# YELDO MAR BASELIOS COLLEGE

PUTHUPPADY – 686673

KOTHAMANGALAM, KERALA, S. INDIA



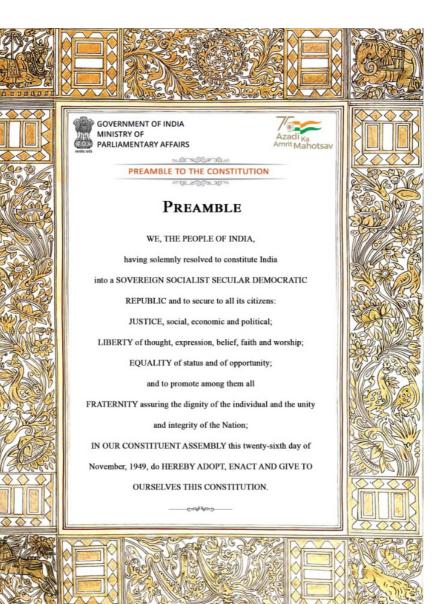## A CAMPUS GREEN, CLEAN AND SERENE

# HANDBOOK & CALENDAR

2022-2023

Name : ...................................................................

Programme : ...................................................................

Semester : ...................................................................

Roll No : ...................................................................

Home Address : ...................................................................

 ...................................................................

Phone No : ...................................................................

Blood Group : .......................

GOVERNMENT OF INDIA
MINISTRY OF
PARLIAMENTARY AFFAIRS

Azadi Ka Amrit Mahotsav

**PREAMBLE TO THE CONSTITUTION**

# PREAMBLE

WE, THE PEOPLE OF INDIA,

having solemnly resolved to constitute India

into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC

REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity

and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of

November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO

OURSELVES THIS CONSTITUTION.

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അർപ്പണം സമർപ്പണം ഭാവശുദ്ധിയിൽ, ദേവ

തർപ്പണം നടത്തുന്നുണ്ടൻപിനാലനുവേലം

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അഘമോചനംതേടി ശരണം വിളിക്കുമ്പോൾ

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അഴലാർന്നുഴലുമ്പോൾ കനിവാർന്നണയുന്ന

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ലൂയലാടുന്നുമനം, വചനാത്മികേ നമ:

വചനാത്മികേ നമ:

# Pledge

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers, and all elders respect and treat every one with courtesy. To my country and my people I pledge my devotion. In their well being and prosperity alone lies my happiness.

# സമർപ്പണ ഗീതം

സാങ്കേതികവിദ്യയും അറിവും രാജ്യസ്നേഹവും കൈമുതലായുള്ള
ഒരു പൗരൻ എന്ന നിലയിൽ ഞാൻ ഒരു കാര്യം മനസ്സിലാക്കുന്നു:
ചെറിയ സ്വപ്നങ്ങൾ എന്നെ സംബന്ധിച്ചിടത്തോളം
കുറ്റകരമാണ്, അരുതാത്തതാണ്.

ഒരു വലിയ സ്വപ്നത്തിന്റെ സാക്ഷാത്കാരത്തിനായി
വിയർപ്പൊഴുക്കി അദ്ധ്വാനിക്കുവാൻ ഞാനിതാ തയ്യാറായിരിക്കുന്നു.
ഇന്ത്യയെ ഒരു വികസിതരാഷ്ട്രമാക്കി മാറ്റുകയെന്നതാണ് ആ സ്വപ്നം.
സാമ്പത്തിക ശക്തിയും മൂല്യപ്രതിബദ്ധതയുമുള്ള
രാഷ്ട്രമായി നമ്മൾ മാറണം.

നൂറുകോടി പൗരന്മാരിലൊരുവനാണ് ഞാൻ.
നൂറുകോടി മനസ്സുകളിലെ ചിന്തയ്ക്ക് തീ പിടിപ്പിക്കുവാൻ
വലിയൊരു സ്വപ്നത്തിനേ കഴിയൂ.
അത്തരമൊരു സ്വപ്നം ഇതാ എന്നെ ആവേശിച്ചു കഴിഞ്ഞു.
ആത്മാവിൽ അസ്വസ്ഥസ്വപ്നത്തിന്റെ നെരുപ്പുള്ളവരാണ്
ഭൂമുഖത്തെ ഏറ്റവും വലിയ ശക്തിയെന്ന് ഞാൻ തിരിച്ചറിയുന്നു.
ഭൂമിയിലും ഭൂമിക്കു മുകളിലും ഭൂമിക്കു താഴെയും
ഇതുപോലെ മറ്റൊരു ശക്തിയില്ല.

ഞാനെന്റെ വിജ്ഞാനദാഹത്തിന്റെ തിരി തെളിച്ചുതന്നെ സൂക്ഷിക്കും.

വികസിതരാഷ്ട്രമെന്ന സ്വപ്നത്തിന്റെ

സാക്ഷാത്കാരത്തിനായി ഞാനത് ഉപയോഗിക്കും.

ജ്വലിക്കുന്ന ആത്മവീര്യവുമായി വിയർപ്പൊഴുക്കി അദ്ധ്വാനിച്ചാൽ

തുടിപ്പുള്ള വികസിത രാഷ്ട്രം നമുക്ക് അപ്രാപ്യമല്ല.

സമർപ്പണത്തിന്റെ ഈ ഗീതം നമ്മുടെ മനോഹരമായ ഭാഷകളിൽ

നമുക്ക് ഒന്നിച്ചുപാടാം.

ഈ ഗീതത്തിലൂടെ മനസ്സുകളെ നമുക്ക് ഒന്നിപ്പിക്കാം.

ദൈവികമായ ശാന്തിയും സൗന്ദര്യവും നമ്മുടെ

ജനങ്ങൾക്കെല്ലാവർക്കുമുണ്ടാകട്ടെ.

നമ്മുടെ മനസ്സുകൾ സന്തോഷംകൊണ്ടു നിറയട്ടെ. നമ്മുടെ ശരീരങ്ങൾക്കും

മനസ്സുകൾക്കും ആത്മാക്കൾക്കും ആരോഗ്യമുണ്ടാകട്ടെ.


*ഡോ. എ.പി.ജെ.അബ്ദുൾ കലാം 2002 ജൂലൈ 25ന്*

*ഇന്ത്യൻ പ്രസിഡന്റായി സത്യപ്രതിജ്ഞ ചെയ്തശേഷം*

*പാർലമെന്റിൽ ചെയ്ത പ്രസംഗത്തിന്റെ അവസാനഭാഗം*

*(പരിഭാഷ : ഡോ.സി. തോമസ് ഏബ്രഹാം)*

# Lead, Kindly Light

Lead, Kindly Light

for the enlightenment of our **VISION:**

'to revitalize the purpose of education

for the fullest growth and freedom of soul'

Lead, Kindly Light

for the realisation of our **MISSION:**

'to focus on outcome based education

by means of academic excellence and professional

commitment'

Lead, Kindly Light

for the enhancement of our **GOALS**

'to invigorate the campus 'for a brave, new world'

'to emulate the luminous minds of scholars and

leaders for the bright future'

and then,

'to lick into shape the community

for the positive response to 'socialization' '

Lead, Kindly Light

to live 'laborious days'

for the enrichment of our **'MOTTO':**

'Vidyamrutham, Jeevamrutham'

# Patron

**H.B. Baselios Thomas I Catholicos**

## Founder

Rev. Dr. George Kottalil Corepiscopa

# MANAGEMENT

## Chairman

Chev. Prof. Baby M. Varghese

## Manager

Mrs. Jessy Baby Varghese

## Vice Chairman

Er. Ajai Baby Varghese

## Managing Director

G Aravind

## Joint Secretaries

Ms. Susan Ajai

Dr. Annie Aravind

# Yeldo Mar Baselios College– A Profile

## Introduction

Yeldo Mar Baselios College, a Christian Minority Institution, established in 2003, is affiliated to Mahatma Gandhi University, Kottayam. It is dedicated to quality education in job-oriented programmes. The college is co-educational and non-sectarian, maintaining secular outlook with freedom of individual faith and thought.

## Campus :-

The College is situated at Puthuppady, beside NH85, with equal distance of 6 km to Kothamangalam and Muvattupuzha, the emerging twin cities at the eastern part of Ernakulam district. It is surrounded by the panoramic scenes of nature ideal for and conducive to the 'sweet food of academic institution'. The campus is known as *Marian Village* extending over ten acres of land with a variety of flora.

## Vision:-

Our vision is to revitalize the purpose of education for the fullest growth and freedom of soul

## Mission:-

Our mission is "to focus on outcome based education by means of academic excellence and professional commitment"

## Motto:

The 'motto' of the college is ***"Vidhyamrutham Jeevamrutham"*** emphasizing the significance of knowledge for the enrichment of life.

## Goals

Our goals are :

1.  to invigorate the campus for a brave, new world

2.  to emulate the luminous minds of scholars and leaders for the bright future

3.  to lick into shape the community for the positive response to 'socialization'

## Management

Yeldo Mar Baselios College is run by Sophia Educational Agency, Kothamangalam (Reg. No. ER 564 / 87, a registered society under Charitable Societies' Act. 'Marian Academy of Management Studies', affiliated to Mahatma Gandhi University and recognized by AICTE, is the only other institution of the same management, adjacent to this Campus.

# Advisory Board

K. Roy Paul IAS          Chairman  (*Formerly Secretary - Civil Aviation, Chairman – Air India  and Member - UPSC*)

Jiji Thomson IAS          Mentor   (*Formerly Chief Secretary, Kerala*)

K.A. Mathew IAS          Member  (*Formerly Additional Chief Secretary, Tamilnadu*)

Susan Mathew IAS          Member  (*Formerly Additional Chief Secretary, Tamilnadu*)

Dr. Winny Varghese          Member  (*Secretary, M.A. College Association*)

V.K. Mathews          Member (*Chairman, IBS Trivandrum*)

C.J. George          Member (*Chairman, Geojith*)

Dr. Paul Manalil          Member (*Journalist*)

Prof. Dr. Harry Cleetus   NAAC Ambassador

(*Formerly Principal, St. Albert's College*)

Dr. Sherimon P.C.          Academic Advisor (*Arab Open University*)

Mr. John Kuriakose          (*Chairman, Dent care*)

Prof. K.M. George          Convener (*Principal*)

Chev. Prof. Baby M. Varghese          Working Chairman

(*Chairman, Yeldo Mar Baselios College &*

*Marian Academy of  Management Studies*)

# Governing Board

## College Council

| | |
|---|---|
| Prof. K.M. George *(Principal)* | Chairman |
| Prof. A.J. Yoyakki *(Vice Principal)* | Secretary |
| Prof. K.M. Kuriakose | Dean - Public Relations & Student affairs |
| Dr. M.K. Mohanan | Dean - Administration |
| Prof. K.P. Paul | Dean - Academics |
| Raji R. Nair | IQAC Co-ordinator |
| Saji Joseph | HOD of Commerce |
| Laiju E.K | HOD of Social Work |
| Neethu M. Mathew | HOD of Computer Applications |
| Santhoshkumar A. V. | HOD of Animation & Graphic Design |
| N.M. George | HOD of Business Administration |
| Chinchu V. Joy | HOD of Fashion Technology |
| Jasmin M.A. | HOD of Interior Design |
| Arun Ramakrishnan | Department of Commerce, Faculty Representative |
| Suja P Mathai | Superintendent |

## Planning Board

Chev. Prof. Baby M. Varghese (Chairman)

Prof. K.M. George, Principal (Convenor)

Jessy Baby Varghese (Manager)

Ajai Baby Varghese (Vice Chairman)

G. Aravind (Managing Director)

Dr. M.K. Mohanan (Dean)

Dr. Solomon K. Peter (Principal MAMS)

# An academic journey with the 'fear of GOD'

2002-2003   Foundation stone for the proposed college
Blessed by **Rev. Dr. C.A. Abraham**   M.A, B.D, MLitt (Oxon), Ph.D
Laid by **Mariamma Varghese, Mannaraprayil** & **Sosamma George Kottalil**
on 7 February 2002 at Sophia Park, Kothamangalam

