



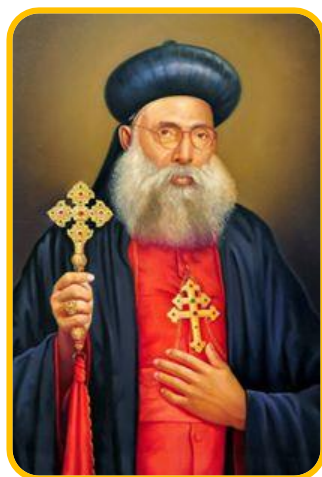
MAR IVANIOS COLLEGE OF ARTS AND SCIENCE
Kallumala P O, Mavelikara
(Affiliated to University of Kerala)

Managed by Malankara Catholic Diocese of Mavelikara



Hand Book and Academic Calendar 2018 - 19

'Lucem sequimur'
"We follow the light"



Servant of God Archbishop Mar Ivanios

An Educationist Par Excellence

Servant of God Mar Ivanios is held in deep reverence for his devotion to God and man. He is a blessed soul who has inspired thousands through his prayer life, charismatic personality, broad vision, ascetic ministry, and untiring efforts for peace and human well-being.

Mar Ivanios was born in Mavelikara, Kerala on 21 September, 1882. He took his MA Degree from Madras Christian College in 1907. This won him the familiar appellation 'M.A. Achen' as he was the first to achieve this qualification among the clergy from the Syrian Orthodox fold.

During the period 1913-1919 he occupied, on invitation, the coveted Chairs of Professor of Economics and Syriac in Serampore University College, Calcutta. In recognition of his scholarship, he was appointed the Chairman of the Board of Studies for Eastern Languages of the University for a long spell. His commitment to the cause of women's education is evidenced by the provision he gained at Diocesan College, Calcutta to admit female students from Kerala. On 1 May, 1925 he was consecrated Bishop.

As entrusted by the Synod of the Malankara Church held at Mavelikara in 1926 he took the initiative for the Communion of the Malankara Church with the Universal Catholic Church. But the Synod backtracked from the decision later. Responding positively to the call of the Holy Spirit, Mar Ivanios, with his followers, came into Communion with the Universal Catholic Church on 20 September, 1930. Mar Ivanios is rightly revered as the Prophet of Unity. Convinced of the fact that the empowering of people is possible only through education, he established several educational institutions including Mar Ivanios College, Trivandrum. This clearly reveals his futuristic vision on higher education.

On 15 July 1953 he was called to eternal rest. Thousands of people hail him as a Saint. On 15 July, 2007 the Holy Episcopal Synod of the Malankara Catholic Church declared him the Servant of God.



MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

Kallumala P O, Mavelikara, Pin : 690110

Ph. 0479 2344601, 9061202814

Email: marivaniosmyk@gmail.com

Web: www.marivanioscollege.in

(Affiliated to the University of Kerala)

ESTD - 2015

Hand Book and Academic Calendar 2018 - 19

Name:.....

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

Phone:.....

Name of Mentor/Faculty Advisor:.....

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I. MAR IVANIOS COLLEGE, MAVELIKARA

PROFILE OF THE COLLEGE

Mar Ivanios College of Arts and Science, Mavelikara is a project of the Diocese of Mavelikara which was established in Mavelikara in 2015. The Patron of “Mar Ivanios College of Arts and Science” is His Grace Dr. Joshua Mar Ignathios, the Director is Fr. Thomas Puthenparampil and Principal, Prof. Dr. K C Mathai.

Mar Ivanios College of Arts and Science, Mavelikara affiliated to the University of Kerala conducts degree courses in B.A. English Language and Literature, B. A. Economics, B.Com Tax, B.Com Tourism & Travel Management. Mar Ivanios College of Arts and Science, Mavelikara is located very close to Mavelikara Town and Mavelikara Railway Station. The College encompasses the best infrastructure, state of the art computer labs with most modern machines, language lab and library with internet facilities, and audio visual rooms. The teaching faculty here is the best of its kind. Students are given opportunities to participate in extracurricular activities, training programme, seminars, debates and quiz competitions. Periodical evaluation of students through internal assessments and class tests help them for the examinations.

Our highlights are: Well qualified faculty with academic repute, Campus with serene ambience, Value based courses, Personality development programme, Club activities, Talent training programme, Stadium, Tele class facility, Language lab, Counselling centre, Food Court, Hostel Facility, Medicare insurance coverage, Campus recruitment coordination, Extra care for slow learners.

OUR EMBLEM



OUR MOTTO

*‘Lucem sequimur’
We follow the light”*

OUR VISION

Every society is developed through education. Our college envisages a society based upon human values-morals, intellectual, social, cultural and spiritual. Our students will cherish the values of the land, absorb the glory of the nation and evolve as citizens of the world.

OUR MISSION

To prepare young minds to lead a life in truth and love that will contribute to the common good. To groom their heads, hearts and hands for the service of Man and the behest of the Universal Lord. To make new generations respond proactively to the Gift of Life.

AIMS AND OBJECTIVES

Mar Ivanios College, Mavelikara is established with a clear goal in view, following the educational vision of the Malankara Catholic Church. It considers Lord Jesus Christ as the perfect model for imitation and education. Hence, it stands for academic excellence, good discipline, development of skills and the service of mankind as modeled in the person of Jesus Christ. Accordingly the college stands for the following,

- To impart quality education enabling the students to keep abreast of the times.
- To assist students to acquire national and social values.
- To provide a comprehensive education so as to develop in the students a sound character and a round personality.
- To mould students to have keen sense of discipline, responsibility, initiative, integrity, self – confidence, self – esteem and a positive self-image.
- To impart a sound religious and moral education so as to uphold moral values in life.
- To ensure sound physical and intellectual development.
- To enable students to champion the cause of justice, love, truth and peace.
- To help each student to form emotional responses to adjust to the necessary changes and overcome obstacles.
- To help each student to respect the rights and privileges of others and their points of view.
- To encourage the students of the Catholic Community to attain their religious ideals.

