

Estd.2007

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

**HANDBOOK AND CALENDAR
2023-2024**

Telephone No : 0484-2743105,2739105

Email:nirmalaansmt@gmail.com,nirmalaans@ymail.com

Website: 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 center denotes to enlighten through education which is in line with our vision.

COLLEGE PRAYER

കാലം നമിക്കുന്ന കൈവലുതേ
കരളിൽ തെളിയും കെടാവിളക്കേ
കാലങ്ങൾ തൻ തിരുസാമിപുതേ
പ്രണാമം ...പ്രണാമം ..പ്രണാമം

അക്ഷര ജ്ഞാനത്തിൻ അക്കാമ്പ് തേടിടും
അജ്ഞരാം മക്കളെ അനുഗ്രഹിക്കേണമേ
ഉണ്ടും ഉറങ്ങിയും സ്നേഹിച്ചും അർപ്പിച്ചും
ഉത്സവമാക്കേണമേ ജീവിതയാത്രകൾ
ഉത്സവമാക്കേണമേ ജീവിതയാത്രകൾ

(കാലം നമിക്കുന്ന..)

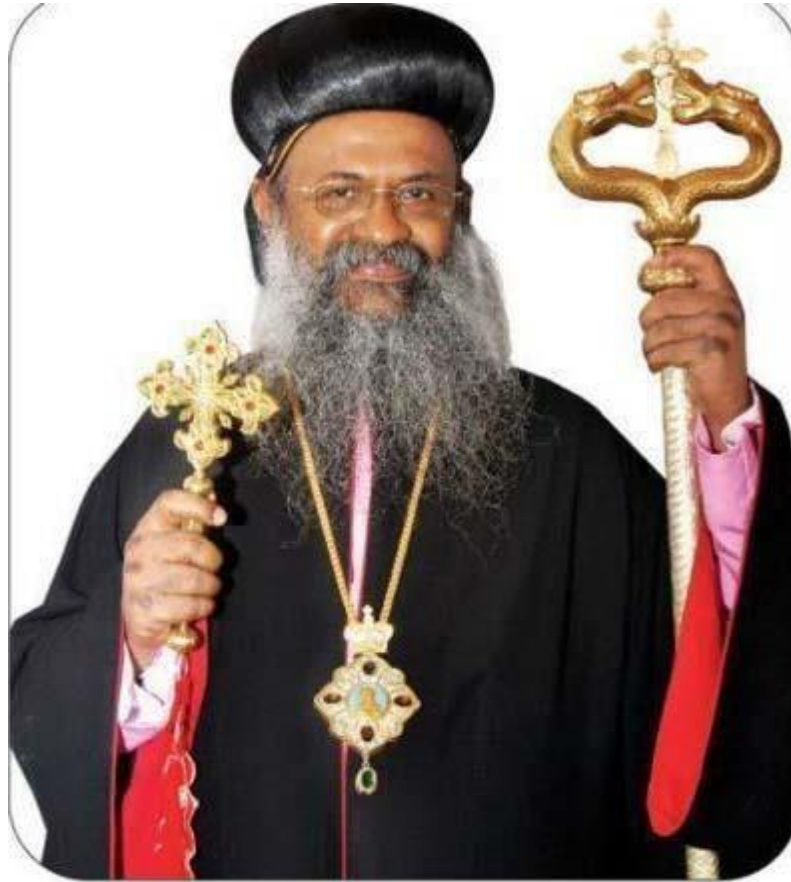
COLLEGE ANTHEM

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. H. BASELIOS MARTHOMA MATHEWS III

Malankara Metropolitan and Catholicos 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.

CONTENTS

- 1.** Nirmala Arts and Science College- A Brief Account
- 2.** Management Committee
- 3.** Advisory Board
- 4.** Planning Board
- 5.** College Council
- 6.** Departments & Faculty Members
- 7.** Library Staff
- 8.** Administrative Staff
- 9.** Academic Programmes & University Norms for Evaluation
- 10.** IQAC
- 11.** PTA
- 12.** Statutory Committees/Cells
- 13.** Clubs, Cells, Committees and Forums
- 14.** Students Code of Conduct
- 15.** The College Library and Rules
- 16.** Campus Facilities & Amenities
- 17.** Rules for Collection of Fees
- 18.** Student's Attendance and Leave of Absence
- 19.** Scholarships
- 20.** Prizes and Endowments
- 21.** Academic Calendar
- 22.** Application for Certificates
- 23.** Time Table
- 24.** Early Departure Record
- 25.** Leave Record

