



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 2020-21

'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.

PRAYER

*Come Holy Spirit
Fall afresh on me
Fill me with your power
Satisfy my needs
Only you can make me whole
Give me strength to make me grow
Come Holy Spirit*



MAR IVANIOS COLLEGE OF ARTS AND SCIENCE
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(Affiliated to the University of Kerala)
ESTD - 2015

Hand Book and Academic Calendar 2020-21

Name:.....

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

Phone:.....

Faculty Advisor:.....

Name of Mentor:.....

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1. MAR IVANIOS COLLEGE OF ARTS AND SCIENCE, MAVELIKARA

1.1 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 Procedure and Practice, B.Com Tourism & Travel Management, B.Com Finance, M.Com Finance & Accounting. Conventional as well as innovative courses are likely to be started subject to the approval of the University. To develop a system for consistent and catalytic improvement in the overall performance of the institution, Internal Quality Assurance Cell (IQAC) is constituted. In tune with this we are planning to go for NAAC (National Assessment Accreditation Council) evaluation during the academic year 2021 - 22. 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, multimedia rooms, language lab, and library with e - 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.

1.2 AWARDS AND RECOGNITION

- Poornima Anil - Kerala University 2nd Rank – B A English- 2017-20
- Akhila Prathap - Kerala University 4th Rank – B.Com Tax – 2017-20
- Reeja Varghese - Kerala University 5th Rank – B.Com Tourism – 2017-20
- Akshara M - Kerala University 7th Rank – B.Com Tourism – 2017-20
- Aswathy Prasad - Overall A Grade – B A English – 2017 – 20
- Reshma S Nair - Kerala University 5th Rank - B.Com Taxation 2017 – 2018.
- Veena Udayan - Kerala University 1st Rank - B.Com Tourism 2018-19.
- Merin Mamachen - Kerala University 2nd Rank – B.Com Tourism - 2018-19.
- Kripa Bobas – Overall A Grade – B A Economics – 2018-19.
- Santo Sebastian - NSS best volunteer award winner- Kerala University – 2017-18.
- Mohammed Nesmal – Special Appreciation award for NSS University of Kerala – 2019-20.

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- Champions in All India Inter Collegiate Handball tournament during the year 2017 and 2018 for Mar Ivanios Ever Rolling Trophy hosted by our college.
 - Kerala University Handball championship – 2017-18
 - Kerala University Softball Championship 2018-19.
 - Four students selected to represent our state as National players in Handball – 2017-18.
 - 11 students, selected for All India inter –university handball and softball championship – 2018-19.
 - Akash.H and Jackson Jose bagged Championship - Kerala State Kick Boxing - 2019-20.
 - Shilpa Raj won A Grade in Kuchupudi and Mohiniyattam in the Kerala University Youth Festival - 2018-19
 - Sona Belson (B.Com Tax) – Secured more than 500 online Certificate courses under UGC PARAMARSH in COURSEARA Scheme in Covid -19 pandemic from International reputed Universities.
 - Excellence award instituted by the Upper Kuttanadu Vikasana Samithi – 2016.

1.3

OUR EMBLEM



MOTTO

‘Lucem sequimur’

“We follow the light”

1.4 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.

1.5 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 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 Grace Most Rev. Dr. Joshua Mar Ignathios

□ *DIRECTOR*

Rev. Fr. Thomas Puthenparampil

□ *PRINCIPAL*

Prof. Dr. K C Mathai

□ *VICE PRINCIPAL*

Prof. Dr. Abraham Punnoose

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. Rt. Rev. Yuhanon Puthenveetil Ramban
9. Rev. Fr. Geevarghese Nediya mala

2.2 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. Benedict Perumuttathu
6. Rev. Fr. John Vaipil
7. Rev. Fr. Thomas Puthenparampil
8. Rt. Rev. Yuhanon Puthenveetil Ramban
9. Rev. Fr. Thomas Cherupushpa Bhavan
10. Prof. Dr. K C Mathai

2.3 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

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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

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)

4. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The National Assessment and Accreditation Council (NAAC) propose that every institution aspiring for accreditation should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. In tune with these objectives and as per the guide lines of NAAC, our college also constituted the IQAC with following members:

1. Chairperson : Prof. Dr. K.C. Mathai
(Principal)

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2. Director (Co-ordinator) IQAC : Prof. Dr. P.K. Varghese
 3. Management representatives : Rev.Fr. Thomas
Puthenparampil (Director)
: Rev. Fr. Emmanuel
Pumthalavila (Procurator)
 4. Teachers' representatives : Prof. Prabha Alice Varkey
: Prof. Dr. Abraham Punnoose
: Prof. Dr. Simon Tharakan
 5. Administrative Office
Representative : Mr. Gijo George
 6. PTA/Local Society/ Students'
& Alumni Representatives : 1. Adv. Satheesh T P
2. Mr. P.J. Antony
3. Miss. M.S. Nakshathra
4. Mr. Santo Sebastian
 7. Stakeholders' representative : Mr. Rajan Varghese
 8. IQAC office Secretary : Asst. Prof. Sharon
Susan Lalan

5. 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 Finance
 - M.Com Finance & Accounting
 - B. Sc Computer Maintenance and Electronics*
 - B.Sc. Computer Science *
 - M A English Literature*
- (* subject to the approval of the university)

6. MEMBERS OF THE FACULTY

6.1 PRINCIPAL

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

6.2 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.) (On Leave)	- 9562163681
Ms Anila Elizabeth John, M.A, (Asst. Prof.)	- 7907125568
Mrs. Ancy B, M.A (Asst. Prof.)	- 8921340069
Mr. Sarath Krishna A, MA, NET (Asst. Prof)	- 8281578770
Ms. Sharon Susan Lalan MA, B.Ed. SET, NET (Asst. Prof.)	- 8921534065
Ms. Deepa Kuruvilla MA, B.Ed., NET, SET (Asst. Prof.)	- 8281066502

6.3 DEPARTMENT OF COMMERCE

Prof. Dr. Abraham Punnoose, M.Com, M.Phil.,MBA, 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.) (On Leave)	- 9188371107
Ms. Sherlin P Thomas, M.Com (Asst. Prof.)	- 9562716203
Ms. Sumi Susan Philip, M.Com, B.Ed. (Asst. Prof.)	- 9947911563
Ms. Greeshma G Krishnan, M.Com, M. Phil (Asst. Prof.)	- 9061610448
Ms. Karen Susan Mathew M.Com, MA, NET (Asst. Prof.)	- 9562710101
Ms. Elizabeth George, M.Com, MBA (Asst. Prof.)	- 9544196197

6.4 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

6.5 DEPARTMENT OF HISTORY

- Prof. Mathew Varghese, M.A - 9656567205

6.6 DEPARTMENT OF MALAYALAM

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

6.7 DEPARTMENT OF HINDI

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

6.8 DEPARTMENT OF PHYSICAL EDUCATION

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

6.9 DEPARTMENT OF POLITICAL SCIENCE

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

6.10 LIBRARY

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

7. PRO (PUBLIC RELATION OFFICER)

- Mr. Kichu Thomas - 9633649617

8. OFFICE

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

9. LAST GRADE STAFF

1. Mrs. Remany Stephen - 9539353066
2. Mrs. Beena Shibu - 7559023227

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3. Mrs. Suja - 8547329206
4. Mr. Jiji k.k - 9746903640

10. SECURITY STAFF

1. Mr. Francis Fernandez - 9207554597

11. COLLEGE BUS

1. Mr. Jagadhappan (Unni) - 9747967975

12. COLLEGE RULES

12.1 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 wear duly signed identity cards and show it whenever authorities demand them.

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- ∅ 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.
 - ∅ All UG students should come to college wearing the official college uniform on all working days except on Wednesday.

12.2 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.
- ▣ **Dressing:** Keep modesty in dressing. For Boys collarless T shirts and for girls short skirts and tight dresses are not allowed.

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- **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, 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.

12.3 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 without permission, it shall be reported to the department concerned.
- 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.

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- 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, 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.

13. 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.
- 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.

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- 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

13.1 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 functioning, anyone who has digital access can avail this facility, by *'micasdigitallibrary.in'*.

On August 20, 2020, we secured N-LIST (National Library and Information Services) membership; it provides access to more than 6000+ e-journals, 164300+ e-books through N –LIST and 6,00,000 e-books through NDL (National Digital Library). All students and faculty members can access it from <https://nlist.inflibnet.ac.in> using a unique username and password provided to each user.

14. 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.

15. 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

15.1. 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.

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 at least one internal exam (model) during a semester.