MANAGEMENT

- **PATRON & MANAGER**

His Excellency Most Rev. Dr. Joshua Mar Ignathios

- **DIRECTOR**

Rev. Fr. Thomas Puthenparampil

- **PRINCIPAL**

Prof. Dr. K C Mathai

2. MANAGING COUNCIL

1. Most Rev. Dr. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Jose Venmalot
3. Rt. Rev. George Charuvila Corepiscopa
4. Rev. Fr. Thomas Puthenparampil
5. Very Rev. Fr. Benedict Perumuttathu
6. Very Rev. Fr. Immanuel Punthalavila
7. Very Rev. Fr. John Vaipil
8. Vary Rev. Fr. John C Puthenvedu
9. Rev. Fr. Geevarghese Nediyaamala

3. ACADEMIC COUNCIL/ADVISORY COMMITTEE

1. Dr. John T Abraham
2. Prof. Dr. Abraham Joseph
3. Prof. Dr. Rooble Raj
4. Prof. Thomaskutty Panachikkal
5. Prof. Thomaskutty Kaimala
6. Prof. Jacob Thomas
7. Mr. Saji Payickattethu
8. Prof. Dr. Gibi Geevarghese
9. Prof. Dr. K Y Benedict
10. Prof. Dr. K M Francis
11. Adv. Johnson Abraham
12. Dr. M K George S J
13. Adv. George Varghese
14. Mr. John T Samuel
15. Mr. P J Antony
16. Mr. Varghese Alexander

4. GOVERNING BODY

1. Most Rev. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Jose Venmalot
3. Rt. Rev. George Charuvila Corepiscopa
4. Very Rev. Immanuel Punthalavila
10. Rev. Fr. Benedict Perumuttathu
5. Rev. Fr. John Vaipil

6. Rev. Fr. Thomas Puthenparampil
7. Rev. Fr. John C Puthenvedu
8. Rev. Fr. Thomas Cherupushpa Bhavan
9. Prof. Dr. K C Mathai

5. STAFF COUNCIL

1. Rev. Fr. Thomas Puthenparampil (Director)
2. Prof. Dr. K C Mathai (Principal)
3. Prof. Prabha Alice Varkey (H O D, English)
4. Prof. Dr. Abraham Punnoose (H O D, Commerce)
5. Prof. Dr. P K Varghese (H O D, Economics)
6. Prof. Dr. Simon Tharakan (Dept. of Physical Education)
7. Prof. Dr. Harichandran R (Dept. of Malayalam)
8. Prof. Mathew Varghese (Dept. of History)
9. Asst. Prof. Anila Elizabeth John (Dept. of English)
10. Asst. Prof. Somichan Baby (Dept. of Hindi)
11. Prof. Dr. Varghese Thomas (Dept. of Political Science)

6. COURSES OFFERED

- B A English Language and Literature
- B A Economics
- B.Com – Commerce and Tax Procedure & Practice
- B.Com – Commerce and Tourism & Travel Management
- B.Com – Commerce and Computer Application*
- B.Sc. Computer Science *
- M.Com Finance*
- M A English Literature*

(* subject to the approval of the university)

7. MEMBERS OF THE FACULTY

7.1 PRINCIPAL

Prof. Dr. K C Mathai, M.Sc., M.Phil., Ph.D. - 9447977410

7.2 DEPARTMENT OF ENGLISH

Prof. Prabha Alice Varkey, M.A., M.Phil., [H. O. D] - 8606006448

Ms. Mekha Salim, M. A, B.Ed, SET, NET (Asst. Prof.) - 9562163681

Ms Anila Elizabeth John, M.A, (Asst. Prof.) - 9746824943

Mrs. Ancy B, M.A (Asst. Prof.) - 8136899799

Mr. Sarath Krishna A, MA (Asst. Prof) - 8281578770

Mr. Iype George, M.A (Asst. Prof.) - 9844630137

7.3 DEPARTMENT OF COMMERCE

Prof.Dr. Abraham Punnoose, M.Com, M.Phil., PhD, [H. O. D]	- 9447561414
Ms.Tintu Anna Mohan, M.T.A, NET (Asst. Prof.)	- 9207597560
Ms. Deepa Jayanandan, M.Com, B.Ed., NET, SET (Asst. Prof.)	- 9747668327
Mrs. Jincy Johnson, M.Com, B.Ed., SET (Asst. Prof.)	- 9496469144
Mrs. Stagy Stanly, MTA (Asst. Prof.)	- 9446340935
Ms. Ashley Thomas, M.Com (Asst. Prof.)	- 8281006049
Ms. Thaniya Simon, M.Com (Asst. Prof.)	- 9188371107
Ms. Nithya Varghese, M.Com, M.Phil (Asst. Prof.)	- 9847710579

7.4 DEPARTMENT OF ECONOMICS

Prof. Dr. P K Varghese [H.O.D]	- 9446117021
Ms. Aswathy P, MA, M.Phil, NET (Asst. Prof.)	- 8547970816
Mr. Anishkumar A.S, M.A (Asst. Prof.)	- 9605349321

7.5 DEPARTMENT OF HISTORY

Prof. Mathew Varghese, M.A	- 9656567205
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7.6 DEPARTMENT OF MALAYALAM

Prof. Dr. Harichandran, MA, MPhil, PhD	- 8281141096
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7.7 DEPARTMENT OF HINDI

Ms. Somichan Baby, MA (Asst. Prof.)	- 9544656303
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7.8 DEPARTMENT OF PHYSICAL EDUCATION

Prof. Dr. Simon Tharakan, M. A, M.P.Ed, Ph.D.	- 9447463277
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7.9 DEPARTMENT OF POLITICAL SCIENCE

Prof. Dr. Varghese Thomas, MA, M.Phil, Ph.D	- 9447505334
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7.10 LIBRARY

1. Ms. Jessy Kuruvila, MLISc	- Librarian	- 9562050674
2. Ms. Beena Joseph	- Library Assistant	- 8547916650

7.11 PRO (Public Relation Officer)

Mr. Sibin Thomas	- 8606115691
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8. OFFICE

1. Mr. Gijo George	- Office Superintendent	- 9847000796
2. Ms.Elizabeth Varghese	- Clerk	- 9747233497
3. Mrs. Anu Anil	- Accounts Section	- 9495477838
4. Mrs. Linu Varghese	- Data Entry Operator	- 9048049124

