



MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

Kallumala P O, Mavelikara

(Affiliated to University of Kerala)

Accredited by NAAC with B+ Grade

Managed by Malankara Catholic Diocese of Mavelikara



Hand Book and Academic Calendar 2022 - 23

'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

Kallumala P O, Mavelikara, Pin: 690110

Ph. 0479 2344601, 9061202814

Accredited by NAAC with B+ Grade

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(Affiliated to the University of Kerala)

ESTD - 2015

Hand Book and Academic Calendar 2022 - 23

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, BBA Logistics, B.Sc Computer Science 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 went for NAAC (National Assessment Accreditation Council) evaluation on 09 - 10 August 2022. The executive committee of the NAAC is pleased to declared as Accredited with CGPA of 2.72 on four point scale at B + grade. 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 class rooms. The teaching faculty here is the best of its kind. Students are given opportunities to participate in co – curricular and extracurricular activities, orientation 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 2019 – 22

Shiji Mariyam Joy	–	University 1 st Rank (B.Com Tax)
M S Nakshathra	–	University 2 nd Rank (B A English)
Anagha M	–	University 3 rd Rank (B.Com Tax)
Anjana V S	–	University 6 th Rank (B.Com Tourism)
Esther Sara Mathew	–	University 7 th Rank (B.Com Tourism)
Nithin M Siomon	–	University 7 th Rank (B.Com Tax)
Immanuel Sen Sabu	–	University 8 th Rank (B.Com Tourism)
Mariya Mathew	–	University 8 th Rank (B.Com Tax)
Sneha Susan Babu	–	University 12 th Rank (B.Com Tax)
Devu Dinesh L	–	University 14 th Rank (B.Com Tax)

RANK HOLDERS 2018 - 21

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

RANK HOLDERS 2017-20

Poornima Anil	-	University 2 nd Rank (B A English)
Akhila Prathap	-	University 4 th Rank (B.Com Tax)
Reeja Varghese	-	University 5 th Rank (B.Com Tourism)
Akshara M	-	University 7 th Rank (B.Com Tourism)
Aswathy Prasad	-	Overall A Grade (B A English)

RANK HOLDERS 2016 – 19

Veena Udayan	-	University 1 st Rank (B.Com Tourism)
Merin Mamachen	-	University 2 nd Rank (B.Com Tourism)
Kripa Bobas	-	Overall A Grade – (B A Economics)

RANK HOLDERS 2015 – 18

Reshma S Nair	-	University 5 th Rank (B.Com Tax)
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NSS

Santo Sebastian - NSS best volunteer award winner- Kerala University – 2017-18.
Mohammed Nesmal - Special Appreciation award for NSS University of Kerala – 2019-20.

SPORTS ACHIEVEMENT 2021 - 22

- Champions in All India Inter Collegiate Handball tournament for Mar Ivanios Ever Rolling Trophy hosted by our college – 2017, 2018
- Kerala University Intercollegiate Handball Championship – 2017-18, 2021-22
- 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.

OTHER ACHIEVEMENTS

- 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. Rooble Raj
3. Prof. Thomaskutty Panachikkal
4. Prof. Thomaskutty Kaimala
5. Prof. Jacob Thomas
6. Mr. Saji Payickattethu
7. Prof. Dr. Gibi Geevarghese
8. Prof. Dr. K Y Benedict
9. Prof. Dr. K M Francis
10. Adv. Johnson Abraham
11. Dr. M K George S J
12. Adv. George Varghese
13. Mr. John T Samuel
14. Mr. P J Antony
15. 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 (History)
9. Asst. Prof. Anila Elizabeth John (Dept. of English)
10. Asst. Prof. Somichan Baby (Dept. of Hindi)
11. Prof. Dr. Varghese Thomas (Political Science)
12. Ms. Jessy Kuruvila (Librarian)/ Ms. Meera R
13. Asst. Prof. Nima Alice Thomas (Computer 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. 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. Afra Job |
| 7. Stakeholders' representative | : | Mr. Rajan Varghese |
| 8. IQAC office Secretary | : | Asst. Prof. Chinchu Chandran |