2003-2004   Application submitted for the proposed college on 30.01.2003
Inspected by University Commission of syndicate members, **Prof. C.C. Jacob & Dr. Pathumma Beebi** on 24.05.2003
College sanctioned by the Government on 29.07.2003 as per GO (Ms.) No. 104 / 2003 / H.Edn / Trivandrum.
Affiliation granted by Mahatma Gandhi University as per U.O No. Ac A7 / 1 / 2459 / 03 on 6.9.2003.
Courses sanctioned as per UO No. AcA7 / 2459 / 03 dt 06.09.2003

| | |
|---|---|
| B.Com (Computer Applications – Model II) | seat 60 |
| B.A. (English (V) Journalism – Model II) | seat 50 |
| Students admitted | 56+21 = 77 |

College office inaugurated by **Dr. V.N. Rajasekharan Pillai** (UGC Vice Chairman) on 26.08.2003
College inaugurated by **Sri. T.M. Jacob, Hon'ble Minister**, Govt. of Kerala
on 15 September 2003
Presided over by **H.B. Baselios Thomas I Catholicos**
Founder Principal : **Chev. Prof. Baby M. Varghese**
Founder Manager: **Jessy Baby Varghese**
First college union inaugurated by **Hon'ble Central Minister Adv. P.C. Thomas** on 8.12.2003

First Arts Club inaugurated by **Afsal**
(Playback singer) on 8.12. 2003
First Christmas message given by
**Rt. Rev. Dr. George Punnakottil** (Bishop of Kothamangalam)

2004-2005   First New year celebrations - inaugurated by
**Sri Francis George MP** on 2-1-2004
Courses sanctioned as per UO No. Ac A7/1/2466/C/04 dt
11.10.04
M.Com          seat 30
MSW            seat 30
College union inaugurated by **Dr. K.S. Radhakrishnan**, V.C ,
Sanskrit University
Zakka Block at Yeldo Mar Baselios College
Foundation stone
Blessed by H.H. Ignatius Zakka I IWAS, the Patriarch
of Antioch
Laid by Chev. Prof. Baby M. Varghese & G. Aravind on 25-09-2004

2005-2006   Construction of the second floor started
**Laiju E. K.** (MSW)          II -Rank
Course sanctioned as per
UO No. 2770 / 05 / A / ACA7 / dt  27/08/2005
B.Com (Taxation)          seat 60
NSS Unit sanctioned by the University

2006-2007   Second floor of the college completed in 2006
State level two day **'Media Workshop'** conducted on
21 & 22 July 2006

2007-2008   **'Shiksha Rattan Puraskar'** awarded to
**Prof. Baby M. Varghese (Principal)** at Mumbai on 9 June 2007
Construction of third floor started
A unit of 'Youth Red Cross' formed on 14-02-2007
**'Suvarna Rekha Puraskaram'** awarded to
**Chev. Prof. Baby M. Varghese (Principal)** on 24-08-2007

| | |
|---|---|
| 2008-2009 | '**Nigamanam Award'** presented to Prof. Baby M.Varghese (Principal) on 21-10-2008<br>College Magazine and a book written by our MSW Student 'Aneesh Urumbil' released by **Santhosh George Kulangara**, the first space tourist from India on 14-02-2008<br>**Dr. Ann Thomas** (MSW) won the I$^{st}$- Rank in the University |
| 2009-2010 | Unit of MGJSM (JASMI) formed and inaugurated by **H.G. Dr. Kuriakose Mar Theophilos** on 26-08-2009<br>'Grievance Redressal Cell' started with Dr. Lissy Jose as the Chairperson on 10.09.09<br>Construction of the third floor completed |
| 2010-2011 | **Prof. A.J. Yoyakki** appointed as the Vice Principal on 1.6.2010.<br>Two courses sanctioned by the University as per<br>UO No. 3754 / 1/10/Ac A7 dt 30.07.2010<br>B.A. Animation & Graphic Design          Seat 40<br>BCA                                                     Seat 40 |
| 2011-2012 | Yeldo Mar Baselios College building at Puthuppady Foundation Stone<br>**Blessed by H.H. Ignatius Zakka I IWAS**,<br>the Patriarch of Antioch<br>**Laid by  Chev. Prof. Baby M. Varghese**<br>**& Jessy Baby Varghese** on 17-01-2011<br>Consecrated by **Rev. Fr. Belth S. Kuruvilla**<br>BBA sanctioned by the University as per<br>UO No. 1165/1/11/Ac A7 dt 28.02.2011<br>BBA commenced during 2012-2013 as per<br>UO No. 1941 / 1 / 11/ AcA7 dt 17.04.2012<br>BBA                            seat 40 |
| 2012-2013 | **YMCA National Excellence Award** presented to **Prof. Baby M. Varghese**<br>(Principal) at New Delhi in 2012<br>Second floor of the new building started at Puthuppady |

B.Com (Marketing) sanctioned as per UO No. 1841/1/12/ Ac A7 dt 10.04.2012 but Commenced as per
UO No. 775 / 3 / 12  /Ac A7 / dt 12.02.2013
B.Com Marketing     seat 40
**Dr. Lissy Jose HOD** of MSW appointed as the Vanitha Commission Member for a period 2012-2017

**Nithya Varghese** (Animation & Graphic Design)   I Rank
Second floor completed and third floor of the new building started

2013-2014    Courses sanctioned by the University as per
UO No. 3885 / 3 / 13 /Ac A7  dt 11.07.2013
B.A. Visual Arts (Interior Design)          seat 24
M.A. (Animation)                            seat 15
M.Com (Additional Batch)                    seat 15
Strength increased
B.A. Animation & Graphic Design          40-50
BCA                                      40-50
BBA                                      40-50
B.Com (Marketing)                        40-50
**Adharsh Radhakrishnan** (Animation & Graphic Design) I Rank
**Varun Raghu** (Animation & Graphic Design)     II Rank
**Arjun V** (Animation & Graphic Design)          III Rank

2014-2015    **Prof. K.M. George** (Formerly professor, Nirmala College) appointed as the Principal
Courses sanctioned by the University as per
UO No. 3461 / 3 / 14 / Ac A7 / dt 4-07-2014
M.A. (Graphic Design)                      seat 15
BFT (Fashion Technology)                   seat 24
Strength increased as per
UO No. 3181 / 1 / 14 / Ac A7 / dt 31.05.2014
M.Com (Additional Batch)                   15-20
B.A. Visual Arts (Interior Design)         24-30
Third floor completed, fourth floor of the new building started.

| | | |
|---|---|---|
| | **Akhila Sekhar** (Animation & Graphic Design) | I Rank |
| | **Nithya Varghese** (M.A. Animation) | I Rank |

2015-2016    BCA (Additional Batch)   seat 40
Sanctioned by the University as per
UO No. 4409 / 1 / 15 / Ac A7   dt 5.8.2015

| | |
|---|---|
| **Alex M. Alias** (Animation & Graphic Design) | I Rank |
| **Basil Saju** (Animation & Graphic Design) | III Rank |
| **Joel Reji** (Animation & Graphic Design) | IV Rank |
| **Rahul Rajan** (Interior Design) | III Rank |
| **Amy Paul** (Interior Design) | IVRank |
| **Sachin P Sreenivas** (M.A Graphic Design) | I Rank |

2016-2017    **Vidya Ratna Puraskar** awarded to **Prof. Baby M. Varghese**
(Chairman) on 16-01-2016
Fourth floor of the new building completed for new batches
**'KIBLA AWARD'** presented to   **Prof. Baby M. Varghese**
(Chairman) by Justice K. Ramakrishnan
(High Court of Kerala) in 2016

| | |
|---|---|
| **Thasneem Sharafudheen**  (Interior Design) | II Rank |
| **Anusha Sara Jacob**      (Interior Design) | III Rank |
| **Bismi Rasheed** (Interior Design) | IV Rank |

2017-2018    Fifth floor of the western wing completed
**K.M. Philip Memorial** National Award presented
to **Prof. Baby M. Varghese** (Chairman) on 26 April 2017
at Kolkata

| | |
|---|---|
| **Ananthu T.S.** (Animation & Graphic Design) | I Rank |
| **Anish K.Eldhose** (Animation & Graphic Design) | III Rank |
| **Fida Abdulkhader** (Interior Design) | II Rank |
| **Roseena Francis** (Interior Design) | III Rank |

2018-2019    Permanent seat increase of the existing courses as per
UO No. 3011 / Ac A7 / 2019 / MGU dt 29.06.2019

| | |
|---|---|
| B.Com (Computer Applications) | 40-60 |

(additional batch)

| | | |
|---|---|---|
| B.A. Interior Design | 30-60 | |
| B.Com (Marketing) | 50-60 | |
| BBA | 50-60 | |
| B.A Animation & Graphic Design | 50-60 | |
| BCA | 50-50 | |
| BFT | 30-60 | |

**Aparna Vinod** (Animation & Graphic Design)    II Rank

**Sreelakshmi** (BFT)    I Rank
**Aswathy Narayanan** (BFT)    II Rank

2019-2020  B.A. (Animation & Visual Effects)    seat 40
As per UO No. 2899 / Ac A7 / 2019 / MGU  dt 25-06-2019

**Sarath K.P** (Animation & Graphic Design)    I Rank
**Prince V Mathew**                 "    II Rank

**Abia Fathima** (Interior Design)    III Rank
**Afra Sulthanan** (Interior Design)    III Rank

**Sameena Beegam** (BFT)    I Rank
**Anupama Subhash** (BFT)    II Rank
**Sharan Sara Abraham**(BFT)    III Rank

**Ragashilpa M.R**(M A Graphic Design)    I Rank
**Ananthu T.S.**   (M A Graphic Design)    II Rank
**M.S. Jose**     (M A Graphic Design)    IV Rank
**Sethu Madhavan P.S.** (M A Graphic Design)    IV Rank
**Jismol Jose (B.Com Finance & Taxation)**    **III Rank**
**Aiswarya Dinesh (BCA)**    **I Rank**
**Anumol Sunny (MSW)**    **IV Rank**

2020-2021  BCA (Additional Batch)    seat 40
As per UO No. 106 / Ac A7 / 2021 / MGU dt 6.1.2021
B.A (Multimedia)    seat 40
As per UO No. 3896 / Ac A7 / 2020 / MGU dt 27.08.2020

**Vimal Das T.S.**  (Animation & Graphic Design)   I Rank
**Nanditha Narayanan**             "    III Rank

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| | | |
|---|---|---|
| **Rinu Christo** | " | IV Rank |
| **Gayathri Chandran** | (Interior Design) | I Rank |
| **Anagha.J.Satheesh** | (Interior Design) | II Rank |
| **Hiba Fathima** | (Interior Design) | III Rank |
| **Aksa P.K.** | (BFT) | I Rank |
| **Lavanya R.** | (BFT) | II Rank |
| **Exiba Shaji** | (BFT) | III Rank |

2021-2022

One Week International Online Faculty Development Programme on **'Teaching Learning & Evaluation: A paradigm Shift'** from 5th to 11th July 2021.

One Week State Level Webinar on **'Cinema - A harmony in variety'** from 8th to 14th August 2021.

Three Day National Level Workshop on Research Methodology **'A Prelude to Academic Excellence'** from 1st to 3rd September 2021.

Four Day Webinar Series on Entrepreneurship **'GEMS - Grooming Entrepreneurs by Motivating Students'** from 4th to 7th October 2021.