LAST GRADE STAFF

1. Mrs. Remya Stephen	- 9539353066
2. Mrs. Navya Shibu	- 9747055162
3. Mrs. Beena Shibu	- 7559023227
4. Mrs. Suja	- 8547329206
5. Mr. Mobin M	- 8943606357
6. Mr. Jiji k.k	- 9746903640

SECURITY STAFF

1. Mr. T G Radhakrishnan	- 9961423951
2. Mr. C K Samuel	- 9447348607

COLLEGE BUS

1. Mr. Jagadhappan (Unni)	- 9747967975
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9. COLLEGE RULES

• GENERAL DISCIPLINE

- All students are responsible to the Principal/HODs for their conduct both in and out of the college.
- They shall respect all the teachers and greet them when they meet for the first time each day either on the campus or outside.
- When a teacher or a visitor enters the classroom the students should stand up and remain so until they are permitted to sit.
- Students should not enter or leave classrooms without permission. They shall not enter other classes without permission.
- During free hours students are expected to make use of the library. No one should be found loitering on the veranda disturbing other classes.
- They shall not deface the college walls and furniture by writing, engraving, stamping, pasting etc. Everyone shall consider and handle the college property and library books as their own.
- Students are forbidden to organize or attend any meeting on the campus without the prior permission of the Principal. They are not allowed to address the college authorities in a group; such action is subversive. Written sanction of the principal is necessary to collect any fund or to circulate notice or petition of any kind by any student either on the campus or outside.
- Students are requested to carry with them duly signed identity cards and show them whenever authorities demand them.
- Any student who is persistently insubordinate, willfully mischievous and who is likely to have an unwholesome influence on fellow students may be removed from the rolls.
- The students are free to consult the Principal on any matter of college discipline, academic performance, co-curricular activities etc. On any matter of dispute, the decision of the Principal shall be final.
- Smoking which is injurious to health is strictly prohibited inside the college campus and those consuming intoxicants of any type will be expelled.
- Political activism is strictly banned inside the campus. Students are forbidden to organize or attend meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classroom.
- The students shall come to college wearing the official college uniform on all working days except on Wednesday.

• ETHICS AND ETIQUETTE

1. **Punctuality:** Students are required to reach the college in time. College timing is from 9.30 am to 3.30 pm and the first bell is at 9.20 am and second bell at 9.25 am followed by prayers, pledge etc.
2. **Sincerity:** Attend every class with genuine interest and wholehearted co-operation.
3. **Cleanliness:** Cleanliness is next to Godliness. Keep the campus clean. Don't throw any waste materials on the floor or ground but shall drop them in the dustbins kept for the purpose.
4. **Discipline:** After the second bell in the morning, turn up for the assembly. If there is no assembly every student must be in the class room. Standing on the 'Veranda' is not allowed. Observe silence during prayer and participate in the pledge. Keep silence in the library. Learn to give respect and take respect.
5. **Dressing:** Keep modesty in dressing. Collarless T shirts, short skirts and tight dresses are not allowed.
6. **Etiquette:** Decent behavior is expected in bus and other vehicles. Any complaint of misbehavior will be seriously dealt with. Vulgar comments on the opposite sex will invite serious actions. Wandering inside the campus is prohibited. Take care to use decent language only.

7. **General code of conduct:** Use English for communication. Utilize library during lunch break and free hours. Actively participate in the extra-curricular activities like NSS, Clubs and Subject Associations etc.
8. **ID Badges:** It is mandatory for all the students to wear the ID Badges on the campus.
9. Smoking and use of intoxicants like drugs, liquor, pan masala etc. strictly banned. Anybody violating this has to face serious consequences.

- **MOBILE PHONE**

Government had banned the use of mobile phones in College campus Vide G. O. No. RT/No.346/05. Higher Education dated 1/3/2005. The College Council, the PTA General Body & the PTA Executive have discussed the matter seriously and decided to enforce it strictly for the good of the student community. The Ethics Committee worked out the details of the enforcement and the following decisions were taken.

1. Students are not allowed to bring or use mobile phones on the campus, including classrooms and library.
2. Strict disciplinary action will be taken against those who violate the instruction.
3. If any student is found with mobile phone in hand or using it, it shall be reported to the department concerned.
4. All the teachers are authorized to report the same to the department concerned.
5. A fine of Rs. 100/- will be charged as penalty and the parents can claim the phone equipment from the Principal.
6. If repeated by the same students, the equipment will be withheld by the Principal. She/he can claim it along with caution deposit at the end of the course.
7. If parents want to contact their wards in an emergency, if any, during college time, they can do so on the following phone numbers. 0479 2344601, Mob: 9061202814 at the office.

8. **Mobile Squad:**

The following members of the faculty will serve as the mobile squad.

- I. Prof. Dr. Simon Tharakan (Chairman)
- II. Prof. Prabha Alice Varkey
- III. Prof. Dr. R. Harish
- IV. Prof. Deepa Jayanandan

- **TWO WHEELERS PARKING**

Motor bikes, bicycles, etc. Park in the area marked for the purpose near the main gate. As per the direction of the Govt. of Kerala no. 26483/G1 / 15/H. Edn, dated no type of vehicles should be used during celebrations inside the campus. The whole-hearted co-operation of the students, teachers, non-teaching staff, parents and all other well-wishers of our college are solicited for the smooth running of the college.

10. LIBRARY

Library is the nerve centre of all academic activities of the college. It provides a place where teachers and students can pursue research and study unhampered by noise or any other disturbance. Its facilities and services exist solely to cater to the needs of the academic community of the college. To ensure maximum benefits to those who use the library, certain regulations are laid down. It is to be observed by all those who want to make use of the library.