5. PROGRAMMES 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
- BBA-L (Logistics)

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. 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. Elizabeth George, M.Com, MBA (Asst. Prof.)	- 9544196197
Ms. Saranya Ravindran, M.Com, MPhil (Asst. Prof.)	- 9544785877
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
Ms. Stephy Stephen, M.Com, (Asst. Prof.)	- 7025698569
Ms. Nirupama Anna Bijoy, M.Com, (Asst. Prof.)	- 8606791230
Ms. Asha Elizabeth Samuel, M.Com, B.Ed, MBA, SET (Asst. Prof.)	- 8157024146
Ms. Chaithanya Ajith, MBA (L) (Asst. Prof.)	- 7012693898
Ms. Anjima Thulaseedharan, M.Com, B.Ed, SET (Asst. Prof.)	- 8606272270
Mr. Nijo Eapen Panicker, M.Com, (Asst. Prof.)	- 9207756702

6.4 DEPARTMENT OF ECONOMICS

Prof. Dr. P K Varghese, MA, M.Phil., PhD, (Research guide) [H.O.D]	- 9447595948
Mr. Anishkumar A.S, M.A (Asst. Prof.)	- 9605349321
Mr. Sachu S, M.A, NET (Asst. Prof.)	- 8907021330

6.5 DEPARTMENT OF HISTORY

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

Prof. Dr. Harichandran, MA, MPhil, PhD	- 9388404006
Ms. Surya Murali S, MA, NET	- 8281874127

6.7 DEPARTMENT OF HINDI

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

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

Prof. Dr. Varghese Thomas, MA, M.Phil, Ph.D	- 9447505334
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6.10. DEPARTMENT OF COMPUTER SCIENCE

Ms. Nima Alice Thomas, MCA (Asst. Prof.)	- 9961097191
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Ms. Rani Mohan, M.Sc (Asst. Prof.)	- 9946611619
Ms. Aiswarya Venugopal M.Sc (Asst. Prof.)	- 9562134497

6.10 LIBRARY

1. Ms. Jessy Kuruvila, MLISc-	Librarian	- 9562050674
2. Ms. Meera R, MLISc, NET-	Librarian	- 9495646163
3. Ms. Beena Joseph	- Library Assistant	- 8547916650

7. PRO (PUBLIC RELATION OFFICER)

Mr. Kichu Thomas	- 9633649617
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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. Mrs. Shemi	- 9048308684
	-
5. Mr. Bijin Baiju	- 9562371260

10. SECURITY STAFF

1. Mr. Joshua K C	- 9656321979
2. Mr. Francis Fernandez	- 9207554597

11. COLLEGE BUS

1. Mr. Jagadhappan (Unni)	- 9747967975
2. Mr. Raju K P	- 9562443361

12. COLLEGE RULES

12.1 GENERAL DISCIPLINE

- All students are responsible to the Director/ 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 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 using it without permission, it shall be reported to the concerned department.
- 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*.

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 two factors in each Course.

1) Assignments or Seminars: (Max. marks 10)

2) Tests: (Max. marks 10)

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 10)

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	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.

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

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:

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. Condonation 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 (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.

Extension Activities General Co ordinator: Stagy Stanly

Sl. No.	Name of the activity	Professors in charge
1	Environmental Activities (Code No. 4)	Ms. Sherlin P Thomas Ms. Saranya Raveendran Mr. Nijo Eapen Panicker (Meeting Every Tuesday)
2	Literary Club (Code No. 18)	Ms. Ancy B Dr. Harish R Ms. Chinchu Chandran Ms. Anjima Muraleedharan (Meeting Every 1 st Monday)
3	National Service Scheme (Code No. 11)	Ms. Deepa Jayanandan Ms. Asha Elizabeth Samuel Mr. Sachu S (Programme Officers) (Meeting Every Tuesday)

