



Estd.2007

**NIRMALA ARTS AND SCIENCE COLLEGE
MULANTHURUTHY
(AFFILIATED TO MG UNIVERSITY)**

HANDBOOK AND CALENDAR

2020-2021

Telephone No : 0484-2743105,2739105

E-mail Id :nirmalaans@ymail.com

Website : Nirmalacollege.org.in

PERSONAL RECORD

Name of Student :

Name Programme:

Period of Study :

Register Number :

Father's Name :

Mother's Name :

Residential Address :

PhoneNumber :

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 is the key to success. The lamp at the centre denotes to enlighten through education which is in line with our vision—in pursuit of excellence in education.

COLLEGE PRAYER

O God....

We thank you for a new day and a new beginning

We thank you for the gift of our family, friends and teachers

We pray for strength to face the daily challenges

We pray that noble thoughts come to us from every side.

Grant us in all our duties, your help

In all our doubts, your guidance

In all our dangers, your protection

And in all our sorrows, your peace.

Help us make the most of this day

Protect us, O Lord

Keep us safe in your palms.

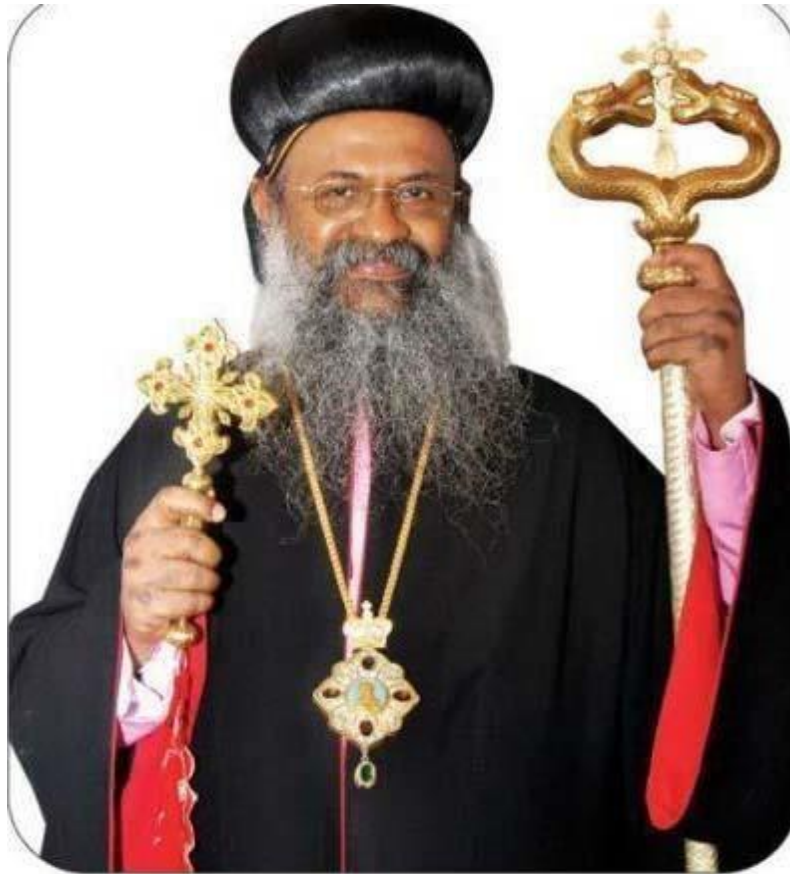
COLLEGE ANTHEM

ഉത്തിഷ്ഠതജാഗ്രത
പ്രാപ്യവരാൻനിബോധത

ഉണരാംഉയരാം (2)
പുതിയൊരുപുലരിയിലേക്ക് (2)
ഉണരാംഉയരാം (2)
അജ്ഞാനത്തിൻഅന്ധതമാറ്റാം
അക്ഷരദീപംതേടാം

നന്മത്തളിരാഴ്ക്കാംവിടരാം
നിർമ്മലമീതണലിൽവളരാം (2)
ഒന്നായ്
നിർമ്മലമീതണലിൽവളരാം
പുതിയൊരുപുലരിയിലേക്ക് (2)
ഉണരാംഉയരാം (2)

PATRON OF THE COLLEGE



H. G. Dr. Mathews Mar Severios

Metropolitan of Kandanad (W)

OUR FOUNDER



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

VISION

In pursuit of excellence in education

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.

GOAL

We Nirmalites strongly believe that “Real success lies within a self evolved person.” Nirmala Arts and Science College, Mulanthuruthy focuses mainly on helping our students to evolve into better individuals and emerge as valorous, confident, self- dependent and self- subsistent personalities. Our College aims to impart life skills, helps them to enhance humanity; love his/her fellow beings irrespective of cast, creed or gender, and to be a proud, responsible citizen of our nation. Each Nirmalite would be carved to become an ardent lover of nature , who respects the power of nature and preserves it; and proves himself/herself on all counts to be an inspiration and motivation for the future generations to come.

CONTENTS

- 1. Nirmala Arts and Science College- A brief Account**
- 2. Former Principals**
- 3. Management Committee**
- 4. Advisory Board**
- 5. Principal**
- 6. Staff Council**
- 7. Head of the Departments**
- 8. Faculty Members**
- 9. Administrative Staff**
- 10. Academic Programmes**
- 11. Examinations**
- 12. IQAC, Clubs, Committees and Forums**
- 13. Internal Examinations**
- 14. General Rules and Conduct**
- 15. The College Library and Rules**
- 16. Campus Facilities & Amenities**
- 17. Rules for Collection and Refund of Fees**
- 18. Students' Attendance and Leave of Absence**
- 19. Scholarships**

20. Prizes and Endowments

21. Academic Calendar

22. Application forCertificates

23. TimeTable

24. Early Departure Record

25. Leave Record

NIRMALA ARTS AND SCIENCE COLLEGE

MULANTHURUTHY

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 Kor-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 far away 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 13th of July 2007.

