree Sankaracharya University, Kalady)	Member
8	Dr. Rajagopal M. Nair (Dean, Bhavan's Royal Institute of Mgt, Kochi)	Member
9	Dr. Leela Manjooran (Retired Professor, St.Teresa's College, EKM)	Member
10	Sri. Sudheer Abraham (FCA, Practicing Chartered Accountant in Cochin)	Member
11	Sri. Kris Gopalakrishnan (Chairman of Axilor Ventures, Former Executive Vice Chairman of Infosys)	Member
12	Sri. C.J. George (CEO Geojit Financial Services Ltd)	Member



#### 4. ADMINISTRATIVE BOARD

Sl. No	Name	Designation	Qualification	Contact No.
1.	Sri. George Kuriakose	Manager	MA(Lit), MBA	9447209063
2.	Dr. C.A Geetha	Principal	M.Com, MBA, P.hD	9446088411
3.	Prof. Daisy N O	Dean	M.Com	9961311110
4.	Dr. Murali E	Vice Principal	M.Com,MBA, MTM , M.Phil, P.hD	9447069534

#### 5. STAFF COUNCIL

Name	Designation	Position
Dr. C A Geetha	Principal	Convener
Prof. Daisy N O	Dean	Member
Dr. Murali E	Vice Principal	Member
Mr. Bitto Paul	HOD, Post Graduate Dept of Commerce	Member
Mrs. Sheena Chacko	HOD, Dept of Mathematics	Member
Mrs. Agnus Joy	HOD, Dept of English	Member
Mrs. Rakhy K S	HOD, Dept of Management Studies	Member
Mrs. Chinju Kuriachan	HOD, Dept of Computer Application	Member
Mrs. Nikitha Sunny	HOD, Post Graduate Dept of Psychology	Member
Ms. Aleena Dominic	Librarian	Member
Mrs. Ancy M John	Junior Office Superintendent	Member

## 6. DEPARTMENTS & FACULTY MEMBERS

### Post Graduate Department of Commerce

Name	Designation	Qualification	Contact Number
Mr. Bitto Paul (HOD)	Associate Professor &HOD	M.Com, B.Ed, M.Phil, NET	9496801950
Mrs. Lakshmipriya A R	Asst. Professor	M.Com, MBA, NET	9567670508
Ms. Aswathy Biju	Asst. Professor	M.Com, NET, SET	8075700212
Mrs. Reshma Kunjan	Asst. Professor	M.Com	9946512828
Mrs. Bhavana Lakshmy	Asst. Professor	M.Com	7034766076
Mr. Paul Kurian	Asst. Professor	M.com, NET	8129947003
Mrs. Dinna Adison	Asst. Professor	M.Com, NET, SET	9946370906
Ms. Reshma Prasad	Asst. Professor	M.Com, NET	9544540474
Ms. Neethu N Unni	Asst. Professor	M.Com	8893242486
Mrs. Nisha John	Asst. Professor	M.Com, B.Ed, SET	9747450875

### Department of English

Name	Designation	Qualification	Contact Number
Mrs. Agnus Joy	Asst. Professor & HOD	M.A, B.Ed, NET	9072028395
Mr. Deepu G	Asst. Professor	MA, B.Ed, NET, SET	9496334708
Mrs. Remya S	Asst. Professor	M.A, B.Ed	9645579118
Mrs. Bela C Baby	Asst. Professor	M.A, M.Phil	7025089144
Mrs. Sreelakshmi S	Asst. Professor	M.A, B.Ed	9895214453
Ms. Anna Mariya Oommen Mathew	Asst. Professor	M.A	9946239922
Mrs. Maria Alias	Asst. Professor	MA English, MJMC	9496988313
Ms. Aiswarya S Nair	Asst. Professor	MA, B.Ed	9188381628

## Department of Computer Applications

Name	Designation	Qualification	Contact Number
Mrs. Chinju Kuriachan	Asst. Professor &HOD	MCA, M Phil	9656133211
Mr. Eldho Peter	Asst. Professor	MCA, M Phil	9645156351
Ms. Meera Mohan	Asst. Professor	M.Tech, NET	7558851371
Mrs. Aparna Vijayan	Asst. Professor	MCA, NET	9847731747
Ms. Jayasree J.M	Asst. Professor	MSc	8547721473
Mrs. Bincy John	Asst. Professor	MSc	9961246547