15.2 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	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

15.3 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

- 1. CSS (CREDIT AND SEMESTER SYSTEM) – PG**
Ref: CSS University of Kerala, downloads, CSS PG Regulations 2017

16.1 GRADING OF STUDENT PERFORMANCE

Performance of students in individual courses, semester and programme shall be evaluated and assigned grades to indicate level of achievement of objectives. The grading scale shall be the same as the national pattern recommended by the UGC. Each grade shall be indicated by a letter as in the table below:

Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Above average)	6
C (Average)	5
D (Pass)	4
F (Fail)	0
Ab (Absent)	0

Each grade shall have a corresponding grade point which serves as a means of aggregating letter grades and are not marks or scores.

16.2 CONTINUOUS ASSESSMENT

□ The allocation of marks for each component under continuous assessment shall be in the following proportions.

Theory paper

a. Attendance	5
b. Assignment	5
c. Tests	10
d. Seminar	5

Total 25

□ There shall be no continuous assessment for project work

□ The allotment of marks for attendance shall be as follows:

Attendance less than 75%	0mark
75%	1mark
76to 80%	2marks
81to 86%	3marks
86to 90%	4marks
Attendance more than 90%	5marks

Those who secure a minimum of 75% attendance in the aggregate for all the papers of a semester taken together alone will

be allowed to register for the end semester assessment of the semester. Condo nation of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the PG Programme may be granted by the University .Benefit of attendance may be granted to students who attended to University Union activities, meetings of the University bodies and for participation in extracurricular activities by treating them as present for the days of the their absence for the above purpose on production of participation/attendance certificate in such activities, subject to a maximum of 10 days in a semester.

CSS – Convenor - Prof. Dr. Abraham Punnoose, HOD, Commerce

17. 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. Anila Elizabeth John, Prof. Sherlin P Thomas <i>(Meeting Every Tuesday)</i>
2	Literary Club (Code No. 18)	Prof. Ancy B, Dr. Harish R <i>(Meeting Every 1st Monday)</i>
3	National Service Scheme (Code No. 11)	Prof. Aswathy PProf. Deepa Jayanandan (Programme Officers) <i>(Meeting Every Tuesday)</i>

18. LIST OF MEMBERS IN CHARGE OF CURRICULAR AND CO- CURRICULAR ACTIVITIES 2020-21

18.1 Discipline

- § Principal - General
- § Prof. Prabha Alice Varkey - English Wing
- § Prof. Sarath Krishna A

- § 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

18.2 CLMC / CSS Convenors

- § Prof. Dr. Harish R (HOD, Malayalam)
- § Prof. Dr. Abraham Punnoose (HOD, Commerce)

18.3 IQAC Co-ordinator

- § Dr. P K Varghese (HOD, Economics)

18.4 Staff Secretary

- § Prof. Anila Elizabeth John

18.5 P T A Secretary

- § Prof. Sarath Krishna A

18.6 Exam Internal & External

- § Prof. Dr. Harish R (Chief Supdt.)

18.7 Returning Officer & College Union Advisor

- § Prof. Dr. P K Varghese

18.8 Sports & Games

- § Prof. Dr. Simon Tharakan

18.9 Add on Course Co- ordinators

- § Prof. Anila Elizabeth John
- § Prof. Sherlin P Thomas

18.10 Grievance and redress cell/Internal Complaints Committee

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

18.11 Anti – Ragging Committee

- § Principal (Chairman)
- § Prof. Prabha Alice Varkey (Vice Chairperson)
- § All HOD's
- § NSS Programme Officers
- § PTA Vice President
- § Faculty advisors
- § NSS volunteer secretaries

18.12 Mobile Squad

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

18.13 Arts & Cultural Activities (Performing Arts)

- § Prof. Stagy Stanly(Convenor)
 - § Dr. Harish R
 - § Prof. Aswathy P
 - § Prof. Ancy B
 - § Prof. Sumi Susan Philip
- (Meeting - 1st Wednesday of Every Month)*

18.14 Women's Forum

- § Prof. Somichan Baby (Convenor)
 - § Prof. Ashely Thomas
 - § Prof. Aswathy P
- (Meeting 1st Thursday of Every Month)*

18.15 Life Guidance / Value Education

- § Rev. Fr. Thomas Puthenparampil
- § Prof. Dr. P K Varghese (Convenor)

§ Prof. Prabha Alice Varkey (*Meeting – Fridays*)