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 13th 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	Dr. Moni Abraham Kuriakose (Medical Director & CEO Kerala Operations, Karkinos Health Care)	Managing Trustee
3	Sri. Thomas Kuriakose (General Manager,C.I.I Guardian Controls, Kakkanad)	Trustee
4	Sri. Alex Kuriakose (Chief Engineer (Retired) Kerala Water Authority)	Trustee
5	Sri. Regi Kuriakose (Manager (Rtd) 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.H Baselios Marthoma Mathews III Catholicose of the East	Patron
2	Sri. George Kuriakose (Manager)	Convener
3	Dr. Moni Abraham Kuriakose (Medical Director & CEO Kerala Operations, Karkinos Health Care)	Member
4	Prof. Daisy N.O (Dean)	Member
5	Dr. C.A. Geetha (Principal)	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, Chartered Accountant, Kochi)	Member
10	Sri. Kris Gopalakrishnan (Chairman, Axilor Ventures & Former Executive Vice Chairman of Infosys)	Member
11	Sri. C.J. George (CEO Geojit Financial Services Ltd)	Member

4. PLANNING BOARD

Name	Designation	Qualification	Contact No.
Sri. George Kuriakose	Manager	MA(Lit), MBA	9447209063
Prof. Daisy N O	Dean	M.Com	9961311110
Dr. C.A Geetha	Principal	M.Com, MBA, Ph.D	9446088411
Dr. Murali E	Vice Principal	M.Com,MBA, MTM , M.Phil, Ph.D	9447069534
Mr Bitto Paul	Asst. Professor	M.Com, B.Ed, M.Phil, NET	9496801950
Mrs. Sheena Chacko	Asst. Professor	MSc, B.Ed	9947145568
Mr. Eldho Peter	Asst. Professor	MCA, M Phil	9645156351
Mrs. Sheena T.C	Asst. Professor	MBA, MIB	7736444691
Mrs. Asha Zachariah K	Accountant	BCom	9387419380

5. COLLEGE COUNCIL

Name	Designation	Position
Dr. C A Geetha	Principal	Convener
Prof. Daisy N O	Dean	Member
Dr. Murali E	Vice Principal	Member
Ms. Meera Mohan	IQAC Coordinator	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. Ashitha Ashok	HOD, Dept of Management Studies	Member
Mr. Eldho Peter	HOD, Dept of Computer Application	Member
Mrs Sona T M	HOD, Post Graduate Dept of Psychology	Member
Ms. Muthumol M K	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)	Asst. Professor	M.Com, B.Ed, M.Phil, NET	9496801950
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
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
Ms Reshma R Nair	Asst. Professor	M.Com	7356857127
Ms. Maneesha T M	Asst. Professor	M.Com,NET,SET	7012609311

Department of English

Name	Designation	Qualification	Contact Number
Mrs. Agnus Joy (HOD)	Asst. Professor	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
Ms. Aiswarya S Nair	Asst. Professor	MA, B.Ed	9188381628
Ms. Sethulakshmi K S	Asst. Professor	MA, B.Ed, KTET	9747546585

Department of Computer Applications

Name	Designation	Qualification	Contact Number
Mr. Eldho Peter (HOD)	Asst. Professor	MCA, M Phil	9645156351
Ms. Meera Mohan	Asst. Professor	M.Tech, NET	7558851371
Ms. Jayasree J.M	Asst. Professor	MSc	8547721473
Mrs. Bincy John	Asst. Professor	MSc	9961246547
Mrs. Rohini Raju	Asst. Professor	MCA	7907713901
Mrs. Anisha P S	Asst. Professor	MCA	9995000144
Mrs. Sheena Chacko	Asst. Professor (Maths)	MSc, B.Ed	9947145568

Department of Psychology

Name	Designation	Qualification	Contact Number
Mrs. Sona T.M (HOD)	Asst. Professor	MSc, MBA	9567150094
Mrs. Anupama R Varier	Asst. Professor	MSc	7306794248
Ms. Nalina Biju	Asst. Professor	MSc	9947036477
Ms. Alana Anna Baby	Asst. Professor	MSc, SET	7592074170
Ms. Anagha Boas	Asst. Professor	MSc	9986670820
Ms. Feba Johnson	Asst. Professor	MSc	7356335275
Mrs. Nisha Antony	Asst. Professor (Hindi)	MA, BEd, MPhil	9995834801
Dr George K Joseph	Asst. Professor (Malayalam)	MA, BEd, MPhil, Ph.D	9447459679