- a. The College Library normally remains open from 9.00 am to 5.ppm on all working days.
- b. Members of the staff and students of the college are members of the library.
- c. Students should submit their identity cards at the counter before entering the library.
- d. Strict silence must be maintained in the library.

e. No books or periodicals shall be removed from the library unless it is registered at the issuing counter.

f. Borrowed books must be returned within a fortnight and they can be re-issued for a further period of 15 days, if no one else has applied for the book. A book may be recalled at any time even before the expiry of the period.

g. Members are expected to use books with care. If a book is lost or damaged, it should be replaced at once together with fine. If the book is not replaced, the defaulter shall pay two times the cost of the book together with fine. Students are not allowed to pass on the books from one to another or to lend them to any one in or out of the college.

h. Books lost, damaged or defaced must be paid for by the student in whose name they were issued.

i. All books must be returned by due date. An overdue fine of Rs. 7/- per week will be imposed on all books not returned on time.

j. Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehavior

10.1 MICAS DIGITAL LIBRARY:-

(Mar Ivanios College of Arts and Science Digital Library)

To provide effective and efficient access to e – resources a digital and e – library is started. Anyone who has digital access can avail this facility.

Address, 'micasdigitallibrary.com'.

11. STUDENTS PARLIAMENT & UNION EXECUTIVE

College union election will be conducted as per the direction and schedule informed by the university authorities.

It will be on the parliamentary mode and as per the Lyngdoh Committee report, approved by the Honorable Supreme Court of India. In the parliamentary mode, the elected / nominated representatives from each class constitute the Parliament. There will be two representatives from each class a boy and a girl. The Union Executive consisting of the **Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Student Editor and a University Union Councilor** will be elected by the Parliament from among the members. The Principal shall be the ex-officio Patron of the Parliament and the Union Executive. The Moderator of the Parliament will be the Dean of the student affairs. There will be staff advisors to the Union Executive.

The Union Executive shall be accountable to the staff council and to the Parliament.

All the students are members of the College Union.

12. EVALUATION AND GRADING - CBCSS

The Evaluation of each Course shall consists of two parts

Continuous Evaluation (CE)

End Semester Evaluation (ESE)

The CE and ESE ratio shall be 1:4 for both Courses with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE.

A maximum 20 marks for CE is calculated in accordance with three factors in each Course.

1) Attendance (Max. marks 5):

2) Assignments or Seminars: (Max. marks 5)

3) Tests: (Max. marks 10)

The allotment of marks for attendance for each course is as given below.

% of Attendance		Marks obtained
Attendance less than 51%	-	0
51%-60%	-	1
61%-70%	-	2
71%-80%	-	3
81%-90%	-	4
91%-100%	-	5

Assignments or Seminars: (Max. marks 5)

Assignments/Seminars shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc. and inform the same to the students. Due weight shall be given for punctuality in submission. Seminar shall be similarly evaluated in terms of structure, content, presentation, interaction etc.

Tests: (Max. marks 10)

For each Course there shall be one class test during a semester.

Criteria for Grading

On the successful completion of the Course, Grades are given to the students on a 7-point scale based on the total percentage of mark scored (CE+ESE).

Percentage of marks	CCPA	Letter Grade	
and above	>or = 9	A+	Outstanding
80 to < 90	8 to <9	A	Excellent
70 to <80	7to<8	B	Very Good
60 to < 70	6to<7	C	Good
50 to < 60	5to<6	D	Satisfactory
40 to < 50	4to<5	E	Adequate
Below 40	<4	F	Failure

12.1 CBCSS AN OVER VIEW – Semester System at a Glance

Definitions

‘Academic Programme’ means the entire Course of study as per the given Scheme and Examinations.

‘Semester’ means a term consisting of a minimum of 90 working days distributed over a minimum period of 18 weeks.

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

‘Language Courses’ are Courses in English and an Additional Language of student’s choice, for which all the students who join for First Degree Programmes have to register.

‘Foundation Course’ means a Course at the foundation level that all students of the First Degree Programme have to register.

‘Core Course’ means a compulsory Course in a Major Subject related to the First Degree Programme in a discipline.

‘Complementary Course’ means a Course in a subject other than the Major Subject and is complementary to it.

‘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.

‘Vocational Course’ is a Compulsory course in a Major Subject of schedule 2 (a).

‘Audit Course’ means a Course which the student can register without earning Credits (Zero Credit Courses) and are not compulsory for completing the Degree Programme.

“Elective Course” means a Specialized Course from the frontier area of the Core Subject, offered by the Parent Department which he/she is free to choose.

‘Repeat Course’ is a Course that a student repeats if he/she has failed in it.

‘Credit’ (C) of a Course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to for the Course.

‘Grade’ indicates the level of performance of a student in a Course.

‘Grade Point’ is an integer indicating the numerical equivalent of the broad level of performance of a student in a Course. The product of Grade Point and the Credit of a Course is called ‘Credit Point’.

‘Semester Credit Point Average’ (SCPA) is an index of the overall performance of a student at the end of a semester. It is obtained by dividing the sum of the Credit Points obtained by a student at the end of a semester by the sum of the Credits of Courses taken by the student in the semester.

‘Cumulative Credit Point Average’ (CCPA) indicates the broad academic level of performance of the student in a Programme. It is obtained by dividing the sum of the Credit Points in all the Courses taken by the student for the entire Programme by the total number of Credits.

‘Major Subject’ means the subject for which the student has chosen the Core Courses in the respective Programme.

‘Faculty Advisor’ means a teacher appointed by the Department Council/ HOD who will advise the student on all academic matters. The teacher will be from the Department of the Major Subject.

‘Grace Marks’ means marks awarded to a student in recognition of meritorious achievements in Sports/Arts/ NCC/NSS.

CBCSS – CLMC Convenor - Prof. Dr. R Harish, HOD, Malayalam

➤ **ATTENDANCE**

Students who secure above a minimum of 50% attendance in all the Courses and a minimum of 75% attendance in the aggregate for all the Courses of a semester will be allowed to register for End Semester Evaluation. Others have to repeat the semester along with the next batch, unless they could make up the shortage of attendance through condonation. However the award of Grade for attendance in CE shall be made course-wise. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Programme shall be granted by the University on valid grounds.

13.SOCIAL SERVICE/EXTENSION ACTIVITY

It is mandatory for a student to participate in any one of the following Social Service/Extension Activities for not less than forty hours, during the 3rd and 4th semesters, for successful completion of the Programme.

There shall be a general co-ordinator to be nominated by the college council, for the conduct of all these activities.

