



Founded in 2015

**MAR IVANIOS COLLEGE OF ARTS AND SCIENCE**

**Kallumala P O, Mavelikara**

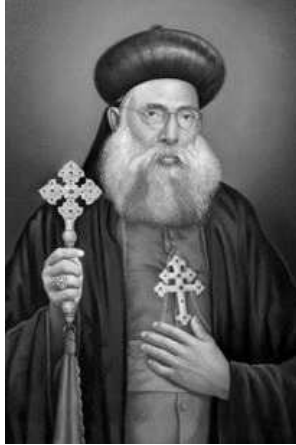
**(Affiliated to University of Kerala)**

**Managed by Malankara Catholic Diocese of Mavelikara**



**Hand Book and Academic Calendar 2019-20**

*'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.

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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: marivaniosmvk@gmail.com

Web: www.marivanioscollege.in

**(Affiliated to the University of Kerala)**

**ESTD - 2015**

**HAND BOOK AND ACADEMIC CALENDAR 2019-20**

Name:.....

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

Phone:.....

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

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# **1. MAR IVANIOS COLLEGE OF ARTS AND SCIENCE, 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, library with internet facilities, Seminar hall, and smart rooms. The teaching faculty here is the best of its kind. Students are given opportunities to participate in co – curricular and 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, Career oriented courses, Value based courses, Personality development programme, Club activities, Talent training programme, Multi - Stadium, Tele class facility, Language lab, Counselling centre, Food Court, Hostel Facility, Medicare insurance coverage, Campus recruitment coordination, Extra care for slow learners etc.



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## OUR EMBLEM



## OUR MOTTO

*'Luce 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

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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 sound 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.

## **1. MANAGEMENT**

### ■ **PATRON & MANAGER**

His Excellency Most Rev. Dr. Joshua Mar Ignathios

### ■ **DIRECTOR**

Rev. Fr. Thomas Puthenparampil

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**PRINCIPAL**

Prof. Dr. K C Mathai

**1.1. 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. Very Rev. Fr. John C Puthenveedu
9. Rev. Fr. Geevarghese Nediya mala

**2.2 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

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## **2.3 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
5. Rev. Fr. John Vaipil
6. Rev. Fr. Thomas Puthenparampil
7. Rev. Fr. John C Puthenveedu
8. Rev. Fr. Thomas Cherupushpa Bhavan
9. Prof. Dr. K C Mathai
10. Rev. Fr. Benedict Perumuttathu

## **2. 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)

## **3. 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\*

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- B.Sc. Computer Science \*
  - M.Com Finance\*
  - M A English Literature\*
- (\* subject to the approval of the university)

## **5. MEMBERS OF THE FACULTY**

### **5.1 PRINCIPAL**

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

### **5.2 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, NET (Asst. Prof.) - 7907125568

Mrs. Ancy B, M.A (Asst. Prof.) - 8921340069

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

Ms. Niva Varghese MA (Asst. Prof) - 7034722922

### **5.3 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, NET (Asst. Prof.) - 9446340935

Ms. Ashley Thomas, M.Com (Asst. Prof.) - 8281006049

Ms.Thaniya Simon, M.Com (Asst. Prof.) - 9188371107

Ms.Sherlin P Thomas, M.Com (Asst. Prof.) - 9562716203

### **5.4 DEPARTMENT OF ECONOMICS**

Prof. Dr. P K Varghese, MA,M.Phil., PhD,  
(Research guide) [H.O.D] - 9447595948

Ms. Aswathy P, MA, M.Phil, NET (Asst. Prof.) - 8547970816

Mr. Anishkumar A.S, M.A (Asst. Prof.) - 9605349321

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### **5.5 DEPARTMENT OF HISTORY**

Prof. Mathew Varghese, M.A - 9656567205

### **5.6 DEPARTMENT OF MALAYALAM**

Prof. Dr. Harichandran, MA, MPhil, PhD - 8281141096

### **5.7 DEPARTMENT OF HINDI**

Ms. Somichan Baby, MA (Asst. Prof.) - 9544656303

### **5.8 DEPARTMENT OF PHYSICAL EDUCATION**

Prof. Dr. Simon Tharakan, M. A, M.P.Ed, Ph.D. - 9447463277

### **5.9 DEPARTMENT OF POLITICAL SCIENCE**

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

### **5.10 LIBRARY**

1. Ms. JessyKuruville, MLISc-Librarian - 9562050674

2. Ms. Beena Joseph-Library Assistant - 8547916650

### **5. PRO (PUBLIC RELATION OFFICER)**

Mr. Sibin Thomas - 8606115691

### **6.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

### **7.1. LAST GRADE STAFF**

1. Mrs. Remany Stephen - 9539353066

2. Mrs. BeenaShibu - 7559023227

3. Mrs. Suja - 8547329206

4. Mrs. Shemi Mol.V - 9048308684

5. Mr. Jijik.k - 9746903640

### **7.2. SECURITY STAFF**

1. Mr. T G Radhakrishnan - 9961423951

2.Mr. C K Samuel - 9447348607

### **7.3. COLLEGE BUS**

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## **7. COLLEGE RULES**

### **8.1 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.

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- ◆ 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.

## **8.2 ETHICS AND ETIQUETTE**

- **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.
- **Sincerity:** Attend every class with genuine interest and wholehearted co-operation.
- **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.
- **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.



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- **Dressing:** Keep modesty in dressing. Collarless T shirts, short skirts and tight dresses are not allowed.
  - **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.
  - **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.
  - **ID Badges:** It is mandatory for all the students to wear the ID Badges on the campus.
  - Smoking and use of intoxicants like drugs, liquor, pan masala etc. strictly banned. Anybody violating this has to face serious consequences.

### **8.3 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.

- Students are not allowed to bring or use mobile phones on the campus, including classrooms and library.
  - Strict disciplinary action will be taken against those who violate the instruction.
  - If any student is found with mobile phone in hand or using it, it shall be reported to the department concerned.
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- All the teachers are authorized to report the same to the department concerned.
  - A fine of Rs. 100/- will be charged as penalty and the parents can claim the phone equipment from the Principal.
  - 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.
  - 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.

❖ **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 cooperation 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.

**9. 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 5.00 pm on all working days.

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- 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
  - h. 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.
  - i. Books lost, damaged or defaced must be paid for by the student in whose name they were issued.
  - j. 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.
  - k. Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehavior.

### **9.1 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](http://micasdigitallibrary.com)'**

### **10. STUDENTS PARLIAMENT & UNION EXECUTIVE**

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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.

## **11. 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)**

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

| <b>% of Attendance</b>   |   | <b>Marks obtained</b> |
|--------------------------|---|-----------------------|
| 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.

### **11.1. 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).

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

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## **11.2. 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.

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'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**

### **11.3. ATTENDANCE**

Students who secure above a minimum of 50% attendance in

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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.

## **12. 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**

| <b>Sl. No.</b> | <b>Name of the activity</b>           | <b>Professors in charge</b>                                  |
|----------------|---------------------------------------|--|
| 1              | Environmental Activities (Code No. 4) | Prof. Deepa<br>Jayanandan, Anila<br>Elizabeth John           |
| 2              | National Service Scheme (Code No. 11) | Prof. Mekha Salim/Prof.<br>Aswathy P<br>(Programme Officers) |

## **13. LIST OF MEMBERS IN CHARGE OF CURRICULAR AND CO- CURRICULAR ACTIVITIES 2019-20**

### **13.1 Discipline**

- Principal - General
- Prof. Prabha Alice Varkey - English Wing



- 
- Prof. Sarath Krishna A
  - Dr. Abraham Punnoose
  - Prof. Somichan Baby - Commerce – 1<sup>st</sup> Floor
  - Dr. Simon Tharakan
  - Dr. Harichandran R - Commerce – Ground Floor
  - Dr. P K Varghese
  - Prof. Mathew Varghese - Economics Wing
- 13.2. **CLMC Convenor**
- Prof. Dr. Harish R (HOD, Malayalam)
- 13.3. **Staff Secretary**
- Prof. Anila Elizabeth John
- 13.4. **PTA Secretary**
- Prof. Sarath Krishna A
- 13.5. **Exam Internal & External**
- Prof. Dr. Harish R (Chief Supdt.)
- 13.6. **Returning Officer & College union advisor**
- Prof. Dr. P K Varghese
- 13.7. **Sports & Games**
- Prof. Dr. Simon Tharakan
- 13.8. **Add on course Co-ordinators**
- Prof. Anila Elizabeth John
  - Prof. Sherlin P Thomas
- 13.9. **Extension activities**
- Prof. Tintu Anna Mohan (General Co-ordinator)
- a. Environmental Club :- Prof. Deepa Jayanandan (Convenor),  
Prof. Anila Elizabeth John  
(Meeting Every Tuesday)
- b. NSS :- Prof. Mekha Salim, Prof. Aswathy P  
(Programme Officers)  
(Meeting Every Tuesday)
-

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13.10. **Grievance and redress cell**

- Principal & All HOD's
- Prof. Prabha Alice Varkey (Chairperson)

13.11. **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

13.12. **Mobile Squad**

- Prof. Dr. Simon Tharakan (Chairman)
- Prof. Prabha Alice Varkey
- Prof. Dr. Harish R
- Prof. Deepa Jayanandan
- Prof. Somichan Baby
- Prof. Thaniya Simon

13.13. **Arts & Cultural activities (Performing Arts)**

- Prof. Stagy Stanly(Convenor)
- Dr. Harish R
- Prof. Aswathy P
- Prof. Ancy B

*(Meeting - 1<sup>st</sup> Wednesday of Every Month)*

- 13.14. **Literary Club** : -Dr. Harish R (Convenor), Prof. Ancy B,  
Mrs.JessyKuruvila

*(Meeting 1<sup>st</sup> Monday of Every Month)*

13.15. **Women's Forum**

- Prof. Somichan Baby (Convenor)
  - Prof. Ashely Thomas
-

- 
- Prof. Aswathy P  
(Meeting 1<sup>st</sup> Thursday of Every Month)
  - 13.16. **Life Guidance /Value Education**
    - Rev. Fr. Thomas Puthenparampil
    - Prof. Dr. P K Varghese (Convenor)
    - Prof. Prabha Alice Varkey  
(Meeting – Fridays)
  - 13.17. **Youth Red Cross**
    - Prof. Dr. Abraham Punnoose
  - 13.18. **Prevention of caste based discrimination**
    - All HOD's & Prof. Deepa Jayanandan
    - Prof. Mathew Varghese (Convenor)
  - 13.19. **Quiz& Debate**
    - Prof. Sarath Krishna A (Convenor)
    - Prof. Anishkumar A S
    - Prof. Ashely Thomas
    - Prof. Jincy Johnson
  - 13.20. **Career And Placement Cell**
    - Prof. Mathew Varghese (Convenor)
    - Mrs.JessyKuruvila
  - 13.21. **Yoga And Meditation**
    - Prof. Dr. Simon Tharakan
  - 13.22. **Higher Education College level Nodal Officer& Social Media**
    - Dr. Simon Tharakan (Convenor)
    - Mr.Gijo George
    - Mr.Sibin Thomas
  - 13.23. **Intercollegiate and Intracollegiate Festival**
    - Prof. Ashely Thomas
    - Prof. Jincy Johnson
    - Prof. Ancy .B
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### 13.24. **Counselling**

- Dr. Varghese Thomas

### 14. **OPEN COURSE**

**General Co-ordinator - Prof. Anishkumar A S**

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

### 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.

കേരളസംസ്ഥാനത്തെ വിദ്യാഭ്യാസസ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെകൊടുക്കുന്നു.

2(ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമായോ മാനസികമായോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ യാതൊരു

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യപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തിചെയ്യൽ എന്നർത്ഥമാകുന്നതും, അതിൽ-

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥിസാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുവെടാത്ത ഏതെങ്കിലും പ്രവർത്തിചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. **റാഗിംഗ് നിരോധനം:** ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. **റാഗിംഗിനുള്ള ശിക്ഷ:** ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിൻമേൽ, രണ്ടുവർഷം വരെയൊരാകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയൊരാകാവുന്ന പിഴശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. **വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ:** 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റുയാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. **വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ:** 1. മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതുസംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷ
7. കർത്താളോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാധി ലഭിച്ചു ഏഴുദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേ

ണ്ടതും, പ്രഥമദൃഷ്ട്യ സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും, ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

2. (1) - റ്റം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രദമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
8. **കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്:** വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

**സുപ്രീംകോടതി നിയോഗിച്ച ഡോ. കെ. രാഘവൻ കമ്മിറ്റി ശുപാർശകൾ**

കലാലയങ്ങളിൽ റാഗിംഗ് പ്രതിരോധവുമായി ബന്ധപ്പെട്ട് പഠനങ്ങൾ നടത്തി നിർദ്ദേശങ്ങൾ രൂപീകരിക്കുവാൻ നിയോഗിച്ച മുൻ സി.ബി. ഐ ഡയറക്ടറായ ഡോ. ആർ.കെ. രാഘവൻ കമ്മിറ്റിയുടെ പ്രധാന നിർദ്ദേശങ്ങൾ താഴെ പറയുന്നവയാണ്.

- വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് തടയുന്നതിനുള്ള പ്രഥമിക കടമ അതത് സ്ഥാപനങ്ങളിൽ നിഷിപ്തമാണ്.
- റാഗിംഗ് നടത്തുന്നവരെ സ്ഥാപനങ്ങൾ തിരിച്ചറിഞ്ഞ് നടപടികൾ കൈകൊള്ളേണ്ടതാണ്.
- റാഗിംഗ് വിരുദ്ധ കമ്മിറ്റികളും സ്കാഡുകളും വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ രൂപീകരിക്കണം.
- കേന്ദ്ര-സംസ്ഥാന സർക്കാരുകൾ റാഗിംഗ് വിരുദ്ധ നടപടികൾക്ക് പ്രോത്സാഹനവും നേതൃത്വവും നൽകണം.

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### കോടതിവിധിക്കാവുന്ന ശിക്ഷകൾ

- രണ്ടുവർഷംവരെജയിൽവാസം
- 10,000/- രൂപവരെ പിഴ
- മറ്റ് വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലേയ്ക്ക് അഞ്ചുവർഷം വരെ പ്രവേശനം നിഷേധിക്കൽ.

### **15.1 ANTI-RAGGING COMMITTEE**

- 1 **Dr. K C Mathai** (Principal, Chairman)  
email: kcmathai25@gmail.com, Ph: 9447977410
- 2 **Prof. Prabha Alice Varkey** (Dean UG, Vice Chairperson)  
email: prabhaavarkey@gmail.com, Ph: 8606006448
- 3 Prof. Mekha Salim (NSS Programme Officer)  
email: mekhasalim02@gmail.com, Ph: 9562163681
- 4 **HODs of all departments:-**
  - Dr. Abraham Punnoose  
email: [drabrahampunnoose@yahoo.com](mailto:drabrahampunnoose@yahoo.com), Ph: 9447561414
  - Prof. P K Varghese, Ph: 9446117021
  - Prof. Dr. Simon Tharakan,  
email: tharakan.simon@gmail.com  
Ph: 9744914866, 9447463277
- 5 Sri. Rajan Varghese (PTA Vice President)  
Ph: 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. Dr. Varghese Thomas, HOD, Political science, serves as the counselors. About 70 students availed the facility

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## **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 MEMBERS**

It consist of principal and all HOD's

Prof. Prabha Alice Varkey (Chairperson)

## **18. 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.

## **19. 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 Men's 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.



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## **20. 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

## **21. CLASS (FACULTY) ADVISERS**

1<sup>st</sup>Sem Taxation - Asst. Prof. Deepa Jayanandan

3<sup>rd</sup>Sem Taxation - Asst. Prof. Ashely Thomas

5<sup>th</sup>Sem Taxation - Asst. Prof. Jincy Johnson

1<sup>st</sup>Sem Tourism - Asst. Prof. Tintu Anna Mohan

3<sup>rd</sup>Sem Tourism - Asst. Prof. Thaniya Simon

5<sup>th</sup>Sem Tourism - Asst. Prof. Stagy Stanly

1<sup>st</sup>Sem Economics - Asst. Prof. Aswathy P

3<sup>rd</sup>Sem Economics - Prof. Dr. P K Varghese

5<sup>th</sup>Sem Economics - Asst. Prof. Anishkumar A.S

1<sup>st</sup>Sem English - Asst. Prof. Mekha Salim

3<sup>rd</sup>Sem English - Asst. Prof. Ancy B

5<sup>th</sup>Sem English - Asst. Prof. Anila Elizabeth John

## **22. 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.

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## **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

## **23. 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.

### **➤ PAYMENT THROUGH BANK/ONLINE**

<https://www.eduqfix.com/PayDirect/#/student/pay/>

## **24. 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).pdf)

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|                           |          |   |
|---------------------------|----------|---|
| <b>Onam Holidays</b>      | <b>:</b> | <b>06 – 09 – 2019 to 15 – 09 – 2019</b> |
| <b>Christmas Holidays</b> | <b>:</b> | <b>20 – 12 – 2019 to 29 – 12 – 2019</b> |

## **25. SCHOLARSHIP / AWARDS**

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

### **25.1. MAR IVANIOS SCHOLARSHIP**

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

### **25.2. REV. DR. PT 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.

### **25.3. 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.](https://www.kerlauniversity.ac.in/downloads/rules_for_merit_scholarship)*

## **26. 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.

## **27. 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

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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.

### **27.1. OFFICE BEARERS**

|  |   |            |
|--|---|------------|
| Rev. Fr. Thomas Puthenparampil-Director    | - | 9447590533 |
| Prof. Dr. K C Mathai (Principal)-President | - | 9447977410 |
| Sri.Rajan Varghese-Vice President          | - | 9446472944 |
| Mr. Sarath Krishna A-Secretary/Treasurer   | - | 8281578770 |
| Mr. P J George-Jnt. Secretary              | - | 9947382028 |

### **27.2. COMMITTEE MEMBERS**

|                         |   |            |
|-------------------------|---|------------|
| Sri.Mathew John         | - | 8589923050 |
| Smt. Saritha            | - | 9961313530 |
| Sri. Narayanan          | - | 9847227236 |
| Smt. Suja. R            | - | 8301010110 |
| Sri.MuhammedShawkath    | - | 9846277580 |
| Smt. Rosy Sunny         | - | 9656275627 |
| Sri.Jyalal.G            | - | 9946125573 |
| Smt. Usha S Kumar       | - | 9447473241 |
| Smt. Deepa Rajendran    | - | 9605305294 |
| Sri. Vincent D K        | - | 9895776030 |
| Smt. AleyammaKoshy      | - | 9947908995 |
| Sri. I K Alexander      | - | 7559816978 |
| Smt. Siby Varghese      | - | 9544001929 |
| Sri. Samuel Georgekutty | - | 9447576848 |

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|                         |   |            |
|-------------------------|---|------------|
| Smt. Ruby Rachel Mathew | - | 8547060150 |
| Sri.Mathaikutty         | - | 9747305363 |
| Jayan K Stephen         | - | 9447803518 |
| JalajaRajan             | - | 9847517270 |
| Jinutha                 | - | 9744492666 |
| Daisy Varghese          | - | 7034881349 |
| Varghese Yohannan       | - | 8606117818 |
| Rajan P V               | - | 9847995626 |
| Mary Varghese           | - | 8714476322 |

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All Faculty members including HOD's

## **28. IMPORTANT TELEPHONE NUMBERS**

### **28.1. 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 |

### **28.2. 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 |

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- |                                   |   |              |
|-----------------------------------|---|--------------|
| 9. NSS College, Adoor             | - | 04734 252221 |
| 10. Christian College, Chengannur | - | 0479 2452275 |

**28.3. RAILWAY STATIONS**

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

**28.4. KSRTC**

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

**28.5. BANKS**

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

**28.6. 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 |

**28.7. IMPORTANT WEBSITES**

1. Kerala University  
<http://www.keralauniversity.ac.in>
2. UGC

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<http://www.UGC.ac.in>

3. CSIR

<http://www.csir.res.in>

**28.8. PRESS**

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

**28.9. 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  |

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**29. 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 :