Department of Management Studies

Name	Designation	Qualification	Contact number
Mrs. Ashitha Ashok C (HOD)	Asst. Professor & HOD	M.Com, MBA	9656494743
Mrs. Sheena T.C	Asst. Professor	MBA, MIB	7736444691
Mrs. Mariam Grace Saji	Asst. Professor	MBA	9844438432
Ms. Ashly Jose	Asst. Professor	MCM	8301880581
Ms. Shilpa Johnson	Asst. Professor	MBA	9446480334

Department of Physical Education

Name	Designation	Qualification	Contact Number
Mr. Desmonds Tudu	Asst. Professor	M.P.Ed, M.Phil	8089611096

7. LIBRARY STAFF

Name	Designation	Qualification	Contact Number
Ms Muthumol M K	Librarian	M.Lib.I.Sc	7025819371

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
Mr Midhun E B	Lab Assistant	7012930940
Mrs. Elsy Umesh	Peon	9656897895
Mrs. Saramma Paulose	Sweeper	9656696730
Mrs. Sindhu Gopalan	Sweeper	9744363696
Mrs. Smitha M S	Sweeper	9633245531
Mrs. Kunjumol Jose	Sweeper	9562855324
Mr. George K J	Driver	7012271195
Mr. Utham Mandal	Watchman	8921863128

9. ACADEMIC PROGRAMMES & UNIVERSITY NORMS FOR EVALUATION

1. UNDER GRADUATE PROGRAMMES

Programme	Sanctioned Seats
B.Com(Finance &Taxation)	60
B.Com(Computer Application)	60
BBA	40
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 two-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.

II.POST GRADUATE PROGRAMMES

Sl. No.	Programme	Sanctioned Seats
1	M.Com (Finance)	15
2	M.Sc Psychology(Clinical)	15

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.

MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

UG COURSES

Theory subject evaluation

Course	Theory without practical			Theory with practical		
	External exam	Internal evaluation	Total	External exam	Internal evaluation	Total
BCA	80	20 *	100	80	20 *	100
BBA	80	20 *	100	---	---	---
BCom CA	80	20 *	100	60	15 **	75
BCom F&T	80	20 *	100	---	---	---
BSc Psychology	80	20 *	100	80	20 *	100
BA English	80	20 *	100	---	---	---

Practical evaluation

Course	External evaluation	Internal evaluation
BCA	80	20 *
BCom CA	40	10 ***
BSc Psychology	80	20 *

* : Attendance:5, Assignment/Seminar-5, Test Paper-5, Model Exam-5

** : Attendance-5, Assignment/Seminar-2, Test Paper-4, Model Exam-4

***: Attendance-3, Assignment-2, Test Paper-5

PG COURSES

Both Internal and External Evaluation

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

Performance Grading for External Evaluation

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
0.01 to 1.99	D	Deficient (Fail)

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)

Assignments

Students have to do Assignments. 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.

GRIEVANCE REDRESSAL ON INTERNAL EVALUATION

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.

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**)
- Professional English
- Digital Marketing (**ASAP**)
- Tally ERP
- Income Tax
- SPSS
- Microsoft Excel Training and Certification
- Computer Hardware
- Soft Skill Development
- Yoga and Health Management
- Youth Empowerment and Life skill development
- Cyber Security & Ethical Hacking
- Data Science & Machine Learning
- Software Testing
- Career Counselling and Positive Psychology

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. Sona T M	Asst Professor	Psychology	Member
Mrs. Ashitha Ashok C	Asst Professor	Management Studies	Member
Mr. Eldho Peter	Asst Professor	Computer Application	Member
Mrs. Sheena T C	Asst Professor	Management Studies	Member
Ms. Muthumol M K	Librarian	Library	Member
Mrs. Dinna Adison	Asst Professor	Commerce	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. Arun Kumar	Parent	Vice President
3	Mrs. Sheena Chacko	Teacher	Secretary
4	Mrs. Rathi Gopalan	Parent	Joint Secretary
5	Mrs. Ashitha Ashok	Teacher	Member
6	Sri Deepu G	Teacher	Member
7	Mrs. Bhavana Lakshmi V	Teacher	Member
8	Sri Ansu John	Parent	Member
9	Sri. Baiju M B	Parent	Member

12. STATUTORY COMMITTEES/CELLS

SC/ST CELL

Name	Designation
Mr Deepu G (Convener)	Asst. Professor in English (Mob: 9496334708)
Shijin Shaji (Member)	Student
Sreelakshmi V (Member)	Student

MINORITY CELL

Name	Designation
Mrs. Bela C Baby (Convener)	Asst. Professor in English (Mob: 7025089144)
Mrs. Sheena Chacko (Member)	Asst. Professor in Computer Applications