The College started functioning with two UG programmes - B.Com (Finance & Taxation) and BBA. In 2009, B.Com (Computer Applications) was started in the college. In 2012 BCA and M.Com (Finance) programmes were added. In 2015 B.A. (Communicative English) II Main programme was sanctioned. In 2019 B.Sc. (Psychology) programme was also sanctioned in the college. Altogether, we have a sanctioned strength of 720 students per year.

Prof. V.G. Remanan continued his exemplary service as the Principal till 2016. Prof. N.O. Daisy took over as the Principal in 2016. Dr. C.A Geetha succeeded Prof. N.O. Daisy as the principal in the year 2018. Prof. N.O. Daisy is currently the College Dean. The academic discipline in the college and student success rate is mainly because of the service of 46 dedicated teaching and non teaching staffmembers.

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 continuing. 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.

OUR PRINCIPALS

Prof.V.G Remanan (2007-2016)

Prof.N.O Daisy (2016-2018)

MANAGEMENT COMMITTEE

Manager: Sri.GeorgeKuriakose(Manager)

Trustees: 1.Sri.ThomasKuriakose(GeneralManager,C.I.IGuardianControls,Kakkanad)
2.Dr.MoniAbrahamKuriakose(Director,CochinCancerResearchSociety,EKM)
3.Sri.AlexKuriakose(ChiefEngineer(Retired)KeralaWaterAuthority)
4.Sri.Regikuriakose(Manager–ProductionPlanningDept.Amphenol OEN-Mulanthuruthy)
5.Sri.Gregkuriakose(COO,CAREMARK-CareServices)

ADVISORY BOARD

Convener: Sri.GeorgeKuriakose(Manager)

Members:1.Dr.MoniAbrahamkuriakose(Director,CochinCancerResearchSociety,EKM)
2. Prof.DaisyN.O.(Dean)
3. Dr.C.A.Geetha(Principal)
4. Dr.DileepkumarM.C.(FormerViceChancellor,SreeSankaracharyaUniversity,Kalady)
5. Dr.RajagopalM. Nair(Dean,Bhavan'sRoyalInstituteofMgt,Kochi)
6. Dr.LeelaManjooran(RetiredProfessor,St.Teresa'sCollege,EKM)
7. Sri.SudheerAbraham(FCA,PractisingChartered Accountant inCochin)
8. Sri.Kris
Gopalakrishnan(ChairmanofAxilorVentures,FormerExecutiveViceChairmanofInfosys)

PRINCIPAL

Dr.Geetha C.A

M.Com,MBA(HRM),Ph.D

(Mob No: 9446088411)

DEAN

Prof.Daisy N.O

M.Com

(Mob No: 9961311110)

STAFF COUNCIL

Convener:Dr.C.A.Geetha(Principal)

Members:

1. Prof.DaisyN.O (Dean)
2. Dr.MuraliE.(VicePrincipal)
3. Mr.BittoPaul(Dept.ofCommerce)
4. Mrs.SheenaChacko(DeptofMathematics)
5. Mrs.SteffyK.Varghese(Dept.ofComputerApplication)
6. Mr.DeepuG.(Dept.ofEnglish)
7. Mr.UnnikrishnanM.T(Dept.ofMgt.studies)
8. Miss.VaishnaviJayakrishnan(DeptofPsychology)
9. Mrs.SruthyR.Nair(Librarian)
10. Mrs.AncyM.John(OfficeStaff)

HEAD OF THE DEPARTMENTS

| | |
|------------------------------------|--------------------------|
| Department of Commerce | : Mr. Bitto Paul |
| Department of Management | : Mr. Unnikishnan M T |
| Department of English | : Mr. Deepu G |
| Department of Psychology | : Mrs. Anjitha Mary C G |
| Department of Computer Application | : Mrs. Steffy K Varghese |
| Department of Mathematics | : Mrs. Sheena Chacko |
| Department of Physical Education | : Mr. Rahul Ravi |
| Department of Malayalam | : Dr. George K. Joseph |
| Department of Hindi | : Mrs. Nisha Antony |

FACULTY MEMBERS

Department of Commerce

| | | | |
|------------------------|------------------------|---------------------------|------------|
| Mr.Bitto Paul | M.Com,B.Ed,M.Ph NET | Assistant Professor & HOD | 9496801950 |
| Mr.Mahesh .J | M.Com | Assistant Professor | 7902788035 |
| Mrs.Manju .N | M.Com,B.Ed | Assistant Professor | 9746464611 |
| Mrs.Revathy .S | M.Com | Assistant Professor | 9037273765 |
| Mrs.Abhirami.C.Nair | M.Com | Assistant Professor | 9895728137 |
| Ms.Magdeline Dilnu Jos | M.Com,NET | Assistant Professor | 9207042056 |
| Ms.Jency Varghese K.V | M.Com,PGDCA | Assistant Professor | 9895183691 |
| Ms.Harshitha Joy | M.Com, NET | Assistant Professor | 9895576505 |
| Ms.AnjanaJoji | M.Com | Assistant Professor | 7907385162 |
| Ms.Ashme Andrews | M.Com,NET | Assistant Professor | 8943229507 |
| Mrs.Varsha P.R | M.Com | Assistant Professor | 9497679604 |
| Ms.Fousteena George | M.Com,NET | Assistant Professor | 8089513719 |

