



MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

(SELF FINANCING)

Kallumala P.O., Mavelikara

(Affiliated to University of Kerala)

Managed by Malankara Catholic Diocese of Mavelikara

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



Hand Book 2023- 24

'Lucem sequimur'
"We follow the light"



Servant of God Archbishop Mar Ivanios

An Educationist Par Excellence

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

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

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

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

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

PRAYER

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



MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

(SELF FINANCING)

Kallumala P.O., Mavelikara

(Affiliated to University of Kerala)

Email: marivaniosmvk@gmail.com

Web: www.micasmvk.ac.in

(Affiliated to the University of Kerala)

ESTD - 2015

Hand Book & Academic Calendar 2023 - 24

Name:.....

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

Phone:.....

Faculty Advisor:.....

Name of Mentor:.....

MAR IVANIOS COLLEGE OF ARTS AND SCIENCE, MAVELIKARA

PROFILE OF THE COLLEGE

Mar Ivanios College of Arts and Science, Mavelikara is a project of the Diocese of Mavelikara which was established in Mavelikara in 2015.

The Patron of “Mar Ivanios College of Arts and Science” is His Grace Dr. Joshua Mar Ignathios, the Director is Rev. Dr. Geevarghese Kaithavana 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.

AWARDS AND RECOGNITION

RANK HOLDERS 2020 – 23

- | | |
|-------------------|---|
| Sneha S Rajan | - University 2 nd Rank (B.Com Tax) |
| Hanna Miziria | - University 3 rd Rank (B.Com Tourism) |
| Iona Susan Mathew | - University 6 th Rank (B.Com Tourism) |
| Bivin Mathew | - University 9 th Rank (B.Com Tourism) |

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)
B Swathi	-	University 7 th Rank (B.Com Tax)
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) – Completed more than 500 Foundation courses under UGC PARAMARSH in COURSERA Scheme in Covid -19 pandemic from International reputed Universities. Placed in India book of records.
- Excellence award instituted by the Upper Kuttanadu Vikasana Samithi – 2016.

OUR EMBLEM



MOTTO

'Lucem sequimur'
"We follow the light"

OUR VISION

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

OUR MISSION

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

AIMS AND OBJECTIVES

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

- To impart quality education enabling the students to keep abreast of the times.
- To assist students to acquire national and social values.
- To provide a comprehensive education so as to develop in the students a sound character and personality.
- To mould students to have keen sense of discipline, responsibility, initiative, integrity, self-confidence, self-esteem and a positive self-image.

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- To impart a sound religious and moral education so as to uphold moral values in life.
 - To ensure sound physical and intellectual development.
 - To enable students to champion the cause of justice, love, truth and peace.
 - To help each student to form emotional responses to adjust to the necessary changes and overcome obstacles.
 - To help each student to respect the rights and privileges of others and their points of view.
 - To encourage the students of the Catholic Community to attain their religious ideals.

MANAGEMENT

- ***PATRON & MANAGER***
His Grace Most Rev. Dr. Joshua Mar Ignathios

- ***DIRECTOR***
Rev. Dr. Geevarghese Kaithavana

- ***PRINCIPAL***
Prof. Dr. K C Mathai

- ***VICE PRINCIPAL***
Prof. Dr. Abraham Punnoose

MANAGING COUNCIL

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

GOVERNING BODY

1. Most Rev. Dr. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Yuhanon Puthenveetil 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. Dr. Geevarghese Kaithavana
8. Rev. Fr. Thomas Puthenparampil
9. Very Rev. Fr. Jose Venmalot
10. Prof. Dr. K C Mathai

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

STAFF COUNCIL

1. Rev. Dr. Geevarghese Kaithavana (Director)
2. Prof. Dr. K C Mathai (Principal)
3. Prof. Reji Mathew (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)

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7. Prof. Dr. Harichandran R (Dept. of Malayalam)
 8. Prof. Mathew Varghese (History)
 9. Asst. Prof. Mekha Salim (Dept. of English)
 10. Asst. Prof. Somichan Baby (Dept. of Hindi)
 11. Prof. Dr. Varghese Thomas (Political Science)
 12. Ms. Jessy Kuruvila (Librarian)
 13. Asst. Prof. Nima Alice Thomas (Computer Science)