OBC CELL

Name	Designation
Mrs Ashitha Ashok (Convener)	Asst. Professor in Mgmt. Studies (Mob: 9656494743)
Mrs. Mariam Grace Saji (Member)	Asst. Professor in Mgmt. Studies
Chaithanya M J (Member)	Student
Adithyan Anoop (Member)	Student

GRIEVANCE REDRESSAL CELL

Name	Designation
Dr C A Geetha (Chairperson)	Principal (Mob: 9446088411)
Mr Bitto Paul (Member)	Asst. Professor in Commerce
Mrs. Sheena Chacko (Member)	Asst. Professor in Computer Applications
Mr. Eldho Peter (Member)	Asst. Professor in Computer Applications

ANTI RAGGING COMMITTEE

Name	Designation
Dr C A Geetha (Chairperson)	Principal (Mob: 9446088411)
Mr Deepu G (Convener)	Asst. Professor in English (Mob: 9496334708)
Mr Bitto Paul (Member)	Associate Professor in Commerce
Mrs Ashitha Ahok C (Member)	Asst. Professor in Mgmt. Studies
Mr. Eldho Peter (Member)	Asst. Professor in Mgmt. studies
Sabarinath S (Member)	Student
Anna Benny (Member)	Student

INTERNAL COMPLAINT COMMITTEE

Name	Designation
Mrs Ashitha Ashok C (Presiding officer)	Asst. Professor in Mgmt. Studies (Mob: 9656494743)
Mrs Sheena Chacko (Member)	Asst. Professor in Computer Applications
Mr Deepu G (Member)	Asst. Professor in English
Adv Renuka Kuriachan (Member)	NGO
Mrs Elsy Umesh (Member)	Office Staff
Mrs Asha Zachariah K (Member)	Office Staff
Ms Ruth P M (Member)	Student
Ms Reni Johnny (Member)	Student
Ms Meghna Sunil (Member)	Student

ANTI NARCOTIC CELL

Name	Designation
Mrs Remya S (Convener)	Asst. Professor in English (Mob: 9645579118)
Mr Deepu G (Convener)	Asst. Professor in English (Mob: 9496334708)
Ms Neethu N Unni (Member)	Associate Professor in Commerce
Mr Desmond Tudu (Member)	Asst. Professor in Physical Education

ELECTORAL LITERACY CLUB

Name	Designation
Mrs Maneesha T M (Co-ordinator)	Asst. Professor in Commerce (Mob: 7012609311)
Ms Ashly Jose (Member)	Asst. Professor in Mgmt. Studies
Mrs Sethulaskhmi T S (Member)	Asst. Professor in English
Mrs Anisha P S (Member)	Asst. Professor in Computer Applications
Ms Nalina Biju (Member)	Asst. Professor in Psychology

13. CLUBS, CELLS, COMMITTEES AND FORUMS

CLUBS/CELLS/COMMITTEES / FORUMS	CONVENER
Arts Club	Jayasree J M (Dept of Computer Applications)
Quiz Club	Reshma Prasad (Dept of Commerce)
Entrepreneurship Development Club	Sheena T.C (Dept of Mgmt. Studies)
IEDC	Sheena T.C (Dept of Mgmt. Studies)
Film Club	Bela C. Baby (Dept of English)
Literary Club	Sethulaskhmi T S (Dept of English)
Staff Club	Remya S (Dept of English)
Tourism Club	Maneesha T M (Dept of Commerce)
Women's Cell	Sona T M (Dept of Psychology)
Counselling Cell	Sona T M (Dept of Psychology)
Career Guidance and Placement Cell	Eldho Peter (Dept of Computer Applications)
Intellectual Property Right Cell (IPR)	Dinna Adison (Dept of Commerce)