One week International faculty development program on **'Self Management Skills in the new Era of Modern Education'** organised by PG department of commerce from 15th 21st February 2022

FDP on Innovative **'Trends and  Scopes in the Business World'** organised by department of business administration from 28th February 2022 6th March 2022
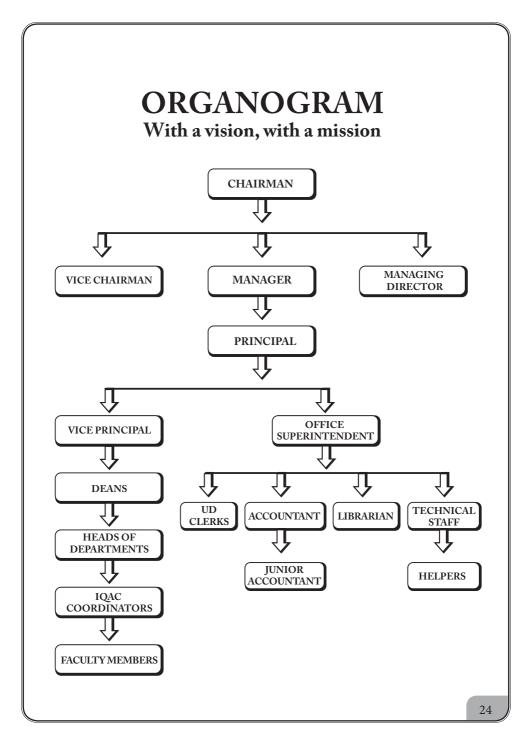
Online international FDP on **Design Aesthetics- Concepts and Thinking** organised by department of fashion technology from 9 to 16 March 2022

International online FDP on '**Surpassing new Technology's'** organised by department of computer applications from 21 to 27 March 2022

International online FDP on **Research Paradigms in Social Work** organised by department of MSW from 25 to 31 March 2022

| | | |
|---|---|---|
| **Abhay Blesson** | (Animation & Graphic Design) | I Rank |
| **S Joe Thomas** | (Animation & Graphic Design) | II Rank |
| **Aleena Arish** | (Animation & Graphic Design) | III Rank |
| **Gopika V Shaju** | (Animation & Graphic Design) | III Rank |
| **Sarath C G** | (Animation & Visual Effects) | II Rank |
| **Ajin Abraham Daniel** | (Animation & Visual Effects) | IV Rank |
| **Sujitha S Nair** | (BFT) | I Rank |
| **Sandra S Babu** | (BFT) | III Rank |
| **Binil Eldhose Mathew** | (BFT) | IV Rank |
| **Anjitha S** | (Interior Design) | III Rank |

# ORGANOGRAM
## With a vision, with a mission

CHAIRMAN

VICE CHAIRMAN

MANAGER

MANAGING DIRECTOR

PRINCIPAL

VICE PRINCIPAL

OFFICE SUPERINTENDENT

DEANS

UD CLERKS

ACCOUNTANT

LIBRARIAN

TECHNICAL STAFF

HEADS OF DEPARTMENTS

JUNIOR ACCOUNTANT

HELPERS

IQAC COORDINATORS

FACULTY MEMBERS

# Policy Document

1. Administration policy
2. Appointment policy
3. Admission policy
4. Student orientation policy
5. Staff orientation policy
6. Staff empowerment policy
7. Teaching and learning policy
8. Fund mobilization policy
9. Examination policy
10. Extension policy
11. Mentoring policy
12. Waste Management policy
13. Placement policy
14. Research policy
15. Library policy
16. Purchase policy
17. Maintenance policy
18. IT policy
19. Student council policy
20. Departmental requirement policy

# YELDO MAR BASELIOS COLLEGE

# Policy Document

Policy Document deals with the rules, guidelines and regulations of the college to be followed by the staff and students. It reflects the values and ethics upholding the quality of the Institution.

Policies, procedures and practices are set to guide members of the college community in their academic and non academic affairs. Students, faculties and others can refer to these documents for proper guidance in the campus. All that is not mentioned herewith are to be followed according to the rules and regulations laid down by the Government, University and the Management.

## i   Administration policy

1. There shall be a Governing Board of the institution with the Chairman of the society as its Chairman

2. Principal / Vice principal/ Deans / Superintendent are ex-officio members

3. There shall be ten other members to be appointed by the Chairman

4. Governing Board supervises the entire functioning of the college

5. Principal shall be responsible for all academic and financial matters (other than that of the management) for the general functioning of the college.

6. All accounts relating to Management will be kept by the Manager / Secretary of the society

7. All policies pertaining to the institution shall be framed/ ratified by the Governing Board

8. There shall be at least two meetings of the Governing Board every academic year.

9. Vice principal will be in charge of keeping the minutes of the meetings, scheduling and informing members of such meetings and preparing the periodic reports. He / she should also monitor the adherence of all policies by the staff and students.

10. All submissions to the Chairman / Manager should be through the Principal.

11. The Governing Board should visit all departments and office as and when required for

12. There can be a subcommittee of the Governing Board for monitoring the academic progress of the institution.

## ii    Appointment policy

1. Chairman shall be the appointing authority of Teaching and Non-teaching staff in accordance with the norms of the Government & University

## iii    Admission policy

1. Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating University

2. An admission committee may be constituted by the Principal

3. List of eligible students to be admitted under the Management Quota should be finalized by the Chairman / Manager.

## iv    Student orientation policy

1.   All newly admitted students should be given an orientation on rules and regulations, code of conduct, academic and non-academic activities, NAAC requirements etc.

2.   There shall be an induction ceremony for the freshers

3.   Dean of student affairs will be in charge of the Orientation programme

## v    Staff orientation policy

1.   All Teaching and Non Teaching staff members are required to attend a one day orientation programme convened by the Management every year

2.   The details of the orientation programme shall be framed in advance

## vi    Staff empowerment policy

1.   All Teaching staff should attend at least one National seminar / workshop every year

2.   All teachers are expected to publish atleast one paper according to UGC regulations

3.   All teachers are required to attend one FDP/training every year.

4.   The teachers apart from their assigned academic work should take up atleast two other administrative duties every year.

5.   Every faculty should involve in atleast one extension activity every academic year.

6.   Under the discretion of the Chairman/ Manager an incentive may be given to the staff members for professional development purposes in consulation with the Principal.

7. All teachers may be given training on selected topics like Mentoring, Tutorial, Extension work etc.

## vii Teaching and learning policy

1. All Teachers are required to follow strictly the academic plan / teaching plan for the year
2. Proper records are to be maintained for Tutorials, Continuous Evaluations, Remedial /Bridge classes etc.
3. Use of ICT as a support to lecture system is mandatory
4. Every teacher has to keep records of any two student centric academic or non academic activities performed.

## viii Fund mobilization policy

1. There should be a Fund mobilization cell with a co-ordinator delegated by the Principal
2. The cell should convey information to the Management and Departments regarding the funding agencies and such other matters.
3. Endowments may be instituted upon the advice of the Chairman
4. Possibility of FCRA may be explored
5. Special 'Chair' may be established in the Library, if necessary
6. Availing of loan from the bank may be considered, if necessary
7. Contributions

## ix Examination policy

1. Principal shall be incharge of the University Examinations
2. There shall be an internal exams co-ordinating cell with a Controller of exams as nominated by the Principal

3. Co-ordinator will co-ordinate all internal examinations in accordance with the academic calendar

4. COE should prepare in accordance with the academic calendar schedule for the conduct of the internal exams

# x Extension policy

1. There shall be a co-ordinator to monitor extension programmes

2. All departments have to carry out one social sensitization programme and an extension activity

3. All students are required to take part at least in five days of extension work annually

4. The co-ordinator should prepare an annual report of the extension and social outreach activities

# xi Mentoring policy

1. All teachers should be given a proper training on Mentoring

2. There shall be a mentor for every student

3. Mentor should support and bring out the best performance of the mentee

4. Confidential report on mentoring shall be kept by the mentor

5. There shall be periodic monitoring by the HODs

6. There should be a co-ordinator for mentoring

# xii Waste Management policy

1. Principal in association with the resident wardens will be in charge of co-ordinating and supervising waste disposal

2. Waste disposal should follow the ISO quality manual of the Institution

3. All Biodegradable or Non degradable wastes are to be disposed of through stated norms of the Government

## xiii    Placement policy

1. A placement cell shall be formed with a co-ordinator

2. Placement cell will be in charge of conducting pre placement trainings and campus interviews

3. Placement cell should maintain the minutes of the meetings and the records of student placements.

## xiv    Research policy

1. All teachers are encouraged to do research and register for Ph.D./M.Phil and it shall be mandatory for the appointment of teachers.

2. All eligible teachers should take up Guideship from the affiliating University and should take up research scholars

3. Research Centers shall be established in all eligible departments as sanctioned by the University.

## xv    Library policy

1. Library should function for the benefit of the entire college community during the working hours and the Librarian has to render selfless support

2. A list of library requirements from the departments may be collected by the Co-ordinator of the Library committee at the beginning of the academic year and has to be forwarded to the Chairman through the Principal

## xvi Purchase policy

1. There should be a Purchase committee under the control of the Vice Chairman of the society with a co-ordinator

2. The official purchases should be carried out by the Purchase committee upon the advice of the management

## xvii Maintenance policy

1. All requirements for maintenance of infrastructure and instruments are to be forwarded to the Managing Director of the college.

2. Maintenance work sanctioned for the department is to be supervised by the respective HOD

3. Cleanliness of the class rooms/labs etc. should be maintained by the concerned departments. There shall be a co-ordinator / Sub committee

## xviii IT policy

1. All staff members and students are required to have an e-mail ID

2. Staff members are prohibited from sharing the contact number or e-mail ID to any source without the consent of the Principal

3. No staff member or student should involve in plagiarism

4. Misuse of social media against the Management by the staff and students may lead to disciplinary action

5. Principal is empowered to check any file or any other software material used or possessed within the campus

# xix  Student council policy

1.  A student council may be formed every academic year with a staff advisor

2.  The election details and other terms and conditions will be declared by the Principal

3.  It is meant for the general discipline in the campus

4.  All extracurricular activities should be controlled by the staff advisor in association with the college union / Heads of the Departments

5.  Formation of any particular Club / Association will be at the discretion of the Principal

6.  All sports and Games competitions are to be supervised by the Physical Education Director / a senior faculty nominated by the Principal

7.  Clubs may be formed with a view to encouraging special talents of the students upon the advice of the Principal.

# xx  Departmental requirement policy

1.  Atleast one seminar is to be conducted online or face to face every six months

2.  One departmental sensitization / extension activity

3.   Implementation of one certificate course yearly

4.  Atleast one skill oriented programme annually

5.  One collaborative linkage and one MOU every year

6.  Two student centered learning programmes during the academic year

7.  Feed back to be taken from stake holders on curriculum as and when required for

8.  To conduct PBAS

9.  To keep all updated departmental files

In addition to what mentioned above, various mandatory committees shall function each with a co-ordinator such as IQAC, Library committee, Anti ragging cell, Grievance redressal cell, SC/ST cell, Planning forum, Purchase committee, Co-ordination committee for extracurricular activities etc. Co-ordinators and members for all such bodies should be delegated by the Principal.

# General instructions:

1. The co-ordinators /conveners of all committees, clubs or any such designated bodies should keep the minutes of the meetings countersigned by the Principal

2. IQAC should provide a common format for recording minutes

# CODE OF CONDUCT

## Code of Conduct for Principal

The Principal is the academic and administrative head of the Institution and he implements the policies approved by the Management. He maintains co-ordination among the various statutory committees and non statutory bodies including the Academic Council. He abides by the following code of conduct for the smooth and effective functioning of the Institution.

1. The Principal has to make all decisions keeping the best interest of the Institution.

2. To carry out the responsibility with the highest integrity and loyalty.

3. To empower the staff and students to reach their maximum potential.

4.  To do justice in all reports and documents for the benefit of the Institution.

5.  To do prompt internal reporting to the appropriate authorities concerned.

6.  To comply with the norms and regulations of the Government, University and Other concerned authorities.

7.  To conduct the meetings of the Board of studies as per the stipulated guidelines and to hold the Academic Council meetings as per the norms.

8.  To co-ordinate and motivate the faculty, administrative authorities and the supporting staff and enable them to play their respective roles systematically.

9.  To hold meetings of the Heads of the Departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

10. In matters related to Internal Examinations, Semester End Examinations (both Theory and Practical), result analysis, detained candidates, Principal will be assisted by the Controller of examinations and the respective Heads of the Departments.

11. To plan for training need analysis (TNA) of the staff and devise training programmes such as Refresher Courses, Orientations, Faculty Improvement Programmes, Quality Improvement Programmes, etc.

12. To take efforts to look after the overall welfare of the staff and students.

# Code of Conduct for HOD

1.  To allocate the subjects to the faculty members well in advance before the commencement of the semester / year.

2. To collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.

3. To make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.

4. To handover the staff attendance register after making necessary entries to the principal by 9.30 A. M every day.

5. To interact with the students (section wise) of their branch once in 15 days, identify their problems and find solutions in consultation with the Principal.