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. Dr. Geevarghese
Kaithavana (Director)
: V. Rev. Fr. Robert Palavila
(Procurator)

4. Teachers' representatives : Prof. Reji Mathew
Prof. Dr. Abraham Punnoose
Prof. Dr. Simon Tharakan

5. Administrative Office

Representative : Mr. Gijo George

6. PTA/Local Society/ Students'

& Alumni Representatives : 1. Sri. Devi Dayal S
2. Mr. P.J. Antony
3. Miss. Anjana S

7. Stakeholders' representative : Mr. Rajan Varghese

8. IQAC office Secretary : Asst. Prof. Chinchu Chandran

PROGRAMMES OFFERED

- B A English Language and Literature
- 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)

MEMBERS OF THE FACULTY

PRINCIPAL

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

DEPARTMENT OF ENGLISH

- Prof. Reji Mathew M.A., [H. O. D] - 9446710762
Ms. Mekha Salim, M. A, B.Ed, SET, NET (Asst. Prof.)
- 9562163681
Mrs. Ancy B, M.A (Asst. Prof.) - 8921340069
Ms. Chinchu Chandran, MA, B.Ed., SET(Asst. Prof.)
- 9539750157
Ms. Pooja Chandran, MA (Asst. Prof.) - 9497173197
Ms. Annie Vincent, MA,NET (Asst. Prof.) - 6282872442

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

Ms. Aparna G, M.Com (Asst. Prof.)

- 8606491322

Ms. Bini O B, M.Com, B.Ed. (Asst. Prof.)

- 9048115066

Ms. Sunithamol K G, M.Com (Asst. Prof.)

- 9846410062

Ms. Surya R Pillai, M.Com (Asst. Prof.)

- 6238068350

Ms. Seethu Asokan, M.Com (Asst. Prof.)

- 7356081730

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

DEPARTMENT OF HISTORY

Prof. Mathew Varghese, M.A

- 9656567205

Mr. Sidharth Sasankan, MA, P.Phil, NET

- 9809848146

DEPARTMENT OF MALAYALAM

Prof. Dr. Harichandran, MA, MPhil, PhD

- 9388404006

Ms. Surya Murali S, MA, NET

- 8281874127

DEPARTMENT OF HINDI

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

DEPARTMENT OF PHYSICAL EDUCATION

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

Justine K George, M.P.Ed - 7306784246

DEPARTMENT OF POLITICAL SCIENCE

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

DEPARTMENT OF COMPUTER SCIENCE

Ms. Nima Alice Thomas, MCA (Asst. Prof.) - 9961097191

Ms. Rani Mohan, M.Sc (Asst. Prof.) - 9946611619

Ms. Aiswarya Venugopal, M.Sc (Asst. Prof.) - 9562134497

Ms. Sreelekshmi R M.Sc (Asst. Prof.) - 9048789993

Ms. Adithiya S, M C A (Asst. Prof.) - 7025561967

LIBRARY

1. Ms. Jessy Kuruvila, MLISc - Librarian - 9562050674

2. Ms. Beena Joseph-Library Assistant - 8547916650

PRO (PUBLIC RELATION OFFICER)

Mr. Kichu Thomas - 9633649617

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

SUPPORTING STAFF

1. Mrs. Remany Stephen - 9539353066

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2. Mrs. Beena Shibu - 7559023227
 3. Mrs. Suja - 8547329206
 4. Mrs. Shemi - 9048308684

SECURITY STAFF

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

COLLEGE BUS

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

COLLEGE RULES

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.

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- Any student who is persistently insubordinate, willfully mischievous and who is likely to have an unwholesome influence on fellow students may be removed from the rolls.
 - The students are free to consult the Principal on any matter of college discipline, academic performance, co-curricular activities etc. On any matter of dispute, the decision of the Principal shall be final.
 - Smoking which is injurious to health is strictly prohibited inside the college campus and those consuming intoxicants of any type will be expelled.
 - Political activism is strictly banned inside the campus. Students are forbidden to organize or attend meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classroom.
 - All UG students should come to college wearing the official college uniform on all working days except on Wednesday.

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.

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- **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.

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. Parking is at owners risk. 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.

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.