Ek Bharat Shresht Bharat (EBSB)	Anupama R Warriar (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	Rohini Raju (Dept of Computer Applications)
Human Rights and Equal Opportunity Cell	Feba Johnson (Dept of Psychology)
Environment Conservation Club	Bhavana Lakshmy V (Dept of Commerce)
Students' Union Staff advisors	Sheena Chacko, Eldho Peter (Dept of Computer Applications)
Readers Forum	Dr. George Joseph (Dept of Psychology)
Speakers Forum	Nisha Antony (Dept of Psychology)
Mentoring Committee	Meera Mohan (Dept of Computer Applications)
University Examination Committee	Bitto Paul (Dept of Commerce)
Internal Examination Committee	Sheena Chacko (Dept of Computer Applications)
Academic Monitoring Committee	Prof. Daisy N.O (Dean)
Remedial Coaching Committee	Aswathy Biju (Dept of Commerce)
Library Advisory Committee	Dr. Murali E (Vice Principal)
Feedback Committee	Dr. Murali E (Vice Principal)
Divyangjan Committee	Mariam Grace Saji (Dept of Mgt Studies)
OBE (Outcome Based Education) committee	Dr. Murali E (Vice Principal)
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	Aswathy Biju (Dept of Commerce)
Website Screening Committee	Prof. Daisy N.O (Dean)
Purchase Committee	Sri. George Kuriakose (Manager)
Alumni Association	Dr. Geetha C A (President) Ms. Reshma R Nair (Secretary)
National Service Scheme	Deepu G (Dept of English) Reshma R Nair (Dept of Commerce)
Media Cell	Deepu G (Dept of English)
Open Course Committee	Sheena Chacko (Dept of Computer Applications)
Cyber Club	Eldho Peter (Dept of Computer Applications)
Additional Skill Acquisition Programme (ASAP)	Aiswarya S Nair (Dept of English)
Research Promotion Cell	Dr. Murali E (Vice Principal)
Kerala Sasthra Sahithya Parishad	Reshma Kunjan (Dept of Commerce)

Young Investors Programme (YIP)	Mariam Grace Saji (Dept of Mgt Studies)
Institution Innovation Council (IIC)	Silpa Johnson (Dept of Mgt Studies)
KDISC	Silpa Johnson (Dept of Mgt Studies)

14. STUDENTS' CODE OF CONDUCT

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

- All students are expected to be in their classroom well before 9:00 AM.
- Every student shall behave and conduct himself/herself in the College in a dignified and courteous manner and should be respectful to their teachers.
- Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and action will be initiated against those who violate the rule.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral, or political expressions and activities within the campus.
- Students shall not disfigure/damage or destroy public or College properties. In the event of such damage or destruction, the cost of such properties with a fine will be recovered from the student(s) concerned. Disciplinary action will also be taken against the delinquents.
- Unauthorised entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus. The possession, distribution, or exhibition of any object which is per se obscene within the campus is an actionable offence.
- Political based student organisations or outfits are not allowed in the campus. Students are strictly prohibited from organising, attending, or participating in any activity or agitation sponsored by the politically based student organisations.
- Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the College building. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus.
- Students should not respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning of effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall abstain from violence within the campus.

- No student will enter or leave the classroom when the session is on without the permission of the teacher.
- 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.
- In case the students have any grievances or complaints, they may approach the class tutor first and if not satisfied, the principal. The principal will at his/her discretion refer the matter to the students' grievance redressal cell. Alternatively, students can also use Students complaint box placed near to the college office.
- Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the principal.
- Any case of criminal activity or violation of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.
- The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and are binding on all students. In the application form for admission an undertaking shall be given by the student and the parent accordingly.
- In the matter of internal discipline, the decision of the principal shall be final.
- In order to keep cleanliness of the campus, students should not throw litter in the campus; rather place them only in the waste bins.
- All students are required to wear their prescribed uniforms in the campus on all working days.
- Students can park their vehicles only at the allotted space in the campus.
- Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the class tutor, is likely to be a bad influence on his fellow students, shall be removed from the rolls. The removal of the student by the principal shall be either temporary or permanent according to the gravity of the offence.
- All students are expected to greet their teachers when they meet their teachers inside and outside the campus. They have to rise from their seats when the teacher enters the classroom.
- Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be marked late, at the discretion of the teacher concerned. If a

student is absent for one hour, it will be treated as absence for half a day and if his absence is for two or more than two hours, it will be treated as absence for one full day.

- Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the college gate.
- All types of ragging, eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.
- A student requiring leave for a particular period may be granted such leave by the teacher concerned. A student who is present in the class should not leave the campus without permission from principal.
- Absence without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the principal. Leave of absence from a term examination should be obtained from the principal.
- Application for leave must be countersigned by the student's guardian and recommended by the tutor or the teacher-in-charge of attendance or the HOD and is to
- Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds.
- Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
- At the time of admission, the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card and uniform are mandatory for students.
- If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. 100/-.