18.16 Youth Red Cross

§ Prof. Dr. Abraham Punnoose

18.17 Quiz, Debate, Fest

§ Prof. Sarath Krishna A (Convenor)

§ Prof. Ashely Thomas

§ Prof. Jincy Johnson

§ Prof. Deepa Kuruvilla

18.18 Career and Placement Cell

§ Prof. Anishkumar A S (Convenor)

§ Prof. Mathew Varghese

§ Mrs.JessyKuruvila

§ Ms. Sharon Susan Lalan

18.19 Yoga And Meditation

§ Prof. Dr. Simon Tharakan

18.20 Higher Education College level Nodal Officer& Social Media

§ Dr. Simon Tharakan (Nodal Officer)

§ Mr.Gijo George

§ Mr. Kichu Thomas

18.21 Tourism Club

§ Ms.Tintu Anna Mohan

§ Mrs.StagyStanly

18.22 Counselling

§ Dr. Varghese Thomas, Rev. Dr. Geevarghese Kaithavana,
Sr. Dr. Jermin DM

18.23 Rural Entrepreneurship Development Cell

§ The following commerce faculty members are nominated to the following post as directed by CDC University of Kerala and as per the order issued by MHRD Govt. of India under mahatma Gandhi National Council of Rural Education. Ministry of Human Resource Development.

-
1. Student Development Officer (Placement & Internship) - Ms. Stagy Stanly
 2. Student Development Officer (Personality) - Ms. Ashley Thomas
 3. Student Development Officer (Technology) - Ms. Tintu Anna Mohan
 4. Student Development Officer (Entrepreneurship) - Ms. Jincy Johnson
 5. Student Development Officer (Rural Engagement) - Ms. Deepa Jayanandan

18.24 NIRF (National Institution Ranking Frame Work)

§ Ms. Greeshma G Krishnan (Nodal Officer)

19. 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

20. 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

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 - ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

2(ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമായോ മാനസികമായോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തി ചെയ്തൽ എന്നർത്ഥമാകുന്നതും, അതിൽ-

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
2. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
3. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിന്മേൽ, രണ്ടു വർഷം വരെയൊക്കെയോ കഠിനമായ ജയിൽ തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയൊക്കെയോ പിഴശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
4. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസസ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
5. വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: 1.മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെ കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താക്കളോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാധി ലഭിച്ചു ഏഴുദിവസത്തി

നകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യ സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണവിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും, ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

2. (1) - 20 ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അനുമതിയിൽ പ്രദേശമന്ത്രിയുടെ അനുമതിയോടെ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥകാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

സുപ്രീം കോടതി 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.

കോടതി വിധിക്കാവുന്ന ശിക്ഷകൾ

- രണ്ടു വർഷംവരെ ജയിൽവാസം
- 10,000/- രൂപവരെ പിഴ
- മറ്റ് വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലേക്ക് അഞ്ചുവർഷംവരെ പ്രവേശനം നിഷേധിക്കൽ.

20.1 ANTI-RAGGING COMMITTEE

Members, E-mail, Phone. No

- 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. Deepa Jayanandan (NSS Programme Officer)
deepajayanandan@gmail.com 9747668327
- 4 Dr. Abraham Punnoose (HOD, Commerce)
email:drabrahampunnoose@yahoo.com, Ph: 9447561414
9446117021

Prof. P K Varghese (HOD, Economics)
Ph: 9744914866

Prof. Dr. Simon Tharakan, (HOD, Phy. Education)
email: tharakan.simon@gmail.com, Ph: 9447463277
- 5 Adv. Satheesh T P (PTA Vice President)
Ph: 7012626900
- 6 Faculty advisors of first semester classes
- 7 NSS Volunteer Secretaries

21. 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, Rev. Dr. Geevarghese Kaithavana, Rev. Sr. Dr. Jermin DM serves as the counsellors.

22. 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.

22.1 GRIEVANCE & REDRESS CELL MEMBERS

It consist of principal and all HOD's
Prof. Prabha Alice Varkey (Chairperson)

23. PREVENTION OF CASTE/ GENDER BASED DISCRIMINATION SC/ST CELL

We constituted a cell for monitoring the above.

MEMBERS

- § Prof. Mathew Varghese (Convenor)
- § All HOD's & Prof. Deepa Jayanandan

24. 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.

25. 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

26. CLASS (FACULTY) ADVISERS

SEMESTERS	NAME OF ADVISORS
B.Com Tax	
Semester – 5 & 6	Asst. Prof. Ashely Thomas
Semester – 2 & 3	Asst. Prof. Deepa Jayanandan
Semester – 1 & 2	Asst. Prof. Jincy John
B.Com Tourism	
Semester – 5 & 6	Asst. Prof. Sherlin P
Semester – 2 & 3	Asst. Prof. Tintu Anna Mohan
Semester – 1 & 2	Asst. Prof. Stagy Stanly
B.Com Finance	
Semester – 1 & 2	Greeshma G Krishnan
B A English	
Semester – 5 & 6	Asst. Prof. Ancy B
Semester – 2 & 3	Asst. Prof. Mekha Salim
Semester – 1 & 2	Asst. Prof. Anila Elizabeth John
B A Economics	
Semester – 5 & 6	Prof. Dr. P K Varghese
Semester – 2 & 3	Asst. Prof. Aswathy P
Semester – 1 & 2	Asst. Prof. Anishkumar A S
M.Com Finance	
Semester – 1 & 2	Asst. Prof. Karen Susan Mathew

27. MENTORING

In order to prepare students to excel in the world outside college, we are not only focusing on the intelligence quotient but also on the emotional quotient. Most students are unable to capture the different philosophies that drive expectations for academic excellence and ideas career pathways. This is where mentorship becomes important. Mentorship is an opportunity to provide a student with necessary academic and emotional support. Hence we are providing a platform to provide holistic mentorship to students.

27.1 MENTORS 2020-21

- S5 & S6 B.Com Tax - Ms. Ashely Thomas (1 - 26)
 Ms. Deepa Jayanandan (27 – 52)
- S5 & S6 B.Com Tourism - Ms. Sherlin P Thomas (1 – 21)
 Ms. Stagy Stanly (22 – 43)

-
- S3 & S4 B.Com Tax - Ms. Deepa Jayanandan (1 – 26)
Ms. Ashely Thomas (27 – 52)
- S3 & S4 B.Com Tourism - Ms. Tintu Anna Mohan (1 – 22)
Ms. Jincy Johnson (23 – 42)
- S1 & S2 B.Com Tax - Ms. Jincy Johnson (1 – 25)
Mr. Sarath krishna A (26 – 50)
- S1 & S2 B.Com Tourism - Ms. Stagy Stanly (1 - 20)
Ms. Anila Elizabeth John (21 – 35)
- S1 & S2 B.Com Finance - Ms. Greeshma G Krishnan (1 – 22)
Ms. Elizabeth George (23 – 45)
- S5 & S6 B.Com English - Ms. Ancy B (1 – 20)
Prof. Prabha Alice Varkey (21 – 29)
- S3 & S4 B A English - Ms. Mekha Salim (1 – 20)
Prof. Mathew Varghese (21 – 40)
Prof. Prabha Alice Varkey (41 – 45)
- S1 & S2 B A English - Ms. Sharon Susan Lalan (1 – 22)
Dr. Harish R (23 – 45)
- S5 & S6 B A Economics - Ms. Aswathy P
- S3 & S4 B A Economics - Mr. Anishkumar A S
- S1 & S2 B A Economics - Mr. Anishkumar A S
Ms. Somichan Baby
- S1 & S2 M.Com Finance - Ms. Karen Susan Mathew

28. STUDENTS SUPPORT SERVICES

a. 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.

b. COLLEGE CANTEEN

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

c. 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.

d. ADD ON COURSES

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

29. 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/>

30. ACADEMIC CALENDAR

We follow mainly the Academic and Examination Calendar of University of Kerala, with little changes.

Academic and Examination Calendar (2020-21)

CBCS UG PROGRAMMES SEMESTER IV - 2019 admissions

November 2020		December 2020		January 2021		February 2021		March 2021		April 2021			
Su	1												
Mo	2						1 62	1	Internal Exam starts				
Tu	3		1 14				2 63	2	85				
We	4		2				3 64	3	86				
			Sem Fee with Fine 15						87				
Th	5		3				4 65	4	last date for receipt of appen for Uty exam without fine	1	109		
Fr	6	Holy Miss / Value Education	4	17	Holy Miss / Value Education	1	5	66	Holy Mass / Value Education	2	Holy Mass / Value Education		
Sa	7		5	18	2	40	6	67	6	90	3	110	
Su	8		6		3		7		7		4		
Mo	9		7	19	4	41	8	68	Last date for submission of CE results by teachers to HOD	8	last date for receipt of appen for Uty exam with fine 91	5	111
Tu	10		8	20	5	42	9	69	9	92	6	ESE ends 112	
We	11		9		6		10	70	10	93	7		
Th	12		10	22	7	44	11	71	11		8		
Fr	13		11	23	8	45	12	72	12	94	9		
Sa	14		12		9		13		13		10		
Su	15		13		10		14		14		11		
Mo	16	Commencement of classes	14	24	11	46	15	73	15	95	12	Publication of Result of Internal Exam	
Tu	17		15	25	12	47	16	74	16	96	13		
We	18		16	26	13	48	17	75	17	97	14		
Th	19		17	27	14	49	18	76	18	98	15		
Fr	20		18		15	50	19	77	19	99	16		
Sa	21		19		16	51	20	78	20	100	17		
Su	22		20		17	52	21		21		18		
Mo	23		21	30	18	53	22	79	22	101	19	KUYF	
Tu	24		22		19	54	23	80	23	102	20		
We	25		23	32	20	55	24	81	24	103	21		
Th	26	Sem Fee without Fine	24	33	21	56	25	82	25	104	22		
Fr	27		25		22	57	26	83	26	105	23	College Day	
Sa	28	Last date for registration to courses	26	34	23	58	27	84	27	106	24	last date for submission of CE results to Uty	
Su	29		27		24	59	28		28		25		
Mo	30		28		25	60	29		29		26		
Tu			29	36	26	61	30		30	107	27		
We			30		27	62	31		31	108	28		
Th			31	38	28	63					29		
Fr					29	64					30		
Sa					30	65					31		
Su					31	66							

CBCS UG PROGRAMMES IN AFFILIATED COLLEGES

Semester VI 2018 admissions

		November 2020	December 2020	January 2021	February 2021	March 2021
Su	1					
Mo	2				1 62	1 85
Tu	3	1	14		2 63	2 86
We	4	2	Sem fee with Fine		3 64	3 87
Th	5	3	15 16		4 65	4 88
Fr	6	Holy Mass/ Value Education 4	17 Holy Mass/ Value Education	39 Holy Mass/ Value Education	display of CE results 66	5 Arts Fest 89 Holy Mass/ Value Education
Sa	7		last date for allotting topics for assignment 18	2	Conduct of test papers upto 13.01.2021 40	6 67
Su	8	6	3	7	7	7
Mo	9	7	19	4 41	8 68	8 91
Tu	10	8	Sem fee with Super Fine 20	5 42	9	last date for submission of complaints by students to HOD 69
We	11	9	21	6 43	10 70	last date for submission of project/ dissertation to college dept starts ESE 92 93
Th	12	10	22	7 44	11 71	11
Fr	13	11	23	8 45	12	Notification of exam 72
Sa	14	12	24	9	13	12 94
Su	15	13	10	14	14	13
Mo	16	commencement of classes 1	14 24	11 46	15 73	14 14
Tu	17	2	15 25	12 47	16 74	15 95
We	18	3	16 26	13 48	17 75	16 96
Th	19	4	17 27	14 49	18 76	17 97
Fr	20	5	18 Christmas Celebration & closes for Christmas vacation 28	15 Extension Lecture	19 Annual Sports 77	18 98 19 99
Sa	21	6	19 29	16 50	20	last date for receipt of application for Uty exam without fine 78
Su	22	20	17	21	21	20 100
Mo	23	7	21 30	18	last date for submission of assignments 51	22 101 KUYF
Tu	24	8	22 31	19 52	23 80	23 102
We	25	9	23 32	20 53	24 81	24 103
Th	26	Sem fee without Fine 10	24 33	21 54	25	last date for receipt of application for Uty exam with fine 82
Fr	27	11	25	22 55	26	83 25 Ends ESE 104 26 College Day
Sa	28	Last date for registration to courses 12	26	last date for sending list of registered students to Uty 34	23 56	27
Su	29	27	24	28	28	27
Mo	30	13	28	College reopens after Christmas holidays	25	publication of result of test paper 57
Tu	31	14	29	35	26	29
We	30	15	30	Award Distribution and Inauguration 37	27 58	30 31
Th	31	16	38	28 59	29 60	
Fr						
Sa				30	Last date for submission of CE results by teachers to HOD 61	
Su				31		