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 – 27th 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 Ever rolling Trophy

19. LIST OF MEMBERS INCHARGE OF RESPONSIBLE POSITIONS 2022-23

Discipline

- Principal - General
- Ms. Mekha Salim - English Wing
- 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. Anila Elizabeth John
- Ms. Sherlin P Thomas

Mobile Squad

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

Arts & Cultural Activities (Performing Arts)/Film Society

- Ms. Merlin Abraham (Convenor)
- Ms. Stagy Stanly (Co. Convenor)

Members

- Dr. Harish R
 - Ms. Ancy B
 - Ms. Sumi Susan Philip
 - Ms. Elizabeth George
 - Nima alice Thomas
- (Meeting - 1st Wednesday of Every Month)*

Women's Forum

- Ms. Somichan Baby (Convenor)
- Ms. Ashely Thomas
- Ms. Aswathy P
- Ms. Haritha Samad
- Ms. Chaithanya Ajith
(Meeting 1st Thursday of Every Month)

Life Guidance / Value Education

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

Youth Red Cross

- Prof. Dr. Abraham Punnoose

Quiz, Debate, Fest

- Ms. Mekha Salim (Convenor)
- Ms. Jisha Jose
- Ms. Saranya Ravindran
- Ms. Anjuraj R
- Ms. Merlin Abraham
- Mr. Nijo Eapen Panicker

Career and Placement Cell

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

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
- Ms. Raji Susan Varkey

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.

An anti ragging committee is constituted under the head statutory committee. It supervises all the matters and work efficiently and effectively.

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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2(n) dmKrwKv F¶mÂ GsX-!nepw hnZym-\`ymk Øm]-\`-nse Hcp hnZymÅ°n-tbmSv {!a-hn-cp-2-amb s}cp-amäw aqew B hnZymÅ°n;v imco-cn-1-amtbm am-\-kn-1-amtbm Bb]oU\w D-m-lp-¶tXm D-m-lm³ km²yX-bp-ÅtXm AsÄ-!nÂ `bm-i-!-tbm, `b-,mtSm, A]-am-\-tam, p²n-apt«m D-m-lp-¶tXm Bb GsX-!nepw {}hÄ`n sN;Å F¶Å°-am-lp-¶-Xpw, AXnÂþ

1. AŞ-s\bpÅ hnZymÅ°nsb iey-s,-Sp-p-ġtXm, A[n-tj-]n-jp-ġ-tXm,]cn-l-kn-jp-ġtXm, D]-{Z-hn-jp-ġtXm AsÅ-!nÅ Hcp hnZymÅ°n km[m-c-W-K-Xn-bnÅ kza-\Êmse sNġm³ Hcp-s¼-Sm- GsX-!nepw {}hÅ-n sNġp-ġ-Xnt\m, \nÅÆ-l-n-jp-ġ-Xnt\m Bh-iy-s,-Sp-ġtXm DÅs,-Sp-ġ-Xm-lp-ġp.
2. dmKnwKv \ntcm-[w: GsXmcp hnZym-ymk Øm]-\^-n-sâbpw Al-pw]pd-pw dmKnwKv \ntcm-[n-n-cn-jp-ġp.
3. dmKnw-Kn-!pÅ in£: GsX-!nepw hnZym-ymk Øm]-\^-n-\-lt m]pdt m dmKnwKv \S-p!tbn, dmKnw-KnÅ]si-Sp-jp-!tbn AXn\ v t{]cn,nj!tbn AsÅ-!nÅ dmKnwKv {}N-cn,-n-jp-!tbn sNġpġ GsXm-cmfpw lpä Øm]-\^-n³taÅ, c-p hÅjw hsc-bmlm-hpġ lme-b-f-hn-tejv XShp in£ \Åln in£n-j-s,-tS--Xpw AbmÅ]Xn-\m-bncw cq] hsc-bm-lm-hpġ]ng-in-£bv;pw lqSn hnt[-b-\m-tl-Xpam-Wv.
4. hnZymÅ°nsb]ncn-!p-hn-SÅ: 4pmw hlp-,n³ logn-epÅ Hcp lpä-n\ v in£n-j-s,-Spġ GsXmcp hnZymÅ°n-tbbpw hnZym-ym-k-Øm]-\^-nÅ \nġpw]ncn-!p-hn-tS--Xpw AŞ-s\bpÅ hnZymÅ°n;v]ncn-!p-hn-SÅ D-chv]pd-s,-Sp-hn- XobXn apXÅ aqġp-hÅj-jm-e-t-jv, aäp bmsXmcp hnZym-ymk Øm]-\^-nepw {}th-i\w \Ålm³]mSn-Åm- Xp-am-lp-ġp.
5. hnZymÅ°nsb kkvs]³Uv sNġÅ:1.ap³]dª hyh-Ø-lÄjv \wKw hcmsX, Hcp hnZym-ym-k -Øm]-\^-nsâ ta[m-hn-tbmSv dmKnw-Kns\]pdn-v GsX-!nepw hnZymÅ°n-tbm, AXXp kwK-Xn-t]mse, amXm-]n-Xm-jtfm, c£-lÄ-mtfm AYhm B hnZym-ymk Øm]-\^-nse GsX-!nepw A²ym]-!t\m tc]m-aqew]cm-Xn-s,-«mÅ B hnZym-ymk Øm]-\^-nsâ ta[mhn,]cm[n e-n-p Ggp-Zn-h-k-n-\lw,]cm-Xn-bnÅ]d-ªn-cn-jpġ kwK-Xnsb kw-Ôn-v At\z-jWw \S-t--Xpw, {}YaZrvSy kXy-ap-s-ġv l-mÅ, lpäm-tcm-]Whnt[-b-\mb hnZymÅ°nsb kkvs]âv sNtġ--Xpw, DS³Xsġ, {}kvXpX]cmXn B hnZym-ymk Øm]\w ØnXn-sN-ġpġ {}tZ-i-v A[n-lm-cn-X-bpÅ t]meokv tġ-\n-tejv taÅ \S-]-Sn-jmbn Ab-!p-slm-Sp-tj--Xp-am-Wv.
 2. (i) p mw D]-h-lp-,nÅ]dª coXn-bnÅ]cmXn tc]m-aqew e-n-jp-lbpw hnZym-ymk Øm]-\^-nsâ ta[mhnbpsS At\z-j-W-ñnÅ {}Z-a-ZrvSym]cm-Xn-bnÅ lg-¼n-Åm-sbġv sXfn-bp-lbpw sNbvXmÅ Cjmcyw]cm-Xn-jm-cs\ tc]m-aqew Adn-bn-tj--Xm-lp-ġp.
8. lpäv sNġm³ t{]cn,-n-jp-ġ-Xmbn lcp-Xm-hp-ġXv:hnZym-ymk Øm]-\^-nsâ ta[mhn 6pmw hlp-,nÅ]d-b-s,-Spġ coXn-bnÅ dmKnw-Kn-s-\-jp-dn-!pÅ Hcp]cm-Xn-bnt-Å \S-]-Sn-sb-Sp-jm-Xn-cn-jp-!tbn AYhm \S-]-Sn-sb-Sp-jm³ A\m-Ø-lm-Wn-jp-!tbn sNġp-l-bm-sW-!nÅ AŞ-s\bpÅ hyàn dmKnwKv Fġ lpäv sNġm³ t{]cn,-n-!-Xmbn lcp-X-s,-tS--Xpw lpä-Øm]-\^-n³taÅ 4pmw hlp-,nÅ hyhØ sNbvXn-«pÅ {}lmcw in£n-j-s,-tS--Xp-am-Wv.

kp[low tlmSXn \ntbm-Kn-!tUm. sl. cmL-h³ l/2än ip]mÅi-lÄ

lem-e-b-Ş-fnÅ dmKnwKv {}Xn-tcm-[-hp-ambn _Ø-s,«v]T-\-ŞÄ \S-n \nÅtZ-i-ŞÄ cq]o-l-cn-jp-hm³ \ntbm-Kn- ap³ kn-
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- hnZym-ymk Øm]-\-ŞfnÅ dmKnwKv XS-bp-ġ-Xn-!pÅ {}Yanl lSa AXXv Øm]-\-Ş-fnÅ \njn-]vX-am-Wv.
- dmKnwKv \S-p-ġ-hsc Øm]-\-ŞÄ Xncn-!-dnªv \S-]-Sn-lÄ sslsm-tÅ--Xm-Wv.

- dmKnwKv hncp² 1½-än-lfpw kvlzmUp-lfpw hnZym-`ymk Øm]-\-\$-fnÂ cq]n-l-cn-j-Ww.
- tl{µ-β-kw-Øm\ kÄ;m-cp-lÄ dmKnwKv hncp² \S-] -Sn-lÄ;v t{]mÖm-l-\hpw t\Xr-Xzhpw \Äl-Ww.

tlmSXn hn[n-jm-hp¶ in£-lÄ

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22. STATUTORY COMMITTEES

22.1 ANTI-RAGGING COMMITTEE

Sl. No	Members	E-mail	Phone. No
1	Dr. K C Mathai (Principal, Chairman)	kcmathai25@gmail.com	9447977410
2	Prof. Deepa Jayanandan (Convenor, NSS Programme Officer)	deepajayanandan@gmail.com	9747668327
3	Dr. Abraham Punnoose (HOD, Commerce)	drabrahampunnoose@yahoo.com	9447561414
4	Prof. P K Varghese (HOD, Economics)	pkv1962@gmail.com	9447595948
5	Prof. Dr. Simon Tharakan (HOD, Phy. Education)	tharakan.simon@gmail.com	9447463277
6	Adv. Satheesh T P (PTA Vice President)		7012626900
7	Faculty advisors of first semester classes		
8	NSS Volunteer Secretaries		

22.2 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)
- Dr. Abraham Punnoose (HOD of Commerce)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)

22.3 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)
- Dr. Abraham Punnoose (Chairman)
- Dr. P.K.Varghese (HOD of Economics)
- Dr. Simon Tharakan (HOD of Physical Education)
- Adv. Satheesh T P (PTA)
- Prof. Mekha Salim (HOD of English)

22.4 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)

22.5 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

22.6 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)

22.7 GENDER JUSTICE FORUM

- Prof. Prabha Alice Varkey : Chairperson

MEMBERS

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

23. OTHER COMMITTEES

23.1 ANTI DRUG CAMPAIGN COMMITTEE

a) NERKOOTTAM

- Dr. K C Mathai (Principal)
- Prof. Prabha Alice Varkey (P.O)
- Pro. Deepa Jayanandan (Asst. Prof Commerce)
- Dr. Abraham Punnoose (H O D Commerce)
- Dr. P K Varghese (H O D Economics)
- Adv. Satheesh T P (PTA V.P) & Mr. Devi Dayal S (PTA Joint Sec.)
- NSS Volunteer Secretary
- Ward Member
- Asst. Excise Commissioner or C I

b) SRADHA (Students Against Drug Habits & Addiction)

- Hostel Warden
- Two Students Representatives
- PTA Vice president and Joint Secretary
- Local body representative
- Assistant Excise Commissioner / CI

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. 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 counselors.

27. CLASS (FACULTY) ADVISERS

SEMESTERS	NAME OF ADVISORS
B.Com Tax	
Semester – 5 & 6	Asst. Prof. Saranya Ravindran
Semester – 3 & 4	Asst. Prof. Ashely Thomas
Semester – 1 & 2	Asst. Prof. Deepa Jayanandan
B.Com Tourism	
Semester – 5 & 6	Asst. Prof. Stagy Stanly
Semester - 3 & 4	Asst. Prof. Sherlin P Thomas
Semester –1 & 2	Asst. Prof. Jisha Jose
B.Com Finance	
Semester – 5 & 6	Asst. Prof. Sumi Susan Philip
Semester – 3 & 4	Asst. Prof. Elizabeth George
Semester – 1 & 2	Asst. Prof. Merlin Abraham
B B A (L)	
Semester – 1 & 2	Chaithanya Ajith
B A English	
Semester –5 & 6	Asst. Prof. Sharon Susan Lalan
Semester – 3 & 4	Asst. Prof. Chinchu Chandran
Semester – 1 & 2	Asst. Prof. Anila Elizabeth John
B A Economics	
Semester – 5 & 6	Asst. Prof. Anishkumar A S
Semester – 2 & 3	Asst. Prof. Sachu S
Semester - 1 & 2	Asst. Prof. Anishkumar A S
M.Com Finance	
Semester – 1 & 2	Asst. Prof. Haritha Samad
Semester – 3 & 4	Asst. Prof. Sumi Susan Philip
B. Sc Computer Science	

28. 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.

28.1 MENTORS 2021 - 22

S5 & S6 B.Com Tax	-	Ms. Saranya Ravindran (1 - 25) Ms. Sherlin P Thomas (26 – 47)
S5 & S6 B.Com Tourism	-	Ms. Stagy Stanly (1 – 15) Ms. Sherlin P Thomas (16 – 30)
S5 & S6 B.Com Finance	-	Ms. Sumi Susan Philip (1 - 20) Ms. Asha Elizabeth (21 – 40)
S3 & S4 B.Com Tax	-	Ms. Deepa Jayanandan (1 – 25) Ms. Harida Samad (26 – 48)
S3 & S4 B.Com Tourism	-	Ms. Sherlin P Thomas (1 – 20)
S3 & S4 B.Com Finance	-	Ms. Elizabeth George (1-22) Ms. Merlin Abraham (23 - 43)
S1 & S2 B.Com Tax	-	Ms. Deepa Jayanandan (1 – 20) Ms. Nirupama Anna Bijoy (21 – 40)
S1 & S2 B.Com Tourism	-	Ms. Jisha Jose (1 - 20)
S1 & S2 B.Com Finance	-	Ms. Merlin Abraham (1 – 26) Ms. Jisha Jose (27 – 52)
S5 & S6 B A English	-	Sharon Susan Lalan
S3 & S4 B A English	-	Chinchu Chandran
S1 & S2 B A English	-	Anila Elizabeth John
S5 & S6 B A Economics	-	Mr. Anishkumar A S
S3 & S4 B A Economics	-	Mr. Sachu S
S1 & S2 B A Economics	-	Anish Kumar A S

S1 & S2 M.Com Finance	-	Ms. Harida Samad
S3 & S4 M.Com Finance	-	Ms. Sumi Susan Philip
S1 & S2 Computer Science	-	Ms. Nima Alice Thomas
S1 & S2 BBA (L)	-	Ms. Chaithanya Ajith

29. STUDENTS SUPPORT SERVICES

29.1 PHOTOSTAT, SCANNER

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

29.2 COLLEGE CANTEEN

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

29.3 COMPLAINT AND SUGGESTION BOX

If any difficulty occurs regarding the curriculum and co-curriculum activities. Students are welcome to put it in the complaint box or suggestion box for the improvement. They can also be entered their grievances in the web site also.

29.4 ADD ON COURSES

- Communicative English – Win With English
- Accounting / Tally
- Principles of Insurance
- Company Administration
- Bhasha Vyakaranavum Prayoga Parinjanavum
- Yoga and Breathing Exercise

30. 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/>

31. ACADEMIC CALENDAR

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

Academic and Examination Calendar (2022-23)

CBCSS UG Programme: 2022 Admission: S 1

	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023
Sa			1			
Su			2			1 Xmas Vacation
Mo	1		3 Last date for submn of assignments			2 Mannam Jayanti
Tu	2		4 Mahanavami	1 Exam notification		3
We	3		5 Vijayadasami	2		4
Th	4	1 Onam Celebrations	6 Anti-drug Campaign	3 Publication of result of test paper	1 Internal Exam Starts	5 ESE Starts
Fr	5	2	7	4	2	6
Sa	6 First Allotment	3	8	5	3	7
Su	7	4	9	6	4	8
Mo	8 muharam	5	10	7	5	9
Tu	9	6	11	8 Last date for receipt of applnfor uty exm without fine	6	10
We	10	7	12	9	7	11
Th	11	8	13 Conduct of Test Paper upto 28.10.2022	10 Last date for receipt of applnfor uty exm withfine	8 Internal Exam Ends	12
Fr	12 Second Allotment	9	14	11 Last date for submn of CE results by teachers to HoD	9	13
S	13	10	15	12	10	14
Su	14	11	16	13	11	15
Mo	15 Independence day	12	17	14	12 All India Handball Mar Ivanios Trophy	16

Tu	16		13		18		15	Last date for receipt of appl for uty exm with super fine	13		17		
We	17		14	Last date for regtn to the courses	19		16	Display of results of CE	14		18		
Th	18	Sreekrishna jayanthi	15		20		17		15		19		
Fr	19		16		21	Kerala Uty Inter Collegiate games starts	18		16		20	Arts Day	
Sa	20		17		22		19		17		21		
Su	21		18		23		20		18		22		
Mo	22	Commerce Asso. Inauguration	19	Last date for allotting topics of assignmn	24	Deepavali	21	Last date for submission of complaints by students reg CE	19		23		
Tu	23		20		25	Induction I	22		20	PTA Meeting	24		
We	24	Third Allotment	21	Sreenarayanaguru samadhi	26		23		21		25		
Th	25	College joining 25.08.2022 to 29.08.2022	22		27		24	Last date for submn of attendance statement to uty	22	X'Mas Programme	26	Republic Day	
Fr	26		23		28	Induction II	25	Conclusion of Classes	23	Xmas vacation	27	Sports Day	
Sat	27		24		29		26		24		28		
Sun	28		25		30		27		25		29		
Mo	29		26		31	CBCSS awareness seminar	28		26		30		
Tue	30		27				29		27		31	Ends ESE	
Wed	31	Commencement of Classes	28				30		28				
Thu			29	Last date for sending list of regd studnts to uty					29				
Fri			30						30				
Sat									31				

CBCSS UG Programme: 2021 Admission: S 3

	OCTOBER 2022		NOVEMBER 2022		DECEMBER 2022		JANUARY 2023		FEBRUARY 2023	
Sa	1									
Su	2						1			
Mo	3						2	Mannam Jayanthi		

PG 2022 Admission: S3

	JUNE 2023		JULY 2023		AUGUST 2023		SEPTEMBER 2023		OCTOBER 2023	
Sa			1						1	
Su			2						2	
Mo			3	22					3	GANDHI JAYANTHI
Tu			4	23	1	42			3	76
We			5	24	2	43			4	
Th	1	1. S3 Starts	6	25	3	44			5	
Fr	2	2	7	26	4	45	1	ONAM VACATION	6	Anti drug campaign
Sa	3		8		5		2		7	
Su	4		9		6		3		8	
Mo	5	3	10	27. Ist set of Test Papers	7	46. Iind set of TestPapers	4		9	University Examinations (ESA)Third semester
Tu	6	4	11	28. Ist set of Test Papers	8	47. Iind set of TestPapers	5	60	10	
We	7	5	12	29. Ist set of Test Papers	9	48. Iind set of TestPapers	6	SREE KRISHNA JAYANTHI	11	University Examinations (ESA)Third semester
Th	8	6	13	30. Ist set of Test Papers	10	49. Iind set of TestPapers	7	61. Last date for receipt of applicationfor University Exam (ESA) with superfine	12	
Fr	9	7	14	31. Ist set of Test Papers	11	50. Iind set of TestPapers	8	62	13	University Examinations (ESA)Third semester
Sa	10		15		12		9		14	
Su	11		16		13		10		15	
Mo	12	8	17	32. Publuation of resultsof Ist set of Test Papers	14	51. Publication of Results of II nd set of test Papers	11	63. date for submission of attendance statement by the Principal to theCE	16	
Tu	13	9	18	33	15	INDEPENDENCE DAY	12	64	17	
We	14	10	19	34	16	52. Date of publicationof notification for University Examinations (ESA)	13	65	18	
Th	15	11	20	35. Last date for submission of Ist set of Assaignments or conduct of Sseminars	17	53	14	66. Last date for submission of CA marks by the teachers to the Heads of the Departments (Enabling online submission of CA Marks	19	
Fr	16	12	21	36	18	54	15	67	20	Games Competition
Sa	17		22		19		16		21	
Su	18		23		20		17		22	
Mo	19	13	24	37. Last date for allotmentof topic for 2 nd set of Assaignments / conduct ofSseminars	21	55. Last date for receiptof application for University Exam (ESA)with fine	18	68	23	
Tu	20	14	25	38	22	56	19	69. Display of CAMarks	24	
We	21	15	26	39. Commencement ofProject work	23	57. Last date fir recieptof application for University Exam (ESA)with fine	20	70	25	
Th	22	16	27	40	24	58	21	SREE NARAYANA GURU SAMADHI	26	
Fr	23	17	28	MUHARAM	25	59	22	71. Last date for Submission of complaints. If any bystudents to Head of the Department regarding CA (Principal should obtain signature from the students that thereis no complaint regarding CA narks)	27	
Sat	24		29		26	ONAM VACATION	23		28	
Sun	25		30		27		24		29	
Mo	26	18	31	41. Last date for submission of 2nd set of Assaignments or conduct of Sseminars	28		25	72	30	
Tue	27	19			29		26	73	31	
Wed	28	20. Last date for allotment of topic of Ist set of assaignments orConduct of seminars			30		27	MILAD-I-SHERIF(NABI DINAM)		
Thu	29	BAKRID			31		28	74		
Fri	30	21					29	75		
Sat							30			

32. SCHOLARSHIP/AWARDS

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

32.1. MAR IVANIOS SCHOLARSHIP

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

2. For special achievers in arts, sports and extension activities like NSS certificates and Mar Ivanios Mementos will be awarded.

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

Those who secures highest score in A grade (Top Scorer in A grade) in each programmes 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 programmes.

32.3. 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

33. 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 Ever rolling 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.

34. 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.

35. 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.

35.1 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

35.2 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 Ajikummar	-	9539729346
Sri. Dayakumar	-	9496095844
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
Smt. Shiji Philip	-	9497176998
Sri. Biju Thomas	-	9656031752
Smt. Mary Roby	-	9847362516
Smt. Maya T	-	9447807197
Sri Jayakrishnan A	-	9747771825
Smt. Sudha Bijulal	-	9048786407
Sri. John Varghese	-	9446373047
Sri. Siju Varghese	-	7907576100
Sri. Shibu George	-	9745691800
Smt. Rajalekshmi	-	9544812723
Sri. Lalachan T	-	9048371317
Smt. Susan Nainan	-	9496231631
Smt. Anitha Varghese	-	9656941448
Smt. Lissy Sunny	-	9846974089

&

- All Faculty members including HOD's

36. IMPORTANT TELEPHONE NUMBERS

36.1 KERALA UNIVERSITY

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

36.2 COLLEGES

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

36.3 RAILWAY STATIONS

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

36.4 KSRTC

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

36.5 BANKS

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

36.6 HOSPITALS

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

36.7 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

36.8 PRESS

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

36.9 POLICE

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

37.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 :