15. 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 open from 9.00 a.m. to 4.00 p.m. on all working days except Sundays and other office holidays. The issue/return counter works only from 9.30 a.m. to 4.00 p.m. Saturdays will be maintenance days.
- Students entering the reading room or the stacks at the reading and reference counters should produce their identity cards at the entrance on demand.
- Before entering the library personal articles like books, umbrellas, bags etc. should be kept at the entrance at places assigned for the purpose. Strict silence should be observed in and around the library.
- Magazines and papers should not be removed from their places on the tables and stands.
- Books of reference, illustrated and rare books, special books, multivolume collections, serial publications and periodicals will not be issued out. However, these may be used for reference within the library after making necessary entries in the reference register.
- On completion of the course, students should return all books borrowed from the library.
- The loan period is 14 days. But in special circumstances the Librarian can call back any book at any time from a reader, even if the period of loan has not expired.
- When there is no other demand, a book may be re-issued for one or more week after it is returned. Delay in returning a book after the due date will entail a fine of one rupee per day of delay for each volume.
- Borrowers will be responsible for the loss of or damage to the books taken out by them. Marking on books with pencil or ink, soiling them, damage to pages or binding, underlining, writing remarks etc. on pages, folding or tearing off pages, etc. will be charged to the students at 150% of the cost.
- If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the user will be required to replace the whole set or series. The damaged set or series may be taken away by the person after making the replacement.
- If a book is lost, it should be reported to the librarian immediately. He will decide if the book is to be replaced or paid for.
- All library arrears should be cleared by the students before they receive their hall tickets for university examinations or before obtaining the T.C. if they leave before the completion of the course.

16. CAMPUS FACILITIES AND AMENITIES

- 1. Classrooms with Green Boards and LCD projectors/smart TV:** All classrooms having Wi-Fi enabled LCD projectors/smart TV
- 2. Computer Lab:** The College has two Computer Labs with internet facility
- 3. Network Resource Centre and Language Lab:** In addition to the computer labs, the College has a separate Net Work Resource Centre with 5 computers in the College library block to enable students to access desired information for their academic pursuits through internet.
- 4. Library:** The College library with a collection of over 10000 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. Counselling Room:** Part time psychologist provides Counselling two days in a week to those students who need supports to cope with a myriad of personal and psychological problems.
- 6. Ground and Sports Goods:** The college has a mini playground near to auditorium. The College has teams for Cricket, Football, and Badminton. The sports and games kit for football, cricket, badminton, and chess are provided to the students.
- 7. Fitness and Yoga Centre:** Fitness Centre possesses equipment for free weight exercises, bodyweight exercises, gym ball exercises, and stretching exercises. The college has also set up a Centre for holding classes for yoga.
- 8. Student's Stationery, Book and Photocopy Centre:** The College has book, stationery and photocopier Centre. The Centre provides books, reference materials, stationery products and facility for photocopy to its students and staff.
- 9. E-Content Development Centre:** This centre aims to encourage teachers in the college in developing e-content and multimedia production to provide educational contents to students in electronic format
- 10. Conference Room:** The Conference Room with a seating capacity of about 50 people is an important chamber for the conduct of meetings of various committees of the College.
- 11. Auditorium:** The auditorium has a seating capacity of 1000 people. It caters to the general academic and cultural assembly of the community.
- 12. 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.
- 13. Seminar Hall:** The Seminar hall which can accommodate 200 people with audio visual facilities for seminars and conferences of an exclusive nature.
- 14. 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.
- 15. College Bus:** Students and Staff can avail the service if needed.

17. 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 as detailed in this schedule of fees. 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]

18. STUDENTS' ATTENDANCE AND LEAVE OF ABSENCE

- There shall be five working days in a week.
- Each working day is divided into six 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 students representing the college or university in various 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.

19. SCHOLARSHIPS

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

20. PRIZES AND ENDOWMENTS

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

21. ACADEMIC CALENDAR (2023-2024)

JUNE 2023		
Date	Day	
1	THU	COLLEGE REOPENS AFTER SUMMER VACATION COMMENCEMENT OF III & V SEMESTER UG CLASSES COMMENCEMENT OF III SEMESTER PG CLASS
2	FRI	
3	SAT	
4	SUN	
5	MON	WORLD ENVIRONMENT DAY
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	WORLD DAY AGAINST CHILD LABOUR
13	TUE	
14	WED	WORLD BLOOD DONOR DAY
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	FATHER'S DAY INTERNATIONAL DAY OF YOGA, WORLD MUSIC DAY
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING
27	TUE	
28	WED	BAKREED
29	THU	
30	FRI	

JULY 2023		
Date	Day	
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	BAKRID/EID
10	MON	COMMENCEMENT OF I SEMESTER UG CLASS
11	TUE	
12	WED	
13	THU	COMMENCEMENT OF I SEMESTER PG CLASS
14	FRI	
15	SAT	
16	SUN	ARTIFICIAL INTELLIGENCE DAY
17	MON	WORLD DAY FOR INTERNATIONAL JUSTICE
18	TUE	FIRST INTERNAL EXAMS OF III, V SEMESTER UG CLASSES AND III SEMSTER PG CLASS BEGINS
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	END OF FIRST INTERNAL EXAMS OF III, V SEMESTER UG CLASSES AND III SEMESTER PG CLASS
26	WED	
27	THU	
28	FRI	MUHARRAM
29	SAT	
30	SUN	
31	MON	