6. To verify the student's attendance register maintained by the staff members once a week and submit to the principal for verification once in a fortnight.

7. To instruct the faculty members to set the question papers as instructed by the Principal and maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft copy of the exams & test has to be submitted to the exam section as per schedule.

8. To observe the dress code of the students and instruct the respective class teachers to implement the dress code among the students.

9. To convene departmental staff meeting at least once in a month on the day allotted and record the minutes of the meeting.

10. To collect the students' feedback about the faculty members subject wise and communicate the same to the concerned faculty members in the standard format as decided

by Principal and handover the same to the Principal. If any subject is handled by other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor them to be effective.

11. To advise the class teachers to prepare Master Registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester / Year.

12. To communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of the class teachers.

13. To counsel the students who are absent for the mid test or irregular to the class work.

14. To form the student batches and allot the project guides as per guidelines given by the Principal.

15. To allocate the students to the teacher counsellors in the beginning of the academic year.

16. To inform the concerned authorities of any important information of events taking place in the Department from time to time.

17. To arrange special classes if necessary for the benefit of below average students.

18. To ensure academic discipline in the department.

19. To follow the guidelines / instructions given by the Principal from time to time.

20. To maintain and update the concerned files.

21. To make arrangements to lock and seal all the laboratories before leaving the premises.

22. To plan and conduct the meeting of the on line course (MOOC) regularly and prepare minutes of the meetings and communicate the same to the members concerned and to the Principal.

23. To provide necessary inputs to the principal for conducting Academic Council / Governing Board Meeting.

# Code of Conduct for Teachers

1. To handle the subjects assigned by the Head of the Department.

2. To complete the syllabus on time effectively so as to make good results.

3. To implement Tutor – Ward system effectively and monitor both the academic and the personal activities of the students.

4. They should be good counsellors and facilitators. They should motivate their students to ensure that the Teaching – Learning Process is effective and successful. Outcome based education must be their motto.

5. To maintain decorum both inside and outside the classroom and set a good example to the students.

6. To deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

7. To motivate them in the extracurricular, co-curricular and organizational activities as assigned to them.

8. To report to duty by access in the biometric software.

9. Be smart and prompt in dress code and decorum.

10. No action against the interest of the college or Management policy.

11. No action in any manner that violates the norms of decency or morality in his / her conduct or behavior inside and outside of the college campus.

12. To be present without fail on the day of reopening and last

working day of the semester.

13. To report for duty even if on vacation when called for to attend any important duty due to emergency.

14. To resign in the middle of the academic year will not be encouraged.

15. Three months notice should be given, in advance, for resignation from service.

16. To get prior permission from the management to apply for the vacancies in other institutions.

17. To attend all the college functions and the respective department functions without fail.

18. Use of cell phone inside the classroom is strictly prohibited.

19. To utilize the facilities available in the college for the improvement of the students as well as for their academic development only.

20. To be responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.

# Code of conduct for Non – Teaching staff

1. Non–Teaching staff working in the college office or departments should remain on duty during college hours. They should report for duty at least 30 minutes in advance.

2. Non-teaching staff should wear the Uniform as stipulated by the Management.

3. Non-teaching staff must always wear their identity badge during working hours.

4. Superintendent / AO is the head of the non-teaching staff.

5. Non-teaching staff assigned to the Laboratories should keep the Labs clean.

6. Any Loss or damage to any article in the Lab or classroom should be reported to the HOD in writing immediately.

7. Non-teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the principal at the end of the each semester and their signatures to be obtained.

8. For articles damaged by the students, a separate register should be maintained and if any money is collected from the students towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the college Account.

9. Non – Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

10. Non – Teaching staff shall not leave the college premises without permission of the Principal before the stipulated time period.

# Code of conduct for Students

1. It is obligatory on the part of the students to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.

2. The students must behave properly in the college campus. They should not cause any disturbance to others inside and outside the campus.

3. The students should always wear the identity cards/ badges inside the college campus.

4. The students must follow the dress code to maintain the dignity and decorum of the college.

5. Smoking / use of drugs or Alcohol is strictly prohibited in the college campus.

6. Any instance of unbecoming of a student will seriously be dealt with. Two- wheeler riders should wear helmets and must possess valid Driving License. Students should park their vehicles as per the directions given by the Principal.

7. Students are directed to co-operate with the authorities in keeping the college campus clean, green and serene. They must avoid writing on the walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dustbin provided for the purpose.

8. Every student should handle the college property with care and any damage caused to college property will be levied from the concerned party.

9. Plastic items are prohibited inside the college premises.

10. Students indulging in any kind of malpractice or plagiarism will be investigated by a committee comprising of the Principal, Controller of Examinations and Staff Advisor.

11. The students should not take part in any violent or unwanted activities regarding politics, community and religion.

12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.

13. Loitering and shouting slogans in the college campus are strictly forbidden.

14. Students must be punctual in the classes. At the stroke of the first bell in the morning and afternoon, the students must be inside their classrooms.

15. Students should leave the classroom only after the teacher leaving the class. Students are prevented from entering into other classes without the permission of the teacher-in-charge.

16. Change of residence of students/parents/guardians if any shall be reported forthwith to the office through the Principal.

17. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

# Matters related to Attendance & Absence

## (i) Staff

1. Casual leave for 15 days for teaching and non – teaching staff for the calendar year (i.e, January to December) will be allowed.

2. Permission for 2 hours (1 + 1) per month is allowed. If a person avails a 3$^{rd}$ permission within one month it will be considered as half day leave.

3. Leave on duty for 10 days is allowed for one Academic year with the permission of the Principal (ie, June to May).

4. Faculty in the service of the college can do higher studies only after the consent by and knowledge of the college management.

5. When a faculty seeks to accept any honorary work without affecting his / her duties, prior permission of the management must be obtained.

6. Every faculty shall at all times strive for academic excellence and be a role model to the students.

7.

    a.   The faculty should be present in the Department at least 10 minutes before the commencement of the first hour and should leave only 30 minutes after the closure of the last hour. This applies to all the faculty members including Heads of the Department.

    b.   Office staff must be present from 9am to 5pm

    c.   Other non – teaching staff must be present from 8am to 5pm including Saturdays

    d.   Leave application must be submitted to the Principal as per norms stipulated by the management

## (ii) Students

## *Attendance*

1. Attendance will be taken at the beginning of each period by the teacher concerned.

2. Late comers will be denied attendance for the period.

3. Benefit of attendance shall be granted by the Principal for attending curricular / co – curricular activities if necessary.

4. Leave applications must be submitted to the Principal through HOD.

5. 75% attendance is compulsory for appearing the University Exams.

6. Shortage of 10% may be condoned by the Vice Chancellor upon the  special written request of the principal.

7. Shortage shall not be condoned more than twice during the entire course, in such cases the candidate shall repeat the semester.

# KERALA RAGGING PROHIBITION ACT 1998

For the information of the students and their parents, the pertinent parts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

(2b) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him / her.

1. It can be any harassment like insulting, teasing, bullying or manhandling.

2. It can also be forcing upon him / her to do something which he / she voluntarily won't dare to do normally

3. <u>Prohibition of Ragging</u>: Ragging is prohibited both inside and outside the educational institution

4. <u>Punishment for Ragging</u>: Any student involved in ragging / persuades others for ragging or advocates ragging either inside or outside the educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000

5. <u>Dismissal of a Student</u>: A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his / her dismissal order.

6. <u>Suspension of a Student</u>: If a student / parent / guardian or any teacher of the institution forwards a written complaint to the head of the institution, he has to make an urgent enquiry into the matter within 7- days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be

suspended with immediate effect and the matter must be referred to the police for further proceedings.

7.  As is said in sub-section 1, if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.

8.  Abetting: If the head of the institution refuses to take action in the manner described under section 6 or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished under section 4.

# Anti Ragging Cell

An Anti Ragging cell is formed with Principal as the Chairman for the promotion of fraternity and goodwill, dignity and decorum, sound relationship and healthy atmosphere in the campus for the betterment of the student community.

# WHAT CONSTITUTES RAGGING?

*Ragging constitutes one or more of any of the following acts:*

A.   any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

B.   indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

C.   asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

D.   any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

E.   exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students

F.   any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

G.   any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

H.   any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; any act that affects the mental health

and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## EXCERPTS FROM KERALA RAGGING PROHIBITION ACT - 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊള്ള 1998– ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

2 (ബി). റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപന ത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാ കുന്നതോ ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ ഭയപ്പാടോ അപമാനമോ ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്ന് അർത്ഥമാകുന്നതും, അതിൽ

1.  അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കു ന്നതോ; അല്ലെങ്കിൽ

2.  ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാ കുന്നു.

3.  ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

4. <u>റാഗിംഗിനുള്ള ശിക്ഷ</u>: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന കത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗില്‍ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കില്‍ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിന്‍മേല്‍, രണ്ടുവര്‍ഷം വരെ ആകാവുന്ന കാലയള വിലേക്ക് തടവു ശിക്ഷ നല്‍കി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാള്‍ പതിനായിരം രൂപാ വരെ ആകുന്ന പിഴ ശിക്ഷക്കും കൂടി വിധേയ നാകേണ്ടതുമാണ്.

5. <u>വിദ്യാര്‍ത്ഥിയെ പിരിച്ചുവിടല്‍</u>: 4-ാം വകുപ്പിന്‍ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാര്‍ത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തില്‍ നിന്ന് പിരിച്ചുവിടേണ്ടതും അങ്ങ നെയുള്ള വിദ്യാര്‍ത്ഥിക്ക് പിരിച്ചുവിടല്‍ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതല്‍ മൂന്നു വര്‍ഷക്കാലത്തേക്ക് മറ്റ് യാതൊരു വിദ്യാ ഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നല്‍കാന്‍ പാടില്ലാത്തതും ആകുന്നു.

6. <u>വിദ്യാര്‍ത്ഥിയെ സസ്പെന്റ് ചെയ്യല്‍</u>: മുന്‍ പറഞ്ഞ വ്യവസ്ഥ കള്‍ക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാര്‍ ത്ഥിയോ അത്തു സംഗതിപോലെ മാതാപിതാക്കളോ രക്ഷാകര്‍ത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാല്‍ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി പരാതി ലഭിച്ച് ഏഴ് ദിവസത്തിനകം പരാതിയില്‍ പറഞ്ഞിരിക്കുന്ന സംഗതി യെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും പ്രഥമ ദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാല്‍ കുറ്റാരോപണ വിധേയനായ വിദ്യാര്‍ ത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടന്‍ തന്നെ പ്രസ്തുത

പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുളള പോലിസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടി ക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

2.    1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാ മൂലം ലഭിക്കുകയും വിദ്യാഭ്യസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഈ കാര്യം പരാതിക്കാരനെ രേഖാ മൂലം അറിയിക്കേണ്ടതുമാകുന്നു.

7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിൻമേൽ നടപടി എടുക്കാ തിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കു കയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുളള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ സ്ഥാപന ത്തിൻമേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷി ക്കപ്പെടേണ്ടതുമാണ്.

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Chairman-                            Prof. K.M. George (Principal)
2. Member from the local society-       K.K. Tomy (Municipal Chairman)
3. Prof. A.J. Yoyakki                   (Vice Principal)
4. Prof. K.M. Kuriakose                 (Dean)
5. Dr. M.K. Mohanan                     (Dean)
6. Prof. K.P. Paul                      (Dean)
7. Co-ordinator of IQAC-               Raji R. Nair
8. Joint Co-ordinator-                 Suresh Babu R.V.
9. E.K. Laiju                          (HOD, MSW)
10. Neethu M. Mathew                   (HOD, BCA)
11. P.U. Eldhose                       (Dept. of Computer Applications)
12. Soya Francis                       (Dept. of English)
13. Non Teaching Representative -      Lija Sara John

Nominees from the Student Community
    14. Adhin Shibu            (MSW)
    15. Judin Paul             (B.Com Marketing)

Nominees from the industry / Employers / Stake holders / alumni / PTA
    16. Er. Krishnakumar       (TCS, Kochi)
    17. Er. Franklin George    (NEST, Kochi)

Member from the Management
    18. Chev. Prof. Baby M. Varghese  (College Chairman)

# Criteria – IQAC

1. **Curricular Aspects**
   Co-ordinator – **Laiju E.K**.  (HOD, MSW)

2. **Teaching, Learning & Evaluation**
   Co-ordinator –**George N.M**. (HOD, BBA)

3. **Research Innovation & Extension**
   Co-ordinator – **Chinchu V. Joy** (HOD, Fashion Technology)

4. **Infrastructure and Learning Resources**
   Co-ordinator – **Santhoshkumar A.V**. (HOD, Animation & Graphic Design)

5. **Students support and progression**
   Co-ordinator – **Vandana V.** (Dept. of Business Administration)

6. **Governance , Leadership & Management**
   Co-ordinator – **Arun Ramakrishnan** (Staff Secretary)

7. **Institutional Values and Best Practices**
   Co-ordinator – **Jasmine M.A.** (HOD, Interior Design)

# Admission procedure

The college abides by the norms and guidelines of Mahatma Gandhi University issued every year.