Academic Calendar for CBCS UG Programme – 2020 – 21
Semester – 1 – 2020 Admission

	November 2020	December 2020	January 2021	February 2021	March 2021
Su	1				
Mo	2			1 62	1 85 Internal Exam Starts
Tu	3	1 14		2 63	2 86
We	4	2 15		3 64	3 87
Th	5	3		4 65	4 88 last date for receipt of appen for Uty exam without fine
Fr	6 Holy Mass/ Value Education	4 17 Holy Mass/ Value Education	1 18 Holy Mass/ Value Education	5 66 Holy Mass/ Value Education	5 89 Arts Festival 89 Holy Mass/ Value Education
Sa	7	5 18	2 19	6 67	6 90
Su	8	6	3	7	7
Mo	9	7 19	4	8 68	8 91 Last date for receipt of appen for Uty exam with fine
Tu	10	8 20	5 21	9 69	9 92 last date for receipt of appen for Uty exam with super fine
We	11	9 21	6 22	10 70	10 93
Th	12	10 22	7 23	11 71	11
Fr	13	11 23	8 24	12 72	12 94
Sa	14	12	9	13	13
Su	15	13	10	14	14
Mo	16 commencement of classes Orientation for English	14 24	11 25	15 73 display of CE results	15 95 95 Publication of Results of Internal Exam
Tu	17 1 Orientation for Economics	15 25	12 26	16 74	16 96
We	18 2 Orientation for Tax	16 26	13 27	17 75	17 97
Th	19 3 Orientation for Tourism	17 27	14 28	18 76	18 98
Fr	20 Orientation for Finance	18 28 Christmas Celebration & closes for Christmas vacation	15 29 Extension Lecture	19 77 Annual Sports Last date for submission of complaints by students to HOD reg CE	19 99
Sa	21 6	19 29	16 30	20 78	20 100
Su	22	20 NSS 7 days Camp Starts	17	21	21
Mo	23 7	21 30	18 31	22 79	22 101 KUYP
Tu	24 8	22 31	19 32	23 80	23 102 last date for submn of attendance statement University to
We	25 9	23 32	20 33	24 81 Notification for Uty exam	24 103 ESE starts
Th	26 10	24 33	21 34	25 82	25 104
Fr	27 11	25 34	22 35	26 83	26 105 College Day
Sa	28	26 34 Last date for registration to courses	23 35 NSS Camp Ends	27 84	27 106
Su	29	27	24	28	28
Mo	30 13	28 35 College reopens after Christmas holidays	25 36	29	29
Tu		29 36	26		30 107
We		30 Merit Day	27		31 108
Th		31 38 Award Distribution and M. Com Inauguration	28 39		
Fr			29 40		
Sa			30 41		
Su			31		

Academic Calendar for CSS PG Programmes - 2020 – 21 Semester – 1 – 2020 admission				
	January 2021	February 2021	March 2021	April 2021
Su				
Mo		1 52	1 85	
Tu		2 53	2 86	
We		3 54	3 87	
Th		4 55	4 88	
Fr	1 39 Holy Mass/ Value Education	5 56 Holy Mass/ Value Education	5 89 Arts Festival Holy Mass/ Value Education	1 109 2 Holy Mass/ Value Education
Sa	2 40	6 57	6 90	3 110
Su	3	7	7	4
	Commencement of Classes	68	1 st of assignments Conduct of Seminar	Publication of Results
Mo	4	8	8	5 111
Tu	5 42	9 59	9 92 93	6
We	6 43	10 70	10	7
Th	7 44	11 71	11	8
Fr	8 45	12 72	12 94	9 Last date for conduct of seminar
Sa	9	13	13	10
Su	10	14	14	11
Mo	11 46 Commencement of Classes	15 1 st Set of Test paper Starts 73	15 95	12
Tu	12 47	16 74	16 96	13
We	13 48	17 75	17 97	14
Th	14 49 Fr Dr. C T Geevarghese Panicker Memmorial 15. Extension Lecture	18 76 Annual Sports	18 98	15
Fr	16 50	19	19 99	16
Sa		20 78 1 st set of test paper ends	20 100	17
Su	17	21	21	18
Mo	18 51	22 79	22 101 2 nd set of set papers starts KUYF	19
Tu	52	23 80	23 102	20
We	19	24 1	24	21 ESE Starts
Th	20 53	25 82 Publication of Results	25 104	22
Fr	21 54	26 83	26 College Day 105	23
Sa	22 55		2 nd set of test papers ends	
Su	56	27 84	27 106	24
Su	24	28	28	25
Mo	25 57		29	26
Tu	26		30 107	27
We	27 58		31 108	28
Th	28 59			29
Fr	29 60			30
Sa	30 61			
Su	31			

31. SCHOLARSHIP/AWARDS

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

31.1. MAR IVANIOS SCHOLARSHIP

1. Students who secures A+ Grade (Above 9 SGPA) will be awarded Rs. 7500/- in each semester to all courses.
2. For special achievers in arts, sports and extension activities like NSS certificates and Mar Ivanios Mementos will b awarded.