AUGUST 2023		
Date	Day	
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	HIROSHIMA DAY
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	INTERNATIONAL YOUTH DAY
13	SUN	
14	MON	
15	TUE	INDEPENDENCE DAY
16	WED	FIRST INTERNAL EXAMS OF I SEMESTER UG CLASS AND PG CLASS BEGINS
17	THU	
18	FRI	
19	SAT	PHOTOGRAPHY DAY, WORLD HUMANITARIAN DAY
20	SUN	
21	MON	
22	TUE	
23	WED	END OF FIRST INTERNAL EXAMS OF I SEMESTER UG CLASS AND PG CLASS
24	THU	
25	FRI	ONAM VACATION BEGINS
26	SAT	
27	SUN	
28	MON	AYYANKALI JAYANTHI
29	TUE	THIRUVONAM
30	WED	RAKSHABANDHAN
31	THU	SREE NARAYANA GURU JAYANTHI

SEPTEMBER 2023		
Date	Day	
1	FRI	
2	SAT	
3	SUN	
4	MON	REOPENING AFTER ONAM VACATION
5	TUE	TEACHERS' DAY
6	WED	SREE KRISHNA JAYANTHI
7	THU	
8	FRI	
9	SAT	
10	SUN	WORLD SUICIDE PREVENTION DAY
11	MON	
12	TUE	
13	WED	
14	THU	HINDI DIVAS
15	FRI	
16	SAT	WORLD OZONE DAY
17	SUN	
18	MON	WORLD BAMBOO DAY
19	TUE	
20	WED	
21	THU	ALZHEIMER'S DAY
22	FRI	SREE NARAYANA GURU SAMADHI ROSE DAY WELFARE OF CANCER PATIENTS DAY
23	SAT	
24	SUN	NSS DAY
25	MON	
26	TUE	
27	WED	MILAD-UL-NABI WORLD TOURISM DAY
28	THU	
29	FRI	
30	SAT	INTERNATIONAL TRANSLATION DAY

OCTOBER 2023		
Date	Day	
1	SUN	INTERNATIONAL DAY OF THE OLDER PERSONS
2	MON	GANDHI JAYANTHI (INTERNATIONAL DAY OF NON-VIOLENCE)
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	NABI DINAM
9	MON	
10	TUE	
11	WED	NATIONAL GIRL CHILD DAY
12	THU	
13	FRI	MODEL EXAM OF III, V SEMESTER UG CLASSES AND III SEMESTER PG CLASS BEGINS
14	SAT	INTERNATIONAL E WASTE DAY
15	SUN	WORLD STUDENT'S DAY
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	END OF MODEL EXAM OF III, V SEMESTER UG CLASS AND III SEMESTER PG CLASS
21	SAT	
22	SUN	
23	MON	MAHA NAVAMI
24	TUE	UN DAY VIAJAYA DASAMI
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	END OF III & V SEMESTER UG CLASSES END OF III SEMESTER PG CLASS NATIONAL UNITY DAY

NOVEMBER 2023		
Date	Day	
1	WED	COMMENCEMENT OF IV & VI SEMESTER UG CLASSES COMMENCEMENT OF IV SEMESTER PG CLASS KERALA PIRAVI
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	MODEL EXAM OF I SEMESTER UG CLASS AND PG CLASS BEGINS
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	DEEPAVALI
13	MON	END OF MODEL EXAM OF I SEMESTER UG CLASS AND PG CLASS
14	TUE	CHILDREN'S DAY
15	WED	
16	THU	NATIONAL ENTREPRENEURS' DAY
17	FRI	END OF FIRST SEMESTER UG CLASS
18	SAT	
19	SUN	
20	MON	COMMENCEMENT OF II SEMESTER UG CLASS
21	TUE	
22	WED	
23	THU	
24	FRI	END OF I SEMESTER PG CLASS
25	SAT	THANKS GIVING DAY
26	SUN	
27	MON	COMMENCEMENT OF II SEMESTER PG CLASS
28	TUE	
29	WED	CYBER MONDAY
30	THU	COMPUTER SECURITY DAY