General Co ordinator

Prof. Tintu Anna Mohan

Sl. No.	Name of the activity	Professors in charge
1	Environmental Activities (Code No. 4)	Prof. Deepa Jayanandan
2	Literary Club (Code No. 18)	Prof. Ancy. B
4	National Service Scheme (Code No. 11)	Prof. Mekha Salim/ Prof. Sarath Krishna A (Programme Officers)

13.1 LIST OF MEMBERS IN CHARGE OF CURRICULAR AND CO- CURRICULAR ACTIVITIES 2018-19

1. Discipline
 - Principal - General
 - Prof. Prabha Alice Varkey - English Wing
 - Dr. Abraham Punnoose
Prof. Somichan Baby - Commerce – 1st Floor
 - Dr. Simon Tharakan
Dr. Harichandran R - Commerce – Ground Floor
 - Dr. P K Varghese
Prof. Mathew Varghese - Economics Wing
 - All other faculty members in respective department are also supervise respective wing
2. CLMC Convenor
 - Prof. Dr. Harish R (Chief Supdt.)
3. Staff Secretary
 - Prof. Anila Elizabeth John
4. P T A Secretary
 - Prof. Sarath Krishna A
5. Exam Internal & External
 - Prof. Dr. Harish R
6. Returning Officer & College union advisor
 - Prof. Dr. P K Varghese
7. Open course Co-Ordinator
 - Prof. Anishkumar A S
8. Add on course Co- ordinator
 - Prof. Anila Elizabeth John
 - Prof. Nithya Varghese
9. Arts & Cultural activities General Co-ordinators
 - Prof. Stagy Stanly
 - Prof. Aswathy P
10. Extension activities General Co- ordinators
 - Prof. Tintu Anna Mohan
 - Prof. Jincy Johnson
11. a. Environmental Club :- Prof. Deepa Jayanandan, Prof. Anila Elizabeth John
b. Literary Club :- Prof. Ancy B, Prof. Nithya Varghese,
Mrs. Jessy Kuruvila, Dr. Harish R
c. NSS :- Prof. Mekha Salim, Prof. Sarath Krishna A,
Prof. Aswathy P

12. Youth Red Cross
 - Prof. Thaniya Simon
13. Mobile Squad
 - Prof. Dr. Simon Tharakan (Chairman)
 - Prof. Prabha Alice Varkey
 - Prof. Dr. Harish R
 - Prof. Deepa Jayanandan
 - Prof. Somichan Baby
 - Prof. Thaniya Simon
14. Grievance and redress cell
 - Principal & All HOD's
 - Prof. Prabha Alice Varkey (Chairperson)
15. Prevention of caste based discrimination
 - All HOD's & Prof. Deepa Jayanandan
 - Prof. Mathew Varghese (Chairman)
16. Anti – ragging committee
 - Principal (Chairman)
 - Prof. Prabha Alice Varkey (Vice Chairperson)
 - All HOD's
 - NSS Programme Officer
 - PTA Vice President
 - Faculty advisors
 - NSS volunteers secretary
17. Quiz
 - Prof. Anishkumar A S
 - Prof. Ashely Thomas
18. Debate
 - Prof. Nithya Varghese
 - Prof. Thaniya Simon
19. Career And Placement Cell
 - Prof. Mathew Varghese (Convenor)
 - Mrs. Jessy Kuruvila
 - Prof. Aneeshkumar A S
20. Yoga And Meditation
 - Prof. Dr. Simon Tharakan
21. Life Guidance / Value Education
 - Rev. Fr. Thomas Puthenparampil
 - Prof. Dr. P K Varghese
22. Women's Forum
 - Prof. Somichan Baby
 - Prof. Ashely Thomas
 - Prof. Aswathy P
23. Sports & Games
 - Prof. Dr. Simon Tharakan
24. Survey on Higher Education College level Nodal Officer
 - Prof. Somichan Baby

14. OPEN COURSE

During the fifth semester it is compulsory to study an open course other than the course offered by their mother department for each Programme.

The following are the open courses offered by the various department of our college.

- | | |
|-----------------------|--------------------------------|
| 1. Commerce | - Principles Of Management |
| 2. Economics | - Human Resource Management |
| 3. English | - Communicative Applications |
| 4. Physical Education | - Health And Fitness Education |
- General Co-ordinator - Prof. Anishkumar A S**

15. RAGGING

As per the directives of the Honorable Supreme Court of India Ragging in any form is a punishable offence and the same is banned by the court of law.

Preventive measure against ragging: If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging, admission shall be refused or he/she shall be expelled from the educational institution.

1. **dmKrwKv \ntcm-[w:** GsXmcp hnZym-ymk Øm]-\n-sâbwp Alpw]pdpw dmKrwKv \ntcm-[n-n-
cn-jp-¶p.

2. **dmKrw-Kn-¶A in£:** GsX-inepw hnZym-ymk Øm]-\n-n-\-Itm]pdtm dmKrwKv \S-¶ltbm, dmKrw-
KnÂ]s|-Sp-jp-Itbm AXn\ v t[]cn,npjltbm AsÃ-|nÂ dmKrwKv {]N-cn-,n-jp-Itbm sN¿p¶ GsXm-
cmfwp lpä Øm]-\n-³taÂ, c-p hÀjw hsc-bmlm-hp¶ Ime-b-f-hn-tejv XShp in£ VÂln inEn-j-s,-tS--Xpw
AbmÄ]Xn-\m-bncw cq] hsc-bm-lm-hp¶]ng-in-£bv;pw lqSn hnt[-b-\m-tl-Xpam-Wv.