Management Quota 50%, Merit Quota 50% Applications are submitted by online registration

# UNDER GRADUATE PROGRAMMES

1. **B.Com (Computer Applications)**

   | | |
   |---|---|
   | No. of seats | 60+60 (two batches) |
   | Duration | 3 years (6 semesters) |
   | Eligibility | +2 / VHSC/equivalent exam for commerce group and minimum 45% marks for other groups |

2. **B.Com (Finance & Taxation)**

   | | |
   |---|---|
   | No. of seats | 60 |
   | Duration | 3 years (6 semesters) |
   | Eligibility | +2 / VHSC/equivalent exam for commerce group and minimum 45% marks for other groups |

3. **B.Com (Marketing)**

   | | |
   |---|---|
   | No. of seats | 60 |
   | Duration | 3 years (6 semesters) |
   | Eligibility | +2 / VHSC/equivalent exam for commerce group and minimum 45% marks for other groups |

4. **B.B.A**

   | | |
   |---|---|
   | No. of seats | 60 |
   | Duration | 3 years (6 semesters) |
   | Eligibility | +2 / VHSC/equivalent exam |

5. **B.C.A**

      No. of seats      50 + 40 Two batches

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam with physics, Chemistry & Computer Science or Mathematics

6. **B.A Animation & Graphic Design**

      No. of seats      60

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam

      Mode of Selection:      Based on a test at the college

7. **B. A Animation & Visual Effects**

      No. of seats      60

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam

      Mode of Selection:      Based on a test at the college

8. **B.A. Interior Design( Visual Arts)**

      No. of seats      40

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam

      Mode of Selection:      Based on a test at the college

9. **Bachelor of Fashion Technology (BFT)**

      No. of seats      40

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam

      Mode of Selection:      Based on a test at the college

10. **B.A. Multimedia**

      No. of seats      40

      Duration      3 years (6 semesters)

      Eligibility      +2 / VHSC/equivalent exam

      Mode of Selection:      Based on a test at the college

# POST GRADUATE PROGRAMMES

11. **M.A. Graphic Design**

      No. of seats      15

      Duration      2 years (4 semesters)

      Eligibility      Any Degree / B.Tech / BFA etc.,

                          45 % marks for - subjects

12. **M.Com (Finance)**

      No. of seats      50 (Two batches) (30+20)

      Duration      2 years (4 semesters)

      Eligibility      B.Com with 45% BBA/BBM of M.G University 45 % marks for - subjects

13. **MSW**

        **Specialization**

          **1. Medical & Psychiatry**

          **2. Community & Rural Development**

      No. of seats      30

      Duration      2 years (4 semesters)

      Eligibility      Any degree with aggregate 50% marks
      for                    Part I, II & III

## Documents to be attached with the Application

1. Age Certificate (SSLC first page)
2. Mark list of the qualifying exam
3. Caste Certificate for reservation quota
4. Certificate for weightage marks specifying marks to be given
5. Separate application form for Management Quota

## Documents to be produced at the time of admission

1. Intimation Card
2. Original mark list of the qualifying exam
3. T.C
4. Conduct Certificate
5. Two passport size colour photos with name on the reverse side
6. Original Certificate for weightage marks
7. Income certificate / Caste Certificate if necessary
8. Migration certificate for students from Universities other than M.G. University
9. Eligibility Certificate if necessary
10. Migration certificate for CBSE / ICSE students

# Note

1. If the selected candidates fail to produce the above documents or remit the required fees in time, they will forfeit their admission
2. Candidates shall keep attested copies of the certificates before submitting the originals
3. Candidates shall keep every receipt intact and shall produce if asked for

# Issue of certificates

Students requiring T.C, conduct certificate, course certificate etc. should submit an application to the Principal with name of the applicant, year of study, Class No, Semester and subject. They are advised to give a notice of one day prior to the issue of certificates.

## Transfer Certificate & Conduct Certificate

T.C. will be issued only after clearing all dues to the college. A fee of Rs. 50/- will be levied from those applying for T.C after one year from the date of leaving the college. Duplicate copy of the T.C. will be issued upon the recommendation of a first class magistrate after the payment of Rs. 50/-

Students are directed to receive their T.C and Conduct certificate from the office after the completion of the course for the purpose of higher studies and the like.

### *Ten Commandments:*

1. Be regular in attending classes
2. Be smart in dress code and behaviour
3. Be prompt in submitting leave letter / assignment etc.
4. Be Punctual in academic and non academic matters
5. Be ready to say 'No' to 'drinks & drugs', smoking & daunting, scribbling on the walls and desks and causing damages to furniture and other items
6. Be courageous to fight against social evils
7. Be self reliant and self confident
8. Be humble and polite in your dealings
9. Be ready with your identity card / badge in the campus
10. Be Prepared to keep your campus green, clean and serene

# Payment of fees

Odd semester (1,3, 5) fee shall be collected in two instalments from June to September or in one instalment at the beginning of the semester

Even semester fee (2,4,6) shall be collected in two instalments from November to February or in one instalment at the beginning of the semester. At the time of remittance of the fees, previous receipt should be produced.

Defaulters of semester fees shall not be permitted to attend the classes and appear for the examinations. Promotion to the next semester shall be made only after the remittance of the previous semester dues.

a.   Uniform fee to be fixed depending on the cost

b.   Laptop to be purchased by the students as per the requirement of the course

c.   Expenses of the materials for the study purposes, Industrial visit, Study tour etc. to be remitted by the students – Besides, other dues to the University such as Examination fee, University Union fee, Sports affiliation fee, students affiliation fee, students welfare fund, Insurance fee etc. have to be remitted in time as instructed by the University

## Note:

1)   Fee once paid will not be refunded
2)   A student joining the course in any part of the term will have to pay all the fees of the term
3)   A student leaving the course in any part of the term is liable to remit all the dues of the term
4)   Every student shall pay all the special fees at the time of admission

# TERMINATION

Students shall be terminated in the following circumstances and no refund of fee shall be given in such cases

1) Unauthorized absence for fifteen days in the class
2) Violent and unruly behaviour with the staff and students
3) Any instance of using 'drugs and drinks' & serious offence of ragging
4) Gross behaviour or ignoble action causing terrible damage to the college or building
5) Any sexual harassment against girls

Matters not covered by the existing rules shall be up to the discretion of the management and it shall be informed of from time to time.

# Grace grade points at the youth festival

| Activities | Code | Grade points | Marks |
|---|---|---|---|
| University Youth Festival | | | |
|       I | YF01 | 2.0 | |
|       II | YF02 | 1.6 | 2.0 |
|       III | YF03 | 1.2 | |
|       A grade | YF04 | 2.0 | |
| South India Inter-University Youth Festival | | | |
|       I | YF05 | 2.4 | 2.4 |
|       II | YF06 | 2.0 | |
|       III | YF07 | 1.6 | |
| National Youth Festival | | | |
|       I | YF08 | 4.0 | |
|       II | YF09 | 2.8 | 4.0 |
|       III | YF10 | 2.0 | |

# NSS

It is the service wing of the college students, to be sanctioned by the Mahatma Gandhi University, imbibing the true spirit of humanitarian activities. NSS is intended to reach out to the societal needs with the 'acts of kindness and compassion'. It is meant for human service evoking a positive response to social issues and community

development programmes. It is confined to economic survey, constructions of rural roads and small houses for the homeless, disaster management, cleaning works, beautification of college campus and other similar activities. It is an honour to be an NSS Volunteer. They are eligible for grace marks and weightage marks for pursuing higher studies.

## CASH AWARDS / TROPHIES / CERTIFICATES TO THE UNIVERSITY RANK HOLDERS / COLLEGE TOP SCORERS

| Instituted by | Programme |
|---|---|
| Rev . Dr. George Kottalil Trust | B.A. Animation & Graphic Design |
|  | M.A. Graphic Design |
| Rev. Dr. C.A. Abraham Foundation | B.A. Fashion Technology (BFT) |
|  | B.A. Multimedia |
| Er. Kuruvilla George Foundation | B.A. Interior Design |
|  | B.A. Animation & Visual Effects |

| | |
|---|---|
| Varkey Mani, Mannaraprayil | B.Com Marketing |
| M.M. Varghese Mannaraprayil | B.Com Computer |
| Mariamma Varghese, Mannaraprayil | B.Com Taxation |
| Sosamma George Kottalil | BBA |

| Chev. M.I. Varghese Foundation | M.Com & MSW |
|---|---|
| Baby M. Varghese Academy | BCA |

# FACULTY & STAFF
## Department of English

Prof. K.M. Kuriakose                     Dean
Ms. Soya Francis
Ms. Jincy Issac
Ms. Aasha Teresa
Ms. Angitha Raj
Mr. Amal Chandran

## Department of Hindi/Malayalam

Prof. A.J. Yoyakki          (Malayalam)
Ms. Latha B.                (Hindi)

## Department of Commerce

Prof. K.M. George             Principal
Prof. K. P. Paul              Dean
Mr. Saji Joseph               HOD
Mr. Shibu P. M.
Mr. Mathew K. Varghese
Ms. Biji Kuriakose
Ms. Manju A. R.

Mr. Sanil Thomas
Ms. Emgi G. Kochumuttam
Mr. Arun Ramakrishnan
Mr. Shyam C. S.
Mr. Vishnudev P. K.
Ms. Bindu D. Nair            (Statistics)
Ms. Asha P. alias            (Computer)
Ms. Vandana V.              Computer)
Dr. Susy Paul                (Visiting Faculty)

# Department of Business Administration (BBA)

Prof. N. M. George            HOD
Mr. Bibin Babu
Ms. Santhi Zacharia
Ms. Anjaly Anupdev
Ms. Reshmi Sunil
Ms. Susan Ajai
Mr. Midhun Boban
Ms. Sajitha R
Ms. Reshmi Valsan
Ms. Anjali Sojan
Ms. Ainu Abraham
Ms. Aasha Teresa
Ms. Angitha Raj
Mr. Midhun Boban

# Department of Computer Applications (BCA)

Ms.Neethu M Mathew            HOD
Mr. Eldhose P. U.
Ms. Priya P.G.
Ms.Nimmy N. Narielil
Mr.Ajai Antony
Mr. Jerry Joby

Ms. Nandana Thampi
Ms. Raji R. Nair                    IQAC Co-ordinator

# I .Department of Animation & Graphic Design

Dr. M.K. Mohanan            Dean

Mr. Santhoshkumar A. V.     HOD
Mr. Radhakrishnan S. K.
Mr. Suresh Babu R. V.
Mr. Vineeth V.
Mr. Muhammed Falah
Mr. Ani Antony
Mr. Sreenath V. G.
Mr. Nitheesh M. Nair

## II. Animation & Visual Effects

Mr. Lijo Johnson (HOD)
Mr. Sudeep D.S.
Mr. Devadas Wilson
Mr. Vijayan Nair
Mr. Sanilkumar P.
Ms. Nithya Varghese
Mr. Pramod

## III. Department of Multimedia

Mr. Anuraj K. G. HOD
Mr. Boby Krishna
Mr. Babu Kuruvila
Mr. Santo K. Raju
Mr. Anoop D.
Mr. Joseph P. Joseph
Mr.Febin M. Sunny
Mr. Saji Babu