31.2. REV. DR. P T GEEVARGHESE PANICKER MEMORIAL SCHOLARSHIPS

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

31.3. UNIVERSITY/GOVERNMENT MERIT SCHOLARSHIP

Eligible candidate can apply for the University/Government merit scholarship as and when University/ Government announce. For details:

- <https://www.kerlauniversity.ac.in>
- www.scholarships.gov.in

32. INTERCOLLEGIATE/INTERUNIVERSITY/ INTERSCHOOL COMPETITIONS

1. For the wholesome development of the individual the college has been conducting the intercollegiate Handball Tournament every year for the prestigious Mar Ivanios Trophy for men since its establishment. Best teams in All India participate in the tournament.
2. Mar Ivanios Intercollegiate Fest
3. Mar Ivanios Interschool Quiz Competition by Commerce Department.
4. Mar Ivanios Essay Competition by Commerce Department.

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5. Mar Ivanios Memorial All India Intercollegiate quiz competition and Paper Presentation by Economics Department.

33. MAR IVANIOS EXEMPLAR AWARD

An Expedition to choose the best among Ivanios 2020-21 admission onwards a 'Mar Ivanios Exemplar' contest will be conducted for the final years in the month of February. Eligibility, rules and regulations shall be intimated in the month of January. The winners will be awarded the title 'Ivanian Exemplar'. The Exemplar awards will be presented to the selected (3-5) students by a dignified personality in presence of the entire college community.

34. 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, Adv. Satheesh T P 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.

34.1. OFFICE BEARERS

Rev. Fr. Thomas Puthenparampil-Director	- 9447590533
Prof. Dr. K C Mathai (Principal)-President	- 9447977410
Adv. Satheesh T P-Vice President	- 7012626900
Mr. Sarath Krishna A-Secretary/Treasurer	- 8281578770
Mrs. Jolly Biju-Jnt. Secretary	- 7907003236

34.2. COMMITTEE MEMBERS

Smt. Bindhu James	- 7560812906
Sri. Hareesh Kumar	- 9061710733
Sri. Venkateswara Pai	- 8086876730
Smt. Sumitha	- 9656781221
Sri. S. Omanakuttan	- 9447029495
Smt. Mallika	- 9558762446

Sri. Satheesh T P	- 7012626900
Smt. Annamma Biju (Jolly)	- 7907003236
Smt. Mini Ajikumar	- 9539729346
Sri. Dayakumar	- 9496095844
Sri. Mathew John	- 8589923050
Smt. Saritha	- 9961313530
Sri. Narayanan V	- 9847227236
Smt. Suja. R	- 8301010110
Sri. Muhammed Shawkath	- 9846277580
Smt. Rosy Sunny	- 9656275627
Sri. Jayalal.G	- 9946125573
Smt. Usha S Kumar	- 9447473241
Sri. Jayan K Stephen	- 9447803518
Smt. Jalaja Rajan	- 9847517270
Smt. Jinutha	- 9744492666
Sri. P J George	- 9447859697
Smt. Daisy Varghese	- 7034881349
Sri. Varghese Yohannan	- 8606117818
Sri. Rajan P V	-9847995626
Smt. Mary Varghese	- 8714476322

&

□ All Faculty members including HOD's

31. IMPORTANT TELEPHONE NUMBERS

a. 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

b. 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

c. RAILWAY STATIONS

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

d. KSRTC

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

e. BANKS

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

f. 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

g. IMPORTANT WEBSITES

1. Kerala University - <http://www.keralauniversity.ac.in>
2. UGC - <http://www.UGC.ac.in>
3. CSIR - <http://www.csir.res.in>
4. Library - Inflibnet - <https://nlist.inflibnet.ac.in>

h. PRESS

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

i. 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

32. 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 :