



**MAR IVANIOS COLLEGE OF ARTS AND SCIENCE**  
**Kallumala P. O., Mavelikara**  
**(Affiliated to the University of Kerala & AICTE)**  
**Accredited by NAAC with B+ Grade**  
**Managed by Malankara Catholic Educational Society of the**  
**Catholic Diocese of Mavelikara**



**Hand Book and Academic Calendar 2025 - 26**

*'Lucem sequimur'*  
*"We follow the light"*



## **Venerable Archbishop Mar Ivanios**

### *An Educationist Par Excellence*

Venerable 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 Syro Malankara Catholic Church declared him the Servant of God. On 14 March 2024 Servant of God Mar Ivanios has been conferred the title 'Venerable'

### **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**

**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 & AICTE)**

**ESTD - 2015**

**Hand Book and Academic Calendar 2025 - 26**

Name:.....

Course/Programme:.....

Department.....

Candidate Code/Apar ID .....

Phone:.....

Faculty Advisor:.....

Name of Mentor:.....

# **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 by Most Rev. Dr. Joshua Mar Ignathios. The Patron of “Mar Ivanios College of Arts and Science” is Most Rev. Dr. Mathews Mar Polycarpus, the Director is Rev. Dr. Geevarghese Kaithavana and the Principal is 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.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.

**AICTE** – From 2024 – 25 academic year onwards our college is approved and affiliated to All India Council for Technical Education (AICTE) and its management course BBA Logistics. An AICTE approved college guarantees that students receive education that meet those standards for preparing them effectively for their future careers.

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 2022 – 25

Sivakami Suresh Kumar	-	University 2 <sup>nd</sup> Rank (BBA (L))
Rodeena Ann Varghese	-	University 7 <sup>th</sup> Rank (BBA (L))
Badariyya Biju	-	University 7 <sup>th</sup> Rank (B.Com Tax)
Arun R Mathew	-	University 8 <sup>th</sup> Rank (BBA (L))

### RANK HOLDERS 2021 – 24

Gloria Mary Mathew	-	University 6 <sup>th</sup> Rank (B.Com Tax)
Richu Daniel Abraham	-	University 7 <sup>th</sup> Rank (B.Com Tax)
Joanne Rachel Jacob	-	University 8 <sup>th</sup> Rank (B.Com Tax)

### RANK HOLDERS 2020 – 23

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

### RANK HOLDERS 2019 – 22

Shiji Mariyam Joy	-	University 1 <sup>st</sup> Rank (B.Com Tax)
M. S. Nakshathra	-	University 2 <sup>nd</sup> Rank (B A English)
Anagha M.	-	University 3 <sup>rd</sup> Rank (B.Com Tax)
Anjana V. S.	-	University 6 <sup>th</sup> Rank (B.Com Tourism)
Esther Sara Mathew	-	University 7 <sup>th</sup> Rank (B.Com Tourism)
Nithin M. Siomon	-	University 7 <sup>th</sup> Rank (B.Com Tax)
Immanuel Sen Sabu	-	University 8 <sup>th</sup> Rank (B.Com Tourism)
Mariya Mathew	-	University 8 <sup>th</sup> Rank (B.Com Tax)

### RANK HOLDERS 2018 - 21

Devika R.	-	University 1st Rank (B.Com Tax)
Vandhana Venugopal	-	University 1st Rank (B.Com Tourism)
Anakha Sasikumar	-	University 3rd Rank (B.Com Tax)
Sudheesh S.	-	University 5th Rank – (B.Com Tourism)
B. Swathi	-	University 7 <sup>th</sup> Rank (B.Com Tax)

### RANK HOLDERS 2017-20

Poornima Anil	-	University 2 <sup>nd</sup> Rank (B A English)
Akhila Prathap	-	University 4 <sup>th</sup> Rank (B.Com Tax)
Reeja Varghese	-	University 5 <sup>th</sup> Rank (B.Com Tourism)
Akshara M.	-	University 7 <sup>th</sup> Rank (B.Com Tourism)

### **RANK HOLDERS 2016 – 19**

Veena Udayan	-	University 1 <sup>st</sup> Rank (B.Com Tourism)
Merin Mamachen	-	University 2 <sup>nd</sup> Rank (B.Com Tourism)

### **RANK HOLDERS 2015 – 18**

Reshma S. Nair	-	University 5 <sup>th</sup> 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.
Arun R. Mathew	-	National Youth Festival, Pune 12-16 January 2024.

### **1.3 SPORTS ACHIEVEMENT**

1. Runner up Kerala University, Kabadi Championship – 2023-24
2. Champions in All India Inter Collegiate Handball tournament for Mar Ivanios Ever Rolling Trophy hosted by our college – 2017, 2018
3. Kerala University Intercollegiate Handball Championship – 2017-18, 2021-22
4. Kerala University Intercollegiate Softball Championship 2018-19.
5. Four students selected to represent our state as National players in Handball – 2017-18.
6. 11 students, selected for All India inter – university handball and softball championship – 2018-19.
7. Akash.H. and Jackson Jose bagged Championship - Kerala State Kick Boxing - 2019-20.
8. Mathews Abraham Issac, Muhammed Noufal S., Amal A. S.- selected to University Kabadi team. (2020-21)
9. Gokul Pradeep selected to Kerala University Yogasana Team 2023-24
10. 2024 UG project competition by Association of Kerala Catholic Unaided Arts & Science Colleges (AKCUASC).  
Winners – 1<sup>st</sup> Abila N. Vinod & Team (Arts – Economics)  
2<sup>nd</sup> Richu Daniel Abraham & Team (Commerce – Management)  
3<sup>rd</sup> Namitha Liz Roncy & Team (Commerce & Arts)
11. Gokul Pradeep Selected as Kerala University Yogasana Team Captain 2024 - 25

### **1.4 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 COURSEERA Scheme in Covid -19 pandemic from International reputed Universities.
- Excellence award instituted by the Upper Kuttanadu Vikasana Samithi – 2016.
- Muhammed Safwan II prize, Mappilapattu, KUYF 2024-25.
- Archa R III prize, Mappilapattu, KUYF 2024-25.

## OUR EMBLEM



## MOTTO

*'Lucem sequimur'*  
*"We follow the light"*

### 2.1 OUR VISION

Education is the corner stone for a society's development. Our College envisages a society based upon human values incorporating the moral, intellectual, social, cultural and spiritual elements. Our students will cherish the values of the land, imbibe the glory of the nation and evolve as fruitful citizens of the world.