1. A§-s-\-bpÂ hnZymÂ°nsb icy-s,-Sp-¶-¶tXm, A[n-tj-]n-jp-¶-tXm,]cn-l-kn-jp-¶tXm, D]-{Z-hn-jp-
¶tXm AsÃ-|nÂ
2. Hcp hnZymÂ°n km[m-c-W-K-Xn-bnÂ kza-\-Êmse sN¿m³ Hcp-s¼-Sm- GsX-inepw {]hÂ-n sN¿p-¶-
Xnt\m, \nÂE-ln-jp-¶-Xnt\m Bh-iy-s,-Sp-¶tXm DÄs,-Sp-¶-Xm-lp-¶p.
3. **dmKrwKv \ntcm-[w:** GsXmcp hnZym-ymk Øm]-\n-sâbwp Alpw]pdpw dmKrwKv \ntcm-[n-n-
cn-jp-¶p.
4. **dmKrw-Kn-¶A in£:** GsX-inepw hnZym-ymk Øm]-\n-n-\-Itm]pdtm dmKrwKv \S-¶ltbm, dmKrw-
KnÂ]s|-Sp-jp-Itbm AXn\ v t[]cn,npjltbm AsÃ-|nÂ dmKrwKv {]N-cn-,n-jp-Itbm sN¿p¶ GsXm-
cmfwp lpä Øm]-\n-³taÂ, c-p hÀjw hsc-bmlm-hp¶ Ime-b-f-hn-tejv XShp in£ VÂln inEn-j-s,-tS--Xpw
AbmÄ]Xn-\m-bncw cq] hsc-bm-lm-hp¶]ng-in-£bv;pw lqSn hnt[-b-\m-tl-Xpam-Wv.

5. **hnZymÄ°nsb]ncn-·p-hn-SÄ:** 4þmw hlp-,n³ logn-epÅ Hcp]pã-ñ\ in£n-j-s,-Sp¶ GsXmcp hnZymÄ°n-tbbpw hnZym-`ym-k-Øm-]-\-nÅ \n¶pw]ncn-·p-hn-tS--Xpw A§-s\-bpÅ hnZymÄ°n;v]ncn-·p-hn-SÄ D-`chv]pd-s,-Sp-hn` XobXn apXÅ aq¶p-hÄj-jm-e-t;v, aap bmsXmcp hnZym-`ymk Øm-]-\-nepw {]th-i\w \Älm³]mSn-Äm-`-Xp-am-lp-¶p.
6. **hnZymÄ°nsb kkvS]³Uv sNjÄ:** 1. ap³]dª hyh-Ø-lÄjv `wKw hcmsX, Hcp hnZym-`ym-k -Øm-]-\-nsâ ta[m-hn-tbmSv dmKnw-Kns\ jpdn`v GsX-!nepw hnZymÄ°n-tbm, AXXp kwK-Xn-t]mse, amXm-]n-Xm-jtfm, c£-
7. lÄ-`mtfm AYhm B hnZym-`ymk Øm-]-\-nse GsX-!nepw A²ym]-l\m tç]m-aqew]cm-Xn-s,-«mÅ B hnZym-`ymk Øm-]-\-nsâ ta[mhn,]cm[n e`n`p Ggp-Zn-h-k-ñ-\lw,]cm-Xn-bnÅ]d-ªn-cn-jp¶ kwK-Xnsb kw-Ön`v At\z-jWw \S-t--Xpw, {]YaZrvSy kXy-ap-s-¶v l-mÅ,]päm-tcm-]Whnt[-b-\mb hnZymÄ°nsb kkvS]âv sNt;--Xpw, DS³Xs¶, {]kvXpX]cmXn B hnZym-`ymk Øm-]\w ØnXn-sN-;p¶ {]tZ-i`v A[n-lm-cn-X-bpÅ t]meokv t]j-\n-tejv taÅ \S-]-Sn-jmbn Ab-`p-slm-Sp-tj---Xp-am-Wv.
2. (1) þ mw D]-h-lp-,nÅ]dª coXn-bnÅ]cmXn tç]m-aqew e`n-jp-lbpw hnZym-`ymk Øm-]-\-nsâ ta[mhnbpsS At\z-j-W-ñnÅ {]Z-a-ZrvSym]cm-Xn-bnÅ lg-¼n-Äm-sb¶v sXfn-bp-lbpw sNbvXmÅ Cjmcyw]cm-Xn-jm-cs\ tç]m-aqew Adn-bn-tj---Xm-lp-¶p.
8. **lpäv sNjm³ t[]cn-,n-jp-¶-Xmbn lcp-Xm-hp-¶Xv:** hnZym-`ymk Øm-]-\-nsâ ta[mhn 6þmw hlp,nÅ]d-b-s,-Sp¶ coXn-bnÅ dmKnw-Kn-s\-jp-dn-`pÅ Hcp]cm-Xn-bnt-Å \S-]-Sn-sb-Sp-jm-Xn-cn-jp-ltbn AYhm \S-]-Sn-sb-Sp-jm³ A\m-Ø-lm-Wn-jp-ltbn sN; p-l-bm-sW-!nÅ A§-s\-bpÅ hyàn dmKnwKv F¶ lpäv sNjm³ t[]cn-,n-`-Xmbn lcp-X-s,-tS--Xpw]pã-Øm-]-\-n³taÅ 4þmw hlp-,nÅ hyhØ sNbvXn-«pÅ {]lmcw in£n-j-s,-tS---Xp-am-Wv.

kp[low tlmSXn \ntbm-Kn` tUm. sl. cml-h³ 1½-än ip]mÄi-lÄ

lem-e-b-§-fnÅ dmKnwKv {]Xn-tcm-[-hp-ambn _Ö-s,«v]T-\-§Ä \S-ñ \nÄtZ-i-§Ä cq]o-l-cn-jp-hm³ \ntbm-Kn` ap³ kn-._n.sF Ub-d-lvS-dmb tUm. BÄ. sl. cml-h³ 1½-än-bpsS {[m\ \nÄt±-i-§Ä Xmsg]d-bp-¶-h-bm-Wv.

- hnZym-`ymk Øm-]-\-§fnÅ dmKnwKv XS-bp-¶-Xn-\pÅ {]Yan] lSa AXXv Øm-]-\-§fnÅ \njn-]vX-am-Wv.
- dmKnwKv \S-`p-¶-hsc Øm-]-\-§Ä Xncn-`-dnªv \S-]-Sn-lÄ sSlsm-tÄ---Xm-Wv.
- dmKnwKv hncp² 1½-än-lfpw kvlzmUp-lfpw hnZym-`ymk Øm-]-\-§fnÅ cq]n-l-cn-j-Wv.

- t{μ-p-kw-Øm\ kÄjm-cp-lÄ dmKnwKv hncp² \S-]Sn-lÄjv t{]mÖm-l\hpw t\Xr-Xzhpw \Äl-
Ww.

tlmSXn hn[n-jm-hp¶ in£-lÄ

- c-p hÄjwhsc PbnÄhmkw
- 10,000/-p cq]-hsc]ng
- ääv hnZym-`ymk Øm]-\§-fn-tebvjv A©p-hÄjw-hsc {}th-i\w \ntj-[n-jÄ.

15.1 ANTI-RAGGING COMMITTEE

Sl. No	Members	E-mail	Phone. No
1	Dr. K C Mathai (Principal, Chairman)	kcmathai25@gmail.com	9447977410
2	Prof. Prabha Alice Varkey (Dean UG, Vice Chairperson)	prabhaavarkey@gmail.com	8606006448
3	Prof. Mekha Salim (NSS Programme Officer)	mekhasalim02@gmail.com	9562163681
4	HODs of all departments:- <ul style="list-style-type: none"> • Dr. Abraham Punnoose • Prof. P K Varghese • Prof. Dr. Simon Tharakan 	drabrahampunnoose@yahoo.com tharakan.simon@gmail.com	9447561414 9446117021 9744914866 9447463277
5	Sri. Rajan Varghese (PTA Vice President)		9446472944
6	Faculty advisors of first semester classes		
7	NSS Volunteer Secretaries		

16. GUIDANCE AND COUNSELLING

The centre organises orientation programme for students and provides counselling facility for the needy. It aims at protecting the emotional security of our students. and Rev.Sr. Susy, Holy Spirit congregation serves as the counselors. About 70 students availed the facility

17. GRIEVANCE REDRESS CELL:

Growth and development entails mistakes and corrections. Forgiving and forgetting are essential for peaceful life in society. Redress cell is functioning in the college to settle grievances of students. It has a three tier system as follows:

Tier-1 : faculty advisor

Tier-2 : head of the department

Tier-3 : principal with G.R Cell

Any matter of disputes, complaints, act of indiscipline, etc. is submitted first to the faculty advisor of the student concerned. If justice is denied there, he/she shall approach tier – II and finally tier III. The decision of the principal shall be final.

17.1 GR Cell

It consist of principal and all HOD's

Prof. Prabha Alice Varkey (Chairperson)

Prevention of Caste Based Discrimination

We constituted a cell consisting of all HOD's and prof. Deepa Jayanandan as a committee member for monitoring caste based discrimination if any.

Prof. Mathew Varghese (Chairman)

18. RESIDENCE, HOSTEL AND VISITORS

Students are expected to stay with their parents. However, Principal may permit students to stay with local guardians or in approved hostels on written request. Change of residence also should be reported to the Principal immediately. College provides hostel for lady students with the SIC Convent Sisters as wardens and Boys in the Mens Hostels with Rev. Fathers as care takers. Visitors except guardians are not permitted in either of the college hostels. Students will have their letters and other communications addressed to their own home or hostels. College office will not be responsible for the distribution of postal articles or phone messages.

19. ASSOCIATIONS:- AIMS AND OBJECTIVES

The main objective of our associations is to enrich the potentials of the students beyond their academic intelligence. To make the students responsible and beneficial citizens for the welfare of the society. These associations also provide an opportunity for the students to discover their talents through co-curricular activities, literary and cultural events etc. It aims to develop the leadership quality among students through competitions and co-operation. In short, these associations provide a platform for the students to voice their opinion

20. CLASS (FACULTY) ADVISERS

1st Sem Taxation - Asst. Prof. Ashely Thomas
3rd Sem Taxation - Asst. Prof. Jincy Johnson
5th Sem Taxation - Asst. Prof. Deepa Jayanandan

1st Sem Tourism - Asst. Prof. Thaniya Simon
3rd Sem Tourism - Asst. Prof. Stagy Stanly
5th Sem Tourism - Asst. Prof. Tintu Anna Mohan

1st Sem Economics - Asst. Prof. Aswathy P
3rd Sem Economics – Prof. Dr. P K Varghese
5th Sem Economics - Asst. Prof. Anishkumar A.S

1st Sem English - Asst. Prof. Ancy B
3rd Sem English - Asst. Prof. Anila Elizabeth John
5th Sem English - Asst. Prof. Megha Salim

21. STUDENTS SUPPORT SERVICES

1. PHOTOSTAT, SCANNER

A photocopy machine is installed in the college library. Staff and students can have copies of their documents at reasonable rates. Scanner is also made available to the students.

2. COLLEGE CANTEEN

There is a canteen on the college campus for the benefit of the students and staff.

3. Complaint and suggestion box

If any difficulty occurs regarding the curriculum and co-curriculum activities. Students are welcome to put it in the complaint box or suggestion box for the improvement.

4. Add on Courses

- Communicative English – Win With English
- Accounting / Tally
- Foundation class for Mathematics and Accounting
- General Knowledge
- Current Affairs
- Marketing
- Reasoning
- Banking

22. TUTION FEE AND ESTABLISHMENT FEE

Tution fee and other establishment charge shall be remitted within one week of the commencement of each semester. The details will be announced and put up on the notice board. Students and parents are requested to remit their fees without fail.

23. ACADEMIC CALENDAR

We follow the Academic and Examination Calendar of University of Kerala.

For details:-

[https://www.kerakauniversity.ac.in/downloads/Academic and Examination Calendar \(2018-19\)](https://www.kerakauniversity.ac.in/downloads/Academic%20and%20Examination%20Calendar%20(2018-19))

Onam Holidays : ***24 - 08 - 2018 to 02 - 09 - 2018***
Christmas Holidays : ***21 - 12 - 2018 to 30 - 12 - 2018***

24. SCHOLARSHIP / AWARDS

To encourage the students to excel in academic activities the following scholarship was introduced

24. 1. Mar Ivanios Scholarship

Students who secures A+ Grade (Above 9 SGPA) will be awarded Rs. 7500/- in each semester to all courses.

24. 2. Rev. Dr. P T Geevarghese Panicker Memorial Cash Award

Those who secures highest score in A grade (Top Scorer in A grade) in each course will be awarded Rs. 5000/- and those who score A grade will be awarded Rs. 2500/- each courses.