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- f. Borrowed books must be returned within a fortnight and they can be re-issued for a further period of 15 days, if no one else has applied for the book. A book may be recalled at any time even before the expiry of the period.
 - g. Members are expected to use books with care. If a book is lost or damaged, it should be replaced at once together with fine. If the book is not replaced, the defaulter shall pay two times the cost of the book together with fine.
 - h. 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

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.

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.

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)

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.

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

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 - Asst. Prof. Somichen Baby, HOD, Hindi

CSS (CREDIT AND SEMESTER SYSTEM) – PG

Ref: CSS University of Kerala, downloads, CSS PG Regulations 2017

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.

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
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-
-
- 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 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

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: Asst. Prof. Stagy Stanly

No.	Name of the activity	Professors in charge
1	Environmental Activities (Code No. 4)	Ms. Sherlin P Thomas Ms. Anjima Thulaseedharan <i>(Meeting on Every Wednesday)</i>
2	Literary Club (Code No. 18)	Ms. Ancy B Dr. Harish R Ms. Chinchu Chandran <i>(Meeting on Every 1st Wednesday)</i>
3	National Service Scheme (Code No. 11)	Ms. Deepa Jayanandan Ms. Asha Elizabeth Samuel (Programme Officers) <i>(Meeting on Every Wednesday and Holidays)</i>

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

◆ **Open Course Co ordinator** – Mr. Anishkumar A S

◆ **Computer Science** - ICT Training

In Collabration with ICT Academy Kerala

LIST OF MEMBERS INCHARGE OF RESPONSIBLE POSITIONS 2023-24

Discipline

- ◆ Principal - General
- ◆ Prof. Reji Mathew - English Wing
- ◆ Dr. Abraham Punnoose
- ◆ Ms. Tintu Anna Mohan
- ◆ Ms. Stagy standly - Commerce – 1st floor
- ◆ Ms. Deepa Jayanandan
- ◆ Ms. Sherlin P Thomas - Commerce – 2nd floor
- ◆ Mr. Justine George
- ◆ Dr. Harichandran - Commerce – Ground Floor
- ◆ Dr. P K Varghese
- ◆ Prof. Aneeshkumar A S- Economics Wing

CLMC / CSS Convenors

- ◆ Asst. Prof. Somichan Baby (HOD, Hindi)
- ◆ Prof. Dr. Abraham Punnoose (HOD, Commerce)

IQAC Co-ordinator

- ◆ Dr. P K Varghese (HOD, Economics)

Staff Secretary

- ◆ Ms. Mekha Salim

P T A Secretary

- ◆ Ms. Mekha Salim

Exam Internal

- ◆ Ms. Somichan Baby

Exam External

- ◆ Prof. Dr. Harish R (Chief Supdt.)

Returning Officer & College Union Advisor

- ◆ Prof. Dr. P K Varghese

Sports & Games

- ◆ Prof. Dr. Simon Tharakan
- ◆ Mr. Justine George

Add on Course Co-ordinators

- ◆ Ms. Chinchu Chandran
- ◆ Ms. Sherlin P Thomas

Mobile Squad

- ◆ Prof. Dr. Simon Tharakan
- ◆ Mr. Justine George
- ◆ Ms. Deepa Jayanandan
- ◆ Ms. Somichan Baby

◆ Ms. Jisha Jose

◆ Ms. Ancy B

Arts & Cultural Activities (Performing Arts)/Film Society

◆ Ms. Merlin Abraham (Convenor)

◆ Ms. Stagy Stanly (Co. Convenor)

◆ Ms. Sunithamol K G

◆ Dr. Harish R

◆ Ms. Ancy B

◆ Ms. Nima Alice Thomas

◆ Ms. Aparna G

(Meeting - 1st Wednesday of Every Month)

Women's Forum

◆ Ms. Chinchu Chandran (Convenor)

◆ Ms. Haritha Samad

◆ Ms. Chaithanya Ajith

◆ Ms. Surya R Pillai

(Meeting 1st Wednesday of Every Month)

Life Guidance / Value Education

◆ Prof. Reji Mathew (Convenor)

◆ Prof. Dr. P K Varghese

(Meeting - Fridays)

Youth Red Cross

◆ Prof. Dr. Abraham Punnoose

Quiz

- ◆ Ms. Mekha Salim (Convenor)
- ◆ Ms. Jisha Jose
- ◆ Aparna G

Fest

- ◆ Ms. Merlin Abraham (Convenor)
- ◆ Ms. Anjima Thulaseedharan
- ◆ Ms. Seethu Ashokan

Debate

- ◆ Prof. Reji Mathew (Convenor)
- ◆ Ms. Stephy Stephen
- ◆ Ms. Nirupama Anna Bijoy
- ◆ Ms. Bini O B

Career and Placement Cell

- ◆ Mr. Anishkumar A S (Convenor)
- ◆ Ms. Stagy Stanley
- ◆ Ms. Jessy Kuruvila
- ◆ Ms. Tintu Anna Mohan
- ◆ Ms. Sherlin P Thomas
- ◆ Ms. Saranya Ravindran
- ◆ Ms. Pooja Chandran
- ◆ Ms. Sreelekshmi S

Yoga and Meditation

- ◆ Prof. Dr. Simon Tharakan

Higher Education College level Nodal Officer & Social Media

- ◆ Rev. Dr. Geevarghese Kaithavana (Director)
- ◆ Mr. Anishkumar A S (Nodal Officer)
- ◆ Mr. Gijo George
- ◆ Mr. Kichu Thomas

Tourism Club

- ◆ Ms. Tintu Anna Mohan (Programme Manager)
- ◆ Mrs. Stagy Stanly
- ◆ Ms. Jisha Jose

Counselling

- ◆ Dr. Varghese Thomas
- ◆ Rev. Dr. Geevarghese Kaithavana
- ◆ Prof. Reji Mathew

Rural Entrepreneurship Development Cell

- ◆ Student Development Officer
(Placement & Internship) - Ms. Stagy Stanly
- ◆ Student Development Officer
(Personality) - Ms. Aparna G
- ◆ Student Development Officer
(Technology) - Ms. Tintu Anna Mohan
- ◆ Student Development Officer
(Entrepreneurship) - Ms. Sherlin P Thomas
- ◆ Student Development Officer
(Rural Engagement) - Ms. Deepa Jayanandan
- ◆ National Scholarship Portal (NSP)- Asst. Prof. Anish
Kumar A.S
(Nodal Officer)

NIRF (National Institution Ranking Frame Work)

- ◆ Ms. Merlin Abraham (Nodal Officer)

Library Committee

- ◆ Meera R (Librarian, Convener)
- ◆ Dr. K C Mathai (Principal)
- ◆ Dr. Abraham Punnoose (Vice Principal & HOD Commerce)
- ◆ Dr. P.K. Varghese (HOD of Economics)
- ◆ Prof. Reji Mathew (HOD of English)
- ◆ Ms. Nima Alice Thomas, (HOD B.Sc Computer Science)
- ◆ Gloria mary Mathew (S4 Tax)
- ◆ Abin Mathew (S4 English)

OPEN COURSE

General Co-ordinator - Prof. Anishkumar AS

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

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.

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

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

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിഷ്ഠിപ്പിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
2. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
3. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ

പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിന്മേൽ, രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.

4. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസസ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

5. വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: 1.മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയിലോ റാഗിംഗിനെ കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താക്കളോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാധി ലഭിച്ചു ഏഴുദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യ സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണവിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

2. (1) - ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രദമദൃഷ്ട്യ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും

ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

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

സുപ്രീം കോടതി നിയോഗിച്ച ഡോ. കെ. രാഘവൻ കമ്മിറ്റി ശുപാർശകൾ

- ❖ കലാലയങ്ങളിൽ റാഗിംഗ് പ്രതിരോധവുമായി ബന്ധപ്പെട്ട് പഠനങ്ങൾ നടത്തി നിർദ്ദേശങ്ങൾ രൂപീകരിക്കുവാൻ നിയോഗിച്ച മുൻ സി.ബി.ഐ ഡയറക്ടറായ ഡോ. ആർ. കെ. രാഘവൻ കമ്മിറ്റിയുടെ പ്രധാന നിർദ്ദേശങ്ങൾ താഴെ പറയുന്നവയാണ്.
- ❖ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് തടയുന്നതിനുള്ള പ്രാഥമിക കടമ അതത് സ്ഥാപനങ്ങളിൽ നിഷിപ്തമാണ്.
- ❖ റാഗിംഗ് നടത്തുന്നവരെ സ്ഥാപനങ്ങൾ തിരിച്ചറിഞ്ഞ് നടപടികൾ കൈകൊള്ളേണ്ടതാണ്.
- ❖ റാഗിംഗ് വിരുദ്ധ കമ്മിറ്റികളും സ്കാഡുകളും വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ രൂപീകരിക്കണം.
- ❖ കേന്ദ്ര-സംസ്ഥാന സർക്കാരുകൾ റാഗിംഗ് വിരുദ്ധ നടപടികൾക്ക് പ്രോത്സാഹനവും നേതൃത്വവും നൽകണം.

കോടതി വിധിക്കാവുന്ന ശിക്ഷകൾ

- ❖ രണ്ടു വർഷംവരെ ജയിൽവാസം
- ❖ 10,000/- രൂപവരെ പിഴ
- ❖ മറ്റ് വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലേയ്ക്ക് അഞ്ചുവർഷംവരെ പ്രവേശനം നിഷേധിക്കൽ

STATUTORY COMMITTEES
ANTI-RAGGING COMMITTEE

Sl.No	Members	E-mail	Phone. No
1	Dr. K C Mathai (Principal, Chairman)	kcmathai25@gmail.com	9447977410
2	Dr. Abraham Punnoose (HOD, Commerce)	drabrahampunnoose@ yahoo.com	9447561414
3	Prof. P K Varghese (HOD, Economics)	pkv1962@gmail.com	9447595948
4	Prof. Reji Mathew (HOD, English)	kripareji4@gmail.com	9446710762
5	Prof. Deepa Jayanandan (Convenor, NSS Programme Officer)	deepajayanandan@gmail.com	9747668327
6	Sri. Devi Dayal S (PTA vice president)	dayalayilyam@gmail.com	9387041073
7	Asst. Prof. Sunitha Mol KG Asst. Prof. Aparna G	sunithabiju1212@gmail.com aparnag2294@gmail.com	9846410062 8606491322
8	Nisha Manoj Sabarinath S (NSS Volunteer Secretaries)	nishamanoj448@gmail.com nath40145@gmail.com	9895679320 8590773310

GRIEVANCE & REDRESSAL 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 (Vice Principal & HOD of Commerce)
- ❖ Dr. P.K. Varghese (HOD of Economics)
- ❖ Prof. Reji Mathew (HOD of English)
- ❖ Ms. Somichan Baby (Dept. of Hindi)

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. Reji Mathew.

Members of the Committee

- ❖ Dr. K.C.Mathai (Principal)
- ❖ Prof. Reji Mathew (Chairman)
- ❖ Dr. Abraham Punnoose (Vice Principal)
- ❖ Dr. P.K. Varghese (HOD of Economics)
- ❖ Sri. Devi Dayal S (PTA)
- ❖ Prof. Mekha Salim (PTA Secretary)
- ❖ Ms. Nima Alice Thomas (HOD Comp. Sc)

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)
- ❖ Ms. Nima Alice Thomas (Convener)
- ❖ Dr. Abraham Punnoose (HOD of Commerce)
- ❖ Prof. Reji Mathew (HOD of English)
- ❖ Dr. P.K. Varghese (HOD of Economics)
- ❖ Mr. Justine George (Dept. of Physical Education)
- ❖ Ms. Deepa Jayanandan (Assistant Professor, Commerce)

OBC CELL

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

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-
- ❖ Dr. K.C. Mathai (Principal)
 - ❖ Ms. Deepa Jayanandan (Chairperson)
 - ❖ Dr. Abraham Punnoose (Vice Principal & HOD of Commerce)
 - ❖ Prof. Reji Mathew (HOD of English)
 - ❖ Dr. P.K. Varghese (HOD of Economics)

Liaison Officer, Welfare of OBC's: Prof. Deep Jayanandan
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. Reji Mathew (HOD of English)
- ❖ Dr. P.K. Varghese (HOD of Economics)

GENDER JUSTICE FORUM

- ❖ Ms. Nima Alice Thomas : Chairperson
- Anu Anil (Accountant)
- Beena Kurian (Library Asst.) } (Non teaching staff rep.)
- Malavika Suresh (S4 English) } (Student rep.)
- Anjana S (S4 Finance) }

OTHER COMMITTEES

ANTI DRUG CAMPAIGN COMMITTEE

a) NERKOOTTAM / VIMUKATHI

- Dr. K C Mathai (Principal)
- Ms. Asha Elizabeth Samuel (Asst. Prof. Commerce, Convenor)
- Dr. Abraham Punnoose (H O D Commerce)
- Dr. P K Varghese (H O D Economics)
- Mr. Devi Dayal S (PTA Vice President)
- Smt. Sudha Bijulal (PTA Jnt. Secretary)
- Nisha Manoj (NSS Volunteer Secretary)
- Seleena Vinod (Ward Member)
- Sri G Jayakrishnan Excise Officer, MVK- 9947473767

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.

ASSOCIATIONS:- AIMS AND OBJECTIVES

The main objective of department 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. It functions well under the leadership of HOD's, teachers and students.

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.

CLASS (FACULTY) ADVISERS

SEMESTERS	NAME OF ADVISORS
B.Com Tax	
1 st Year	Asst. Prof. Bini O B
2 nd Year	Asst. Prof. Deepa Jayanandan
3 rd Year	Asst. Prof. Anjima Thulaseedharan
B.Com Tourism	
1 st Year	Asst. Prof. Stagy Stanly
2 nd Year	Asst. Prof. Jisha Jose
3 rd Year	Asst. Prof. Sherlin P Thomas
B.Com Finance	
1 st Year	Asst. Prof. Sunitha Mol K G
2 nd Year	Asst. Prof. Merlin Abraham
3 rd Year	Asst. Prof. Asha Elizabeth Samuel
B B A (L)	
1 st Year	Asst. Prof. Aparna G
2 nd Year	Asst. Prof. Chaithanya Ajith
B A English	
1 st Year	Asst. Prof. Ancy B
2 nd Year	Asst. Prof. Mekha Salim
3 rd Year	Asst. Prof. Chinchu Chandran
B A Economics	
2 nd Year	Asst. Prof. Anishkumar A S
3 rd Year	Asst. Prof. Anishkumar A S
B. Sc Computer Science	
1 st Year	Asst. Prof. Sreelekshmi R
2 nd Year	Asst. Prof. Nima Alice Thomas
M.Com Finance	
1 st Year	Asst. Prof. Anjima Thulaseedharan
2 nd Year	Asst. Prof. Harida Samad

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.

MENTORS 2021 - 22

B.Com Tax	-	1 st Year	-	Bini O B
		2 nd Year	-	Deepa Jayanandan (1-15) Nirupama Anna (16-29)
		3 rd Year	-	Anjima Thulaseedharan (1-20) Sherlin P Thomas (21-37)
B.Com Finance-		1 st Year	-	Sunithamol K G (1-20) Merlin Abraham (21-40)
		2 nd Year	-	Merlin Abraham (1-26) Jisha Jose (27-52)
		3 rd Year	-	Asha Elizabeth (1-25) Deepa Jayanandan (26-51)
B.Com Tourism -		1 st Year	-	Stagy Stanly
		2 nd Year	-	Jisha Jose
		3 rd Year	-	Sherlin P Thomas
BBA (L)	-	1 st Year	-	Aparna G (1-20) Anjima Thulaseedharan (21-40)
		2 nd Year	-	Chaithanya Bharath (1-22)

BA English	-	1 st Year	-	Ancy B
		2 nd Year	-	Mekha Salim
		3 rd Year	-	Chinchu Chandran
BA Economics	-	2 nd Year & 3 rd Year	-	Anish Kumar
B.Sc Computer Science	-	1 st Year	-	Sreelekshmi R
		2 nd Year	-	Nima Alice Thomas
M.Com Finance	-	1 st Year	-	Anjima Thulaseedharan
		2 nd Year	-	Harida Samad

STUDENTS SUPPORT SERVICES

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.

COLLEGE CANTEEN

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

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.

ADD ON COURSES

- Communicative English – Win With English
- Accounting / Tally

-
-
- Principles of Insurance
 - Company Administration
 - Bhasha Vyakaranavum Prayoga Parinjanavum
 - Yoga and Breathing Exercise

TUTION FEE AND ESTABLISHMENT FEE

Tuition 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>

ACADEMIC CALENDAR

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

GENERAL ACADEMIC CALENDER 2023 – 24

❖ PG, 2023 Admission

Commencement of S1 PG	-	03-07-2023
Onam Holidays	-	25-08-2023 to 03-09-2023
Commencement of PG S3 classes	-	04-09-2023
Internal Examination S1 PG	-	18-12-2023 to 22-12-2023
X'Mas Holidays	-	22-12-2023 to 31-12-2023
Reopening after X'mas holidays	-	01-01-2024
Commencement of S2 PG	-	01-01-2024
Internal Exam S3 PG	-	26-02-2024 to 29-02-2024
Commencement of S4 PG	-	01-03-2024

❖ **UG 2023 admission**

Commencement of S1 classes	-	24-07-2023
Onam Holidays	-	25-08-2023 to 03-09-2023
X' Mas Holidays	-	22-12-2023 to 31-12-2023
Reopening after X'mas holidays	-	01-01-2024
Internal Examinations	-	08-12-2023 to 15-12-2023
Commencement of S2 classes	-	18-12-2023

❖ **UG 2022 admission**

Commencement of S2 classes	-	03-04-2023
Internal Examination	-	10-07-2023 to 19-07-2023
Onam Holidays	-	25-08-2023 to 03-09-2023
Commencement of S3 classes	-	07-09-2023
X'Mas Holidays	-	22-12-2023 to 31-12-2023
Reopening after X'mas holidays	-	01-01-2024
Internal Examinations S3	-	05-02-2024 to 12-02-2024
Commencement of S4 classes	-	05-03-2024

❖ **UG 2021 admission**

Commencement of S4 classes	-	28-02-2023
Internal Examination	-	10-07-2023 to 19-07-2023
Onam Holidays	-	25-08-2023 to 03-09-2023
Commencement of S5 classes	-	17-08-2023
Internal Exam	-	20-11-2023 to 26-11-2023
X'mas vacation	-	22-12-2023 to 31-12-2023

Reopening & Semester VI

2021 admission

Commencement of S6 - 01-01-2024

Internal Examinations - 01-04-2024 to 09-04-2024

Last date of submission of project

to the Department /College - 09-04-2024

SCHOLARSHIP/AWARDS

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

❖ 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.

❖ 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.

❖ 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

National Scholarship - Nodel Officer -Anish Kumar A.S

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.

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 students by a dignified personality in presence of the entire college community.

PTA (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, Sri. Devi Dayal S 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.

OFFICE BEARERS

Rev. Dr. Geevarghese Kaithavana - Director - 83173 49792
Prof. Dr. K C Mathai (Principal) - President - 9447977410
Mr. Devi Dayal. S - Vice President - 9387041073
Ms. Mekha Salim - Secretary/Treasurer
9562163681
Smt. Sudha Bijulal (Joint Secretary) - 9048786407

COMMITTEE MEMBERS

Smt. Shiji R - 9846905371
Smt. Cicily Varghese - 7558905449
Smt. Laji V - 9847375332
Smt. Ajitha Gopakumar - 6282497114
Sri. B Prasad - 9544701584
Sri. Binu John - 9447485494
Smt. Manju Subash - 8590268893
Smt. Smitha K - 9645662009
Smt. Smitha Sharan - 8907613858
Smt. Seema - 9656199134
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
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

IMPORTANT TELEPHONE NUMBERS

KERALA UNIVERSITY

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

COLLEGES

1. Bishop Moore College, Mavelikara	-	0479 2303260
2. DB Pampa College, Parumala	-	0479 2312247
3. Mar Crysostom College, Adoor	-	04734 220611
4. MSM College, Kayamkulam	-	0479 2442111

5. UIT, Mannar	-	0479 2311900
6. IHRD, Mavelikara	-	0479 2304494
7. Marthoma College, Thiruvalla	-	0469 2630342
8. Mar Gregorios College, Parumala	-	0469 2747800
9. NSS College, Pandalam	-	04734 252221
10. Christian College, Chengannur	-	0479 2452275

RAILWAY STATIONS

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

KSRTC

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

BANKS

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

HOSPITALS

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

IMPORTANT WEBSITES

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

PRESS

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

POLICE

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

MARIVANIOS 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 :