### 2.2 OUR MISSION

To prepare young minds to lead a life in truth, love and mutual respect that will contribute to the common good. To protect the rights of women to promote and uphold gender equality. To groom their heads, hearts and hands for the service of mankind and at the behest of the Universal Lord. To make new generations respond proactively to the Gift of Life.

### **2.3 AIMS AND OBJECTIVES**

Mar Ivanios College, Mavelikara is established with a clear goal in view, following the educational vision of the Syro 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,

1. To impart quality education enabling the students to keep abreast of the times.
2. To assist students to acquire national and social values.
3. To provide a comprehensive education so as to develop in the students a sound character and personality.
4. To mould students to have keen sense of discipline, responsibility, initiative, integrity, self-confidence, self-esteem and a positive self-image.
5. To impart a sound religious and moral education so as to uphold moral values in life.
6. To ensure sound physical and intellectual development.
7. To enable students to champion the cause of justice, love, truth and peace.
8. To help each student to form emotional responses to adjust to the necessary changes and overcome obstacles.
9. To help each student to respect the rights and privileges of others and their points of view.
10. To encourage the students of the Catholic Community to attain their religious ideals.

### **2.4 MANAGEMENT**

Founder Patron : His Grace Most Rev. Dr. Joshua Mar Ignathios  
Patron & Manager : His Grace Most Rev. Dr. Mathews Mar Polycarpos  
Director : Rev. Dr. Geevarghese Kaithavana  
Principal : Prof. Dr. K. C. Mathai  
Vice Principal : Prof. Dr. Abraham Punnoose

### **2.5 MANAGING COUNCIL**

1. Most Rev. Dr. Mathews Mar Polycarpos
2. Rev. Fr. Job Kalluvila
3. Rt. Rev. Yuhanon Puthenveetil Ramban
4. Rt. Rev. George Charuvila Corepiscopa
5. Rev. Dr. Geevarghese Kaithavana
6. Rt. Rev. Msgr. Dr. Stephen Kulathumkarottu
7. Rev. Fr. Thomas Puthenparampil
8. Very Rev. Fr. Dr. Samuel Payickattethu
9. Very Rev. Fr. Robert Palavila
10. Rev. Dr. John Vaipil
11. Rev. Fr. Geevarghese Nediyaamala
12. Rev. Fr. Daniel Thekkedath

## **2.6 GOVERNING BODY**

1. Most Rev. Dr. Mathews Mar Polycarpos
2. Most Rev. Dr. Joshua Mar Ignathios
3. Rev. Fr. Job Kalluvila
4. Very Rev. Dr. Samuel Payickattethu
5. Rev. Dr. Geevarghese Kaithavana
6. Rt. Rev. Msgr. Dr. Stephen Kulathumkarottu
7. Rev. Dr. Francis Plavarakkunnil
8. Prof. Dr. K. C. Mathai
9. Rev. Fr. Thomas Puthenparampil
10. Rev. Fr. Daniel Thekkedath

## **2.7 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

## **2.8 STAFF COUNCIL**

1. Rev. Dr. Geevarghese Kaithavana (Director)
2. Prof. Dr. K. C. Mathai (Principal)
3. Prof. Dr. Abraham Punnoose (Vice Principal & H O D, Commerce)
4. Prof. Dr. P. K. Varghese (H O D, Economics)
5. Prof. Reji Mathew (H O D, English)
6. Prof. Dr. Harichandran R. (HOD, Malayalam)
7. Asst. Prof. Mekha Salim (Dept. of English)
8. Asst. Prof. Somichan Baby (HOD, Hindi)
9. Ms. Jessy Kuruvila (Librarian)
10. Asst. Prof. Nima Alice Thomas (HOD, Computer Science)
11. Mr. Abraham K. (HOD, Physical Education)

## **2.9 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:

Chairman	:	Prof. Dr. K.C. Mathai (Principal)
Director (Co-ordinator) IQAC	:	Prof. Dr. P.K. Varghese
Management representatives	:	Rev. Dr. Geevarghese Kaithavana (Director) Very Rev. Dr. Francis Plavarakkunnil (Procurator)
Teachers' Representatives		Prof. Dr. Abraham Punnoose Prof. Reji Mathew
Administrative Office Representative	:	Mr. Gijo George
PTA/Local Society/ Students' & Alumni Representatives	:	1. Sri. Sreekumar Pillai 2. Mr. P.J. Antony 3. Ms. Rashma S. Nair
Stakeholders' Representative	:	Mr. Rajan Varghese
IQAC Office Secretary	:	Asst. Prof. Stagy Stanly

## **2.10 PROGRAMMES OFFERED**

### **2.10.1 Under Graduate**

1. B A English Language and Literature (Hon's)
2. B.Com Commerce and Tax Procedure & Practice (Hon's)
3. B.Com Commerce and Tourism & Travel Management (Hon's)
4. B.Com Commerce Finance (Hon's)
5. B.Sc. Computer Science (Hon's)
6. BBA - L (Logistics) (Hon's)

### **2.10.2 Post Graduate**

1. M.Com Finance & Accounting

## **2.11 MEMBERS OF THE FACULTY**

### **2.12 PRINCIPAL**

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

### **2.13 DEPARTMENT OF ENGLISH**

1. Prof. Reji Mathew, MA English, M.Sc Psy.  
M Phil, B.Ed, PGDJ [H. O. D] 9446710762
2. Ms. Mekha Salim, MA, B.Ed, SET, NET (Asst. Prof.) 9562163681
3. Ms. Bhagyalekshmi B, MA, B.Ed, NET (Asst. Prof.) 7902719451
4. Ms. Jiji Anna Raju, MA, B.Ed, SET (Asst. Prof.) 7559043689
5. Ms. S Vandana Venugopal, MA, B.Ed (Asst. Prof.) 8089462792