24.3. University Merit Scholarship

Eligible candidate can apply for the university merit scholarship as and when university announces. For details:

https://www.kerlauniversity.ac.in/downloads/rules_for_merit_scholarship.

25. INTERCOLLEGIATE/INTERUNIVERSITY COMPETITIONS

For the wholesome development of the individual the college has been conducting the intercollegiate Handball Tournament every year for the prestigious Mr Ivanios Trophy for men since its establishment. Best teams in All India participate in the tournament.

26. P T A (Parent Teacher Association)

The Parent Teacher Association of the college was formed with the Principal as President, Prof. Sarath Krishna A, Dept. of English as the Secretary, Sri. Rajan Varghese as Vice President. Minimum of one general PTA and a department PTA will be arranged in each semester to discuss curricular and co – curricular activities of the college. Two representatives of the parents from each class and teachers constitute the executive committee. The executive committee will be summoned frequently. The executive committee of the Association is generally concerned with the welfare of the college and of improving the facilities available to students.

26.1 OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS

1. Rev. Fr. Thomas Puthenparampil	-	Director	- 9447590533
2. Prof. Dr. K C Mathai (Principal)	-	President	- 9447977410
3. Sri. Rajan Varghese	-	Vice President	- 9446472944
4. Mr. Sarath Krishna A	-	Secretary	- 8281578770
5. Smt. Geetha Remesh	-	Jnt. Secretary	- 9947382028
6. Smt. Deepa Rajendran	-	Treasurer	- 9605305294
7. Sri. Udayakumar. S			- 9446220402
8. Smt. Santhy Thomas			- 9745503320
9. Smt. Raji Susan Varkey			-04792353275
10. Sri. D. Thomas			- 9495418357
11. Sri. Sebastian M.J			- 9388238445
12. Smt. Preetha Sreekumar			- 9846277703
13. Sri. Vincent D K			- 9895776030
14. Smt. Aleyamma Koshy			- 9947908995
15. Sri. I K Alexander			- 7559816978
16. Smt. Siby Varghese			- 9544001929
17. Sri. Samuel Georgekutty			- 9447576848
18. Smt. Ruby Rachel Mathew			- 8547060150
19. Sri. Mathaikutty			- 9747305363
20. Jayan K Stephen			- 9447803518

21. Jalaja Rajan	- 9847517270
22. P J George	- 9447859697
23. Jinutha	- 9744492666
24. Daisy Varghese	- 7034881349
25. Varghese Yohannan	- 8606117818
26. Rajan P V	-9847995626
27. Mary Varghese	- 8714476322

&

- All Faculty members including HOD's

27. OTHERS

IMPORTANT TELEPHONE NUMBERS

➤ Kerala University

Vice-Chancellor	-	0471-2306634
Pro-Vice-Chancellor	-	0471-2308532
Registrar	-	0471-2305631
Controller of Examinations	-	0471-2442269
Director-College Development Council	-	0470-2657600
Public Relations Officer	-	0471 2305738

➤ Colleges

1. Bishop Moore College, Mavelikara	-	0479 2303260
2. DB Pampa College, Parumala	-	0479 2312247
3. Mar Crysostom College, Adoor	-	04734 220611
4. MSM College, Kayamkulam	-	0479 2442111
5. UIT, Mannar	-	0479 2311900
6. IHRD, Mavelikara	-	0479 2304494
7. Marthoma College, Thiruvalla	-	0469 2630342
8. Mar Gregorios College, Parumala	-	0469 2747800
9. NSS College, Adoor	-	04734 252221
10. Christian College, Chengannur	-	0479 2452275

➤ Railway Stations

1. Mavelikara	-	0479 2302249
2. Kayamkulam	-	0479 2442042
3. Chengannur	-	0479 2452340
4. Thiruvalla	-	0469 2601314
5. Alappuzha	-	0477 2253965

➤ KSRTC

1. Mavelikara	-	0479 2302282
2. Kayamkulam	-	0479 2442042
3. Adoor	-	0473 4224767
4. Pandalam	-	04734 255800
5. Chengannur	-	0479 2452213

➤ Banks

1. Federal Bank	-	0479 2303322
2. SBI	-	0479 2340185
3. South Indian Bank	-	0479 2307855
4. Catholic Syrian Bank	-	0479 2302451

➤ **Hospitals**

- | | | |
|-------------------------------|---|--------------|
| 1. VSM Hospital | - | 0479 2304222 |
| 2. Sanjivani Hospital | - | 0479 2350030 |
| 3. St. Thomas Hospital | - | 0479 2332028 |
| 4. Pushpagiri Medical College | - | 0469 2700755 |
| 5. KCM Hospital | - | 0479 2382348 |

➤ **Important Websites**

- | | | |
|----------------------|---|---|
| 1. Kerala University | - | http://www.keralauniversity.ac.in |
| 2. UGC | - | http://www.UGC.ac.in |
| 3. CSIR | - | http://www.csir.res.in |

➤ **Press**

- | | | |
|-----------------------|---|-----------------|
| 1. Deepika, Kottayam | - | 0481 2566706-09 |
| 2. Manorama, Ala | - | 0477 2240400 |
| 3. Mathrubhoomi, Ala | - | 0477 2230864 |
| 4. Mangalam, Kottayam | - | 0481 2563024 |

➤ **Police**

- | | | |
|---------------------------------|---|---------------|
| 1. Police Station, Mavelikara | - | 0479 2302238 |
| 2. Police Station, Kurathikadu | - | 0479 23003500 |
| 3. Circle Inspector, Mavelikara | - | 0479 2344340 |
| 4. Dy. SP, Chengannur | - | 0479 2453346 |

28. LEAVE APPLICATION

MAR IVANIOS COLLEGE

MAVELIKARA

LEAVE APPLICATION (STUDENTS)

1. Name :
2. Class :
3. Department :
4. Date for which leave is required :
5. Reason for leave :

6. Signature of the applicant :
7. Signature of Guardian :
8. Recommendation & Signature
Of the class teacher / HOD :
9. Date of application :
10. Principal's order :