



Estd.2007

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

**HANDBOOK AND CALENDAR  
2021-2022**



**PH: 0484 2743105, 2739105**

e-mail: [nirmalaansmt@gmail.com](mailto:nirmalaansmt@gmail.com), [nirmalaans@ymail.com](mailto:nirmalaans@ymail.com)  
website: [www.nirmalacollegemty.edu.in](http://www.nirmalacollegemty.edu.in)



## 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

*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

ഉത്തിഷ്ഠത ജാഗ്രത  
പ്രാപ്യവരാൻ നിബോധത

ഉണരാം ഉയരാം (2)  
പുതിയൊരു പുലരിയിലേക്ക് (2)  
ഉണരാം ഉയരാം (2)  
അജ്ഞാനത്തിൻ അന്ധത മാറ്റാം  
അക്ഷരദീപം തേടാം

നന്മത്തളിരായ് നാം വിടരാം  
നിർമ്മലമീ തണലിൽ വളരാം (2)  
ഒന്നായ് നിർമ്മലമീ തണലിൽ വളരാം  
പുതിയൊരു പുലരിയിലേക്ക് (2)  
ഉണരാം ഉയരാം (2)



## **PATRON OF THE COLLEGE**



**H.G. Dr. MATHEWS MAR SEVERIOS**  
**Metropolitan of Kandanad (W)**



## **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, self-dependent and self-subsistent personalities.
- 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 power of 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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## **I. 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 13th of July 2007. Prof. V.G. Remanan continued his exemplary service as the principal till 2016. In 2016 Prof. N.O. Daisy 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 750 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	Sri. Thomas Kuriakose (General Manager, C.I.I Guardian Controls, Kakkanad)	Trustee
3	Dr. Moni Abraham Kuriakose (Medical Director & CEO Kerala Operations, Karkinos Health Care)	Trustee
4	Sri. Alex Kuriakose (Chief Engineer (Retired) Kerala Water Authority)	Trustee
5	Sri. Regi Kuriakose (Manager-Production Planning Dept, Amphenol OEN-Mulanthuruthy)	Trustee
6	Sri. Greg Kuriakose (COO,CAREMARK-Care Services)	Trustee

## 3. ADVISORY BOARD

Sl.No	Name	Position
1	H.G. Dr.Mathews Mar Severios Metropolitan	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. Dileepkumar M.C. (Former Vice Chancellor, Sree Sankaracharya University, Kalady)	Member
7	Dr. Rajagopal M. Nair (Dean, Bhavan's Royal Institute of Mgt, Kochi)	Member



8	Dr. Leela Manjooran (Retired Professor, St. Teresa's College, EKM)	Member
9	Sri. Sudheer Abraham (FCA, Practicing Chartered Accountant in Cochin)	Member
10	Sri. Kris Gopalakrishnan (Chairman of Axilor Ventures, Former Executive Vice Chairman of Infosys)	Member
11	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. Geetha C A	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. Geetha C A	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
Mr. Deepu G	HOD, Dept of English	Member
Mr. Unnikrishnan M T	HOD, Dept of Management Studies	Member
Mrs. Chinju Kuriachan	HOD, Dept of Computer Application	Member
Mrs. Anjitha Mary C J	HOD, Post Graduate Dept of Psychology	Member
Mrs. Sruthy R Nair	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
Ms. Anjana Joji	Asst. Professor	M.Com	7907385162
Ms. Ashme Andrews	Asst. Professor	M.Com, NET	8943229507
Mr. Akhil M A	Asst. Professor	M.Com, NET	906180685
Mrs. Lakshmipriya A R	Asst. Professor	M.Com, MBA, NET	9567670508
Mr. Paul Kurian	Asst. Professor	M.Com, NET	81299 47003
Ms. Elmy Kuriachan	Asst. Professor	M.Com, NET	7025893572
Mrs. Reshma Kunjan	Asst. Professor	M.Com	9946512828
Mrs. Parvathy U Menon	Asst. Professor	M.Com, HDCM	8137893255
Ms. Aswathy Biju	Asst. Professor	M.Com, NET	7561042990
Mrs. Bhavana Lakshmy	Asst. Professor	M.Com	7034766076

### Department of English

Name	Designation	Qualification	Contact Number
Mr. Deepu G	Asst. Professor & HOD	MA,B.Ed,NET	9496334708
Mrs. Agnus Joy	Asst. Professor	M.A,B.Ed,NET	9072028395
Mrs. Remya S	Asst. Professor	M.A,B.Ed	9645579118
Mrs. Mythili Raja	Asst. Professor	M A, M.Phil, PG Diploma in Print Journalism	6238310266
Mrs. Bela C Baby	Asst. Professor	M.A	7025089144
Ms. Liya Justine	Asst. Professor	M.A	8606856052
Ms. Reshmi Xavier	Asst. Professor	M.A,M.Phil	8848459067
Ms. Sreelakshmi S.	Asst. Professor	M.A,B.Ed	9895214453