### **2.14 DEPARTMENT OF COMMERCE & MANAGEMENT**

1. Prof. Dr. Abraham Punnoose, M.Com, M.Phil.,  
MBA, Ph.D., [H. O. D] 9447561414
2. Ms. Tintu Anna Mohan, M.T.A, NET (Asst. Prof.) 9656654122
3. Ms. Deepa Jayanandan, M.Com, B.Ed., NET, SET (Asst. Prof.) 9747668327
4. Ms. Stagy Stanly, MTA, NET (Asst. Prof.) 9446340935
5. Ms. Merlin Abraham, M.Com (Asst. Prof.) 7902797880
6. Ms. Jisha Jose, M.Com, B. Ed (Asst. Prof.) 9605736997
7. Ms. Haritha Samad, M.Com, B.Ed, SET, NET (Asst. Prof.) 8606157871
8. Ms. Stephy Stephen, M.Com, (Asst. Prof.) 7025698569
9. Ms. Safeetha Bai M A, M.Com, MBA (Asst. Prof.) 8848892995
10. Ms. Aparna G, M.Com, MBA (Asst. Prof.) 8606491322
11. Ms. Bini O. B., M.Com, B.Ed., SET (Asst. Prof.) 9048115066
12. Ms. Sunithamol K. G., M.Com (Asst. Prof.) 9846410062
13. Ms. Surya R. Pillai, M.Com (Asst. Prof.) 6238068350
14. Ms. Seethu Ashokan, M.Com (Asst. Prof.) 7356081730
15. Ms. Sreelekshmi S., MBA (Asst. Prof.) 8921231750

### **2.15 DEPARTMENT OF COMPUTER SCIENCE**

1. Ms. Nima Alice Thomas, MCA (HOD) 9961097191
2. Ms. Sruthi S Nair, MCA, (Asst. Prof.) 9744950507
3. Ms. Meenu J, MCA, (Asst. Prof.) 9526132645
4. Ms. Ani Bhadrans, MCA, (Asst. Prof.) 7012308112

### **2.16 DEPARTMENT OF ECONOMICS**

1. Prof. Dr. P. K. Varghese, MA, M.Phil.  
Ph.D., (Research Guide) [H.O.D] 9447595948

### **2.18 DEPARTMENT OF MALAYALAM**

1. Prof. Dr. Harichandran, MA, M.Phil, Ph.D. 9388404006

### **2.19 DEPARTMENT OF HINDI**

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

## **2.20 DEPARTMENT OF PHYSICAL EDUCATION**

1. Asst. Prof. Abraham K., M.P.Ed 9447300614

## **2.21 LIBRARY**

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

## **2.22 PRO (PUBLIC RELATION OFFICER)**

1. Mr. Kichu Thomas 9633649617

## **2.23 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

## **2.24 SUPPORTING STAFF**

1. Mrs. Remany Stephen 9539353066  
2. Mrs. Beena Shibu 7559023227  
3. Mrs. Suja 8547329206  
4. Mrs. Shemi 9048308684

## **2.25 SECURITY STAFF**

1. Mr. Joshua K. 9656321979  
2. Mr. Thomaskutty 9605423762  
3. Mr. Sasidharan 9656502536

## **2.26 COLLEGE BUS**

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

## **2.27 HOSTEL WARDEN**

1. Mr. Philip Peter 8075612953

## COLLEGE RULES

### **2.28 GENERAL DISCIPLINE**

- 2.28.1** All students are responsible to the Director/ Principal/HODs for their conduct both in and out of the college.
- 2.28.2** They shall respect all the teachers and greet them when they meet for the first time each day either on the campus or outside.
- 2.28.3** When a teacher or a visitor enters the classroom the students should stand up and remain so until they are permitted to sit.
- 2.28.4** Students should not enter or leave classrooms without permission. They shall not enter other classes without permission.
- 2.28.5** During free hours students are expected to make use of the library. No one should be found loitering on the veranda disturbing other classes.
- 2.28.6** 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.
- 2.28.7** 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.
- 2.28.8** Students are requested to wear duly signed identity cards and show it whenever authorities demand them. They have to show the identity cards at entrance of both gates to be verified by the securities. If the ID cards are lost or damaged, students have to report at the office and set the new ID after paying the due amount.
- 2.28.9** 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.
- 2.28.10** 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.
- 2.28.11** Smoking which is injurious to health is strictly prohibited inside the college campus and those consuming intoxicants of any type will be expelled and reported to the Police. Smoking and use of intoxicants like drugs, liquor, pan masala etc. strictly banned. Anybody violating this has to face serious consequences.
- 2.28.12** 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. If anyone is found in such political activities inside the college campus or seeking outside assistance from the political parties, action will be taken.
- 2.28.13** All UG students should come to college wearing the official college uniform on all working days except on Wednesday. Students have to wear the uniforms during the exam days too. Contact the office for new pairs of uniforms.

## 2.29 ETHICS AND ETIQUETTE

- 2.29.1 **Punctuality:** Students are required to reach the college in time. College timing is from 9.30 am to 3.15 pm and the first bell is at 9.20 am and second bell is at 9.25 am followed by prayers, pledge etc. After 3.15 there is provision for remedial coaching and skill developing programmes.
- 2.29.2 **Sincerity:** Attend every class with genuine interest and wholehearted co-operation.
- 2.29.3 **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.
- 2.29.4 **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.
- 2.29.5 **Dressing:** Keep modesty in dressing. For Boys collarless T shirts and for girls short skirts and tight dresses are not allowed. Except on Wednesdays, college uniform is a must during the working days & examination. Exception can be granted only the college authority.
- 2.29.6 **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.
- 2.29.7 **General code of conduct:** Use English for communication. Utilize library during lunch break and free hours. Actively participate in the extra-curricular activities like NSS, Clubs, and Subject Associations etc.
- 2.29.8 **ID Badges:** It is mandatory for all the students to wear the ID Badges on the campus. Do not forget to bring the ID Badges especially during the celebrations.

## 3.1 MOBILE PHONE

- 3.1.1 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.
- 3.1.2 Strict disciplinary action will be taken against those who violate the instruction.
- 3.1.3 If any student is found with mobile phone using it in the classroom & library without permission, it shall be reported to the concerned department.
- 3.1.4 All the teachers are authorized to report the same to the department concerned.
- 3.1.5 A fine of Rs. 100/- will be charged as penalty and the parents can claim the phone equipment from the Principal.

- 3.1.6 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.
- 3.1.7 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.

## **3.2 TWO WHEELERS PARKING**

- 3.2.1 Motor bikes, bicycles, etc. shall be parked in the area marked for the purpose near the main gate. Parking is at owner's risk.
- 3.2.2 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.
- 3.2.3 The students shall not enter in the campus with their vehicles during the class time.

## **3.3 LIBRARY**

- 3.3.1 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.
- 3.3.2 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.
- 3.3.3 The College Library normally remains open from 9.00 am to 5.pm on all working days.
- 3.3.4 Members of the staff and students of the college are members of the library
- 3.3.5 Students should submit their identity cards at the counter before entering the library.
- 3.3.6 Strict silence must be maintained in the library.
- 3.3.7 No books or periodicals shall be removed from the library unless it is registered at the issuing counter.
- 3.3.8 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.
- 3.3.9 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.
- 3.3.10 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.
- 3.3.11 Books lost, damaged or defaced must be paid for by the student in whose name they were issued.
- 3.3.12 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.

- 3.3.13 Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehavior.
- 3.3.14 Students need to get the duly signed NOC from the librarian order to the Transfer certificate & other relevant documents.

### 3.4 MICAS DIGITAL LIBRARY

- 3.4.1 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](http://micasdigitallibrary.in)*.
- 3.4.2 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 NDJ (National Digital Library).
- 3.4.3 All students and faculty members can access it from <https://nlist.inflibnet.ac.in> using a unique username and password provided to each user.

### 3.5 BEST LIBRARY READER AWARD

- 3.5.1 Best Library Reader awards were instituted by the management every year to the students and teachers who read books and utilizes other library resources at a maximum in the cost effective manner.
- 3.5.2 A cash of Rs. 1000/- each will be distributed in the Annual Day function every year.

### 3.6 STUDENTS PARLIAMENT & UNION EXECUTIVE

- 3.6.1 College union election will be conducted as per the direction and schedule informed by the university authorities.
- 3.6.2 It will be on the parliamentary mode and as per the Lyngdoh Committee report, approved by the Honorable Supreme Court of India.
- 3.6.3 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.
- 3.6.4 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.
- 3.6.5 The Union Executive shall be accountable to the staff council and to the Parliament.
- 3.6.6 All the students are members of the College Union.



- 3.9.5** Due weight shall be given for punctuality in submission. Seminar shall be similarly evaluated in terms of structure, content, presentation, interaction etc.
- 3.9.6** Tests: (Max. marks 10), for each Course there shall be at least one internal exam (model) during a semester.

### **3.10 CRITERIA FOR GRADING**

On the successful completion of the Course, Grades are given to the students on a 7- point scale based on the total percentage of mark scored (CE+ESE).

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

### **3.11 CBCSS AN OVER VIEW – SEMESTER SYSTEM AT A GLANCE**

#### **Definitions**

- 3.11.1** ‘Academic Programme’ means the entire Course of study as per the given Scheme and Examinations.
- 3.11.2** ‘Semester’ means a term consisting of a minimum of 90 working days distributed over a minimum period of 18 weeks.
- 3.11.3** ‘Course’ means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).
- 3.11.4** ‘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.
- 3.11.5** ‘Foundation Course’ means a Course at the foundation level that all students of the First Degree Programme have to register.
- 3.11.6** ‘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.
- 3.11.7** ‘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.
- 3.11.8** ‘Vocational Course’ is a Compulsory course in a Major Subject of schedule 2 (a).
- 3.11.9** ‘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.

- 3.11.10** “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.
- 3.11.11** ‘Repeat Course’ is a Course that a student repeats if he/she has failed in it.
- 3.11.12** 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.
- 3.11.13** ‘Grade’ indicates the level of performance of a student in a Course.
- 3.11.14** ‘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’.
- 3.11.15** ‘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.
- 3.11.16** ‘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.
- 3.11.17** ‘Major Subject’ means the subject for which the student has chosen the Core Courses in the respective Programme.
- 3.11.18** ‘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.
- 3.11.19** ‘Grace Marks’ means marks awarded to a student in recognition of meritorious achievements in Sports/Arts/ NCC/NSS. As per the new education policy 2020 CBCSS ends by 2025-26.
- 3.11.20** CBCSS – CLMC Convenor - Prof. Dr. R Harichandran R, HOD, Malayalam

### **3.12 FYUGP BRIEF DESCRIPTIONS AND PROGRAMME WISE LIST OF COURSES HERE**

- 3.12.1** The Four Year Undergraduate Programme (FYUGP) from the academic year 2024 - 25 onwards a student can start his/her undergraduate education as earliest by taking up a main subject (Major) and two subsidiary subjects (Minors) two Ability Enhancement Courses (AEC) (One English and one additional language Malayalam /Hindi) and a Multi Disciplinary Course in the first year course and progresses as earlier. However the student can study one more year ie, a total of eight semesters of study and have a flexibility to earn an undergraduate honours degree or undergraduate honours degree with research, hence the name FYUGP.
- 3.12.2** The FYUGP conducted at Mar Ivanios College, Mavelikara is known as undergraduate programme (Honours). One needs to obtain a minimum of 177 credits to get a honours degree and a minimum of 133 credits to get a (3 year) UG degree.

### **3.12.3 EVALUATION PROCESS IN FYUGP**

Assessment comprises two key components:

3.12.3.1. Continuous Comprehensive Assessment (CCA)

3.12.3.2. End Semester Evaluation (ESE)

Structure of CCA

CCA consists of two equally weighted parts:

Formative Assessment (FA)

Summative Assessment (SA)

#### **Formative Assessment (FA) – Overview**

- In-process evaluation during lessons , units, modules
- Identifies student learning needs and strengths
- Encourages students to improve continuously
- FA methods are designed and implemented by the course coordinator
- Customized based on specific student needs and academic goals

#### **Purpose of Formative Assessment**

- Builds on strengths rather than focusing on deficits
- Clarifies learning expectations for students and parents
- Promotes self-awareness and responsibility in students
- FA will help students become more aware of their learning needs, strengths, and interests to take greater responsibility for their educational growth.
- FA will be the course coordinator's prerogative based on the student's specific requirements

#### **Methods of Formative Assessment**

- Class participation
- Quizzes
- Peer reviews
- Reflection journals
- Group activities or discussions
- Any combination based on course design

### **3.12.3.3 SUMMATIVE ASSESSMENT (SA) – OVERVIEW**

- Conducted at the end of a course or module
- Measures cumulative knowledge and skills acquired

#### **Purpose of Summative Assessment**

- Determines whether learning outcomes are achieved
- Acts as basis for final grading within the course
- typically at the end of a unit, module, course or semester

#### **Methods of Summative Assessment**

- Class tests
- Assignments
- Projects
- Reports and presentations

## SA Evaluation and Records

- Evidence of SA must be systematically recorded by the faculty/course coordinator
- Results should be displayed before ESE begins

### 3.12.3.4 END SEMESTER EVALUATION (ESE)

- Formal evaluation conducted at the end of the semester
- Covers full syllabus of the course
- Accounts for 70% of the final grade

## 3.13 FYUGP/LIST OF COURSES

**3.13.1** The list of courses which are offering to the first batch of 2024 – 25 FYUGP students are given in 2.10.1 .

**3.13.2** Every year after two semesters, there is a possibility of changing the major subjects depending on the students interests and availability of seats in the college.

## 3.14 CSS (CREDIT AND SEMESTER SYSTEM) – PG

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

## 3.15 GRADING OF STUDENT PERFORMANCE

**3.15.1** 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.

**3.15.2** Each grade shall be indicated by a letter as in the table below:

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

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

### 3.16 CONTINUOUS ASSESSMENT

3.16.1 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

3.16.2 There shall be no continuous assessment for project work

3.16.3 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

3.16.4 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.

3.16.5 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.

3.16.6 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.

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

### 3.17 SOCIAL SERVICE/EXTENSION ACTIVITY - N S S

3.17.1 It is mandatory for a student to participate in the Social Service/Extension Activities for the successful completion of a Programme.

3.17.2 There shall be a general co-ordinator to be nominated by the college council, for the conduct of all these activities.

**General Co Ordinator – Asst. Prof. Deepa Jayanandan**

### 3.17.3 National Service Scheme (Code No. 11)

**Chief Advisor – Dr. Harichandran R**

**Programme Officers –** 1. Asst. Prof. Bini O B  
2. Asst. Prof. Stepby Stephen

### 3.18 EXTENSION ACTIVITIES OFFERED BY DEPARTMENTS

#### 3.18.1 Commerce Department

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

#### 3.18.2 English Department

1. Intercollegiate quiz competition & Literary Competitions

#### 3.18.3 Economics Department

1. All Kerala Paper Presentation Competition

#### 3.18.4 Physical Education Department

1. All India Handball Tournament for Mar Ivanios Ever rolling Trophy

#### 3.18.5 Computer Science - ICT Training

### 3.19 MEMBERS INCHARGE OF RESPONSIBLE POSITIONS 2025-26

#### 3.19.1 FYUGP

1. Dr. P K Varghese - General Co Ordinator

#### 3.19.2 Course Co-ordinators

1. Ms. Tintu Anna Mohan - Commerce
2. Ms. Mekha Salim - English
3. Ms. Aparna G - Management
4. Ms. Sruthi S Nair - Computer Science

#### 3.19.3 Discipline Committee

1. Principal
2. Prof. Reji Mathew (Convenor)
3. Dr. Abraham Punnoose
4. Ms. Tintu Anna Mohan
5. Ms. Stagy Stanly
6. Ms. Deepa Jayanandan
7. Ms. Nima Alice Thomas
8. Mr. Abraham K.
9. Dr. Harichandran R.
10. Dr. P.K. Varghese

#### 3.19.4 CLMC/CBCSS Committee

1. Dr. Harichandran R (Convenor)
2. Ms. Somichan Baby
3. Dr. Abraham Punnoose
4. Dr. P. K. Varghese

5. Prof. Reji Mathew
6. Ms. Nima Alice Thomas
7. Mr. Gijo George

### **3.19.5 CSS & AICTE**

1. Prof. Dr. Abraham Punnoose (HOD, Commerce and Management)

### **3.19.6 IQAC Co-ordinator**

1. Dr. P. K. Varghese (HOD, Economics)
  - IQAC Secretary – Ms. Stagy Stanly

### **3.19.7 NAAC Co-ordinator**

- Ms. Safeetha Bai M A

### **3.19.8 Staff Secretary**

1. Ms. Mekha Salim

### **3.19.9 P T A Secretary**

1. Ms. Mekha Salim

### **3.19.10 Chief Supdt. of Examinations**

1. Prof. Somichan Baby

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

1. Prof. Dr. P. K. Varghese

### **3.19.12 Dean, Student Affairs**

1. Prof. Reji Mathew

### **3.19.13 Sports & Games**

1. Prof. Abraham K.

### **3.19.14 Open Course Co Ordinator**

1. Dr. Harichandran R

### **3.19.15 Higher Education & National Scholarship Portal Nodal Officer**

1. Ms. Jisha Jose

### **3.19.16 Mobile Squad for drugs/ Intoxicants/Ragging**

1. Prof. Reji Mathew
2. Ms. Deepa Jayanandan
3. Ms. Somichan Baby
4. Ms. Jisha Jose
5. Mr. Abraham K

## **3.20 STANDARD CLUBS**

### **3.20.1 Environmental Clubs**

1. Ms. Jisha Jose (Convenor)
2. Ms. Sunithamol K G
3. Ms. Deepa Jayanandan
4. Ms. S. Vandana Venugopal

### **3.20.2 Literary Club**

1. Ms. Merlin Abraham (Convenor)
2. Ms. Bhagyalekshmi B
3. Ms. Jiji Anna Raju
4. Ms. Jessy Kuruvilla
5. Dr. Harichandran R (Advisor)

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

1. Ms. Stagy Stanly (Convenor)
2. Ms. Merlin Abraham (Co. Convenor)
3. Dr. Harish R. (Advisor)
4. Ms. Sunithamol K. G.
5. Ms. Bhagyalekshmi B
6. Ms. Sruthi S Nair
7. Ms. Aparna G.
8. Ms. Sreelekhmi S

### **3.20.4 Women's Forum**

1. Ms. Sunithamol G. (Convenor)
2. Ms. Haritha Samad
3. Ms. Meenu J
4. Ms. Surya R. Pillai
5. Ms. S. Vandana Venugopal

### **3.20.5 Life Guidance / Value Inculcating System**

1. Rev. Dr. Geevarghese Kaithavana
2. Prof. Reji Mathew (Convenor)
3. Prof. Dr. P. K. Varghese
4. Sri. Aneej Shaji Varghese (Student Co ordinator)

### **3.20.6 Youth Red Cross**

1. Prof. Dr. Abraham Punnoose

### **3.20.7 Quiz Club**

1. Ms. Aparna .G. (Convenor)
2. Ms. Jisha Jose
3. Ms. Sruthi S. Nair
4. Ms. Seethu Asokan
5. Ms. Jiji Anna Raju

### **3.20.8 Fest**

1. Ms. Merlin Abraham (Convenor)
2. Ms. Meenu. J.
3. Ms. Seethu Ashokan
4. Ms. Surya .R. Pillai

### **3.20.9 Debate Club**

1. Prof. Reji Mathew (Convenor)
2. Ms. Stephy Stephen
3. Ms. Safeetha Bai M. A.
4. Ms. Bini O. B.
5. Ms. Jiji Anna Raju

### **3.20.10 Career and Placement Cell/Skill Enhancement**

1. Ms. Deepa Jayanandan (Convenor)
2. Ms. Stagy Stanly
3. Ms. Aparna .G.
4. Ms. Tintu Anna Mohan
5. Ms. Jiji Anna Raju
6. Ms. Jessy Kuruvilla
7. Ms. Ani Bhadran
8. Ms. Bini O B (NSS Programme Officer)
9. Ms. Stephy Stephen (NSS Programme Officer)

### **3.20.11 Yoga and Meditation**

1. Prof. Abraham K.

### **3.20.12 Social Media Committee**

1. Rev. Dr. Geevarghese Kaithavana (Director)
2. Mr. Gijo George
3. Mr. Kichu Thomas

### **3.20.13 Tourism Club**

1. Ms. Tintu Anna Mohan (Programme Manager)
2. Ms. StagyStanly
3. Ms. Jisha Jose

### **3.20.14 Counselling**

1. Rev. Dr. Geevarghese Kaithavana
2. Prof. Reji Mathew

### **3.20.15 Entrepreneurship Development Cell**

1. Ms. Tintu Anna Mohan (Convenor)
2. Ms. Stagy Stanly
3. Ms. Aparna G.
4. Ms. Deepa Jayanandan
5. Ms. Sruthi S. Nair
6. Ms. Bhagyalekshmi .B.

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

1. Ms. Merlin Abraham (Nodal Officer)
2. Ms. Deepa Jayanandan

### **3.20.17 Library Committee**

1. Ms. Jessy Kuruvilla (Librarian, Convener)
2. Dr. K. C. Mathai (Principal)
3. Dr. Abraham Punnoose (Vice Principal & HOD Commerce)
4. Dr. P.K.Varghese (HOD of Economics)
5. Prof. Reji Mathew (HOD of English)
6. Ms. Nima Alice Thomas, (HOD B.Sc Computer Science)
7. Mr. Sooraj B. (S4 Finance)
8. Ms. Jesly Mary Saji (S3 English)

### 3.21 OPEN COURSE

3.21.1 For UG – CBCSS during the fifth semester it is compulsory to study an open course other than the course offered by their mother department for each Programme.

3.21.2 The following are the open courses offered by the various department of our college.

- Commerce - Principles of Management CX 1551.2
- English - Communicative Applications EN 1551.1
- Computer Science - Impact of Social Media CS 1551.3
- BBA Management - Strategic Management BAL1551.3

3.21.3 General Co-ordinator – Dr. Harichandran R

### 3.22 STATUTORY COMMITTEES

#### 3.22.1 RAGGING

3.22.1.1 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.

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

3.22.1.3 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.

#### 3.22.1.4 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	Dr. P K Varghese (HOD, Economics)	pkv1962@gmail.com	9447595948
4	Prof. Reji Mathew (HOD, English)	kripareji4@gmail.com	9446710762
5	Prof. Bini O B (Convenor, NSS Programme Officer)	binivinu4444@gmail.com	9048115066
6	Mr. Sreekumar Pillai (PTA vice President)	sreekumar.hrd@gmail.com	9074164509
7	Asst. Prof. Sunithamol K G Asst. Prof. Aparna G	sunithabiju1212@gmail.com soorajbiju369@gmail.com	8590838503 9656606965
8	Chris K Jose Neha Mathew	chriskjose@gmail.com nehamathew1104@gmail.com	8714845526 7902223326

### **3.22.2 GRIEVANCE & REDRESSAL CELL**

**3.22.2.1** 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

**3.22.2.2** 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.

**3.22.2.3** It consists of the following members:

1. Dr. K.C Mathai (Principal)
2. Dr. Abraham Punnoose (Vice Principal & HOD of Commerce)
3. Dr. P.K.Varghese (HOD of Economics)
4. Dr. Harichandran R (HOD Malayalam)
5. Prof. Reji Mathew (HOD of English)
6. Ms. Somichan Baby (Dept. of Hindi, Convenor)
7. Mr. Sooraj B (Student Rep.)

### **3.22.3 INTERNAL COMPLIANT COMMITTEE**

**3.22.3.1** 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.

**3.22.3.2** 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**

1. Dr. K.C.Mathai (Principal)
2. Prof. Reji Mathew (Chairman)
3. Dr. Abraham Punnoose (HOD, Commerce and Management)
4. Dr. P.K.Varghese (HOD of Economics)
5. Mr. Sreekumar Pillai (PTA)
6. Prof. Mekha Salim (PTA Secretary)
7. Ms. Nima Alice Thomas (HOD, Computer Science)

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

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

## **Members**

1. Dr. K. C. Mathai (Principal)
2. Ms. Nima Alice Thomas (Convener)
3. Dr. Abraham Punnoose (HOD of Commerce)
4. Prof. Reji Mathew (HOD of English)
5. Dr. P. K. Varghese (HOD of Economics)
6. Prof. Abraham A (HOD Physical Education)
7. Ms. Deepa Jayanandan (Assistant Professor, Commerce)

### **3.22.5 OBC CELL**

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

1. Dr. K.C. Mathai (Principal)
2. Ms. Deepa Jayanandan (Chairperson, Liaison Officer)
3. Dr. Abraham Punnoose (Vice Principal & HOD of Commerce)
4. Prof. Reji Mathew (HOD of English)
5. Dr. P.K.Varghese (HOD of Economics)

### **3.22.6 MINORITY CELL**

**3.22.6.1** 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.

1. Dr. K.C Mathai (Principal)
2. Ms. Stephy Stephen (Chairperson, Asst. Professor, Dept. of Commerce)
3. Dr. Abraham Punnoose (HOD of Commerce)
4. Prof. Reji Mathew (HOD of English)
5. Dr. P.K. Varghese (HOD of Economics)
6. Prof. Nima Alice Thomas (HOD B.Sc Comp. Science)

### **3.22.7 GENDER JUSTICE FORUM**

Gender justice forum is constituted and it consists of non teaching staff representatives and student representatives

Ms. Nima Alice Thomas : Chairperson

#### **Members**

Anu Anil (Accountant)  
Beena Kurian (Library Asst.) } (Non teaching staff rep.)

Sooraj B (S4 Finance)  
Jesly Mary Saji (S3 English) } (Students rep.)

### **3.22.8 ANTI DRUG CAMPAIGN COMMITTEE**

#### **a) NERKOOTTAM / VIMUKATHI**

Dr. K C Mathai (Principal)  
Ms. Asha Elizabeth Samuel (Asst. Prof Commerce, Convener)  
Ms. Bini O B (NSS Programme Officer)  
Dr. Abraham Punnoose (H O D Commerce)

Dr. P K Varghese (H O D Economics)  
Mr. Sreekumar Pillai (PTA Vice President)  
Mr. Solomon Varghese (PTA Jnt. Secretary)  
(NSS Volunteer Secretary)  
Smt. Seleena Vinod (Ward Member)  
Sri. G Jayakrishnan (Coordinator Excise) - 9947473767

### **3.23 RESIDENCE, HOSTEL AND VISITORS**

- 3.23.1** 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.
- 3.23.2** Change of residence also should be reported to the Principal immediately.
- 3.23.3** 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.
- 3.23.4** 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.
- 3.23.5** For details read the Hostel Guidance and handbook

### **3.24 ASSOCIATIONS:- AIMS AND OBJECTIVES**

- 3.24.1** The main objective of our associations is to enrich the potentials of the students beyond their academic intelligence. It is making the students responsible and beneficial citizens for the welfare of the society.
- 3.24.2** 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.

### **3.25 GUIDANCE AND COUNSELLING**

- 3.25.1** The centre organises orientation programme for students and provides counselling facility for the needy. It aims at protecting the emotional security of our students. Rev. Dr. Geevarghese Kaithavana, Rev. Sr. Grace SIC, Prof. Rejii Mathew serves as the counselors.

### 3.26 CLASS (FACULTY) ADVISERS 2025-26

SEMESTERS	NAME OF ADVISORS
<b>B.Com Tax</b>	
1 <sup>st</sup> Year	Asst. Prof. Seethu Ashokan
2 <sup>nd</sup> Year	Asst. Prof. Stephy Stephen
3 <sup>rd</sup> Year	Asst. Prof. Bini O B
<b>B.Com Tourism</b>	
1 <sup>st</sup> Year	Asst. Prof. Seethu Ashokan
2 <sup>nd</sup> Year	Asst. Prof. Stephy Stephen
3 <sup>rd</sup> Year	Asst. Prof. Stagy Stanly
<b>B.Com Finance</b>	
1 <sup>st</sup> Year	Asst. Prof. Deepa Jayanandan
2 <sup>nd</sup> Year	Asst. Prof. Haritha Samad
3 <sup>rd</sup> Year	Asst. Prof. Sunithamol K G
<b>B B A (L)</b>	
1 <sup>st</sup> Year	Asst. Prof. Jisha Jose
2 <sup>nd</sup> Year	Asst. Prof. Tintu Anna Mohan
3 <sup>rd</sup> Year	Asst. Prof. Aparna G
<b>B A English</b>	
1 <sup>st</sup> Year	Asst. Prof. Bhagyalekshmi B
2 <sup>nd</sup> Year	Asst. Prof. Jiji Anna Raju
3 <sup>rd</sup> Year	Asst. Prof. Mekha Salim
<b>B. Sc Computer Science</b>	
1 <sup>st</sup> Year	Asst. Prof. Sruthi S Nair
2 <sup>nd</sup> Year	Asst. Prof. Meenu J
3 <sup>rd</sup> Year	Asst. Prof. Ani Bhadran
<b>M.Com Finance</b>	
1 <sup>st</sup> Year	Asst. Prof. Safeetha Bai M A
2 <sup>nd</sup> Year	Asst. Prof. Aparna G

### 3.27 MENTORING

- 3.27.1** 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.
- 3.27.2** 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.

### **3.27.3 MENTORS 2025 - 26**

B.Com Tax	-	1 <sup>st</sup> Year	-	Seethu Ashokan
		2 <sup>nd</sup> Year	-	Stephy Stephen
		3 <sup>rd</sup> Year	-	Bini O B
B.Com Finance	-	1 <sup>st</sup> Year	-	Deepa Jayanandan
		2 <sup>nd</sup> Year	-	Harida Samad
		3 <sup>rd</sup> Year	-	Sunithamol K G
B.Com Tourism	-	1 <sup>st</sup> Year	-	Seethu Ashokan
		2 <sup>nd</sup> Year	-	Stephy Stephen
		3 <sup>rd</sup> Year	-	Bini O B
BBA L	-	1 <sup>st</sup> Year	-	Jisha Jose
		2 <sup>nd</sup> Year	-	Tintu Anna Mohan
		3 <sup>rd</sup> Year	-	Aparna G
B A English	-	1 <sup>st</sup> Year	-	Bhagyalekshmi B
		2 <sup>nd</sup> Year	-	Jiji Anna Raju
		3 <sup>rd</sup> Year	-	Mekha Salim
B.Sc Computer Science	-	1 <sup>st</sup> Year	-	Sruthi S Nair
		2 <sup>nd</sup> Year	-	Meenu J
		3 <sup>rd</sup> Year	-	Ani Bhadran
M.Com Finance	-	1 <sup>st</sup> Year	-	Safeetha Bai M A
		2 <sup>nd</sup> Year	-	Aparna G

### **3.28 STUDENTS SUPPORT SERVICES - PHOTOSTAT, SCANNER**

**3.28.1** 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.

### **3.29 COLLEGE CANTEEN**

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

### **3.30 COMPLAINT AND SUGGESTION BOX**

**3.30.1** 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.

### 3.31 ADD ON COURSES

1. Communicative English – Win With English
2. Accounting / Tally
3. Principles of Insurance
4. Company Administration
5. Bhasha Vyakaranavum Prayoga Parinjanavum
6. Yoga and Breathing Exercise

With a commitment to academic excellence and industry relevance signed MOU with ICT Academy Govt. of Kerala; Knowledge Economy Mission and ASAP. The students can take any certificate course they provide. This ensures to receive comprehensive theoretical knowledge combined with practical skills which is essential for success in today's competitive job market.

### 3.32 TUTION FEE AND ESTABLISHMENT FEE

- 3.32.1** 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.

### 3.33 ACADEMIC CALENDAR

- 3.33.1** We follow mainly the Academic and Examination Calendar of University of Kerala, with little changes.  
<https://www.keralauniversity.ac.in>

#### ACADEMIC CALENDARS FOR THE ACADEMIC YEAR 2025-26

No.	Item	Date
1.	Admission Notification for UG	Within one week after the publication of Plus Two Results
2.	Closing date of receipt of applications	June7, 2025.
3.	Trail Rank list and Final Rank list	On or before June16, 2025.
4.	1stAllotmentofadmission	Before June 21, 2025.
5.	Second Allotment of admission	On or before June30, 2025.
6.	Commencement of classes	July1st2025.
7.	3rdAllotmentofadmission	On or before July5th2025
8.	Option for registration for those students who have not applied before	July7-12, 2025.
9.	4thAllotmentofadmission	On or before July19, 2025.
10.	After4thAllotment,Department/College level allotment	(option for CAP registration)
11.	Closing of admissions	OnorbeforeAugust22, 2025.
12.	Course Registration	Up to August31st2025.
13.	College Union Election	Before August 30, 2025
14.	Exam Registration	On or before September 30,2024

15.	First Semester Examination Timetable	October 15, 2025
16.	End of regular classes of 1st semester	October 31st, 2025.
17.	Finalization of Internal Assessment Marks	Before November 8, 2025
18.	1st Semester Examinations	November 3-18, 2025.
19.	1st Semester Ending	November 26, 2025.
20.	Publication of 1st Semester Examination Results	On or before December 15, 2025.
21.	Commencement of 2nd Semester	November 27, 2025.
22.	Sports (College/University Level)	Before 19 December, 2025.
23.	Arts Festival (College/University Level)	Before January 31, 2026
24.	Inter university Youth and Sports Festival	Before February 28, 2026
25.	Last working day of 2nd semester	March 31, 2026.
26.	Finalization of Internal Assessment Marks	March 31, 2026.
27.	2nd Semester Examination	April 6-April 24, 2026
28.	Publication of 2nd Semester Examination Results	On or before May 25, 2026.

### 3.34 SCHOLARSHIP/AWARDS

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

#### 3.34.1 MAR IVANIOS SCHOLARSHIP

1. Students who secure 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.

#### 3.34.2 REV. DR. P T GEEVARGHESE PANICKER MEMORIAL SCHOLARSHIPS

Those who secure highest score in A grade (Top Scorer in A grade) in each programme and in each semester will be awarded Rs. 5000/- and others who score A grade will be awarded Rs. 2500/- in each semester & in each programme.

#### 3.34.3 UNIVERSITY/GOVERNMENT MERIT SCHOLARSHIP

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

- <https://www.kerlauniversity.ac.in>
- [www.scholarships.gov.in](http://www.scholarships.gov.in)

#### 3.34.4 MAR IGNATHIOS ENDOWMENT /AWARD

The Mar Ignathios Endowment Award is instituted as a mark of gratitude to Most Rev. Dr. Joshua Mar Ignathios, whose vision and leadership led to the founding

of Mar Ivanios College of Arts and Science, Mavelikara. This prestigious award is presented to the student who secures the first rank in B.Com under the University of Kerala, in recognition of their academic excellence.

In addition, the college conducts the Mar Ignathios Inter collegiate Elocution Competition to promote oratory skills and intellectual engagement among the students from various colleges / universities. The winner of this competition also receives the Mar Ignathios Endowment Award and Shield making it a dual tribute to academic brilliance and eloquence.

### **3.35 INTERCOLLEGIATE/INTERUNIVERSITY/INTERSCHOOL COMPETITIONS**

- 3.35.1 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.
- 3.35.2 Mar Ivanios Intercollegiate Fest
- 3.35.3 Mar Ivanios Interschool Quiz Competition by Commerce Department.
- 3.35.4 Mar Ivanios Essay Competition by Commerce Department
- 3.35.5 Mar Ivanios Memorial All India Intercollegiate quiz competition and Paper Presentation by Economics Department.

### **3.36 MAR IVANIOS EXEMPLAR AWARD**

- 3.36.1 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'.
- 3.36.2 The Exemplar awards will be presented to the selected students by a dignified personality in presence of the entire college community.

### **3.37 P T A (PARENT TEACHER ASSOCIATION)**

- 3.37.1 The Parent Teacher Association of the college was formed with the Principal as President, Prof. Mekha Salim, Dept. of English as the Secretary, Sri. Sreekumar Pillai as Vice President.
- 3.37.2 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.
- 3.37.3 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.

### 3.37.4. OFFICE BEARERS

Rev. Dr. Geevarghese Kaithavana	-	Director
Prof. Dr. K C Mathai (Principal)	-	President
Mr. Sreekumar Pillai	-	Vice President – Mob: 9074164509
Ms. Mekha Salim	-	Secretary/Treasurer
Mr. Solomon Varghese	-	Joint Secretary – Mob: 8606253085

### 3.37.5. COMMITTEE MEMBERS

#### 2023 Admsn

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

#### 2024 Admsn

Smt. Sreekala Kumari	-	9074023071
Sri. Hali Kumar	-	8129074707
Smt. Jayalekshmi	-	6238094424
Smt. Aneesha	-	9847725978
Smt. Rani Thankappan	-	8075729431
Smt. Elizabeth Saji	-	9847036415

#### 2025 Admsn

Smt. Preethy John	-	9846459919
Smt. Shiny Raj	-	7907861003
Smt. Jancy Roby	-	9846646889
Smt. Fazeela Salim	-	9946588125
Smt. Suji Jebu	-	8089680131
Smt. Sujitha Surendran	-	9747467244
Smt. Smitha G Nair	-	9567838238
Sri. Joseph A	-	8157827371

&

- All Faculty members including HOD's

### **3.38 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

### **3.39 IMPORTANT WEBSITES**

Kerala University	-	<a href="http://www.keralauniversity.ac.in">http://www.keralauniversity.ac.in</a>
UGC	-	<a href="http://www.UGC.ac.in">http://www.UGC.ac.in</a>
CSIR	-	<a href="http://www.csir.res.in">http://www.csir.res.in</a>
Library - Inflibnet	-	<a href="https://nlist.inflibnet.ac.in">https://nlist.inflibnet.ac.in</a>

### **3.40 PRESS**

Deepika, Kottayam	-	0481 2566706-09
Manorama, Alappuzha	-	0477 2240400
Mathrubhoomi, Alappuzha	-	0477 2230864
Mangalam, Kottayam	-	0481 2563024

### **3.41 POLICE**

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

### 3.42 LEAVE APPLICATION

**MAR IVANIOS COLLEGE**  
**MAVELIKARA**

**LEAVE APPLICATION**  
**(STUDENTS)**

1. Name :
2. Class :
3. Department & Programme :
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 :