## Department of Psychology

Name	Designation	Qualification	Contact Number
Mrs. Nikita Sunny	Asst. Professor& HOD	MSc, NET	8056264643
Mrs. Sona T.M	Asst. Professor	MSc, MBA	9567150094
Ms. Julasha Susan Philip	Asst. Professor	MSc	8281438385
Ms. Alkha K P	Asst. Professor	MSc	8111966892
Mrs. Anupama R Varier	Asst. Professor	MSc	7306794248

## Department of Management Studies

Name	Designation	Qualification	Contact number
Mrs. Rakhy K S	Asst. Professor& HOD	MBA, MA, NET	9605378605
Mrs. Ashitha Ashok C	Asst. Professor	M.Com	9656494743
Mrs. Sheena T.C	Asst. Professor	MBA, MIB	7736444691
Mrs. Mariam Grace Saji	Asst. Professor	MBA	9844438432

## Department of Mathematics

Name	Designation	Qualification	Contact Number
Mrs. Sheena Chacko	Asst. Professor	MSc, B.Ed	9947145568
Mrs. Ancy K. Alias	Asst. Professor	MSc, B.Ed, M.Ed	9744463088

## Department of Languages

Name	Designation	Qualification	Contact Number
Dr. George K. Joseph	Asst. Professor in Malayalam	MA, B.Ed, M.Phil, Ph.D	9447459679
Mrs. Nisha Antony	Asst. Professor in Hindi	MA, B.Ed, M.Phil	9995834801

## Department of Physical Education

Name	Designation	Qualification	Contact Number
Mr. Desmonds Tudu	Asst. Professor	M.P.Ed, M.Phil	8089611096
Mr. Rahul A R	Sports Instructor	D.P.Ed, AIFF D LICENSE	9526686820

## 7. LIBRARY & LABORATORY STAFF

Name	Designation	Qualification	Contact Number
Ms. Aleena Dominic	Librarian	MLIS	8921226980
Mr. Midhun E.B	Lab Assistant	DCHW	7012930940

## 8. ADMINISTRATIVE STAFF

Name	Designation	Contact Number
Mrs. Ancy M John	Junior Superintendent	9947451503
Mrs. Asha Zacharia K	Accountant	9387419380
Mrs. Smitha M T	Clerk	9744014570
Mrs. Elsy Umesh	Peon	9656897895
Mrs. Saramma Paulose	Sweeper	9656696730
Mrs. Sindhu Gopalan	Sweeper	9744363696
Mrs. Smitha M S	Sweeper	9633245531
Mr. George K.J	Driver	7012271195
Mr. Utham Mandal	Watchman	8921863128

## **9. ACADEMIC PROGRAMMES & UNIVERSITY NORMS FOR EVALUATION**

### **I. UNDER GRADUATE PROGRAMMES**

<b>Programme</b>	<b>Sanctioned Seats</b>
B.Com(Finance &Taxation)	60
B.Com(Computer Application)	60
BBA	50
BCA	50
BA English	40
B.Sc Psychology	40

### **DURATION**

The duration of UG Programmes shall be 6 semesters. The duration of odd semesters shall be from June to October and that of even semesters from November to March. There shall be a semester break after all semesters and 2-month vacation during April and May in every academic year.

### **SCHEME AND SYLLABUS**

The UG Programmes shall include (a) Common Courses I & II (b) Core Courses (c) Complementary Courses (d) Open course.

### **EVALUATION**

The evaluation of each course shall contain 2 parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal-external assessment ratio shall be 1: 4 , for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and 20 marks for internal evaluation. For all courses (theory and practical), grades are given on a 07-point scale based on the total percentage of marks (ISA + ESA) as given below.