# Department of Interior Design / Visual Arts

Ms. Jasmine M. A.                    HOD
Mr. Kiran Johnson
Ms. Nisha Antony Venadt
Mr. Aneesh S. J.
Ms. Sajanu Susan Sunny
Ms. Reshma Antony

# Department of Fashion Technology (BFT)

Ms. Chinchu V. Joy     HOD
Mr. Andrew Samuel Kejin
Ms. Nimisha Devasia   (on leave)
Ms. Ansa Shaji
Ms. Sruthi Mohan
Ms. Honey Joy
Ms. Jinu Baby
Dr. Susan Paul         Visiting Faculty (former HOD)
Harshal Mahajan        Visiting Faculty
Nikhila Thomas         Visiting Faculty

# Department of Social Work

Mr. Laiju E. K.                    HOD
Ms. Jilcy Mathew
Mr. Binto Varghese
Ms. Krishna Priya M.P
Dr. Ashly Joseph           Visiting Faculty
Dr. Lissy Jose             Visiting Faculty

# Non Teaching Staff

| | |
|---|---|
| Suja P. Mathai | Superintendent |
| Lija Sara John | U D Clerk |
| Bindu Syriac | U D Clerk |
| Bincy Mathai | U D Clerk |
| Saritha M. D. | Accountant |
| Ambili M. S. | Junior Accountant |
| Ms. Jaicy Thomas | Librarian |
| Sheeba Varghese | Librarian |
| Bushara Basheer | Librarian |
| Sreeja Vipin | Counsellor |
| Manju Manoj | Counsellor |
| Ammu Rajan | Technical Staff |
| Akhil M. R. | Technical Staff |
| Eldho Joseph | Technical Staff |
| Shinoj Mathew | Technical Staff |
| Aneesh Jayan | Technical Staff |
| Muhammed P.B. | Gardener |
| Ansar M.A. | Electrician |
| Solly Varghese | Attender |
| Sarada Harisudan | Helper |
| Lovely P. T. | Helper |
| Kumari Gopi | Helper |
| Jalaja M. K. | Helper |
| Ajitha Babu | Helper |

# Retired Staff Association

| | |
|---|---|
| Chev. Prof. Baby M. Varghese | Principal |
|     9447294444 | |
| Prof. M.C. Radhamany | HOD (Dept. of English) |
|     0484 2462316 | |

| | | |
|---|---|---|
| Prof. Mary C. Varkey | HOD (Dept. of English) | |
| 9447218171 | | |
| Prof. N.S. Issac | Dept. of English | |
| 9446219754 | | |
| Prof. Juby Kuriakose | Dept. of English | |
| 9744733330 | | |
| Journalist P. M. Krishnawarrior | HOD (Dept. of Journalism) | |
| 9745605900 | | |
| Dr. Ashly Joseph | HOD (Dept. of Social Work) | |
| 9447794749 | | |
| Dr. Lissy Jose | HOD (Dept. of Social Work) | |
| 9745307589 | | |
| Dr. Susy Paul | Dept. of Commerce | |
| 0485 2860809 | | |
| Dr. Susan Paul | HOD (Fashion Technology) | |
| 9747905155 | | |
| Ms. Marykutty Franklin | Office Staff | |
| 9745368576 | | |
| Ms. Daisy T. J. | Dept. of Commerce | |

## They who lead with commitment to 'Pastures new'

1. Principal                                    - Prof. K.M. George
2. Returning Officer (College Union)   - Prof. K.M. Kuriakose
3. Staff Advisor                             - Prof. A.J. Yoyakki
4. University Examinations            - Prof. A.J. Yoyakki  &
                                                 - Shyam C.S.
5. Internal Examinations             - Neethu Mathew &
                                                  Arun Ramakrishnan
6. UGC Cell                                  - Dr. M.K. Mohanan &
                                                 - Raji R. Nair
7. Planning Forum                        - Prof. K.P Paul
8. IQAC Co-ordinator                    - Raji R. Nair
9. Joint Co-ordinator                    - Suresh Babu R.V.

| | | |
|---|---|---|
| 10. | Staff  Editor | - Soya Francis |
| 11. | Arts Club | - Jilcy Mathew & Muhammed Falah |
| 12. | PTA Association | - Mathew K. Varghese |
| 13. | Alumni Association | - Anjaly Anupdev |
| 14. | NSS Programme Officer | - Vishnudev P.K. |
| 15. | Web Master | - Eldhose P.U. |
| 16. | System administration | - Ajai Antony & Subhashini G. |
| 17. | Discipline Committee | - P.M. Shibu |
| 18. | Music Club | - Falah Muhammed |
| 19. | Nature Club | - Amal Chandran |
| 20. | Film club | - Vineeth V. |
| 21. | Quiz Club | - Jincy Issac |
| 22. | College Handbook | - Suresh Babu R.V. & Ani Antony |
| 23. | News Bulletin | - Bibin Babu & Aasha Theresa |
| 24. | Readers' forum | - Shyam C.S. |
| 25. | Speakers' forum | - Santhoshkumar A.V. |
| 26. | Boys' Hostel | - Anish Augustine ( Warden)<br>- Nibin Joseph (Teacher –in-charge) |
| 27. | Ladies' Hostel | - Daisy Wilson (Warden)<br>- Nimisha Devasia (Teacher –in-charge) |
| 28. | Staff Association | - Arun Ramakrishnan (Secretary) |
| 29. | Seminar Hall | - Nimmy Narielil & Praveen Kumar N. |
| 30. | Subject Associations | |

| | |
|---|---|
| B.Com | – Biji Kuriakose |
| BBA | – Reshmi Sunil |
| BCA | – Priya P. G. |
| B.A. Animation & Graphic Design | |
| B.A. Multimedia | - Ani Antony |
| B.A. Animation & Visual Effects | |
| B.A. Interior Design | - Sajanu Susan Sunny |
| BFT | - Ansa Shaji |

31. Campus Beautification — Sreenadh V.G.

32. Campus Cleanliness — Bindu D. Nair & Vishnudev P.K.

33. Social Service League — Laiju E.K.

34. Fashion Show — Andrew Samuel Kejin & Gayathri K.S.

35. Placement Cell — Eldho Paulose , Vineeth V. &
— Eldhose P.U.

36. SC/ ST Cell — Latha B. & Vandana V.

37. Photography Club — Boby Krishna

38. Miniplex Theatre — Sudeep D.S.

39. Monitoring Cell — Sanil Thomas

40. Research & Development — Ms. Raji R. Nair
— Mr. Ajai Antony
Exhibition — Aneesh S.J.

41. Anti Narcotic Cell — Saji Joseph

42. Women's Cell — Santhi Zacharia

43. Internal Complaints Committee -
— Santhoshkumar A. V. & Shibu P.M.

44. Gender Justice Forum — Jasmine M.A.

45. AISHE (All India's Survey on Higher Education) Nodal Officer
— Binto Varghese

46. E D Club — Aneesh S. J.

47. Mentoring Cell -Prof. K.M. Kuriakose (Coordinator)
-Suresh Babu R. V. (Joint Coordinator)

# Gregorian Library

The Library, named after St. Gregorios of Parumala, started with 5000 volumes at the inception. The main Library offers good selection of books on a wide range of genre: journals, magazines, reference books, newspapers, etc. in addition to the extension at the school of media & design for the sake of comfort and convenience of the staff and students. It is fully automated with internet facilities and Bar coded identity cards. The software is helpful for the issue of books, return, renewal and book searching.

Time : 8.30 am  to  5.00 pm

# Library Rules

A.  Strict and absolute silence should be maintained in the Library.

B.  No mobile phones.

C.  No group discussion.

D.  No personal belongings should be taken in.

E.  Students can borrow 2 books at a time while members on the staff can borrow 4 books.

F.  Books should be returned on the date specified. Otherwise, a fine of  Rs. 1 / = per day of default on each book will be levied.

G.  If books are found damaged or lost they should be replaced or double the cost will be levied from the borrowers.

H.  Reference books, journals, magazines and newspapers should not be taken out.

I.  Identity card / membership card is not transferable.

J.  Books borrowed for use during vacation should be returned not later than next day after the reopening of the college.

# Library Committee

| | |
|---|---|
| Prof. K. M. George | Principal |
| Prof. A.J. Yoyakki | Vice Principal |
| Prof. K. M. | Dean |
| Ms. Jaisy Thomas | Librarian |
| Ms. Sheeba Varghese | M.A, MLISC Librarian |
| Ms. Bushara Basheer | BA, BLISC Librarian |
| Sreenath V.G. | Staff- in- Charge |
| Latha B. | Staff in charge |
| Ammu Rajan | Staff-in-Charge |

# Career Guidance and Placement Cell

It interacts with reputed companies and organisations all over the country for the placement of our students through campus recruitment programmes.

We provide training and career guidance to our students for the benefit of job opportunities. Education becomes meaningful and helpful at the placement of students by the reputed recruiting agencies. It is gratifying to note that many of our students get placed every year on attractive terms and conditions.

# Career Guidance Cell

Prof.  K. M. George (Principal)

Mr. Eldhose Paulose(Convener)

Mr. P.U. Eldhose

Mr. Vineeth V.

Ms. Raji R. Nair (IQAC Convener)

Ms. Sreeja C.N.

# GRIEVANCE REDRESSAL CELL

There is provision for the redress of grievance at three levels. Complaints shall be brought to the notice of the teacher concerned in the first instance. If the student is not satisfied with the decision, he/she may appeal to the Departmental Grievance Redress Cell consisting of the HOD, Class teacher and the teacher concerned. The student will also has the freedom to make further appeal to the College Level Grievance Redress Cell/ Principal

## Grievance Redressal Cell

| | |
|---|---|
| Prof. K. M. George | - Principal (Chairman) |
| Prof. A.J. Yoyakki | - Vice Principal |
| Mathew K. Varghese | - PTA Association |
| Laiju E.K. | - HOD representative |
| Manju A.R. | - Dept. of Commerce |
| Sini Joy (M/o Basil Joy) | - PTA representative |
| Alex George (II M.Com) | - Student representative |
| Lijo Johnson | - Dept. of Visual Effects |
| Santhi Zacharia | - Convener, Women Cell |
| Suja P. Mathai | - Superintendent |

## Anti Ragging Cell

| | |
|---|---|
| Principal | - Chairman |
| Vice Principal | - Vice Chairman |
| Circle Inspector of Police, Kothamangalam | - Police Dept |
| K. P. Kuriakose | - Media |
| Prof. K. M. Kuriakose | - Dean |
| Prof. K. P. Paul | - Dean |

| | |
|---|---|
| Dr. M. K. Mohanan | - Dean |
| Dr. Solomon Peter | -Principal MAMS |
| Neethu Mathew | - HOD representative |
| Shibu P. M. | - Staff representative |
| Arun Ramakrishnan | - Staff Secretary |
| Bindu Syriac | - Non Teaching representative |
| Lince Binu - I M.Com (Tax) | - Student Representative |

# Anti Ragging Squad

| | |
|---|---|
| Prof. K. M. George | - Principal (Chairman) |
| Prof. A. J. Yoyakki | - Vice Principal |
| Santhoshkumar A. V. | - HOD (Animation) |
| N. M. George | - HOD (BBA) |
| Asha P. Alias | - Dept. of Computer Applications |
| Saritha M.D. | - Non Teaching Representative |
| Joshua Shaji - III BCA | - Student representative |

# Anti Harassment Committee

| | |
|---|---|
| Prof. K. M. George | - Principal (Chairman) |
| Prof. A. J. Yoyakki | - Vice Principal |
| Chinchu V. Joy | - HOD (Fashion Technology) |
| Jasmin M.A. | - HOD (Interior Design) |
| Biji Kuriakose | - Dept. of Commerce |
| Emgi G. Kochumuttom | - Dept. of Commerce |
| Ambili M.S. | - Office Staff |
| Angel Alias – III B.Com (Tax) | - Student Representative |

# Anti Narcotic Cell

| | |
|---|---|
| Prof. K. M. George | - Principal |
| Inspector | - Excise Dept. |
| Dr. M. K. Mohanan | - Dean |
| Sebastian Panattil | - HOD (MBA-MAMS) |
| Saji Joseph | - HOD, Dept. of Commerce |
| Manju Manoj | - Office Staff |
| Aleena Baiju – II Mcom | - Student Representative |