Department of English

| | | | |
|------------------|--------------|---------------------------|------------|
| Mr.Deepu G | MA,B.Ed,NET | Assistant Professor & HOD | 9496334708 |
| Mrs.VidhyaViswam | M.A,B.Ed | Assistant Professor | 8921677983 |
| Mrs.Hima David | M.A,B.Ed | Assistant Professor | 8593870038 |
| Mrs.Agnes Joy | M.A,B.Ed,NET | Assistant Professor | 9072028395 |

| | | | |
|--------------------|---|---------------------|------------|
| Mrs.Remya S | M.A,B.Ed | Assistant Professor | 9645579118 |
| Mrs.Mythili Raja | M.A,M.Phil, PG Diploma in Print Journalism | Assistant Professor | 6238310266 |
| Ms.BelaC.Baby | MA,M.Phil | AssistantProfessor | 7025089144 |
| Ms.AmruthaKrishnan | M.A | AssistantProfessor | 8129822547 |
| Ms. Liya Justine | M.A | Assistant Professor | 8606856052 |

Department of Computer Application

| | | | |
|------------------------|-----------|---------------------------|------------|
| Mrs.Steffy .K.Varghese | M.Tech | Assistant Professor & HOD | 9526820300 |
| Mrs.Jeena Varghese | M.Sc,B.Ed | Assistant Professor | 9946652762 |
| Mrs.Chinju | MCA | Assistant Professor | 9656133211 |
| Mr.Eldho Peter | MCA | Assistant Professor | 9645156351 |

Department of Psychology

| | | | |
|------------------------------|----------|---------------------|------------|
| Mrs.AnjithaMaryC.J. | M.Sc,NET | AssistantProfessor | 8281425257 |
| Ms.VaishnaviJayakrishnan V.K | M.Sc | Assistant Professor | 9744825187 |
| Ms.Chandra.S | M.Sc | Assistant Professor | 9964369057 |

Department of Management Studies

| | | | |
|----------------------|----------------|--------------------------|------------|
| Mr.Unnikrishnan M.T | MBA,PGDIBO,NET | Assistant Professor& HOD | 9562587519 |
| Mrs.Sheena T.C | MBA,MIB | Assistant Professor | 7736444691 |
| Mrs.Ashitha Ashok C | M.Com | Assistant Professor | 9656494743 |
| Mr.Anandhu Aravindan | M.Com | Assistant Professor | 8848990524 |

Department of Mathematics

| | | | |
|------------------|---------------|---------------------|------------|
| Mrs.SheenaChacko | MSc,B.Ed | Assistant Professor | 9947145568 |
| Mrs.AncyK.Alias | MSc,B.Ed,M.Ed | Assistant Professor | 9744463088 |

Department of Languages

Malayalam

| | | |
|-------------------|--------------------------------------|------------|
| Dr.GeorgeK.Joseph | MA,M.Phil,B.Ed,PhdAssistantProfessor | 9447459679 |
|-------------------|--------------------------------------|------------|

Hindi

| | | | |
|------------------|----------------|--------------------|------------|
| Mrs.Nisha Antony | MA,B.Ed,M.Phil | AssistantProfessor | 9995834801 |
|------------------|----------------|--------------------|------------|

Department of Library Science

| | | | |
|--------------|--------------------|-----------|------------|
| SruthyR.Nair | BA,BLISC,MLISC,DCA | Librarian | 8606678603 |
|--------------|--------------------|-----------|------------|

Department of Physical Education

| | |
|--------------|------------|
| Mr.RahulRavi | 9526686820 |
|--------------|------------|

Administrative Staff

Ancy M John- Clerk

AshaZacharia K-Cashier

Smitha MT-Clerk

Midhun E.B-Lab Assistant

ElsyUmesh-Office Assistant

SarammaPaulose-Sweeper

SindhuGopalan-Sweeper

GeorgeK.J-Driver

UthamMandal-Watchman

ACADEMIC PROGRAMMES

I.UNDER GRADUATE PROGRAMMES

| | |
|---------------------------------|-----------------|
| B.Com Taxation | 60 seats |
| B.ComComputerApplication | 60 seats |
| BBA | 40seats |
| BCA | 40seats |
| BAEnglish | 60seats |
| B.ScPsychology | 50seats |

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 months vacation during April and May in every academicyear.

SCHEME AND SYLLABUS

The UG Programmes shall include (a)Common Courses I & II(b)Core Courses (c)ComplementaryCourses (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 |
|---------------------|------------------|-------------|
| 90 & above | A+ - Outstanding | 10 |
| 80-89 | A -Excellent | 9 |
| 70-79 | B - VeryGood | 8 |
| 60-69 | C -Good | 7 |
| 50-59 | D - Satisfactory | 6 |
| 40-49 | E -Adequate | 5 |
| Below 40 | F - Failure | 4 |

Note: Decimal are to be rounded to the next whole number

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:10**
Distribution of Internal Marks: Attendance (3)
+ Assignment/Seminar/Viva(2)+Test paper(5)= Total(10)
- **Marks of Practical – External Examination : 40** (Only in even semesters)

➤ **Marks of Practical- Internal Evaluation : 20** (odd and even semesters combined annually)

Distribution of internal marks for practical examination ; Attendance (4) + * Record (10) + Lab Involvement (6) = Total (20)

(* Marks awarded for Record should be related to number of experiments recorded)

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

Internal Evaluation (20) + Dissertation External (50) + Viva-Voce(30) = Total (100)

ATTENDANCE EVALUATION

For all courses without practical : 90% and above : 5 marks, 85-90%: 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

At least one assignment should be done in each semester (From first to forth semesters) for each course.

