



**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 2021 - 22**

*'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 Sprit*



**MAR IVANIOS COLLEGE OF ARTS AND SCIENCE**

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

**ESTD - 2015**

**Hand Book and Academic Calendar 2021 - 22**

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**

### **RANK HOLDERS 2018-21**

Devika R	–	University 1st Rank (B.Com Tax) – 2018-21
Vandhana Venugopal	–	University 1st Rank (B.Com Tourism) – 2018-21
Anakha Sasikumar	–	University 3rd Rank (B.Com Tax) – 2018-21
Sudheesh S	–	University 5th Rank – (B.Com Tourism) – 2018-21
Harithalakshmi R	–	University 11th Rank (B.Com Tax) – 2018-21

- Poornima Anil - Kerala University 2<sup>nd</sup> Rank - B A English Language and Literature - 2017-20
- Akhila Prathap - Kerala University 4<sup>th</sup> Rank – B.Com Commerce Tax Procedure and Practice – 2017-20
- Reeja Varghese - Kerala University 5<sup>th</sup> Rank – B.Com Commerce Tourism and Travel Management – 2017-20
- Akshara M - Kerala University 7<sup>th</sup> Rank – B.Com Commerce Tourism and Travel Management – 2017-20
- Aswathy Prasad - Overall A Grade – B A English Language and Literature – 2017 – 20
- Reshma S Nair - Kerala University 5<sup>th</sup> Rank - B.Com Commerce Tax Procedure and Practice - 2017 – 2018.
- Veena Udayan - Kerala University 1<sup>st</sup> Rank - B.Com Commerce Tourism and Travel Management - 2018-19.
- Merin Mamachen - Kerala University 2<sup>nd</sup> Rank – B.Com Commerce Tourism and Travel Management - 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.
- 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 Intercollegiate Handball Championship – 2017-18
- Kerala University Intercollegiate 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 COURSERA 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.

## 2. 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**

## **2.1. MANAGING COUNCIL**

1. Most Rev. Dr. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Yuhanon Puthenveettil Ramban
3. Rt. Rev. George Charuvila Corepiscopa
4. Rev. Fr. Thomas Puthenparampil
5. Very Rev. Fr. Dr. Samuel Payickattethu
6. Very Rev. Fr. Robert Palavila
7. Very Rev. Fr. John Vaipil
8. Very Rev. Fr. Jose Venmalot
9. Rev. Fr. Geevarghese Nediyaamala

## **2.2 GOVERNING BODY**

1. Most Rev. Dr. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Yuhanon Puthenveettil Ramban
3. Rt. Rev. George Charuvila Corepiscopa
4. Very Rev. Fr. Robert Palavila
5. Very Rev. Fr. Dr. Samuel Payickattethu
6. Rev. Fr. John Vaipil
7. Rev. Fr. Thomas Puthenparampil
8. Very Rev. Fr. Jose Venmalot
9. 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
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

### **3. 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)
12. Ms. Jessy Kuruvila (Librarian)

#### **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. Chairman : Prof. Dr. K.C. Mathai (Principal)
2. Director (Co-ordinator) IQAC : Prof. Dr. P.K. Varghese
3. Management representatives : Rev. Fr. Thomas Puthenparampil ( Director)  
V. Rev. Fr. Robert Palavila (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. Chinchu Chandran

#### **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 Science
- Business Administration (BBA-L) Logistics\*
- B A Malayalam Mass Communication\*
- M A English Literature\*
- MTA \*

(\* 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.) - 9562163681  
Ms Anila Elizabeth John, M.A, (Asst. Prof.) - 7907125568  
Mrs. Ancy B, M.A (Asst. Prof.) - 8921340069  
Ms. Sharon Susan Lalan MA, B.Ed. SET, NET (Asst. Prof.) - 8921534065  
Ms. Deepa Kuruvilla MA, B.Ed., NET, SET (Asst. Prof.) - 8281066502  
Ms. Chinchu Chandran, MA, B.Ed., SET(Asst. Prof.) - 9539750157  
Ms. Anjuraj R MA, B.Ed, NET (Asst. Prof.) - 9446857746

### **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  
Ms. Stagy Stanly, MTA, NET (Asst. Prof.) - 9446340935  
Ms. Ashley Thomas, M.Com (Asst. Prof.) - 8281006049  
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. Elizabeth George, M.Com, MBA (Asst. Prof.) - 9544196197  
Ms. Saranya Ravindran, M.Com, MPhil (Asst. Prof.) - 9544785877  
Ms. R Lakshmi Priya, M.Com (Asst. Prof.) - 9995730701  
Ms. Merlin Abraham, M.Com (Asst. Prof.) - 7902797880  
Ms. Jisha Jose, M.Com, B. Ed (Asst. Prof.) - 9605736997  
Ms. Haritha Samad, M.Com, B.Ed, SET, NET(Asst. Prof.) - 8606157871

### **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  
Ms. Surya Murali S, MA, NET - 8281874127

### **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. SUPPORTING STAFF**

1. Mrs. Remany Stephen - 9539353066  
2. Mrs. Beena Shibu - 7559023227  
3. Mrs. Suja - 8547329206  
4. Mr. Jiji k.k - 9746903640

## **10. SECURITY STAFF**

1. Mr. Joshua - 9656321979

## **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.
- 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.
- **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.
- 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.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.



**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.

<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

### **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.

From 2020 – 21 admission onwards the marks allocated to attendance is re allocated to assignment. But the students should secure a minimum of 75% attendance in aggregate for all the courses of a semester taken together is allowed to register for End Semester Evaluation.

### **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).

<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	7to<8	B Very Good
60 to < 70	6to<7	C Good
50 to < 60	5to<6	D Satisfactory
40 to < 50	4to<5	E Adequate
Below 40	<4	F Failure

## **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.

## 16. 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:

<b>Grade</b>	<b>Grade Point</b>
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 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 – Convener - Prof. Dr. Abraham Punnoose, HOD, Commerce**

### **17. SOCIAL SERVICE/EXTENSION ACTIVITY (UG)**

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

### **18. EXTENSION ACTIVITIES OFFERED BY DEPARTMENTS**

- **Commerce Department**

1. Inter-School quiz competition for Mar Ivanios Ever-rolling Trophy
2. Inter-School Essay Competition for Higher Secondary Students
3. Tourism Day Celebration – 27<sup>th</sup> September – Intercollegiate Tourism Quiz

- **English Department**

1. Intercollegiate quiz competition & Literary Competitions

- **Economics Department**

1. All Kerala Paper Presentation Competition

- **Physical Education Department**

1. All India Handball Tournament for Mar Ivanios Trophy

### **19. LIST OF MEMBERS INCHARGE OF RESPONSIBLE POSITIONS 2021-22**

#### **Discipline**

- Principal - General
- Prof. Prabha Alice Varkey - English Wing
- Ms. Mekha Salim

- Dr. Abraham Punnoose  
Ms. Tintu Anna Mohan - Commerce – 1st and 2nd Floor  
Ms. Sherlin P Thomas
- Dr. Simon Tharakan  
Dr. Harichandran R - Commerce – Ground Floor
- Dr. P K Varghese  
Prof. Mathew Varghese - Economics Wing

### **CLMC / CSS Convenors**

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

### **IQAC Co-ordinator**

- Dr. P K Varghese (HOD, Economics)

### **Staff Secretary**

- Ms. Anila Elizabeth John

### **P T A Secretary**

- Ms. Mekha Salim

### **Exam Internal & External**

- Prof. Dr. Harish R (Chief Supdt.)

### **Returning Officer & College Union Advisor**

- Prof. Dr. P K Varghese

### **Sports & Games**

- Prof. Dr. Simon Tharakan

### **Add on Course Co-ordinators**

- Ms. Deepa Kuruvila
- Ms. Anila Elizabeth John
- Ms. Sherlin P Thomas

### **Mobile Squad**

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

## **Arts & Cultural Activities (Performing Arts)/Film Society**

- Ms. Greeshma G Krishnan (Convenor)
- Ms. Stagy Stanly (Co. Convenor)

## **Members**

- Dr. Harish R
  - Ms. Aswathy P
  - Ms. Ancy B
  - Ms. Sumi Susan Philip
  - Ms. Elizabeth George
- (Meeting - 1<sup>st</sup> Wednesday of Every Month)*

## **Women's Forum**

- Ms. Somichan Baby (Convenor)
  - Ms. Ashely Thomas
  - Ms. Aswathy P
  - Ms. Haritha Samad
- (Meeting 1<sup>st</sup> Thursday of Every Month)*

## **Life Guidance / Value Education**

- Rev. Fr. Thomas Puthenparampil
  - Prof. Dr. P K Varghese (Convenor)
  - Prof. Prabha Alice Varkey
- (Meeting – Fridays)*

## **Youth Red Cross**

- Prof. Dr. Abraham Punnoose

## **Quiz, Debate, Fest**

- Ms. Mekha Salim (Convenor)
- Ms. Ashely Thomas
- Ms. Saranya Ravindran
- Ms. Deepa Kuruvilla
- Ms. Anjuraj R
- Ms. Merlin Abraham

## **Career and Placement Cell**

- Mr. Anishkumar A S (Convenor)
- Prof. Mathew Varghese
- Ms. Jessy Kuruvila
- Ms. Sharon Susan Lalan
- Ms. Anjuraj R
- Ms. Saranya Ravindran

## **Yoga and Meditation**

- Prof. Dr. Simon Tharakan

## **Higher Education College level Nodal Officer & Social Media**

- Dr. Simon Tharakan (Nodal Officer)
- Mr. Gijo George
- Mr. Kichu Thomas

### **Tourism Club**

- Ms. Tintu Anna Mohan
- Mrs. Stagy Stanly
- Ms. Jisha Jose
- Ms. R Lekshmi Priya

### **Counselling**

- Dr. Varghese Thomas
- Rev. Dr. Geevarghese Kaithavana
- Sr. Dr. Jermin DM

### **Rural Entrepreneurship Development Cell**

- Student Development Officer  
(Placement & Internship) - Ms. Stagy Stanly
- Student Development Officer  
(Personality) - Ms. Ashley Thomas
- Student Development Officer  
(Technology) - Ms. Tintu Anna Mohan
- Student Development Officer  
(Entrepreneurship) - Ms. Sherlin P Thomas
- Student Development Officer  
(Rural Engagement) - Ms. Deepa Jayanandan

### **NIRF (National Institution Ranking Frame Work)**

- Ms. Merlin Abraham (Nodal Officer)

## **20. OPEN COURSE**

**General Co-ordinator**

**- Prof. Anishkumar A S**

For UG 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

## **21. 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.



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3. **dmKnw-Kn-!pÅ inE:** GsX-inepw hnZym-`ymk Øm]-\`-n-\-lE m ]pdt`m dmKnwKv \S-`pltbm, dmKnw-KnÄ ]si-Sp-jp-Itbm AXn\ v t{]cn,n;pltbm AsÄ-!nÄ dmKnwKv {}N-cn-,n-jp-Itbm sN;ŒpŒ GsXm-cmfjpw lpä Øm]-\`-n³taÄ, c-p hÄjw hsc-bmlm-hpŒ lme-b-f-hn-te;v XShp inE VÄln inEñ-j-s,-tS-Xpw AbmÄ ]Xn-\m-bncw cq] hsc-bm-lm-hpŒ ]ng-in-Ébv;pw lqSn hnt[-b-\m-tl-Xpam-Wv.
4. **hnZymÄ°nsb ]ncn-`p-hn-SÄ:** 4þmw hlp-,n³ logn-epÅ Hcp lpä-ñ\ v inEñ-j-s,-SpŒ GsXmcp hnZymÄ°n-tbbpw hnZym-`ym-k-Øm]-\`-nÄ \nŒpw ]ncn-`p-hn-tS-Xpw AŠ-s\bpÅ hnZymÄ°n;v ]ncn-`p-hn-SÄ D-`chv ]pd-s,-Sp-hn` XobXn apXÄ aqŒp-hÄj-;m-e-t`v, aäp bmsXmcp hnZym-`ymk Øm]-\`-nepw {}th-i\w VÄlm³ ]mSn-Äm-`-Xp-am-lp-Œp.
5. **hnZymÄ°nsb kkvS]³Uv sN;Ä:1.ap³** ]dª hyh-Ø-lÄ;v `wKw hcmsX, Hcp hnZym-`ym-k -Øm]-\`-nså ta[m-hn-tbmSv dmKnw-Kns\ ]pdn`v GsX-inepw hnZymÄ°n-tbm, AXXp kwK-Xn-t]mse, amXm-]n-Xm-jtfm, cE-lÄ-mtfm AYhm B hnZym-`ymk Øm]-\`-nse GsX-inepw A²ym]-It\m tc]m-aqew ]cm-Xn-s,-«mÄ B hnZym-`ymk Øm]-\`-nså ta[mhn, ]cm[n e`n`p Ggp-Zn-h-k-ñ-\lw, ]cm-Xn-bnÄ ]dªn-cn-jpŒ kwK-Xnsb kw-Ön`v At[z-jWw \S-t--Xpw, {}YaZrvSy kXy-ap-s-Œv l-mÄ, lpäm-tcm-]Whnt[-b-\mb hnZymÄ°nsb kkvS]âv sNt;--Xpw, DS³XsŒ, {}kvXpX ]cmXn B hnZym-`ymk Øm]\w ØnXn-sN-;ŒpŒ {}tZ-i`v A[n-lm-cn-X-bpÅ t]meokv t]j-\n-te;v taÄ \S-]-Sn-jmbn Ab-`p-slm-Sp-tj--Xp-am-Wv.  
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**21.1 ANTI-RAGGING COMMITTEE**

Sl. No	Members	E-mail	Phone. No
1	Dr. K C Mathai (Principal, Chairman)	<a href="mailto:kcmathai25@gmail.com">kcmathai25@gmail.com</a>	9447977410
2	Prof. Prabha Alice Varkey (Dean UG, Vice Chairperson)	<a href="mailto:prabhaavarkey@gmail.com">prabhaavarkey@gmail.com</a>	8606006448
3	Prof. Deepa Jayanandan (NSS Programme Officer)	<a href="mailto:deepajayanandan@gmail.com">deepajayanandan@gmail.com</a>	9747668327
4	Dr. Abraham Punnoose (HOD, Commerce) Prof. P K Varghese (HOD, Economics) Prof. Dr. Simon Tharakan, (HOD, Phy. Education)	<a href="mailto:drabrahampunnoose@yahoo.com">drabrahampunnoose@yahoo.com</a>  <a href="mailto:tharakan.simon@gmail.com">tharakan.simon@gmail.com</a>	9447561414 9446117021 9744914866 9447463277
5	Adv. Satheesh T P (PTA Vice President)		7012626900
6	Faculty advisors of first semester classes		
7	NSS Volunteer Secretaries		

**22. 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.

**23. GRIEVANCE & REDRESS CELL**

Growth and development entails mistakes and corrections. Forgiving and forgetting are essential for peaceful life in society. Grievance Redressal Committee 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 Grievance Redressal Committee

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.

It consists of the following members:

- Dr. K.C Mathai (Principal)
- Prof. Prabha Alice Varkey (Chairperson)
- Dr. Abraham Punnoose (HOD of Commerce)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)

#### **24. INTERNAL COMPLIANT COMMITTEE**

Discipline makes any person perfect. It helps the students to excel in their studies. For the smooth running of the College, the College Council has framed certain code of conducts and approved by the Management Council. The College has set up an Internal Compliant Committee to monitor the observance of rules and regulations by the students and ensure proper discipline in the campus. The Committee is chaired by Prof. Prabha Alice Varkey.

##### **Members of the Committee**

- Dr. K.C.Mathai (Principal)
- Prof. Prabha Alice Varkey (Chairperson)
- Dr. Abraham Punnoose(HOD of Commerce)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)
- Adv. Satheesh T P (PTA)
- Lino K Alex (Student Rep.)
- Rahul Rangan (Student Rep.)

#### **25. PREVENTION OF CASTE/ GENDER BASED DISCRIMINATION SC/ST CELL**

In order to prevent caste and gender based discrimination, we constituted a committee named as Committee for SC/ST.

##### **MEMBERS**

- Dr. K.C.Mathai (Principal)
- Prof. Mathew Varghese (Convenor, HOD of History)
- Dr. Abraham Punnoose (HOD of Commerce)
- Prof. Prabha Alice Varkey (HOD of English)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)

- Ms. Deepa Jayanandan (Assistant Professor, Commerce)

## 26. OBC CELL

In order to look after the welfare of the Other Backward Communities students, we constituted a committee with the following members.

- Dr. K.C. Mathai (Principal)
- Ms. Deepa Jayanandan (Chairperson)
- Dr. Abraham Punnoose (HOD of Commerce)
- Prof. Prabha Alice Varkey (HOD of English)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)

**Liaison Officer, Welfare of OBC's : Prof. Deep Jayanandan**

## 27. MINORITY CELL

The college has constituted a Minority Cell for the well being of the minority students who come for higher education. The cell consists of following members.

- Dr. K.C Mathai (Principal)
- Ms. Ancy. B (Chairperson, Asst. Professor, Dept. of English)
- Dr. Abraham Punnoose (HOD of Commerce)
- Prof. Prabha Alice Varkey (HOD of English)
- Dr. P.K. Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)

## 28. GENDER JUSTICE FORUM

- Prof. Prabha Alice Varkey : Chairperson

### MEMBERS

- Anu Anil (Accountant)
  - Beena Kurian (Library Asst.)
- } (Non teaching staff rep.)
- Amulya Ramakrishna Pillai (B A Economics)
  - Iona Susan Mathew (B.Com Tourism)
- } (Student rep.)

## 29. 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.

### 30. 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

### 31. CLASS (FACULTY) ADVISERS

SEMESTERS	NAME OF ADVISORS
<b>B.Com Tax</b>	
Semester – 5 & 6	Asst. Prof. Deepa Jayanandan
Semester – 2 & 3	Asst. Prof. Saranya Ravindran
Semester – 1 & 2	Asst. Prof. Ashely Thomas
<b>B.Com Tourism</b>	
Semester – 5 & 6	Asst. Prof. Tintu Anna Mohan
Semester - 2 & 3	Asst. Prof. Stagy Stanly
Semester –1 & 2	Asst. Prof. Sherlin P Thomas
<b>B.Com Finance</b>	
Semester –1 & 2	Asst. Prof. Elizabeth George
Semester –3 & 4	Asst. Prof. Greeshma G Krishnan
<b>B A English</b>	
Semester –5 & 6	Asst. Prof. Mekha Salim
Semester – 2 & 3	Asst. Prof. Sharon Susan Lalan
Semester – 1 & 2	Asst. Prof. Deepa Kuruvila
<b>B A Economics</b>	
Semester – 5 & 6	Asst. Prof. Anishkumar A S
Semester – 2 & 3	Asst. Prof. Anishkumar A S
Semester - 1 & 2	Asst. Prof. Aswathy P
<b>M.Com Finance</b>	
Semester – 1 & 2	Asst. Prof. Sumi Susan Philip
Semester – 3 & 4	Asst. Prof. Sherlin P Thomas

### 32. 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.

### **32. 1 MENTORS 2021 - 22**

S5 & S6 B.Com Tax	-	Ms. Deepa Jayanandan (1 - 26) Ms. Saranya Ravindran (27 – 52)
S5 & S6 B.Com Tourism	-	Ms. Tintu Anna Mohan (1 – 21) Ms. Sherlin P Thomas (22 – 43)
S3 & S4 B.Com Tax	-	Ms. Saranya Ravindran (1 – 26) Ms. Deepa Jayanandan (27 – 52)
S3 & S4 B.Com Tourism	-	Ms. Stagy Stanly (1 – 22) Ms. Greeshma G Krishnan (23 – 42)
S3 & S4 B.Com Finance	-	Ms. Greeshma G Krishnan (1-22) Ms. Sumi Susan Philip (23-43)
S1 & S2 B.Com Finance	-	Ms. Elizabeth George (1 – 22) Ms. Merlin Abraham (23 – 45)
S1 & S2 B.Com Tax	-	Ms. Ashely Thomas (1 – 20) R Lakshmi Priya (21 – 40)
S1 & S2 B.Com Tourism	-	Ms. Sherlin P Thomas (1 - 20) Ms. Jisha Jose (21 – 35)
S5 & S6 B A English	-	Ms. Ancy B (1 – 20) Prof. Mathew Varghese (21- 40) Prof. Prabha Alice Varkey (41 – 45)
S3 & S4 B A English	-	Ms. Sharon Susan Lalan (1 – 22) Dr. Harish R (23 – 45) Prof. Prabha Alice Varkey (41 – 45)
S1 & S2 B A English	-	Ms. Deepa Kuruvila (1 – 12) Ms. Ancy B (13 – 24)
S5 & S6 B A Economics	-	Mr. Anishkumar A S (1 – 16)
S3 & S4 B A Economics	-	Mr. Anishkumar A S (1- 15) Ms. Somichan Baby (16 – 25)

S1 & S2 B A Economics	-	Ms. Aswathy P (1 – 11)
S1 & S2 M.Com Finance	-	Ms. Sumi Susan Philip
S3 & S4 M.Com Finance	-	Ms. Sherlin P Thomas

### 33. **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
- Principles of Insurance
- Company Administration
- Bhasha Vyakaranavum Prayoga Parinjanavum
- Yoga and Breathing Exercise

### 34. **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/>

### 35. 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 V - 2019 admissions												
	June 2021		July 2021		August 2021		September 2021		October 2021		November 2021	
<b>Su</b>					1							
<b>Mo</b>					2	41					1	1 Commencement of 6 <sup>th</sup> Sem
<b>Tu</b>	1	4 <sup>th</sup> sem internal exam starts			3	42					2	2
<b>We</b>	2				4	43		1	56		3	3
<b>Th</b>	3			19	5	44					4	Deepavali
<b>Fr</b>	4		1					2	57			
<b>Sa</b>	5		2	20	6	45		3	58	1	77	5 4
<b>Su</b>	6		3		7			4		2		6
<b>Mo</b>	7		4		8			5		3		7
<b>Tu</b>	8	Internal exam ends	5	Last date for regn to courses 21	9	46			59		78	5
<b>We</b>	9	V sem commences	6		10	47		6		4		8
<b>Th</b>	10		7		11	48		7	60	5	79	9 6
<b>Fr</b>	11		8		12	49		8	61	6	80	10 7
<b>Sa</b>	12		9		13	50		9	62	7	81	11 8
<b>Su</b>	13		10		14			10	63	8	82	12 9
<b>Mo</b>	14	4	11		15			11		9		13
<b>Tu</b>	15	5	12	26	16	Last date for sending list of regd students to uty 51		12	64	10	83	14 10
<b>We</b>	16	6	13	27	17	52 Last date for allotting topics of assignment		11	65	11	84	15 11
<b>Th</b>	17	7	14	28	18	53		12	66	12	85	16 12
<b>Fr</b>	18	8	15	29	19	Onam Vacation Starts		13	67	13	Maha Navami	17 13
<b>Sa</b>	19		16	30	20			14	68	14	Vijaya Dhashami	18 14
<b>Su</b>	20		17		21			15		15		19 20
<b>Mo</b>	21	9	18		22			16		16		20
<b>Tu</b>	22		19	31	23			17	69 last date for submsn of assignments	17	86	21 15
<b>We</b>	23		20	Bakrid	24			18		18	87	22 16
<b>Th</b>	24	10	21		25			19	Sree Narayana Guru Samathi	19		23 23
<b>Fr</b>	25	11	22	32	26			20	70	20	88 internal exam starts	24 17
<b>Sa</b>	26		23		27			21	71 Congratulatory meeting	21	89	25 18
<b>Su</b>			24		28			22	72	22	90	26 19
<b>Mo</b>								23		23		27



<b>Su</b>	27		25		29		26		24		28
	28			35			27	73		91	
<b>Mo</b>		14							25		20
<b>Tu</b>	29	15	27	36	31	College reopens after onam vacation	28	74	26	92	30
<b>We</b>	30	16			27	54	29	75	27	93	22
<b>Th</b>		17	29	38	28	55			28	94 Internal exam ends	23
<b>Fr</b>		18	30	39	29		30	76	29		24
<b>Sa</b>			31	40	30				30		25
<b>Su</b>					31				31		

**CBCS UG PROGRAMMES IN AFFILIATED COLLEGES  
Semester III 2020 admissions**

	November 2021		December 2021		January 2022		February 2022		March 2022	
<b>Su</b>										
<b>Mo</b>	1	1 Commencement of classes								
<b>Tu</b>	2	2					1	67	1	90
<b>We</b>	3	3	1	25			2	68	2	91 S4 classes commences 1
<b>Th</b>	4	Deepavalai	2	26 Awareness Class			3	69	3	2
<b>Fr</b>	5	4 Holy Mass/ Value Education	3	27 Holy Mass/ Value Education			4	Holy Mass/ Value Education 70	4	Arts Fest 3 Holy Mass/ Value Education
<b>Sa</b>	6	5 Extension Activities	4	last date for allotting topics for assignment 28	1		5	71	5	last date for submission of attendance statement to Uty 4
<b>Su</b>	7		5		2		6		6	
<b>Mo</b>	8	6	6	29	3	43 Reopening after X' Mas Vacation	7	72	7	5
<b>Tu</b>	9	7	7	30	4	44 Conduct of test papers up to 11 - 01 - 22	8	last date for submission of complaints by students to HOD Internal exam starts 73	8	last date for submission of project/ dissertation to college dept 6
<b>We</b>	10	8	8	31	5	45	9	74	9	starts ESE 7
<b>Th</b>	11	9	9	32	6	46	10	75	10	
<b>Fr</b>	12	10 Sem fee without fine	10	33	7	47	11	Notification of exam 76	11	8
<b>Sa</b>	13		11		8		12		12	
<b>Su</b>	14		12		9		13		13	
<b>Mo</b>	15	11	13	34	10	48	14	77	14	9
<b>Tu</b>	16	12	14	35	11	49	15	78 Internal exam ends	15	10
<b>We</b>	17	13	15	36	12	50	16	79	16	11
<b>Th</b>	18	14	16	37	13	51	17	80	17	12
<b>Fr</b>	19	15	17	38	14	28 Extension Lecture 52	18	Annual Sports 81	18	13
<b>Sa</b>	20	Extension Activities/ 16 Carrer guidance Seminar	18	Extension Activities 39	15	53 NSS/Extension activities	19	last date for receipt of application for Uty exam without fine 82	19	NSS /Extension Activities 14
<b>Su</b>	21		19		16		20		20	
<b>Mo</b>	22	17 Sem fee with fine	20	40	17	last date for submission of assignments 54	21	Last date for submission of CE Mark to HOD 83	21	15 KUYF
<b>Tu</b>	23	18	21	41	18	55	22	84	22	16
<b>We</b>	24	19	22	42	19	56	23	85	23	17
<b>Th</b>	25	20	23	X' Mas Programme	20	57	24	86 last date for receipt of application for Uty exam with fine	24	Ends ESE 18
<b>Fr</b>	26	21	24	X'Mas Vacation Starts	21	58	25	87 Publication of CE mark	25	College Day 19
<b>Sa</b>	27	Extension Activities / NSS	25		22	59	26	88 last date for receipt of application for Uty exam with super fine	26	NSS/Extension Activities
<b>Su</b>	28		26		23		27		27	

Mo	29	23	27	24	60 publication of result of test papers	28	89	28	21
Tu	30	24	28	25	61			29	22
We			29	26	62			30	23
Th			30	27	63			31	24
Fr				28	64				
Sa			31		65				
Su				29					
Mon				30					
				31	66				

**CBCS UG PROGRAMMES IN AFFILIATED COLLEGES  
Semester I - 2021 admissions**

	October - 2021		November 2021		December 2021		January 2022		February 2022	
Su										
Mo			1	1 Commencement of classes						
Tu			2	2					1	67
We			3	3	1	25			2	68
Th			4	Deepavalai	2	26 Awareness Class			3	69
Fr	1		5	4 Holy Mass/ Value Education	3	27 Holy Mass/ Value Education			4	Holy Mass/ Value Education 70
Sa	2		6	5 Extension Activities		28				
Su	3		7		4		1		5	71
Mo	4	1	8	6	6	29	3	43 Reopening after X' Mas Vacation	7	72
Tu	5	2	9	7	7	30	4	44 Conduct of test papers up to 11 - 01 - 22	8	last date for submission of complaints by students to HOD 73
We	6	3	10	8	8	31	5	45	9	74
Th	7	4	11	9	9	32	6	46	10	75
Fr	8	5 Holy Mass/Value Education	12	10 Sem fee without fine	10	33	7	47	11	Notification of exam 76
Sa	9		13		11		8		12	
Su	10		14		12		9		13	
Mo	11	6	15	11	13	34	10	48	14	77
Tu	12	7	16	12	14	35	11	49	15	78
We	13	8	17	13	15	36	12	50	16	79
Th	14	Maha Navami	18	14	16	37	13	51	17	80
Fr	15	Vijaya dashami	19	15	17	38 28	14	52 Extension Lecture	18	Annual Sports 81
Sa	16	9 NSS/ Extension Orientation	20	16 Competative/ Carrer exam orientation	18	39	15	53 NSS/Extension activities	19	last date for receipt of application for Uty exam without fine 82
Su	17		21		19		16		20	
Mo	18	10 CBCSS orientat	22	17 Sem fee with fine	20	40	17	54 last date for submission of assignments	21	Last date for submission of CE Mark to HOD 83
Tu	19	18	23	18	21	41	18	55	22	84
We	20	19	24	19	22	42	19	56 Internal Exam Starts	23	85
Th	21	20	25	20	23	X' Mas Programme	20	57	24	86 last date for receipt of application for Uty exam with fine
Fr	22	21	26	21	24	X' Mas Vacation Starts	21	58	25	87 Publication of CE mark
Sa	23		27	Extension Activities	25		22	59	26	88 last date for receipt of application for Uty exam with super fine
Su	24		28		26		23		27	

<b>Mo</b>	25	23		<b>29</b>	23		<b>27</b>		<b>24</b>	60 publication of result of test papers	28	89
<b>Tu</b>	26	24		<b>30</b>	24		<b>28</b>		<b>25</b>	61		
<b>We</b>	27						<b>29</b>		<b>26</b>	62 Internal Exam ends		
<b>Th</b>	28						<b>30</b>		<b>27</b>	63		
<b>Fr</b>	29								<b>28</b>	64		
	30						31			65 Extension activities		
<b>Sa</b>									<b>29</b>			
<b>Su</b>	31								<b>30</b>			
<b>Mon</b>									<b>31</b>	66		

**CBCS PG PROGRAMMES IN AFFILIATED COLLEGES  
Semester III- 2020 admissions**

	October - 2021		November 2021		December 2021		January 2022	
<b>Su</b>								
<b>Mo</b>			<b>1</b>	21				
<b>Tu</b>			<b>2</b>	Local Holiday				
<b>We</b>			<b>3</b>	22	<b>1</b>	45		
<b>Th</b>			<b>4</b>	Deepavalai	<b>2</b>	46		
<b>Fr</b>	<b>1</b>	Holy Mass/Value Education	<b>5</b>	23 Holy Mass/ Value Education	<b>3</b>	47 Holy Mass/ Value Education		
	2		6	24		48		
<b>Sa</b>					<b>4</b>		<b>1</b>	
<b>Su</b>	<b>3</b>		<b>7</b>		<b>5</b>		<b>2</b>	
<b>Mo</b>	<b>4</b>	1 Commencement of Class	<b>8</b>	25	<b>6</b>	49 1 <sup>st</sup> of assignments conduct of seminar	<b>3</b>	64 Reopening after X' Mas Vacation
		2		26		50		
<b>Tu</b>	<b>5</b>		<b>9</b>		<b>7</b>		<b>4</b>	65
<b>We</b>	<b>6</b>	3	<b>10</b>	27	<b>8</b>	51	<b>5</b>	66
<b>Th</b>	<b>7</b>	4	<b>11</b>	28	<b>9</b>	52	<b>6</b>	67
		5		29				
<b>Fr</b>	<b>8</b>		<b>12</b>		<b>10</b>	53	<b>7</b>	68
<b>Sa</b>	<b>9</b>		<b>13</b>	30	<b>11</b>		<b>8</b>	69
<b>Su</b>	<b>10</b>		<b>14</b>		<b>12</b>		<b>9</b>	
<b>Mo</b>	<b>11</b>	6	<b>15</b>	31 1 <sup>st</sup> set of test paper starts	<b>13</b>	54	<b>10</b>	70
<b>Tu</b>	<b>12</b>	7	<b>16</b>	32	<b>14</b>	55	<b>11</b>	71
<b>We</b>	<b>13</b>	8	<b>17</b>	33	<b>15</b>	56	<b>12</b>	72
<b>Th</b>	<b>14</b>	Maha Navami	<b>18</b>	34	<b>16</b>	57	<b>13</b>	73
<b>Fr</b>	<b>15</b>	Vijaya dashami	<b>19</b>	35	<b>17</b>	58	<b>14</b>	74
<b>Sa</b>	<b>16</b>	9	<b>20</b>	36 1 <sup>st</sup> set of test paper ends	<b>18</b>	59	<b>15</b>	
<b>Su</b>	<b>17</b>		<b>21</b>		<b>19</b>		<b>16</b>	
<b>Mo</b>	<b>18</b>	10	<b>22</b>	37	<b>20</b>	60 2 <sup>nd</sup> set of test paper starts	<b>17</b>	75 Internal Exam Starts
<b>Tu</b>	<b>19</b>	Nabi Dhinam	<b>23</b>	38	<b>21</b>	61	<b>18</b>	76
<b>We</b>	<b>20</b>	11	<b>24</b>	39	<b>22</b>	62	<b>19</b>	77
<b>Th</b>	<b>21</b>	12	<b>25</b>	40	<b>23</b>	63 X' Mas Programme	<b>20</b>	78
<b>Fr</b>	<b>22</b>	13	<b>26</b>	41	<b>24</b>	X' Mas Vacation Starts	<b>21</b>	79 Internal Exam ends
<b>Sa</b>	<b>23</b>	14	<b>27</b>	42	<b>25</b>		<b>22</b>	80
<b>Su</b>	<b>24</b>		<b>28</b>		<b>26</b>		<b>23</b>	
<b>Mo</b>	<b>25</b>	15	<b>29</b>	43	<b>27</b>		<b>24</b>	81
<b>Tu</b>	<b>26</b>	16	<b>30</b>	44	<b>28</b>		<b>25</b>	82

<b>We</b>	27	17					<b>26</b>	83
<b>Th</b>	28	18					<b>27</b>	84
<b>Fr</b>	29	19					<b>28</b>	85
	30	20						86
<b>Sa</b>							<b>29</b>	
<b>Su</b>	31						<b>30</b>	
<b>Mon</b>							<b>31</b>	66 Parents Meeting

## Academic Calendar for CSS PG Programmes - 2020 – 21 Semester – 1V – 2020 admission

	February 2021		March 2021		April 2021	
<b>Su</b>						
<b>M</b>						
<b>o</b>						
<b>Tu</b>	1	ESE starts	1	14		
<b>W</b>	2		2	15		
<b>e</b>				16		
<b>Th</b>	3		3			
<b>Fr</b>	4		4	17 Arts Festival Holy Mass/ Value Education	1	40 Holy Mass/ Value Education
<b>Sa</b>	5		5	18	2	41
<b>Su</b>	6		6		3	
<b>M</b>				19 1 <sup>st</sup> of assignments Conduct of Seminar		42
<b>o</b>	7		7		4	
<b>Tu</b>	8		8	20	5	43
<b>W</b>				21		44
<b>e</b>	9		9		6	
<b>Th</b>	10		10	22	7	45
<b>Fr</b>	11	ESE ends	11	23	8	46 Last date for conduct of seminar
<b>Sa</b>	12		12		9	
<b>Su</b>	13		13		10	
<b>M</b>	14	1 S4 Commences	14	24	11	47
<b>o</b>						
<b>Tu</b>	15	2	15	25	12	Passion Week
<b>W</b>	16	3	16	26	13	}
<b>e</b>						
<b>Th</b>	17	4	17	27	14	
<b>Fr</b>	18	5 Annual Sports	18	28	15	
<b>Sa</b>	19	6	19	29	16	
<b>Su</b>	20		20		17	
<b>M</b>	21	7	21	30 KUYF	18	48
<b>o</b>						
				31		49
<b>Tu</b>	22	8	22		19	
<b>W</b>	23	9	23	32	20	50 ESE Starts
<b>e</b>						
<b>Th</b>	24	10	24	33	21	51
<b>Fr</b>	25	11	25	34	22	52
				35		53
<b>Sa</b>	26	12	26	36	23	
<b>Su</b>	27		27		24	
	28	13				54
<b>M</b>			28		25	
<b>o</b>						
<b>Tu</b>			29	37	26	55
<b>W</b>			30	38	27	56
<b>e</b>						
<b>Th</b>			31	39	28	57
<b>Fr</b>					29	58
					30	59
<b>Sa</b>						
<b>Su</b>						

### **36. SCHOLARSHIP/AWARDS**

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

#### **36.1. 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 be awarded.

#### **36.2. 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 each courses.

#### **36.3. 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](http://www.scholarships.gov.in)

### **37. 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.
5. Mar Ivanios Memorial All India Intercollegiate quiz competition and Paper Presentation by Economics Department.

### **38. 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.

### **39. P T A (PARENT TEACHER ASSOCIATION)**

The Parent Teacher Association of the college was formed with the Principal as President, Prof. Mekha Salim, 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.

### **39.1 OFFICE BEARERS**

Rev. Fr. Thomas Puthenparampil	-	Director	- 9447590533
Prof. Dr. K C Mathai (Principal)	-	President	- 9447977410
Adv. Satheesh T P	-	Vice President	- 7012626900
Ms. Mekha Salim	-	Secretary/Treasurer	- 9562163681
Mr. Devi Dayal. S	-	Jnt. Secretary	- 9387041073

### **39.2. 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. 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. Vijayan S	-	9947267755
Smt. Bindu Suresh Babu	-	9207485446
Sri. Cheriyan Varghese	-	9947827638
Smt. Preethi R Ravi	-	9400586969
Smt. Deepthi P S	-	9037523571
Sri. Kavirajan Ranjit	-	8547133109
Smt. Ashadevi	-	9495162763

&

- All Faculty members including HOD's

### **40. 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	-	<a href="http://www.keralauniversity.ac.in">http://www.keralauniversity.ac.in</a>
2. UGC	-	<a href="http://www.UGC.ac.in">http://www.UGC.ac.in</a>
3. CSIR	-	<a href="http://www.csir.res.in">http://www.csir.res.in</a>
4. Library - Inflibnet	-	<a href="https://nlist.inflibnet.ac.in">https://nlist.inflibnet.ac.in</a>

**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



## 41.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 :