# Women Cell

| | |
|---|---|
| Prof. K. M. George | - Principal |
| Prof. K. M. Kuriakose | - Dean |
| Santi Zacharia | - Convener |
| Priya P.G. | - BCA Dept. |
| Jilcy Mathew | - MSW Dept. |
| Lija Sara John | - Office Staff |
| Mary Sia - II BFT &<br>Anitta Baby - II MSW | - Student Representatives |

# Planning Forum

| | |
|---|---|
| Prof. K. M. George, Principal | - Chairman |
| Prof. A.J. Yoyakki | - Vice Principal |
| Prof. K.P. Paul | - Dean |
| Sudeep D.S. | - Dept. of Animation |
| Jincy Issac | - Dept. of English |
| Gopika R Nair | - Student Representative<br>III B.Com (Computer) |

# Parent - Teacher Association

| | |
|---|---|
| Prof. K. M. George, Principal | - Chairman |
| Prof. A.J. Yoyakki | - Vice Principal |
| Mathew K. Varghese | - Convenor |
| Soya Francis | - Dept. of English |
| Manju A.R. | - Dept. of Commerce |

# Alumni Association

| | |
|---|---|
| Prof. K. M. George, Principal | - Chairman |
| Prof. A.J. Yoyakki | - Vice Principal |
| Anjaly Anupdev | - Convenor |
| Saji Joseph | - HOD of Commerce |
| Neethu Mathew | - HOD of BCA |
| Fr. Joseph Thomas | - Alumnus |
| James Jolly | - Alumnus |

# Internal Complaints Committee

| | |
|---|---|
| Prof. K. M. George, Principal | - Chairman |
| Prof. A.J. Yoyakki, Vice Principal | - Convenor |
| Radhakrishnan S.K. | - HOD of Animation & Graphic Design |
| Shibu P.M. | - Dept. of Commerce |
| Mathew K. Varghese | - Dept. of Commerce |
| Santhi Zacharia | - Dept. of BBA |
| Eldhose P.U. | - Dept. of BCA |

# Gender Justice Forum

Prof. K. M. George, Principal     - Chairman

Prof. A.J. Yoyakki     - Vice Principal

Jasmin M.A.     - Convenor HOD of Interior Design

Vandana V.     - Dept. of Computer Applications

# Social Service League

Prof. K. M. George, Principal     - Chairman

Laiju E.K.     - Convenor, HOD of MSW

Resmi Sunil     - Dept of BBA

Vishnudev P.K.     - NSS Officer

Alex George - II M.Com     -Student Representative

# OPEN COURSE

As directed by the University we offer the following subjects as part of open courses in respect of the fifth semester of B.Com (Computer Applications), B.Com (Finance & Taxation), B.Com (Marketing), BCA, BBA, B.A. Animation & Graphic Design, B.A. Visual Arts (Interior Design), B.A. Animation & Visual Effects   and BFT

1. B.Com Computer Applications Model II        -English for Careers
2. B.Com Finance & Taxation Model II         -Computer Fundamentals, Internet & MS Office
3. B.Com (Marketing)              - Computer Fundamentals,Internet & MS Office
4. BCA                     - Fundamentals of Banking & Insurance
5. BBA                     - Computer Fundamentals,Internet&MS Office
6. B.A. Animation & Graphic Design              - Video Editing
7. B.A. Visual Arts (Interior Design)              - Video Editing
8. B.A Animation & Visual Effects            - Promotional Design
9. BFT                           - Promotional Design

# "MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDERGRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017"

# SCOPE

1. *'College Co-ordinator'* is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/She shall be nominated to the college level monitoring committee.

2. *'Common Course I'* means a course that comes under the category of course for English

3. *'Common Course II'* means additional language.

4. *'Complementary Course'* means a course which would enrich the study of core courses

5. *'Core course'* means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights

6. *'Course'* means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme)

7. *'Credit'* is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme

8. *'Grace Marks'* shall be awarded to candidates as per the University Orders issued from time to time

9. *'Grade'* means a letter symbol (A, B, C etc) which indicates the broad level of performance of a student in a Paper / Course / Semester / /Programme

10. *'Grade Point'* (GP) is the numerical indicator of the percentage of marks awarded to a student in a course

11. *'Institutional Average (IA)'* means average mark secured (Internal + external) for a course at the college level

12. *'Open Course'* means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.

13. *'Programme'* means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.

14. *'Semester'* means a term consisting of a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.

15. ***'University Average (UA)'*** means average mark secured (Internal + external) for a course at the University level

16. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

# Eligibility for Admission & Reservation of seats

## DURATION

1. The duration of U.G. Programme shall be 6 semesters.

2. There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May

3. No student shall be allowed to complete the programme by attending more than 12 continuous semesters

# REGISTRATION

1. The strength of students for each programme shall be as per the existing orders, as approved by the University

2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat / re-appearance courses to the University in the prescribed form within 45 days from the commencement of the Semester.

3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

# SCHEME AND SYLLABUS

1.  The U.G. Programmes shall include (a) Common Courses I and II (b) Core Course(s), (c) Complementary / Vocational Courses, and (d) Open Course.

2.  There shall be one Choice Based Course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

3.  Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break

4.  A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. If a candidate secures F grade for any one of the courses offered in a Semester/ Programme, only F grade will be awarded for that Semester/Programme until he/she improves this to D grade or above within the permitted period    (12 continuous semesters)

5.  Students who complete the programme with "D" grade in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017" will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.

6.  Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi

University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017" after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017".

7. The Practical examinations (external / internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

# Model II B. Com

| a | Programme Duration | 6 Semesters |
|---|---|---|
| b | Total Credits required for successful completion of the Programme | 120 |
| c | Credits required from Common Course I | 14 |
| d | Credits required from Common Course II | 8 |
| e | Credits required from Core and Complementary / Vocational Courses including Project | 95 |
| f | Open Course | 3 |
| g | Minimum attendance required | 75% |

# Examinations

The evaluation of each paper shall contain two parts:-

1. Internal or In – Semester Assessment (ISA)

2. External or End – Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All papers (Theory & Practical), grades are given on a **7 – point scale** based on the total percentage of marks, **(ISA + ESA)** as given below:-

| Percentage of Marks | Grade | Grade Point |
|---|---|---|
| 95 and above | S    Outstanding | 10 |
| 85 to below 95 | A+  Excellent | 9 |
| 75 to below 85 | A    Very Good | 8 |
| 65 to below 75 | B+  Good | 7 |
| 55 to below 65 | B    Above Average | 6 |
| 45 to below 55 | C    Satisfactory | 5 |
| 35 to below 45 | D    Pass | 4 |
| Below 35 | F    Failure | 0 |
|  | Ab  Absent | 0 |

# CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula:-
CP = C  x  GP, Where C is the Credit and GP is the Grade Point.
Semester Grade Point Average (SGPA) of a semester is calculated using the formula:-

SGPA  =  TCP/ TC, where TCP is the Total Credit Point of that  semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

CGPA = TCP/ TC, Where TCP is the Total Credit Point of that Programme.

Grade Point Average (GPA)  of different category of courses viz,

Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational Course, Core Course is calculated using the formula:-

GPA = TCP/TC, Where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course.

Grades for the different courses, semesters and overall programme are given based on the corresponding GPA as shown below.

| GPA | Grade |
|---|---|
| 9.5 and above | S    Outstanding |
| 8.5 to below 9.5 | A+  Excellent |
| 7.5 to below 8.5 | A    Very Good |
| 6.5 to below 7.5 | B+  Good |
| 5.5 to below 6.5 | B    Above Average |
| 4.5 to below 5.5 | C    Satisfactory |
| 3.5 to below 4.5 | D    Pass |
| Below 3.5 | F    Failure |

# MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

For all courses without practical

    A. Marks of external Examination   : 80

    B. Marks of internal evaluation    : 20

| Components of Internal Evaluation of theory | Marks |
|---|---|
| Attendance | 5 |
| Assignment / Seminar / Viva | 5 |
| Test papers (2 x 5 = 10) | 10 |
| **Total** | **20** |

For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

    C. Marks of external Examination   : 60

    D. Marks of internal evaluation   : 15

| Components of Internal Evaluation | Marks |
|---|---|
| Attendance | 5 |
| Assignment / Seminar / Viva | 2 |
| Test papers (2 x 4) | 8 |
| **Total** | **15** |

For practical examinations total marks for external evaluation is 40 for internal evaluation is 10.

| Components of Internal Evaluation of Practical | Marks |
|---|---|
| Attendance | 2 |
| Test papers (1 x 4) | 4 |
| Record* | 4 |
| **Total** | **10** |

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

For Projects

    A.    Marks of external evaluation    : 80

    B.    Marks of internal evaluation    : 20

| Components of External Evaluation of Project | Marks |
|---|---|
| Dissertation (External) | 50 |
| Viva - Voce (External) | 30 |
| **Total** | **80** |

*Marks for dissertation may include study tour report if proposed in the syllabus.

| Components of Internal Evaluation of Project | Marks |
|---|---|
| Punctuality | 5 |
| Experimentation / Data Collection | 5 |
| Knowledge | 5 |
| Report | 5 |
| **Total** | **20** |

Attendance Evaluation for all papers

| % of attendance | Marks |
|---|---|
| 90 and above | 5 |
| 85 - 89 | 4 |
| 80 - 84 | 3 |
| 76 - 79 | 2 |
| 75 | 1 |

# ASSIGNMENTS

Assignments are to be done 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 5th semester for each paper and appear foe Viva - voce in the 6th semester for each course.

# INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted 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 one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

# Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three - level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

# Department Level

The Department Cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in charge as members.

# College Level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as Members.

# University Level

A committee constituted by the Vice - Chancellor as Chairman, Pro-Vice- Chancellor, Convener - syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member secretary.

The college Council shall nominate a senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of 1 Semester.

The internal evaluation marks/grades in the prescribed format should reach the University before 4th week of October and March in every academic year.

# External Examination

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

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. This Condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/ College Union/ Co- curricular

activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. 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.

All students are to do a Project in the area of Core Course. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice - Chancellor to those new generation programmes and programmes on performing arts wheres students have to take projects which involve larger groups. The projects are to be identified during the II Semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project Evaluation and Viva Presentation is compulsory for all subjects and will be conducted at the end of the Programme.

There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/ improvement for other semesters the students can appear along with the next batch.

A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester Examination can register notionally, for getting eligibility for promotion to the next semester.

A candidate who has not secured minimum marks/ credits in internal examinations can re - do the same registering along with the

University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

All courses shall have unique alpha numeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

# PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/ he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type/ problem solving type and long essay type questions.

# RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted for fixing the rank position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

# Pattern of Question Papers

Without Practical

| Sl. No. | Pattern | Marks | Choice of questions | Total Marks |
|---------|---------|-------|---------------------|-------------|
| 1 | Short answer / Problem type | 2 | 10/12 | 20 |
| 2 | Short essay / Problem | 5 | 6/9 | 30 |
| 3 | Essay / Problem | 15 | 2/4 | 30 |
| | | | Total | 80 |

With Practical

| Sl. No. | Pattern | Marks | Choice of questions | Total Marks |
|---------|---------|-------|---------------------|-------------|
| 1 | Short answer / Problem type | 1 | 10/12 | 20 |
| 2 | Short essay / Problem | 5 | 6/9 | 30 |
| 3 | Essay / Problem | 10 | 2/4 | 20 |
| | | | Total | 70 |

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees

# COLLEGE CALENDAR
# 2022-23

# 2022 June ജൂൺ ഇടവം-മിഥുനം 1197

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | **1** 18 | **2** 19 | **3** 20 | **4** 21 |
| 5 22 World Environment Day | **6** 23 | **7** 24 | **8** 25 | **9** 26 | **10** 27 | **11** 28 |
| 12 29 | **13** 30 | **14** 31 ☺ | **15** 1 മിഥുനം | **16** 2 | **17** 3 | **18** 4 |
| 19 5 National Reading Day | **20** 6 | **21** 7 World Yoga Day | **22** 8 | **23** 9 | **24** 10 | **25** 11 |
| 26 12 | **27** 13 | **28** 14 ● | **29** 15 | **30** 16 | | |

Notes

| 2022 July ജൂലൈ | | | | മിഥുനം-കർക്കിടകം 1197 | | |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 31 15 | | | | | 1 17 | 2 18 |
| 3 19 **St Thomas Day** | 4 20 | 5 21 | 6 22 | 7 23 | 8 24 | 9 25 |
| 10 26 **Ramsan** | 11 27 | 12 28 ☺ | 13 29 | 14 30 | 15 31 | 16 32 |
| 17 1 കർക്കിടകം | 18 2 | 19 3 | 20 4 | 21 5 | 22 6 | 23 7 |
| 24 8 | 25 9 | 26 10 **National Parents Day** | 27 11 | 28 12 ☻ **Nature Conserva- tion Day** | 29 13 | 30 14 |

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# 2022 August ആഗസ്റ്റ്

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | **1** 16 | **2** 17 | **3** 18 | **4** 19 | **5** 20 | **6** 21 Hiroshima Day |
| 7 22 | 8 23 Quit India Movement Day | **9** 24 Muhram | **10** 25 | **11** 26 | **12** 27 ☺ International Youth Day | **13** 28 World Organ Donation Day |
| 14 29 | 15 30 Independance Day | **16** 31 | **17** 1 ചിങ്ങം | 18 2 Krishna Jayanthi | **19** 3 | **20** 4 |
| 21 5 | **22** 6 | **23** 7 | **24** 8 | **25** 9 | **26** 10 Women's Equality Day | **27** 11 ☻ |
| 28 12 | **29** 13 | **30** 14 | **31** 15 | | | |

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# 2022 September സെപ്തംബർ ചിങ്ങം-കന്നി 1198

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | **1** 16 | **2** 17 | **3** 18 |
| 4 19 | **5** 20 | **6** 21 | 7 22 **1st Onam** | 8 23 **World Literacy Day Thiru Onam** | 9 24 **3rd Onam** | 10 25 ☺ **S.N.Guru Jayanthi** |
| 11 26 | **12** 27 | **13** 28 | **14** 29 | **15** 30 | **16** 31 | **17** 1 കന്നി |
| 18 2 | **19** 3 | **20** 4 | 21 5 **World Peace Day S.N. Guru Samadhi** | **22** 6 | **23** 7 | **24** 8 |
| 25 9 ☻ | **26** 10 | **27** 11 | **28** 12 | **29** 13 | **30** 14 | |

Notes

# 2022 October ഒക്ടോബർ കന്നി-തുലാം 1198

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 30 13 | 31 14 | | | | | 1 15 **Patron's Day** |
| 2 16 **Gandhi Jayanthi** | 3 17 **Mar Basil Day** | 4 18 **Vijaya-dasami** | 5 19 **World Teachers' Day Dussehra** | 6 20 | 7 21 | 8 22 **Nabidinam** |
| 9 23 ☺ | 10 24 | 11 25 | 12 26 | 13 27 | 14 28 | 15 29 |
| 16 30 | 17 31 | 18 1 തുലാം | 19 2 | 20 3 | 21 4 | 22 5 |
| 23 6 | 24 7 **Diwali** | 25 8 ● | 26 9 | 27 10 | 28 11 **World Animation Day** | 29 12 |

Notes

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | **1** 15 | **2** 16 | **3** 17 | **4** 18 | **5** 19 <br> **Tsunami Day** |
| 6 20 | **7** 21 | **8** 22 ☺ | **9** 23 | **10** 24 | **11** 25 | **12** 26 |
| 13 27 | **14** 28 <br> **Children's Day** | **15** 29 | **16** 30 | **17** 1 <br> വൃശ്ചികം | **18** 2 | **19** 3 |
| 20 4 | **21** 5 | **22** 6 | **23** 7 ☻ | **24** 8 | **25** 9 | **26** 10 |
| 27 11 | **28** 12 | **29** 13 | **30** 14 | | | |

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## 2022 December ഡിസംബർ — വൃശ്ചികം-ധനു 1198

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | **1** 15 **World AIDS Day** | **2** 16 | **3** 17 |
| 4 18 | **5** 19 | **6** 20 | **7** 21 | **8** 22 ☺ | **9** 23 | **10** 24 **Human Rights Day** |
| 11 25 | **12** 26 | **13** 27 | **14** 28 | **15** 29 | **16** 1 ധനു | **17** 2 |
| 18 3 | **19** 4 | **20** 5 | **21** 6 | **22** 7 | **23** 8 ☻ | **24** 9 |
| 25 10 **Christmas** | **26** 11 | **27** 12 | **28** 13 | **29** 14 | **30** 15 | **31** 16 |

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 29 <sup>15</sup> | 30 <sup>16</sup> | 31 <sup>17</sup> | | | | 17<br>ധനു |
| 1 <sup>17</sup> | 2 <sup>18</sup><br>**Mannam Jayanthi** | 3 <sup>19</sup> | 4 <sup>20</sup> | 5 <sup>21</sup> | 6 <sup>22</sup> ☺ | 7 <sup>23</sup> |
| 8 <sup>24</sup> | 9 <sup>25</sup> | 10 <sup>26</sup> | 11 <sup>27</sup> | 12 <sup>28</sup> | 13 <sup>29</sup> | 14 <sup>30</sup> |
| 15 <sup>1</sup><br>മകരം | 16 <sup>2</sup> | 17 <sup>3</sup> | 18 <sup>4</sup> | 19 <sup>5</sup> | 20 <sup>6</sup> | 21 <sup>7</sup> ● |
| 22 <sup>8</sup> | 23 <sup>9</sup> | 24 <sup>10</sup> | 25 <sup>11</sup> | 26 <sup>12</sup><br>**Republic Day** | 27 <sup>13</sup> | 28 <sup>14</sup> |

Notes

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | **1** 18 | **2** 19 | **3** 20 | **4** 21 <br><br> **World Cancer Day** |
| 5 22 ☺ | **6** 23 | **7** 24 | **8** 25 | **9** 26 | **10** 27 | **11** 28 |
| 12 29 | **13** 1 <br> കുംഭം <br> **World Radio Day** | **14** 2 | **15** 3 | **16** 4 | **17** 5 | 18 6 <br> **Sivaratri** |
| 19 7 | **20** 8 ● <br> **World Social Justice Day** | **21** 9 <br> **World Mother Language Day** | **22** 10 | **23** 11 | **24** 12 | **25** 13 |
| 26 14 | **27** 15 | **28** 16 | | | | |

Notes

| 2023 | March | മാർച്ച് | | കുംഭം–മീനം 1198 | | |
|---|---|---|---|---|---|---|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | മകരം | | **1** 17 | **2** 18 | **3** 19 <br> **World Wild Life Day** | **4** 20 <br> ധനു |
| 5 21 | **6** 22 <br> **Mannam Jayanthi** | **7** 23 <br> ☺ | **8** 24 <br> **World Women's Day** | **9** 25 | **10** 26 | **11** 27 |
| 12 28 | **13** 29 | **14** 30 | **15** 1 <br> മീനം | **16** 2 | **17** 3 | **18** 4 |
| 19 5 | **20** 6 <br> **World Happiness Day** | **21** 7 <br> 😀 <br> **World Poetry Day & Down Syndrome day** | **22** 8 <br> **World Water Day** | **23** 9 | **24** 10 <br> **World T.B. Day** | **25** 11 <br> 😀 |
| 26 12 | **27** 13 | **28** 14 | **29** 15 | **30** 16 <br> **Republic Day** | **31** 17 | |

Notes

# 2023 April ഏപ്രിൽ മീനം-മേടം 1198

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 30 ⁱ⁶ | | | | | | 1 ¹⁸ |
| 2 ¹⁹ World Autism Awareness Day | 3 ²⁰ | 4 ²¹ | 5 ²² | 6 ²³ ☺ | 7 ²⁴ Good Friday World Health Day | 8 ²⁵ |
| 9 ²⁶ Easter | 10 ²⁷ | 11 ²⁸ | 12 ²⁹ | 13 ³⁰ | 14 ³¹ Ambedkar Jayanthi | 15 ¹ മേടം Vishu |
| 16 ² | 17 ³ | 18 ⁴ | 19 ⁵ | 20 ⁶ ● | 21 ⁷ | 22 ⁸ Ramsan World Mother Earth Day |
| 23 ⁹ World Book & Copy Right Day | 24 ¹⁰ | 25 ¹¹ World Malaria Day | 26 ¹² | 27 ¹³ | 28 ¹⁴ | 29 ¹⁵ World Dance Day |

## Notes

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| 2023 | | May | | മെയ് | | മേടം-ഇടവം 1198 |
|---|---|---|---|---|---|---|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | 1 <sup>17</sup> | 2 <sup>18</sup> | 3 <sup>19</sup> World Press Free-dom Day | 4 <sup>20</sup> | 5 <sup>21</sup> ☺ | 6 <sup>22</sup> |
| 7 <sup>23</sup> | 8 <sup>24</sup> | 9 <sup>25</sup> | 10 <sup>26</sup> | 11 <sup>27</sup> | 12 <sup>28</sup> | 13 <sup>29</sup> |
| 14 <sup>30</sup> | 15 <sup>1</sup> ഇടവം World Family Day | 16 <sup>2</sup> | 17 <sup>3</sup> | 18 <sup>4</sup> | 19 <sup>5</sup> ☻ | 20 <sup>6</sup> |
| 21 <sup>7</sup> | 22 <sup>8</sup> | 23 <sup>9</sup> | 24 <sup>10</sup> | 25 <sup>11</sup> | 26 <sup>12</sup> | 27 <sup>13</sup> |
| 28 <sup>14</sup> | 29 <sup>15</sup> | 30 <sup>16</sup> | 31 <sup>17</sup> World No Tobacco Day | | | |

Notes

# College Directory

| | | |
|---|---|---|
| **College Chairman**<br>Chev. Prof. Baby M. Varghese | babymvarghese@mams.ac.in | 94472 94444 |
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## Non Teaching Staff

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| Ms.Bindu Syriac | U D Clerk | bindusyriac@gmail.com | 9744509527 |
| Ms. Bincy Mathai | U D Clerk | bincy@mams.ac.in | 9496665404 |
| Ms.Saritha M. D. | Accountant | sarithadineshan@gmail.com | 9400076594 |
| Ms.Ambili M. S. | Junior Accountant | ambilysyakumar@gmail.com | 9961303753 |
| Ms.Sheeba Varghese | Librarian | sheebaregi5@gmail.com | 8943142242 |
| Ms.Bushara Basheer | Librarian | bushrasabeer23@gmail.com | 9961740068 |
| Ms.Sreeja Vipin | Counsellor | sreejavipin.vipin@gmail.com | 8086153101 |
| Ms.Manju Manoj | Counsellor | manjumanoj2008@gmail.com | 9846877776 |
| Ms.Ammu Rajan | Technical Staff | ammurajan@gmail.com | 94967 54053 |
| Ms.Akhil M. R. | Technical Staff | amrakhil@gmail.com | 9074010012 |
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| Mr.Shinoj Mathew | Technical Staff | shinojnellimattom@gmail.com | 9947667689 |

| | | |
|---|---|---|
| Mr.Muhammed P.B. | Gardener | 94968 00902 |
| Mr.Ansar M.A. | Electrician | 95627 41703 |
| Ms.Solly Varghese | Attender | 97441 90953 |
| Mr. Aneesh Jayan | Attender | 9526393839 |
| Ms.Sarada Harisudan | Helper | 93886 06260 |
| Ms.Lovely P. T. | Helper | 96455 34434 |
| Ms.Kumari Gopi | Helper | 99462 80388 |
| Ms.Jalaja M. K. | Helper | 95445 93187 |
| Ms.Ajitha Babu | Helper | 96455 89417 |

# LEAVE APPLICATION FORM

Name of Student                          :

Class / Semester & No                    :

Number of Days for leave with Dates      :

Reason for Leave                         :

Signature of the applicant with date     :

Signature of the parent                  :

Forwarded by class teacher to HOD        :

Recommended by HOD                       :

Principal's Remarks                      :

NB: In case leave is sought for more than five consecutive working days or during examination days, a medical certificate should be produced.