SEMINAR/ VIVA

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

TEST PAPER

At least one internal test paper is to be attended in each semester for each course.

II.POST GRADUATE PROGRAMMES

M.Com Finance 38 seats

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 Via-Voce shall be conducted at the end of the programme only.

EVALUATION

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.

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

| Grade | Grade Points | Range |
|--------------|---------------------|--------------|
| 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
- BANK COACHING
- PSCCOACHING
- MS OFFICE
- COMPUTER HARDWARE
- COMPETITIVE EXAM TRAINING COURSE

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 : the department cell chaired by the head and dept Co-ordinator and teacher in charge ,as members.

Level Two : College Level : a committee with the principal as chairman, Dept 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 sub committee on Students Discipline and Welfare ,Chairman – Board of Examinations as members and the Controller of Examination as member-secretary.

Internal Quality Assurance Cell (IQAC)

IQAC-The quality sustenance measure of NAAC is a facilitative and participative voluntary system that ensures the quality enhancement and sustenance of the collegeby channelizing efforts and measures towards academic excellence through continuous improvement in the entire operations of the institution, the IQAC assures the stake holders,of the accountability of the institution for its own quality and probity. The cell is constituted under the chairmanship of the principal with a teacher coordinator and representatives from teachers,administrative officers, management and nominees from local committee, as members.

The following are the members of the IQAC of thecollege:

Chairperson :Dr.C.A.Geetha(Principal)

NAACCo-ordinator:Dr. MuraliE.(VicePrincipal)

IQACCo-ordinator:Mrs.MythiliRaja(Dept.ofEnglish)

- Members:**
- 1.Mrs.ManjuN.(Dept.ofCommerce)
 2. Mrs.AgnusJoy (Dept.of English)
 3. Mr.DeepuG.(Dept.ofEnglish)
 4. Mrs.ChinjuKuriachan(Dept.ofComputerApplication)
 5. Mr.EldhoPeter(Dept.ofComputerApplication)
 6. Mrs.SheenaT.C.(Dept.ofMgtStudies)

CLUBS, COMMITTEES AND FORUMS (2020-21)

PLANNING BOARD

Chairman:Sri.GeorgeKuriakose

(Manager)Members:1.Prof.

DaisyN.O.(Dean)

2.Dr.C.AGeetha(Principal)

3.Dr.MuraliE(VicePrincipal)

4.Mr.BittoPaul(Dept.ofCommerce)

5.Mrs.SheenaChacko(DeptofMathematics)

6.Mr.EldhoPeter(Dept.ofComputerApplication)

7.Mrs.MythiliRaja(Dept.ofEnglish)

8.Mrs.SheenaT.C.(Dept.ofMgt.studies)

9.Mrs.AshaZachariahK.(OfficeStaff)

PTA

President :Dr.C.A.Geetha(Principal)

VicePresident:Sri.V.O.Joseph(Parent)

Secretary :Smt.SheenaChacko(Dept.ofMathematics)

Treasurer :Sri.SinumonT.G.(Dept.ofCommerce)

Members :1.Smt.GayalakshmiV.(Dept.ofEnglish)

2. Smt.T.P.PushpalathaSuresh

3. Sri.K.P.Ulahannan

4. Sri.ManojMenon

5. Sri.Ravi

ARTS CLUB

Convener: Mrs.VidyaViswam(Dept.ofEnglish)

- Members:** 1.Mr.DeepuG.(Dept.ofEnglish)
2. Mrs.NishaAntony(Dept.ofLanguages)
3. Miss.AmruthaKrishnan(Dept.ofEnglish)

QUIZ CLUB

Convener: Mrs.ManjuN(Dept.ofCommerce)

- Members:** 1. Mrs. AshithaAshokC.(Dept of MgtStudies)
2. Mrs.RemyaS.(Dept.ofEnglish)
3. Mrs.MaluP.Thankachan((Dept.ofComputerApplication)
4. Mrs.HarshithaJoy(Dept.ofCommerce)
5. Miss.ChandraS.(Dept.ofPsychology)

EDCLUB

Convener: Mrs.SheenaT.C(Dept.ofMgt.studies)

- Members:** 1.Mr.MaheshJ.(Dept.ofCommerce)
2.Mr.AnandhuAravindan(Dept.ofMgt.studies)
3.Mrs.MaluP.Thankachan(Dept.ofComputerApplication)

WOMEN'S CELL

Convener: Mrs.AgnusJoy(Dept.ofEnglish)

- Member:** 1.Mrs.AshithaAshokC.(Dept. ofMgtStudies)
2. Mrs.SteffyK.Vargheese(Dept.ofComputerApplication)
3. Mrs.NishaAntony(Dept.ofLanguages)
4. Mrs.HarshithaJoy(Dept.ofCommerce)
5. Miss.VaishnaviJayakrishnanV.K(Dept.ofPsychology)

ANTI-NARCOTIC CELL

Convener: Mrs.RemyaS.(Dept.ofEnglish)

- Members:** 1.Mr.DeepuG(Dept.ofEnglish)

2.Mr.MaheshJ.(Dept.ofCommerce)

COUNSELLING CELL

Convener: Mrs.MythiliRaja(Dept.ofEnglish)

Members: 1.Miss.ChandraS.(Dept.ofPsychology)
2.Miss.VaishnaviJayakrishnanV.K.(Dept.ofPsychology)

STUDENTSGRIEVANCEREDRESSAL CELL

Convener: Mrs.SheenaChacko(Dept.ofMathematics)

Members: 1.Mr.MaheshJ.(Dept.ofCommerce)
2.Mr.EldhoPeter(Dept.ofComputerApplication)