## Department of Computer Applications

Name	Designation	Qualification	Contact Number
Mrs. Chinju Kuriachan	Asst. Professor & HOD	MCA	9656133211
Mr. Eldho Peter	Asst. Professor	MCA	9645156351
Mrs. Malu P. Thankachan	Asst. Professor	M.Tech	9846579564
Ms. Meera Mohan	Asst. Professor	M.Tech, NET	7558851371
Mrs. Vishnupriya N.V	Asst. Professor	MCA, M.Phil	9656861597
Mrs. Rekha T.S.	Asst. Professor	M.Tech	8594017220
Ms. Jayasree J.M	Asst. Professor	MSc. Computer Science	8547721473

## Department of Psychology

Name	Designation	Qualification	Contact Number
Mrs. Anjitha Mary C.J.	Asst. Professor & HOD	M.Sc, NET	8281425257
Mrs. Anagha P	Asst. Professor	M.Sc, M.Phil	9496894766
Mrs. Sona T.M.	Asst. Professor	M.Sc	9567150094
Ms. Krishna G.Nair	Asst. Professor	M.Sc	8078722332

## Department of Management Studies

Name	Designation	Qualification	Contact Number
Mr. Unnikrishnan M.T	Asst. Professor & HOD	MBA, PGDIBO, NET	9562587519
Mrs. Ashitha Ashok C	Asst. Professor	M.Com	9656494743
Mrs. Sheena T.C	Asst. Professor	MBA, MIB	7736444691
Mr. Anandhu Aravindan	Asst. Professor	M.Com	8848990524



### Department of Mathematics

Name	Designation	Qualification	Contact Number
Mrs. Sheena Chacko	Asst. Professor & HOD	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.GeorgeK.Joseph	HOD, 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 & HOD	M.P.Ed, M.Phil	8089611096

## 7. LIBRARY & LABORATORY STAFF

Name	Designation	Qualification	Contact Number
Mrs. Sruthy R.Nair	Librarian	BA,BLISC MLISC, DCA	8606678603
Mr. Midhun E.B	Lab Assistant	Diploma in Computer Hardware and Network	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. Aswathy Madhavan	Sweeper	7025191204
Mr. George K.J	Driver	7012271195
Mr. Utham Mandal	Watchman	8921863128

## 9. ACADEMIC PROGRAMMES & UNIVERSITY NORMS FOR EVALUATION

### I. UNDER GRADUATE PROGRAMMES

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

### 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 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
90 & above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

Note: Decimals 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**

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**

Sl. No.	Programme	Sanctioned Seats
1	M.Com (Finance)	35
2	M.Sc (Psychology)	12



## **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. 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.

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 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 (**Keltron and NSDC**)
- ▶ 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.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

An institutional internal quality system called Internal Quality Assurance Cell (IQAC) was constituted in the college in 2019. The IQAC with the structure and processes as per the guidelines of UGC 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 Mythili Raja	Asst Professor	Dept of English	IQAC Co Ordinator
Ms Sheena Chacko	Asst Professor	Dept of Mathematics	Member
Ms Agnus Joy	Asst Professor	Dept of English	Member
Ms Ashitha Ashok	Asst Professor	Dept of Management Studies	Member
Ms Chinju Kuriachan	Asst Professor	Dept of Computer Application	Member
Mr Eldho Peter	Asst Professor	Dept of Computer Application	Member
Ms Sheena T C	Asst Professor	Dept of Management Studies	Member
Ms Lakshmi Priya R	Asst Professor	Dept of Commerce	Member
Ms Sruthi R Nair	Librarian	Library	Member
Ms Smitha M T	Administrative Staff	Office	Member



## II. PARENT TEACHER ASSOCIATION

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. Geetha C A	Principal	President
2	Sri. Raju M N	Parent	Vice President
3	MS. Sheena Chacko	Teacher	Secretary
4	Ms. Sethulakshmi	Parent	Joint Secretary
5	Ms. Ancy K Alias	Teacher	Member
6	Sri Santhosh Kumar P K	Parent	Member
7	Ms. Ashitha Ashok	Teacher	Member
8	Sri Deepu G	Teacher	Member
9	Sri Sreekumar T S	Parent	Member



## 12. CLUBS, CELLS, COMMITTEES AND FORUMS (2021-22)

CLUBS / CELLS / COMMITTEES / FORUMS	CONVENER
Arts Club	Agnus Joy (Dept of English)
Quiz Club	Parvathy U Menon (Dept of Commerce)
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	Deepu G. (Dept of English)
Tourism Club	Paul Kurian (Dept of Commerce)
Women's Cell	Sona T M (Dept of English)
Special Cell for SC/ST	Ancy K. Alias (Dept of Commerce)
Anti-Narcotic Cell	Remya S. (Dept of English)
Counselling Cell	Anjitha Mary (Dept of Psychology)
Students Grievance Redressal Cell	Sheena Chacko (Dept of Mathematics)
Career Guidance and Placement Cell	Eldho Peter (Dept of Computer Application)
Intellectual Property Right Cell (IPR)	Mythili Raja (Dept of English)
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 Application)
Examination Grievance Cell	Bitto Paul (Dept of Commerce)
E-Courses Cell	Anjitha Mary C.J (Dept of Psychology)
Human Rights and Equal Opportunity Cell	Anandhu Aravindhan (Dept of Mgt Studies)
Environment Conservation Cell	Akhil M.A (Convenor)





Students' Union Staff advisor	Eldho Peter (Dept of Computer Application)
Readers Forum	Dr.George Joseph(Dept of Malayalam)
Speakers Forum	Nisha Antony (Dept of Hindi)
Internal Complaint Committee	Mrs. Ashitha Ashok C.
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	Mythili Raja(Dept Of English)
Remedial Coaching Committee	Unnikrishnan M.T (Dept Of Mgt Studies)
Library Advisory Committee	Sruthy R. Nair (Librarian)
Feedback Committee	Dr.Murali E.(Vice Principal)
Divyangjan Committee	Ancy K. Alias (Dept of Commerce)
OBE(Outcome Based Education) committee	Mythili Raja(Dept of English)
Sports, Health And Yoga Club	Desmonds 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(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. Anandu Aravindan (Secretary)
National Service Scheme	Anandhu Aravindhan (Dept Of Mgt Studies) Ashme Andrews (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. 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.



#### 14. 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

##### 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. **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 AM to 3.30 PM.
7. **College Bus:** Students and Staff can avail the service if needed.



## 16. RULES FOR COLLECTION AND REFUND 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 250 during the first 30 days of the due date and Rs 500 for the payment thereafter. Fee in respect of physical education and University affiliation, and 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

Courses	Semester Fee
B.Com(Computer Application)	11250
B.Com(Finance &Taxation)	9000
BBA	9000
BA English	9000
BCA	18750
B.Sc Psychology	11250
M.Com (Finance)	18750
M.Sc Psychology	22500



## **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.
- 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 E-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 2021

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



## JULY 2021

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



## AUGUST 2021

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





## SEPTEMBER 2021

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



## OCTOBER 2021

Date	Day	
1	FRI	INTERNATIONAL DAY FOR THE ELDERLY
2	SAT	GANDHI JAYANTHI (INTERNATIONAL DAY OF NON VIOLENCE)
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	NATIONAL GIRL CHILD DAY
12	TUE	
13	WED	
14	THU	MAHANAVAMI/AYUDHA POOJA
15	FRI	WORLD STUDENTS DAY, VIJAYADASHAMI
16	SAT	
17	SUN	
18	MON	
19	TUE	NABI DINAM
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	UN DAY
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	NATIONAL UNITY DAY



## NOVEMBER 2021

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



## DECEMBER 2021

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



## JANUARY 2022

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



## FEBRUARY 2022

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



## MARCH 2022

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



## APRIL 2022

Date	Day	
1	FRI	
2	SAT	
3	SUN	
4	MON	SIXTH SEMESTER EXAM BEGINS
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	VISHU, GOOD FRIDAY
16	SAT	
17	SUN	EASTER
18	MON	SIXTH SEMESTER EXAM ENDS
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	





## MAY 2022

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



## 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]

The approval of the HOD :



Estd.2007

**NIRMALA ARTS AND SCIENCE COLLEGE  
MULANTHURUTHY**

(AFFILIATED TO MAHATMA GANDHI UNIVERSITY)

**PH: 0484 2743105, 2739105**

e-mail: [nirmalaansmtty@gmail.com](mailto:nirmalaansmtty@gmail.com)

[nirmalaans@ymail.com](mailto:nirmalaans@ymail.com)

website: [www.nirmalacollegemty.edu.in](http://www.nirmalacollegemty.edu.in)