Percentage of Marks	Grade	Grade Point
95 & above	S - Outstanding	10
85 – 95	A+ - Excellent	9
75-85	A - Very Good	8
65-75	B+ - Good	7
55-65	B - Above Average	6
45-55	C - Satisfactory	5
35-45	D - Pass	4
Below 40	E - Failure	0

## **MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION**

### **For all courses without practical**

- **Marks of external examination:80**
- **Marks of Internal evaluation:20** - Distribution of internal marks: Attendance (5)  
+ Assignment/Seminar/ Viva (5) + Test paper (10) = Total (20)

### **For all courses with practical**

- **Marks of Theory- External Examination: 60**
- **Marks of Theory- Internal Evaluation: 15** - Distribution of Internal Marks: Attendance (5)  
+ Assignment/Seminar/Viva (2) + Test paper (8) = Total (15)
- **Marks of Practical – External Examination: 40** (Only in even semesters)  
**Internal Examination: 10**  
Distribution of Internal Marks: Attendance (2) + Test paper (4) + Record (4) – (Marks awarded for Record should be related to number of experiments recorded)

## **Distribution of marks for the project: (Max. Marks- 100)**

**For External Evaluation - 80** (Dissertation :50, Viva: 30)

**For Internal Evaluation - 20** (Punctuality :5, Data Collection: 5, Knowledge :5, Report :5)

## **ATTENDANCE EVALUATION**

**For all courses without practical :** 90% and above : 5 marks, 85-89%: 4 marks, 80-84% : 3 marks, 76-79% : 2 marks, 75% : 1 mark.

**For all courses with practical (Theory):** 90% and above: 3 marks, 82-89%: 2 marks, 75-79% : 1 mark.

**For all courses with practical (Practical):** 90% and above: 4 marks, 85-89% : 3 marks, 80-84% : 2 marks, 75-79% : 1 mark.

## **ASSIGNMENTS**

Students have to do Assignments from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

## **SEMINAR/ VIVA**

A student shall present a seminar in the fifth semester and appear for viva voce in the sixth semester.

## **TEST PAPER**

Students have to attend two test papers in each semester for each course.



## **II. POST GRADUATE PROGRAMMES**

<b>Sl. No.</b>	<b>Programme</b>	<b>Sanctioned Seats</b>
1	M.Com (Finance)	35
2	M.Sc Psychology(Clinical)	16

### **DURATION**

The duration of PG programmes shall be four semesters.

### **EXAMINATIONS**

There shall be university examination at the end of each semester. Practical examinations shall be conducted by the university at the end of each semester. Project evaluation and Viva-Voce shall be conducted at the end of the programme only.

### **EVALUATION**

The evaluation scheme for each course shall contain two parts external and internal with a weightage 75% and 25% respectively.

#### **Components of Internal(CE) and External Evaluation(ESE)**

Grades shall be given to the evaluation of theory/project/practical/comprehensive viva-voce and all internal evaluations are based on the direct grading system. The components of internal evaluation of theory courses consist of assignment, seminar and best two examinations. The components of internal evaluation of practical consists of written or lab test, lab involvement and record and viva.

### **DIRECT GRADING SYSTEM**

Direct grading system based on a 6-point scale is used to evaluate the internal and external examinations taken by the students for various courses of study.

No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation.

<b>Grade</b>	<b>Grade Points</b>	<b>Range</b>
A+	5	4.50-5.00
A	4	4.00-4.49
B	3	3.00-3.99
C	2	2.00-2.99
D	1	0.01-1.99
E	0	0.00

### **III. ADD ON COURSES OFFERED**

- Tally with Word Processing and Data Entry (**Keltron and NSDC**)
- Professional Diploma in Search Engine Optimisation and Digital Marketing (**Keltron and NSDC**)
- Professional Diploma in Logistics and Supply Chain Management
- Proficiency In English (**ASAP**)
- Digital Marketing (**ASAP**)
- Microsoft Excel Training and Certification
- Computer Hardware
- Soft Skill Development
- Yoga and Wellness
- Personality Development

### **GRIEVANCE REDRESSAL MECHANISM**

In order to address the grievance of students a three - level Grievance Redressal Mechanism is envisaged. Student can approach the upper level only if grievances are not addressed at the lower level.

**Level One:** Dept. Level: There shall be Grievance Redressal committee in each department. This committee consists of course teacher and one senior teacher as members and Head of the Department as chairman

**Level Two:** College Level: a committee with the principal as chairman, Department Co-ordinator, HOD of concerned department and a senior teacher nominated by the college council as the members.

**Level Three:** University Level: a committee constituted by the Vice Chancellor as chairman and Pro-Vice-Chancellor ,Convener-Syndicate subcommittee on Students Discipline and Welfare ,Chairman – Board of Examinations as members and the Controller of Examination as member- secretary.

## 10. INTERNAL QUALITY ASSURANCE CELL (IQAC)

An institutional internal quality system called Internal Quality Assurance Cell (IQAC) with the structure and processes as per the guidelines of UGC was constituted in the college in 2019. The cell plays a great role in maintaining the momentum of quality consciousness in the college. The IQAC is actively involved in planning, guiding and monitoring quality assurance and quality enhancement activities of the college.

### Internal Quality Assurance Cell

Name	Designation	Department	Position Held
Dr. C A Geetha	Principal		Chairperson
Dr. Murali E	Vice Principal		NAAC Co Ordinator
Ms. Meera Mohan	Asst Professor	Computer Application	IQAC Co Ordinator
Mrs. Agnus Joy	Asst Professor	English	Member
Mrs. Nikita Sunny	Asst Professor	Psychology	Member
Mrs. Ashitha Ashok C	Asst Professor	Management Studies	Member
Mrs. Chinju Kuriachan	Asst Professor	Computer Application	Member
Mr. Eldho Peter	Asst Professor	Computer Application	Member
Mrs. Sheena T C	Asst Professor	Management Studies	Member
Mrs. Lakshmipriya A R	Asst Professor	Commerce	Member
Ms. Aleena Dominic	Librarian	Library	Member
Mrs. Smitha M T	Administrative Staff	Office	Member
Mrs. Pameela Mathew	MD, OEN		Member
Mrs. Lathika Anil	Ward III Member Mulanthuruthy Gramapanchayath		Member

## 11. PARENT TEACHER ASSOCIATION [ Reg: EKM/TC/15/2022]

PTA of the college provides a platform for better interaction between teachers and parents which would promote continuous, meaningful and effective teaching and learning process.

### PTA EXECUTIVE COMMITTEE

Sl. No.	Name	Designation	PTA Executive
1	Dr. C A Geetha	Principal	President & Treasurer
2	Sri. Raju M V	Parent	Vice President
3	Mrs. Sheena Chacko	Teacher	Secretary
4	Sri Santhosh Kumar P K	Parent	Joint Secretary
5	Mrs. Ancy K Alias	Teacher	Member
7	Mrs. Ashitha Ashok	Teacher	Member
8	Sri Deepu G	Teacher	Member
9	Sri Sreekumar T S	Parent	Member
10	Sri. Baiju M B	Parent	Member

## 12. CLUBS, CELLS, COMMITTEES AND FORUMS (2022-23)

CLUBS/CELLS/COMMITTEES / FORUMS	CONVENER
Arts Club	Agnus Joy (Dept of English)
Quiz Club	Rakhy K S (Dept of Mgt Studies)
Entrepreneurship Development Club	Sheena T.C (Dept of Mgt Studies)
Film Club	Bela C. Baby (Dept of English)
Literary Club	Sreelakshmi S (Dept of English)
Staff Club	Bela C Baby (Dept of English)
Tourism Club	Paul Kurian (Dept of Commerce)
Women's Cell	Sona T M (Dept of Psychology)
Special Cell for SC/ST	Deepu G (Dept of English)
Anti-Narcotic Cell	Remya S (Dept of English)
Counselling Cell	Nikita Sunny (Dept of Psychology)
Students Grievance Redressal Cell	Sheena Chacko (Dept of Mathematics)
Career Guidance and Placement Cell	Eldho Peter (Dept of Computer Applications)
Intellectual Property Right Cell (IPR)	Rakhy K S (Dept of Mgt Studies)
Ek Bharat Shresht Bharat (EBSB)	Lakshmi Priya A.R (Dept of Commerce)
OBC Cell	Ashitha Ashok C (Dept of Mgt Studies)
Code of Conduct Cell	Meera Mohan (Dept of Computer Applications)
Examination Grievance Cell	Bitto Paul (Dept of Commerce)
E-Courses Cell	Nikita Sunny (Dept of Psychology)
Human Rights and Equal Opportunity Cell	Reshma Prasad (Dept of Commerce)
Environment Conservation Club	Bhavana Lakshmy V (Dept of Commerce)
Students' Union Staff advisor	Eldho Peter (Dept of Computer Applications)
Readers Forum	Dr. George Joseph (Dept of Malayalam)
Speakers Forum	Nisha Antony (Dept of Hindi)
Internal Complaint Committee	Ashitha Ashok(Dept of Mgt Studies)
Mentoring Committee	Chinju Kuriachan (Dept of Computer Applications)
University Examination Committee	Bitto Paul (Dept of Commerce)
Internal Examination Committee	Sheena Chacko (Dept of Mathematics)
Academic Monitoring Committee	Prof. Daisy N.O (Dean)
Anti-Ragging Committee	Deepu G (Dept of English)
Remedial Coaching Committee	Rakhy K S (Dept of Mgt Studies)
Library Advisory Committee	Dr. Murali E (Vice Principal)

Feedback Committee	Dr. Murali E (Vice Principal)
Divyangjan Committee	Ancy K. Alias (Dept of Mathematics)
OBE (Outcome Based Education) committee	Meera Mohan (Dept of Computer Applications)
Sports, Health and Yoga Club	Desmond Tudu (Dept of Physical Education)
Campus Discipline Committee	Bitto Paul (Dept of Commerce)
HR Committee	Sri. George Kuriakose (Manager)
Staff Monitoring Committee	Prof. Daisy N.O (Dean)
Admission Committee	Prof. Daisy N.O(Dean) Dr. C.A Geetha (Principal)
Add-On Course Committee	Ashitha Ashok C (Dept of Commerce)
Website Screening Committee	Prof. Daisy N.O (Dean)
Purchase Committee	Sri. George Kuriakose (Manager)
Alumni Association	Dr. Geetha C A (President) Mr. Paul Kurian (Secretary)
National Service Scheme	Deepu G (Dept of English) Aswathy Biju (Dept of Commerce)
Media Cell	Deepu G (Dept of English)
Open Course Committee	Paul Kurian (Dept of Commerce)
Cyber Club	Eldho Peter (Dept of Computer Applications)
Rotaract Club	Sreelakshmi S (Dept of English) Julasha Susan Philip (Dept of Psychology)
Additional Skill Acquisition Programme (ASAP)	Anna Maria Oommen Mathew (Dept of English)
Research Promotion Cell	Rakhy K S (Dept of Mgt Studies)
Kerala Sasthra Sahithya Parishad	Reshma Kunjan (Dept of Commerce)

### 13. GENERAL RULES AND CONDUCT

1. Classes begin at 9 am. All students shall be present in the college in the prescribed time.
2. The college campus is a 'No-smoking Zone'. Any violation in this regard from any person will be strictly dealt with.
3. Disciplinary action will be initiated against anyone who is found to have consumed alcohol or other intoxicants within the college campus.
4. All students are expected to wear the uniform prescribed by the college and they should also wear identity cards.
5. Usage of mobile phones by the students without the permission of college authorities is

strictly prohibited in the campus. In the event of any violation in this regard, the Principal or the Tutor is empowered to seize the phone and to impose appropriate punishments.

6. All students should handle with care the property of the college and shall do everything to preserve cleanliness of the college premises, building, furniture and other articles.
7. The loss or damage thus caused to the college property or articles will be made good by realizing double the value of loss or damage from the student concerned.
8. No student shall be allowed to enter the campus with four wheelers unless permitted by the college authorities.
9. Vehicle speeds shall be limited to 10 Km/hr inside campus.
10. The entry of outsiders into the campus is strictly prohibited unless permitted by the college authorities; no one shall bring or entertain outsiders within the campus or in the college.
11. No political activities shall be permitted in the campus except those official activities which are specifically permitted or sponsored by the college authorities.
12. It is forbidden to organize or attend meetings other than the official ones which are specifically permitted by the principal.
13. All expressions or activities which are ragging, immoral, anti- social, communal and anti-national are strictly prohibited in the college campus.
14. In the interest of the institution and for the sake of discipline, the principal is entitled to refuse admission to any applicant, to suspend or dismiss or take any other punitive action on any student for his/her misconduct.

## **14. THE COLLEGE LIBRARY AND RULES**

The college library is the key resource of information for the academic community. The Library Block consists of:

- 1) General reference Section
- 2) Audio Visual room
- 3) Post Graduate section

### **Library Rules**

- The Library will be opened on all working days from 9 am to 4.30 pm.
- Strict silence should be maintained in the library.
- Foot wears are not allowed inside the library.
- Books and other personal belongings should not be taken into the library.
- All books except reference books are issued to students and staff for a fortnight. After the expiry of 14 days the defaulter has to pay a fine of Rs.2 per day per book. A super fine of Rs.5 will be charged for overdue per day.
- All members of the staff and students are entitled to use the library for reference of books.
- A student who damages a book shall be fined in proportion to the damage.



## 15. CAMPUS FACILITIES AND AMENITIES

1. **Auditorium:** The auditorium has a seating capacity of 1000 people. It caters to the general academic and cultural assembly of the community.
2. **Student Hall:** The Student hall which can accommodate 300 students at a time is meant for conducting departmental functions, club activities and meetings of various student support organizations.
3. **Seminar Hall:** The Seminar hall which can accommodate 200 people with audio visual facilities for seminars and conferences of an exclusive nature.
4. **Library:** The College library with a collection of over 6000 books and a subscription of about 30 Periodicals, journals and newspapers, is the key source of academic assistance to the community. There are special sections for reading, lending and reference.
5. **Canteen:** The College canteen caters to the nutritional needs of the staff and students at subsidized rate. The canteen functions from 9.30 AM to 3.30 PM.
6. **College Bus:** Students and Staff can avail the service if needed.

## 16. RULES FOR COLLECTION OF FEES

Tuition fee shall be collected at the beginning of each semester on dates notified by the college office. If the fees are not paid on or before the due date a fine will be levied. The amount of fine for the delayed payment of fees is Rs 50 during the first 10 days of the due date and Rs 100 and Rs 250 for the payment thereafter. Fee in respect of physical education, University affiliation, contribution towards students' group insurance and student welfare Fund are collected with semester fee for odd semesters. UG and PG Students in Psychology should remit laboratory fee also with their fee for odd semester.

### Schedule of Semester Fees

[illegible]

## **17. STUDENTS' ATTENDANCE AND LEAVE OF ABSENCE**

- There shall be five working days in a week .
- Each working day is divided into five periods.
- Attendance will be taken at the beginning of each period.
- Attendance will be recorded in an **ERP** system implemented in the institution.
- Leave of absence for a period or a portion of it may be obtained from the lecturer concerned. Leave for several periods must be obtained from the principal in writing and in advance in the prescribed form. No leave will be granted unless the Principal is satisfied with the reason stated. Students should submit the leave form (with Medical certificate if the leave exceeds more than 3 days) on the succeeding working day.
- No student should absent himself/ herself from a class without permission
- Duty leave for physical education activities will be granted only to athletes representing the college or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the director of physical education not later than one week after events.
- A Student is required to secure 75% attendance in order to be eligible for university examinations or to contest in elections.

## **18.SCHOLARSHIPS**

1. SC/ST-grant
2. Post metric Scholarship
3. Snehapoorvam Scheme

## **19. PRIZES AND ENDOWMENTS**

1. Merit-Cum-Means Scholarship
2. Proficiency Prize for Meritorious Students
3. Best Outgoing Student Award

## 20. ACADEMIC CALENDAR

JUNE 2022		
Date	Day	
1	WED	COLLEGE REOPENS AFTER SUMMER VACATION, V SEMESTER UG CLASSES STARTS
2	THU	
3	FRI	
4	SAT	
5	SUN	WORLD ENVIRONMENT DAY
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	WORLD DAY AGAINST CHILD LABOUR
13	MON	
14	TUE	WORLD BLOOD DONAR DAY
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	FATHER'S DAY INTERNATIONAL DAY OF YOGA, WORLD MUSIC DAY
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING
27	MON	
28	TUE	
29	WED	
30	THU	

JULY 2022		
Date	Day	
1	FRI	III SEMESTER UG CLASSES STARTS
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	BAKRID/EID
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	ARTIFICIAL INTELLIGENCE DAY
17	SUN	WORLD DAY FOR INTERNATIONAL JUSTICE
18	MON	V SEMESTER UG EXAM BEGINS
19	TUE	
20	WED	
21	THU	
22	FRI	V SEMESTER UG EXAM ENDS
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	KARKIDAKAVAVU
29	FRI	
30	SAT	III SEMESTER PG CLASSES STARTS
31	SUN	

AUGUST 2022		
Date	Day	
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	HIROSHIMA DAY
7	SUN	
8	MON	MUHARAM
9	TUE	
10	WED	
11	THU	
12	FRI	INTERNATIONAL YOUTH DAY
13	SAT	
14	SUN	
15	MON	INDEPENDENCE DAY
16	TUE	
17	WED	
18	THU	SREE KRISHNA JAYANTHI
19	FRI	PHOTOGRAPHY DAY, WORLD HUMANITARIAN DAY
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	III SEMESTER UG EXAM BEGINS
25	THU	
26	FRI	
27	SAT	
28	SUN	sssAYYANKALI JAYANTHI
29	MON	
30	TUE	
31	WED	III SEMESTER UG EXAM ENDS, I SEMESTER PG CLASSES STARTS

SEPTEMBER 2022		
Date	Day	
1	THU	I SEMESTER UG CLASSES STARTS
2	FRI	ONAM VACATION BEGINS
3	SAT	
4	SUN	
5	MON	TEACHERS' DAY
6	TUE	
7	WED	
8	THU	THIRUVONAM
9	FRI	
10	SAT	SREE NARAYANA GURU JAYANTHI , WORLD SUICIDE PREVENTION DAY
11	SUN	
12	MON	REOPENING AFTER ONAM VACATION, PROGRAMMER'S DAY
13	TUE	
14	WED	HINDI DIVAS
15	THU	
16	FRI	WORLD OZONE DAY
17	SAT	
18	SUN	WORLD BAMBOO DAY
19	MON	
20	TUE	
21	WED	ALZHEIMER'S DAY SREE NARAYANA GURU SAMADHI DINAM
22	THU	ROSE DAY WELFARE OF CANCER PATIENTS
23	FRI	I SEMESTER UG & PG EXAM BEGINS
24	SAT	NSS DAY
25	SUN	
26	MON	III SEMESTER PG EXAM BEGINS
27	TUE	WORLD TOURISM DAY
28	WED	
29	THU	I & III SEMESTER PG EXAM ENDS
30	FRI	INTERNATIONAL TRANSLATION DAY, I SEMESTER UG EXAM ENDS



OCTOBER 2022		
Date	Day	
1	SAT	INTERNATIONAL DAY FOR THE ELDERLY
2	SUN	GANDHI JAYANTHI (INTERNATIONAL DAY OF NON-VIOLENCE)
3	MON	
4	TUE	MAHANAVAMI/AYUDHA POOJA
5	WED	VIJAYADASHAMI
6	THU	V SEMESTER UG EXAM BEGINS
7	FRI	
8	SAT	NABI DINAM
9	SUN	
10	MON	
11	TUE	NATIONAL GIRL CHILD DAY
12	WED	V SEMESTER UG EXAM ENDS
13	THU	
14	FRI	INTERNATIONAL E WASTE DAY
15	SAT	WORLD STUDENT'S DAY
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	DEEPAVALI, UN DAY
25	TUE	V SEMESTER UG CLASSES ENDS
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	NATIONAL UNITY DAY, VI SEMESTER UG CLASSES STARTS

NOVEMBER 2022		
Date	Day	
1	TUE	KERALA PIRAVI, III SEMESTER UG EXAM BEGINS
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	III SEMESTER UG EXAM ENDS
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	CHILDREN'S DAY
15	TUE	
16	WED	NATIONAL ENTREPRENEURS' DAY
17	THU	
18	FRI	III SEMESTER UG CLASSES ENDS
19	SAT	
20	SUN	
21	MON	IV SEMESTER UG CLASSES STARTS, I SEMESTER UG, I & III SEMESTER PG EXAM BEGINS
22	TUE	
23	WED	
24	THU	III SEMESTER PG EXAM ENDS
25	FRI	THANKS GIVING DAY, I SEMESTER PG EXAM ENDS
26	SAT	
27	SUN	
28	MON	I SEMESTER UG EXAM ENDS
29	TUE	CYBER MONDAY
30	WED	III SEMESTER PG CLASSES ENDS, COMPUTER SECURITY DAY

DECEMBER 2022		
Date	Day	
1	THU	WORLD AIDS DAY IV SEMESTER PG CLASSES STARTS
2	FRI	NATIONAL POLLUTION CONTROL DAY, WORLD COMPUTER LITERACY DAY
3	SAT	INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES
4	SUN	INDIAN NAVY DAY
5	MON	INTERNATIONAL VOLUNTEER DAY, WORLD SOIL DAY
6	TUE	
7	WED	INDIAN ARMED FORCES FLAG DAY
8	THU	
9	FRI	INTERNATIONAL ANTI CORRUPTION DAY
10	SAT	HUMAN RIGHTS DAY
11	SUN	
12	MON	
13	TUE	
14	WED	NATIONAL ENERGY CONSERVATION DAY
15	THU	
16	FRI	IV & VI SEMESTER UG EXAM BEGINS
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	IV & VI SEMESTER UG EXAM ENDS
24	SAT	CHRISTMAS VACATION BEGINS
25	SUN	CHRISTMAS
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	

JANUARY 2023		
Date	Day	
1	SUN	NEW YEAR, GLOBAL FAMILY DAY
2	MON	MANNAM JAYANTHI
3	TUE	REOPENING AFTER CHRISTMAS VACATION
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	II SEMESTER UG & PG EXAM BEGINS
10	TUE	WORLD HINDI DAY
11	WED	IV SEMESTER PG EXAM BEGINS
12	THU	NATIONAL YOUTH DAY
13	FRI	II SEMESTER PG EXAM ENDS
14	SAT	
15	SUN	ARMY DAY
16	MON	II SEMESTER UG & IV SEMESTER PG EXAM ENDS
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	NATIONAL GIRL CHILD DAY
25	WED	NATIONAL TOURISM DAY
26	THU	REPUBLIC DAY
27	FRI	
28	SAT	
29	SUN	
30	MON	MARTYRS' DAY
31	TUE	

FEBRUARY 2023		
Date	Day	
1	WED	
2	THU	FOUNDER'S DAY
3	FRI	
4	SAT	WORLD CANCER DAY
5	SUN	SAFER INTERNET DAY
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	INTERNATIONAL DAY OF WOMEN, UG FIFTH SEMESTER EXAM ENDS
12	SUN	
13	MON	WORLD RADIO DAY, NATIONAL WOMEN'S DAY
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	MAHA SIVARATHRI
19	SUN	
20	MON	WORLD DAY OF SOCIAL JUSTICE
21	TUE	INTERNATIONAL MOTHER LANGUAGE DAY
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	

MARCH 2023		
Date	Day	
1	WED	ZERO DISCRIMINATION DAY, WORLD CIVIL DEFENCE DAY
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	HOLI, INTERNATIONAL WOMEN'S DAY
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	II, IV& VI SEMESTER UG EXAM BEGINS IV SEM PG EXAM BEGINS
14	TUE	
15	WED	WORLD CONSUMER RIGHTS DAY
16	THU	NATIONAL VACCINATION DAY, IV SEM PG EXAM ENDS
17	FRI	
18	SAT	GLOBAL RECYCLING DAY, UG FIRST SEMESTER EXAM ENDS
19	SUN	
20	MON	INTERNATIONAL DAY OF HAPPINESS, II, IV & VI SEMESTER UG EXAM ENDS
21	TUE	WORLD FORESTRY DAY, WORLD POETRY DAY
22	WED	WORLD DAY FOR WATER
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	II SEM PG EXAM BEGINS
28	TUE	
29	WED	
30	THU	
31	FRI	II SEM PG EXAM ENDS, IV & VI- SEMESTER UG CLASSES AND IV SEMESTER PG CLASSES ENDS COLLEGE CLOSES FOR SUMMER VACATION

APRIL 2023		
Date	Day	
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	GOOD FRIDAY
8	SAT	
9	SUN	EASTER
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	AMBEDKAR JAYANTHI
15	SAT	VISHU
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	RAMADAN /EID-UL-FILTAR
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	

MAY 2023		
Date	Day	
1	MON	INTERNATIONAL WORKERS' DAY
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	



## 21. APPLICATION FOR CERTIFICATES

1. Name of the student (in full): .....
2. Residential Address : .....  
.....  
.....
3. Class: ..... Main Subject : ..... Class No: .....
4. Year of joining: ..... Year of Leaving: .....
5. Year of last University exam taken in this college: .....
6. Register Number: .....
7. Certificate required: .....

Date: .....

Signature of Student

## 22. TIME TABLE

Semester.....

Date	Hour				
	I	II	III	IV	V
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Semester.....

Date	Hour				
	I	II	III	IV	V
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

## 23. EARLY DEPARTURE RECORD

[illegible]

The approval of HOD :

## 24.LEAVE RECORD

[illegible]

<p>The approval of the HOD:</p>
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