CAREER GUIDANCE AND PLACEMENT CELL

Convener: Mr.EldhoPeter(Dept.ofComputerApplication)

Members: 1.Mr.MaluP.Thankachan(Dept.ofComputerApplication)
2 . Mr.AnandhuAravindan(Dept.ofMgt.studies)

IPRCELL (IntellectualPropertyRights)

Convener: Mr.UnnikrishnanM.T.(Dept.ofMgt.studies)

Members: 1.Mrs.AshithaAshokC.(Dept.ofMgt.studies)
2. Mrs.MythiliRaja(Dept.ofEnglish)
3. Mr.AnandhuAravindan(Dept.ofMgt.studies)

EKBHARAT SHRESHT BHARAT(EBSB)

Convener: Mrs.JeenaVarghese.(Dept.ofComputerApplication)

Members: 1.Mrs. AgnusJoy (Dept.of English)
2.Mrs.BelaC.Baby(Dept.ofEnglish)
3.Mr.AnandhuAravindan(Dept.ofMgt.studies)
4.AmruthaKrishnan(Dept.ofEnglish)

EXAMINATION GRIEVANCE CELL

Convener: Mr.BittoPaul(Dept.ofCommerce)

Members: 1.Mrs.SheenaChacko(Dept.ofMathematics)
2.Mrs.AncyK.Alias(Dept.ofMathematics)

HUMAN RIGHTS AND EQUAL OPPORTUNITY CELL

Convener: Mr.AnanadhuAravindan(Dept.ofMgt.Studies)

Members: 1.Mr.BittoPaul(Dept.ofCommerce)
2. Mrs.AgnusJoy(Dept.ofEnglish)
3. Mrs.BelaC.Baby(Dept.ofEnglish)
4. Miss.AshmiAndrews(DeptofCommerce)
5. Mrs.NishaAntony(Dept.ofLanguages)
6. Miss.ChandraS.(Dept.ofPsychology)

ENVIRONMENT CONSERVATION CLUB

Convener: Mrs.SteffyK.Varghese(Dept.ComputerApplication)

Members: 1.Mr.BittoPaul(Dept.of Commerce)
2. Mr.MaheshJ.(Dept.ofCommerce)
3. Mrs.JeenaVarghese(DeptofComputerApplication)
4. Mrs.AgnusJoy(Dept.ofEnglish)
5. Mrs.SheenaT.C(Dept.ofMgt.Studies)
6. Miss.AshmiAndrews(DeptofCommerce)
7. Mr.AnandhuAravindan(DeptofMgt.Studies)
8.Mrs.ElsyUmesh(OfficeStaff)

STUDENTS UNION

Convener: Mr.DeepuG.(Dept.ofEnglish)

Members: 1.Mrs.SheenaChacko(Dept.ofMathematics)
2.Mrs.VidyaViswam(Dept.ofEnglish)

INTERNAL COMPLAINT COMMITTEE

Convener: Mrs. Ashitha Ashok C(Dept. of Management Studies)

Members: 1.Dr.MuraliE.(VicePrincipal)
2.Miss.ChandraS.(Dept.ofPsychology)
3.Adv.RenuKuriachan(NGO)
4.Mrs.AncyM.John(OfficeStaff)
5.Mrs.AshaZachariahK.(OfficeStaff)
StudentMembers: 1.AouchithyaPremji(IIM.Com)
2.AiswaryaBeji(IIBA)
3.AnujaMohanana(IIBA)

MENTORING COMMITTEE

Convener: Mr.UnnikrishnanM.T.(Dept.ofMgt.studies)

Members: 1.Mr.BittoPaul(Dept.ofCommerce)
2.Mrs.SteffyK.Varghese(Dept.ofComputer Application)
3.Mrs.ManjuN.(DeptofCommerce)
4.Mrs.RemyaS.(Dept.ofEnglish)
5.Mrs.SheenaT.C(DeptofMgt.Studies)
6.Miss.ChandraS.(DeptofPsychology)

ACADEMIC MONITORING COMMITTEE (ResultAnalysisCommittee)

Convener: Prof.DaisyN.O (Dean)

Members:1.Dr.MuraliE.(VicePrincipal)
2. Mr.BittoPaul(Dept.ofCommerce)
3. Mr.DeepuG.(Dept.ofEnglish)
4. Mrs.SteffyK.Varghese(Dept.ofComputerApplication)
5. Mr.UnnikrishnanM.T(Dept.ofMgt.studies)
6. Mrs.MythiliRaja(DeptofEnglish)
7. Miss.VaishnaviJayakrishnanV.K.(DeptofPsychology)

ANTI-RAGGING COMMITTEE

Convener: Mrs.MythiliRaja(Dept.ofEnglish)

Members: 1.Mr.DeepuG.(Dept.ofEnglish)
2. Mr.MaheshJ.(Dept.ofCommerce)
3. Mrs.AshithaAshokC.(Dept.ofMgt.studies)
4. Mrs.Chinjukuriachan(Dept.ofComputerApplication)
5. Miss.ChandraS. (Dept. ofPsychology)

LIBRARY ADVISORY COMMITTEE

Convener: Mrs.SruthyR.Nair(Librarian)

Members: 1.Dr.MuraliE.(VicePrincipal)
2.Mrs.VidyaViswam(DeptofEnglish)
3.Mr.EldhoPeter(DeptofComputerApplication)
4.Dr.GeorgeK.Joseph(Dept.ofLanguages)
5.Mrs.NishaAntony(Dept.ofLanguages)
6.Mrs.MaluP.Thankachan(DeptofComputerApplication)
7.Miss.AmruthaKrishnan(DeptofEnglish)
8.Mrs.SmithaM.T(OfficeStaff)

NSS

ProgrammeOfficers:1.Mrs.JeenaVarghese(Dept.ofComputerApplication)
2.Mr. Anandhu Aravindan(Dept.ofMgt.studies)

SC/STCELL

Convener: Mrs.AncyK.Alias(Dept.ofMathematics)

Members: 1.Mr.MaheshJ. (Dept.ofCommerce)
2.Mrs.RemyaS.(Dept.ofEnglish)
3.Mr.DeepuG(DeptofEnglish)

OBC CELL

Convener: Mrs.AshithaAshokC.(Dept.ofMgt.studies)

Member: Mr.UnnikrishnanM.T.(Dept.ofMgt.studies)

DIVYANGAJAN COMMITTEE

Convener: Mrs.AncyK.Alias(Dept.ofMathematics)

- Members:**
- 1.Mrs.SheenaT.C. (Dept.ofMgt.studies)
 - 2.Miss.JencyVargheseK.V. (Dept.ofCommerce)
 - 3.Miss.ChandraS.(Dept ofPsychology)
 - 4.ReshmaR.Nair(1stM.ComStudent)
 - 5.RonWinnie(1stBCAStudent)
 - 6.RajendranN.R(Parent)
 - 7.WinnieSebastian(Parent)

OBE(OutcomeBasedEducation)COMMITTEE

Convener: Mrs.MythiliRaja(Dept.ofEnglish)

Members:1.Mrs.AncyK.Alias(Dept.ofMathematics)

2. Miss.JencyVargheseK.V. (Dept.ofCommerce)
3. Miss.ChandraS.(Dept.ofPsychology)

SPORTS , HEALTH AND YOGA CLUB

Convener : Mr. Rahul Ravi (Dept.of Physical Education)

Members :1.Mr.Deepu G (Dept. of English)

2. Miss.AnjanaJaji (Dept. of Commerce)
- 3.Miss.Harshitha Joy(Dept. of Commerce)

CAMPUS DISCIPLINE COMMITTEE

Convener :Mr.Mahesh J (Dept. of Commerce)

Members : 1. Mr.Bitto Paul (Dept. of Commerce)
2.Mr.Unnikrishnan M.T(Dept. of Mgt.Studies)
3.Mr.Deepu G (Dept. of English)
4.Mrs.JeenaVarghese(DeptofComputerApplication)
5.Miss.VaishnaviJayakrishnanV.K.(DeptofPsychology)

INTERNAL EXAMINATIONS

Atleast one internal test paper is to be attended in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for two years and shall be made available for verification. The responsibility of evaluating the internal assessment is vested on the teachers who teach the course.

GENERAL RULES AND CONDUCT

1. Classes begin at 9.30 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. 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.

7. 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.
8. No political activities shall be permitted in the campus except those official activities which are specifically permitted or sponsored by the college authorities.
9. It is forbidden to organize or attend meetings other than the official ones which are specifically permitted by the principal.
10. All expressions or activities which are ragging, immoral, anti-social, communal and anti-national are strictly prohibited in the college campus.
11. 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.

THE COLLEGE LIBRARY AND RULES

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

- 1) General reference Section
- 2) Audio Visual room
- 3) Post Graduate section
- 4)UGC Network Research Centre

Library Rules

- The Library will be opened on all working days from 9.30 am to 3.30 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.5 per day per book
- 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.

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 Students 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. Computer Centre:** offers short term courses in MS office, Tally..etc
- 6. Canteen:** the College canteen caters to the nutritional needs of the staff and students at subsidized rate. The canteen functions from 9.30 to 3.30.

7. College Bus: Students and Staff can avail the service if needed

RULES FOR COLLECTION AND REFUND OF FEES

Students can make the payment of fees at the beginning of each semester on dates notified by the College office. If the fees are not paid within the first 30 days of prescribed date a fine of Rs. 250 will be charged. If it exceeds one month, a fine of Rs. 500 will be charged . For all odd semesters amount will be collected together with semester fees for annual physical education, affiliation, student insurance, university exam and student welfare fund.

| Courses | Semester Fee |
|----------------------------|---------------------|
| B.Com Computer Application | 11250 |
| B.Com Taxation | 9000 |
| BBA | 9000 |
| BA English | 9000 |
| BCA | 18750 |
| BSC Psychology | 11250 |
| M.Com Finance | 18750 |

STUDENTS' ATTENDANCE AND LEAVE OF ABSENCE

- The working day is divided into five periods.
- Attendance will be taken at the beginning of each period.
- 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 from a class without a leave
- 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.

SCHOLARSHIPS

- 1.SC/STE-grant
- 2.Post metric Scholarship
- 3.SnehapoorvamScheme

PRIZES AND ENDOWMENTS

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

ACADEMIC CALENDAR

| JUNE 2020 | | |
|-----------|-----|--|
| Date | Day | |
| 1 | MON | |
| 2 | TUE | |
| 3 | WED | WORLD BICYCLE DAY |
| 4 | THU | |
| 5 | FRI | WORLD ENVIRONMENT DAY |
| 6 | SAT | |
| 7 | SUN | |
| 8 | MON | |
| 9 | TUE | |
| 10 | WED | |
| 11 | THU | |
| 12 | FRI | |
| 13 | SAT | |
| 14 | SUN | WORLD BLOOD DONAR DAY |
| 15 | MON | |
| 16 | TUE | |
| 17 | WED | |
| 18 | THU | |
| 19 | FRI | |
| 20 | SAT | |
| 21 | SUN | FATHER'S DAY INTERNATIONAL DAY OF YOGA, WORLD MUSIC DAY |
| 22 | MON | |
| 23 | TUE | |
| 24 | WED | |
| 25 | THU | |
| 26 | FRI | INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING |
| 27 | SAT | |
| 28 | SUN | |
| 29 | MON | |
| 30 | TUE | |

| JULY 2020 | | |
|-----------|-----|--|
| Date | Day | |
| 1 | WED | |
| 2 | THU | |
| 3 | FRI | |
| 4 | SAT | |
| 5 | SUN | |
| 6 | MON | |
| 7 | TUE | |
| 8 | WED | |
| 9 | THU | |
| 10 | FRI | |
| 11 | SAT | |
| 12 | SUN | |
| 13 | MON | |
| 14 | TUE | |
| 15 | WED | III,V SEMESTER UG AND III SEMESTER PG FEES |
| 16 | THU | |
| 17 | FRI | |
| 18 | SAT | |
| 19 | SUN | |
| 20 | MON | |
| 21 | TUE | |
| 22 | WED | |
| 23 | THU | |
| 24 | FRI | |
| 25 | SAT | |
| 26 | SUN | |
| 27 | MON | |
| 28 | TUE | |
| 29 | WED | |
| 30 | THU | |
| 31 | FRI | |

| AUGUST 2020 | | |
|--------------------|------------|---|
| Date | Day | |
| 1 | SAT | |
| 2 | SUN | INTERNATIONAL FRIENDSHIP DAY |
| 3 | MON | |
| 4 | TUE | |
| 5 | WED | |
| 6 | THU | |
| 7 | FRI | |
| 8 | SAT | |
| 9 | SUN | |
| 10 | MON | |
| 11 | TUE | |
| 12 | WED | INTERNATIONAL YOUTH DAY |
| 13 | THU | |
| 14 | FRI | |
| 15 | SAT | INDEPENDENCE DAY |
| 16 | SUN | |
| 17 | MON | |
| 18 | TUE | |
| 19 | WED | PHOTOGRAPHY DAY,WORLD HUMANITARIAN DAY |
| 20 | THU | |
| 21 | FRI | |
| 22 | SAT | |
| 23 | SUN | |
| 24 | MON | |
| 25 | TUE | |
| 26 | WED | |
| 27 | THU | |
| 28 | FRI | |
| 29 | SAT | NATIONAL SPORTS DAY,MUHARAM |
| 30 | SUN | |
| 31 | MON | THIRVOONOM |

| SEPTEMBER 2020 | | |
|----------------|-----|----------------------------|
| Date | Day | |
| 1 | TUE | |
| 2 | WED | |
| 3 | THU | |
| 4 | FRI | |
| 5 | SAT | TEACHERS' DAY |
| 6 | SUN | READ A BOOK DAY |
| 7 | MON | |
| 8 | TUE | |
| 9 | WED | |
| 10 | THU | SREE KRISHNA JAYANTHI |
| 11 | FRI | |
| 12 | SAT | |
| 13 | SUN | |
| 14 | MON | HINDI DIWAS, COLOURING DAY |
| 15 | TUE | |
| 16 | WED | |
| 17 | THU | |
| 18 | FRI | |
| 19 | SAT | |
| 20 | SUN | |
| 21 | MON | SREE NARAYANA GURU SAMADHI |
| 22 | TUE | |
| 23 | WED | |
| 24 | THU | NSS DAY |
| 25 | FRI | |
| 26 | SAT | |
| 27 | SUN | WORLD TOURISM DAY |
| 28 | MON | |
| 29 | TUE | |
| 30 | WED | |

| OCTOBER 2020 | | |
|--------------|-----|-----------------------------------|
| Date | Day | |
| 1 | THU | INTERNATIONAL DAY FOR THE ELDERLY |
| 2 | FRI | GANDHI JAYANTHI |
| 3 | SAT | |
| 4 | SUN | |
| 5 | MON | |
| 6 | TUE | |
| 7 | WED | |
| 8 | THU | |
| 9 | FRI | |
| 10 | SAT | |
| 11 | SUN | NATIONAL GIRL CHILD DAY |
| 12 | MON | WORLD STUDENTS DAY |
| 13 | TUE | |
| 14 | WED | |
| 15 | THU | |
| 16 | FRI | |
| 17 | SAT | |
| 18 | SUN | |
| 19 | MON | |
| 20 | TUE | |
| 21 | WED | |
| 22 | THU | |
| 23 | FRI | |
| 24 | SAT | MAHANAVAMI |
| 25 | SUN | |
| 26 | MON | VIJAYADASHAMI |
| 27 | TUE | |
| 28 | WED | |
| 29 | THU | NABI DINAM |
| 30 | FRI | |
| 31 | SAT | |

| NOVEMBER 2020 | | |
|---------------|-----|--|
| Date | Day | |
| 1 | SUN | |
| 2 | MON | |
| 3 | TUE | |
| 4 | WED | |
| 5 | THU | |
| 6 | FRI | |
| 7 | SAT | NATIONAL CANCER AWARENESS DAY |
| 8 | SUN | |
| 9 | MON | NABI DINAM |
| 10 | TUE | |
| 11 | WED | |
| 12 | THU | |
| 13 | FRI | |
| 14 | SAT | DEEPAVALI, CHILDREN'S DAY, DIABETES DAY |
| 15 | SUN | |
| 16 | MON | I, III, V SEMESTER UG AND I, III SEMESTER PG EXAM BEGINS |
| 17 | TUE | |
| 18 | WED | |
| 19 | THU | III SEMESTER PG EXAM ENDS |
| 20 | FRI | I SEMESTER PG EXAM ENDS |
| 21 | SAT | |
| 22 | SUN | |
| 23 | MON | I, III, V SEMESTER UG EXAM ENDS |
| 24 | TUE | |
| 25 | WED | |
| 26 | THU | |
| 27 | FRI | |
| 28 | SAT | |
| 29 | SUN | |
| 30 | MON | |

| DECEMBER 2020 | | |
|----------------------|------------|---------------------------------------|
| Date | Day | |
| 1 | TUE | WORLD AIDS DAY |
| 2 | WED | NATIONAL POLLUTION CONTROL DAY |
| 3 | THU | WORLD DAY OF THE HANDICAPPED |
| 4 | FRI | |
| 5 | SAT | |
| 6 | SUN | |
| 7 | MON | |
| 8 | TUE | |
| 9 | WED | |
| 10 | THU | HUMAN RIGHTS DAY |
| 11 | FRI | |
| 12 | SAT | |
| 13 | SUN | |
| 14 | MON | WORLD ENERGY CONSERVATION DAY |
| 15 | TUE | |
| 16 | WED | II, IV, VI SEMESTER UG FEES |
| 17 | THU | |
| 18 | FRI | |
| 19 | SAT | |
| 20 | SUN | |
| 21 | MON | |
| 22 | TUE | |
| 23 | WED | KISAN DIVAS |
| 24 | THU | NATIONAL CONSUMER DAY |
| 25 | FRI | CHRISTMAS |
| 26 | SAT | |
| 27 | SUN | |
| 28 | MON | |
| 29 | TUE | |
| 30 | WED | |
| 31 | THU | |

| JANUARY 2021 | | |
|---------------------|------------|------------------------------------|
| Date | Day | NEW YEAR ,GLOBAL FAMILY DAY |
| 1 | FRI | |
| 2 | SAT | |
| 3 | SUN | MANNAM JAYANTHI |
| 4 | MON | |
| 5 | TUE | |
| 6 | WED | |
| 7 | THU | |
| 8 | FRI | |
| 9 | SAT | |
| 10 | SUN | WORLD HINDI DAY |
| 11 | MON | |
| 12 | TUE | NATIONAL YOUTH DAY |
| 13 | WED | |
| 14 | THU | |
| 15 | FRI | ARMY DAY |
| 16 | SAT | |
| 17 | SUN | |
| 18 | MON | |
| 19 | TUE | |
| 20 | WED | |
| 21 | THU | |
| 22 | FRI | |
| 23 | SAT | |
| 24 | SUN | NATIONAL GIRL CHILD DAY |
| 25 | MON | |
| 26 | TUE | REPUBLIC DAY |
| 27 | WED | |
| 28 | THU | |
| 29 | FRI | |
| 30 | SAT | MARTYRS' DAY |
| 31 | SUN | |

| FEBRUARY 2021 | | |
|---------------|-----|---|
| Date | Day | |
| 1 | MON | |
| 2 | TUE | |
| 3 | WED | |
| 4 | THU | WORLD CANCER DAY |
| 5 | FRI | SAFER INTERNET DAY |
| 6 | SAT | |
| 7 | SUN | |
| 8 | MON | |
| 9 | TUE | |
| 10 | WED | |
| 11 | THU | INTERNATIONAL DAY OF WOMEN |
| 12 | FRI | |
| 13 | SAT | WORLD RADIO DAY,NATIONAL WOMEN'S DAY |
| 14 | SUN | |
| 15 | MON | |
| 16 | TUE | |
| 17 | WED | |
| 18 | THU | |
| 19 | FRI | II , IV SEMESTER PG FEES |
| 20 | SAT | |
| 21 | SUN | |
| 22 | MON | II, IV, VI SEMESTER UG AND II, IV SEMESTER PG EXAM BEGINS |
| 23 | TUE | |
| 24 | WED | |
| 25 | THU | IV SEMESTER PG EXAM ENDS |
| 26 | FRI | II SEMESTER PG EXAM ENDS |
| 27 | SAT | |
| 28 | SUN | |

| MARCH 2021 | | |
|-------------------|------------|---|
| Date | Day | |
| 1 | MON | ZERO DISCREMINATION DAY,WORLD CIVIL DEFENCE DAY II, IV, VI SEMESTER UG EXAM ENDS |
| 2 | TUE | |
| 3 | WED | |
| 4 | THU | |
| 5 | FRI | |
| 6 | SAT | |
| 7 | SUN | |
| 8 | MON | INTERNATIONAL WOMEN'S DAY |
| 9 | TUE | |
| 10 | WED | NO SMOKING DAY(SECOND WEDNESDAY OF MARCH) |
| 11 | THU | SHIVA RATHRI |
| 12 | FRI | |
| 13 | SAT | |
| 14 | SUN | |
| 15 | MON | WORLD CONSUMER RIGHTS DAY |
| 16 | TUE | |
| 17 | WED | |
| 18 | THU | |
| 19 | FRI | |
| 20 | SAT | |
| 21 | SUN | WORLD FORESTRY DAY,WORLD POETRY DAY |
| 22 | MON | |
| 23 | TUE | |
| 24 | WED | |
| 25 | THU | |
| 26 | FRI | |
| 27 | SAT | |
| 28 | SUN | |
| 29 | MON | |
| 30 | TUE | |
| 31 | WED | |

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

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 | | | | | |

EARLY DEPARTURE RECORD

[illegible]

In case of early departure, the approval of HOD is a must.

LEAVE RECORD

[illegible]

| |
|---|
| In case of leave,the approval of the HOD is a must. |
|---|