DECEMBER 2023		
Date	Day	
1	FRI	WORLDS AIDS DAY
2	SAT	NATIONAL POLLUTION CONTROL DAY, WORLD COMPUTER LITERACY DAY
3	SUN	INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES
4	MON	INDIAN NAVY DAY
5	TUE	INTERNATIONAL VOLUNTEER DAY, WORLD SOIL DAY
6	WED	
7	THU	INDIAN ARMED FORCES FLAG DAY
8	FRI	
9	SAT	INTERNATIONAL ANTI CORRUPTION DAY
10	SUN	HUMAN RIGHTS DAY
11	MON	
12	TUE	
13	WED	
14	THU	NATIONAL ENERGY CONSERVATION DAY FIRST INTERNAL EXAM OF IV, VI SEMESTER UG CLASSES AND IV SEMSTER PG CLASS BEGINS
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	END OF FIRST INTERNAL EXAMS OF IV, VI SEMESTER UG CLASSES AND IV SEMESTER PG CLASS
21	THU	
22	FRI	
23	SAT	CHRISTMAS VACATION BEGINS
24	SUN	
25	MON	CHRISTMAS
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

JANUARY 2024		
Date	Day	
1	MON	NEW YEAR, GLOBAL FAMILY DAY
2	TUE	MANNAM JAYANTHI
3	WED	REOPENING AFTER CHRISTMAS VACATION FIRST INTERNAL EXAM OF II SEMESTER UG CLASS AND PG CLASS BEGINS
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	WORLD HINDI DAY END OF FIRST INTERNAL EXAM OF II SEMESTER UG CLASS AND PG CLASS
11	THU	
12	FRI	NATIONAL YOUTH DAY
13	SAT	
14	SUN	
15	MON	ARMY DAY
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	NATIONAL GIRL CHILD DAY
25	THU	NATIONAL TOURISM DAY
26	FRI	REPUBLIC DAY
27	SAT	
28	SUN	
29	MON	
30	TUE	MARTYRS' DAY
31	WED	

FEBRUARY 2024		
Date	Day	
1	THU	
2	FRI	FOUNDER'S DAY
3	SAT	
4	SUN	WORLD CANCER DAY
5	MON	SAFER INTERNET DAY
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	INTERNATIONAL DAY OF WOMEN, UG FIFTH SEMESTER EXAM ENDS
12	MON	MODEL EXAM OF IV, VI SEMESTER UG CLASS AND IV SEMESTER PG CLASS BEGINS
13	TUE	WORLD RADIO DAY, NATIONAL WOMEN'S DAY
14	WED	
15	THU	
16	FRI	END OF MODEL EXAM OF IV, VI SEMESTER UG CLASS AND IV SEMESTER PG CLASS
17	SAT	
18	SUN	
19	MON	
20	TUE	WORLD DAY OF SOCIAL JUSTICE
21	WED	INTERNATIONAL MOTHER LANGUAGE DAY
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	

MARCH 2024		
Date	Day	
1	FRI	ZERO DISCRIMINATION DAY, WORLD CIVIL DEFENCE DAY
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	SIVARATHRI INTERNATIONAL WOMEN'S DAY
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	WORLD CONSUMER RIGHTS DAY
16	SAT	NATIONAL VACCINATION DAY
17	SUN	
18	MON	GLOBAL RECYCLING DAY MODEL EXAM OF II SEMESTER UG AND PG CLASS BEGINS
19	TUE	
20	WED	INTERNATIONAL DAY OF HAPPINESS
21	THU	WORLD FORESTRY DAY, WORLD POETRY DAY
22	FRI	WORLD DAY FOR WATER
23	SAT	
24	SUN	
25	MON	END OF MODEL EXAM OF II SEMESTER UG AND PG CLASS
26	TUE	
27	WED	END OF II, IV & VI SEMESTER UG CLASSES END OF II & IV SEMESTER PG CLASS
28	THU	MAUNDY THURSDAY
29	FRI	GOOD FRIDAY
30	SAT	
31	SUN	EASTER

APRIL 2024		
Date	Day	
1	MON	MID SUMMER VACATION BEGINS
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	EAD-UL-FITAR
11	THU	
12	FRI	
13	SAT	
14	SUN	AMBEDKAR JAYANTHI VISHU
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	

MAY 2024		
Date	Day	
1	WED	INTERNATIONAL WORKERS' DAY
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	
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	

22. 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 attended in this college:.....

6. Register Number:

7. Certificate required:

Date:

Signature of Student

23. TIME TABLE

Semester.....

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

Semester.....

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

24. EARLY DEPARTURE RECORD

[illegible]

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

25. LEAVE RECORD

[illegible]

The approval of the HOD:

