

MANNAM MEMORIAL N S S COLLEGE

KOTTIYAM-691571

Phone: 0474-2530522

E-mail: mmnssc@yahoo.com

Website: www.mmnssccollege.ac.in

COLLEGE CALENDAR 2017-2018

MANNAM MEMORIAL NSS COLLEGE

KOTTIYAM P.O., Kollam-691571

Phone: 0474-2530522

E-mail: mmnssc@yahoo.com

Website: www. mmnsscollege.ac.in

STUDENT'S COLUMN

NAME.....

PROGRAMME.....

ADMISSION No.....CLASS No.....

DATE OF BIRTH.....BLOOD GROUP.....

ADDRESS.....

.....

TELEPHONE No.....

GROUP TUTOR.....

CONTACT DETAILS IN CASE OF EMERGENCY

NAME OF GUARDIAN.....

TELEPHONE No.....MOBILE No.....

Prayer

എവിടെനിർഭയമാകുന്നുമാനസം

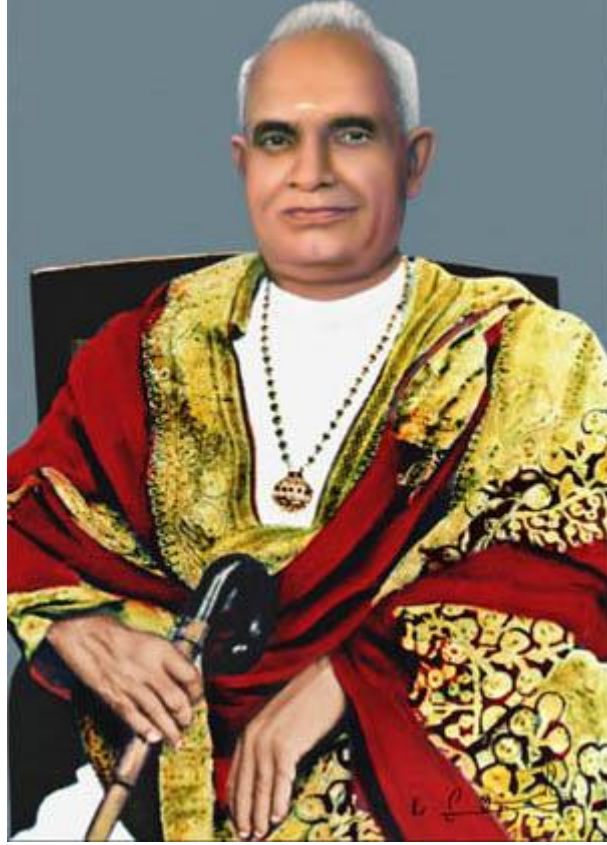
എവിടെനിൽക്കുന്നുശീർഷംസമുന്നതം

എവിടെവിജ്ഞാനംപൂർണ്ണസ്വതന്ത്രമാ-

യവകലമായപിരാജിപ്പുനിത്യവും

മുക്തിതന്ററെയാസ്വർഗരാജ്യത്തിലേ -

ക്കെന്ററെനാടൊന്നുണരണമേദൈവമേ



SREE MANNATHU PADMANABHAN
FOUNDER
NAIR SERVICE SOCIETY
1878-1970

CONTENTS

Pledge, Motto, Vision and Mission
National Anthem
Management
Our College
Succession list of Principals
Faculty 2017-18
Administrative Staff
Important Telephone numbers
Courses offered
Choice based credit and semester system (UG)
Departments, Programmes and Courses
Administration
College Council
UGC
Purchase Committee
IQAC
NAAC Committee
CLMC
DLMC
Examinations
Planning Forum
Code of conduct of students
Procedure for admission
Term re-admission
Payment of fees
Caution Deposit
College Working hours
Attendance
Prohibition of political activity on the Campus
Procedure for punishment
Prohibition of Property damage
Prohibition of Ragging
Mobile Squad
Tutorial System

Group tutors and their classes
National Service Scheme
National Cadet Corps
Additional Skill Acquisition Programme (ASAP)
Walk With a Scholar (WWS)
Scholar Support Programme (SSP)
Spoken Tutorial Programme
College Canteen
Medical Inspection
Students Aid Fund
College Union
Parent Teacher Association
P.T.A Awards and prizes
Alumni Association
Magazine Committee
Bhoomithrasena Club
Sports Club
Computer Club
Drama Club
Debate Club
Film& Media Club
Health Club
Human rights Club
Literary Club
Music Club: Manjuthara
Moolyasudha
Nature Club – Cornucopia
Quiz Club
Science Club
Staff Club
Tourism Club
Entrepreneurship Development Club
Energy and Environmental conservation Club
Forestry Club
Red Ribbon Club & Blood Donors Forum
Teens Club

Career Guidance and Placement Cell

Research Cell

Student's Grievance Cell

Anti-Ragging Cell

Women's Study Unit (WSU)

Anti Narcotic cell

Anti-Sexual Harassment cell

Committee for SC/ST

Minority and OBC Cell

Library Committee

Ethics Committee

Discipline Committee

The Public information officer

Library and Reading Room

PLEDGE

India is my country and all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness.

MOTTO

नहि ज्ञानेन सद्दशंपवित्रमिह विद्यते

In this world there is no purifier like knowledge

VISION

To recognize that education is the way towards the progress of the community and is not a mere transaction of syllabus but an effort to enlighten an individual through imparting pure knowledge

MISSION

To impart to the students knowledge in various branches of learning and mould them into men of character and culture so that they will be useful to our nation, to themselves and to the future.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he,

Bharata-bhagya-vidhata.

Punjab-Sindh-Gujarat-Maratha,

Dravida-Utkala-Banga,

**Vindhya-Himachala-Yamuna-Ganga Uchchala-
Jaladhi-taranga.**

Tavashubha name jage, Tavashubhaasisa mage,

Gahetavajayagatha,

**Jana-gana-mangala-dayakajaya he Bharata-
bhagya-vidhata.**

**Jaya he, jaya he, jaya he, Jaya jayajaya, jaya
he!**

Management

NAIR SERVICE SOCIETY

PRESIDENT : Sri P. N. NARENDRANADHAN NAIR

GENERAL SECRETARY : Sri G. SUKUMARAN NAIR

SECRETARY, NSS COLLEGES

CENTRALCOMMITTEE : Prof. R. PRASANNAKUMAR

PRINCIPAL : Dr. G. GIRIJA DEVI

OUR COLLEGE

The Nair Service Society is an organization created for the social advancement and welfare of the Nair community, established under the leadership of Mannathu Padmanabhan. The NSS has evolved into a well knit and coherent organization that has never swerved from the noble ideals and high principles of the founder. The NSS runs more than a hundred Schools, number of Arts and Science Colleges, Training Colleges, Engineering College, Homeo Medical College, several Nursing Colleges, Polytechnic College, TTIs, Working Women's Hostels and Technical Institutions. NSS has extended the benefits of its service beyond communal and religious boundaries and has been playing a significant role in the social, economic, educational and political transformations of the state.

MMNSS College, Kottiyam, affiliated to the University of Kerala was started in the year 1981 in the memory of its great founder Sri Mannathu Padmanabhan. The aim of the college is to impart quality education to students in various disciplines and mould them into good citizens. The institution with its committed teachers provides quality education through effective curriculum transaction, talent search, soft skills development, remedial coaching, career guidance and placement services. In March 2004, the University Grants Commission recognized the college and is assisting financially for its various projects.

The college was recognized by University Grants Commission and is included under the 2(f) of UGC and is eligible for the UG and PG grants of UGC. The college celebrated its silver jubilee in 2006-07. It has been accredited by NAAC with 'B' grade in 2008. Recently, the college was included in the list of top 100 Colleges in India and was ranked 73 by National Institutional ranking framework (NIRF), MHRD. The institution offers six UG courses and one PG course.

Succession list of Principals

| Name | From | To |
|--------------------------------|------|------|
| 1. Prof. P.BalakrishnaPanicker | 1981 | 1982 |
| 2. Prof. N. RajanThampan | 1982 | 1985 |
| 3. Prof. N. Chandradathan Nair | 1985 | 1988 |
| 4. Dr. M. N. Sreedharan Nair | 1988 | 1990 |
| 5. Prof. V Ramachandran Nair | 1990 | 2000 |
| 6. Prof. V. Sreedharan Nair | 2000 | 2001 |
| 7. Prof. A. G. Vijayakumar | 2001 | 2003 |
| 8. Dr. M. T. Sulekha | 2003 | 2004 |
| 9. Dr. C. R. Suseela Devi | 2004 | 2005 |
| 10.Dr. Kumari K. Prema | 2005 | 2008 |
| 11.Dr. G. Jayakumar | 2008 | 2009 |
| 12.Dr. P. Vijayakumar | 2009 | 2011 |
| 13.Dr. C. J. Mohanakumar | 2011 | 2014 |
| 14.Dr. G. Girijakumari | 2014 | 2015 |
| 15.Dr.S.B. Syamala | 2015 | 2016 |
| 16.Dr. G.Girija Devi | 2016 | - |

Faculty 2017-18

| No | Name | Designation | Phone no.& Email |
|------------------------------|---|--|--|
| 1. | Dr.G.Girija Devi MA, MPhil, B.Ed, PhD SaiKripa, KidangayamKannimel Mynagappally North P O,Kollam | Principal | 0476-2848133 9446909232 girijadevisaikripa@gmail.com |
| Department of English | | | |
| 2. | Sri T. R. Madhu MA, MPhil, B.Ed MohanaVilasam Puliyila, Nallila P.O., Kollam-691 515 | Associate Professor & HOD | 0474-2562790/ 9446304790 madhutr1964@gmail.com |
| 3 | Dr. Kishore Ram MA,BEd,PhD Sai Krishna Thirumullavaram, Kollam- 691 012 | Assistant Professor& Research Guide (on Deputation) | 0474-2794878/ 9037452570 kishkripa@gmail.com |
| 4 | Ms.Meera K.G. MA, MPhil Nandanam Bharath Nagar-170 Ramankulangara, Kavanadu P O,Kollam-3 | Assistant Professor | 0474-2798031/ 9447043549 meeravayala@gmail.com |
| 5 | Ms.JayalekshmiJ. MA, BEd MottackalVeedu Puthucadu P O Chavara 691585 | Assistant Professor | 9544513937 Jayalekshmi31@gmail.com |
| 6. | Ms.Devu T. KannamangalathVeedu Kilikolloor, Kallumthazham P.O Kollam | Guest Faculty | 8848994292 tdevu92@gmail.com |
| 7. | Ms.Fakiha S. Panayara House, Secular Nagar 6,Kilikolloor P.O, Kollam | Guest Faculty | 8891300291 fakihasayed@gmail.com |
| 8. | Ms.Reshmi K. R. Krishna Bhavan, Kandachira, | Guest Faculty | 9400693359 |

| | | | |
|--|---|---|--|
| | Perinad P.O, Kollam. | | reshmikr.ushus@gmail.com |
| Department of Political Science | | | |
| 9 | Ms.SherinBabu MaveliVilayil (H),Neduvannoor Avaneswaram RS PO,Kunnicode | Guest Faculty | 8606408136 sherinbabuavm@gmail.com |
| Department of Malayalam | | | |
| 10 | Dr. R.AswathyMA, M.Ed, PhD KoipurathuVeedu(Prasantham) Pavithreswaram P O Kottarakara, 691507 | Assistant Professor & Research Guide | 9495434194 dr.aswathyrevi@gmail.com |
| Department of Hindi | | | |
| 11. | DrBeena K S MA, PhD Madathil House Prakkulam P O Kanjaveli,Kollam | Associate Professor | 04742703515/ 9447062133 |
| Department of Mathematics | | | |
| 12. | Ms.Jayalekshmi K.K., MSc Krishnakripa,Edakkulangara P.O. Karunagappally | Assistant Professor | 0476-2662474/ 9447803646 jlekshmi1@gmail.com |
| 13. | Ms.VeenaChandran B. V.M.Sc Babumandiram Vadakkevila P O, Kollam | Guest Faculty | 9567553642 Veenachandranbv92@gmail.com |
| Post Graduate Department of Physics | | | |
| 14. | Ms.Girija Nair, MSc, MPhil C-5, Vaidya Apartments, Palace Nagar, Thevally, Kollam | Assistant Professor & HOD | 0474-2790170 / 8281274160 girijasnair@gmail.com |
| 15. | Dr. AnuVijayan, MSc, MPhil, MBA, PhD Sreevalsam, Edathara, Palakkad- 678611 | Assistant Professor | 0491-3242818 / 9747147158 anuvijayan1977@gmail.com |
| 16. | Dr.Ratheesh Kumar V. MSc, | Assistant | 0476-2083728/ |

| | | | |
|--------------------------------|--|---------------------------------|---|
| . | MPhil, PhD Koottungal, Kovoov, Arinalloor P O, Kollam –690538 | Professor | 9744868256 rkvratheeshkumar@gmail.com |
| 17. | Ms.Anusha M.G. MSc, BEd, MPhil Athira, C. P. Junction Thazham, Chathannoor P. O. Kollam-691 572 | Assistant Professor | 0474-2592053 / 9495983361 anushagnair@gmail.com |
| 18. | Ms.Deepa R. MSc Thiruvathira Edavattom, Karuvelil P.O. Kollam- 691505 | Guest Faculty | 9562924267 deepathankamony@gmail.com |
| 19. | Ms.Induja I. J. MSc, M.Phil. Koottungal, Kovoov, Arinalloor P O, Kollam – 690538 | Guest Faculty | 9496016262 Indu.ijnair@gmail.com |
| 20. | Sri. Rahul Raju. MSc Makayiram, Mangadu P O Kollam,691015 | Guest Faculty | 9037951552 Ujarluhar27@gmail.com |
| 21. | Ms.Sumi S. MSc, PhD ElluvilaVeedu Ummannoor P O Kottarakara – 691520 | Guest Faculty | 9447907116 Sumi.smi@gmail.com |
| Department of Chemistry | | | |
| 22. | Dr.PrakashChandranR.MSc, PhD Mavelil, KattilkadavuP.O.Adinadu South Karunagappally | Assistant Professor & HOD | 9497617113 chandranprakash@gmail.com |
| 23. | Dr. Syamkrishnan K. MSc, PhD Sreevilasom, Pullikkanakku P.O. Kayamkulam | Assistant Professor | 9946608571 krissyam@gmail.com |
| 24. | Dr.Sreekanth R MSc,PhD Sidhartham,Chennithala P O | Assistant Professor | 9446031983 rsreekanthnair@gmail.com |

| | | | |
|-------------------------------|---|------------------------------------|---|
| | Mavelikkara | | |
| 25. | Dr. Rejani P. M.Sc, PhD Vadakkethottathil, Vendar P.O Vendar, Kottarakkara | Assistant Professor | 9447992007 rejanihari82@gmail.com |
| 26. | Sri.Sreejith S MSc Pattarazhikam,Koippadu Chathannoor | Guest Faculty | 9895038983 sreejiths92@gmail.com |
| Department of Zoology | | | |
| 26 | Dr. D. Sheela Devi MSc, MPhil, PhD NalloorManimandiram, Kundara P. O. Kollam | Assistant Professor & HOD | 0474-2528688/ 9895915030 drsheeladevi.d@gmail.com |
| 27. | Dr. LekshmyS. MSc, MPhil, PhD Anoor House EdavattomKaruvellil P. O. Kollam- 691 505 | Assistant Professor | 9961802411 lekshmys2005@yahoo.co.in |
| 28 | Dr.SreejaV. MSc,BEd, PhD Mannoorkizhakketharayil Menampally,Mukunthapuram PO Chavara 691585 | Assistant Professor | 9446673197 sreejaaqb@gmail.com |
| Department of Botany | | | |
| 29. | Dr.JayaLekshmi R. MSc,BEd, SET, PhD, MA English BijuNivas, Inchavila P.O, Kollam | Assistant Professor | 9562076875,0474-2552114 jayalekshminilamel@gmail.com |
| Department of Commerce | | | |
| 30. | Sri. M. SreekumarMCom,MBA (SyndicateMember, University of Kerala) Madhavam, Thirumullavaram P. O. Kollam- 691 | Associate Professor & HOD | 0474-2792293 9447230125 madhav.sree1234@gmail.com |
| 31. | Ms.MahimaC. V. M.Com,BEd MahimaBhavan, Chalapparambu, | Assistant Professor | 9947582938 mahimacv09@gmail.com |

| | | | |
|---|---|--|---|
| | Vaikkom P. O, Kottayam | | |
| 32. | Smt. Kavitha L.MCom, MEd Saikrishna, Thirumullavaram P.O Kollam-12 | Assistant Professor | 0474-2794878 / 9946790612 kavithaleela@gmail.com |
| 33. | Ms.Chithra P.MCom, MBA Mavila, Thattamala P.O, Kollam | Assistant Professor | 9895279065 chithra_ponnu@yahoo.co.in |
| 34. | Adv. Sooranadu P. R Raveendran Pillai BA LLM Nayanam, Anandavalleeswaram Nagar, Thirumullavaram P.O. Kollam - 691 012. | Assistant Professor (Part- Time) | 0474-2797833 / 9447462610 |
| Department of Economics | | | |
| 35 | Ms.Neethu Lekshmi P. Chaithram, Pulloormukku, Kallambalam, thiruvananthapuram | Guest Faculty | 9633176672 neethulekshmi.p@gmail.com |
| 36 | Ms.Sreejith M. J. Padma Vilasam Vakkanadu P O Kollam | Guest Faculty | 9495434907 sreejith.m.j.vkd@gmail.com |
| 37 | Ms.Saranya S. Saranya Nivas Vallom, Kottarakara P.O. Kollam 691506 | Guest Faculty | 9947518093 saranyashylaja0@gmail.com |
| Department of Physical Education | | | |
| 38 | Dr.M.B.Sujan MPE, Mphil, PhD Bhamini Bhavan, Palace Road Attingal | Associate Professor | 9447472429 |
| | | | |

Administrative Staff 2017-18

| No. | Name | Designation | Phone No.&Email |
|------------|---|-------------------------|--|
| 1. | Sri. E.G.UnnikrishnaPillai SreeSailam, West Vayala, Anchal | HeadAccountant | 9400939821 |
| 2 | Sri.S.RajendranPillai Anizham,Kappil east Krishnapuram P O | Senior Clerk | 0479-2437871 9747402353 |
| 3 | Sri.KSanil Kumar Madathilveedu,Kappil P O Edava,695311 | Clerk | 9947729898 |
| 4 | Sri. Jayamohan T. Kaithappuzhaveedu Menampally Mukundapuram P.O. Chavara Kollam- 691 585 | L. D. Typist Hr. Gr. | 9495431748 tjayamohananchavara@gmail.com |
| 5. | Ms.Sindhu S. AyyappaNivasVallikeezhu, KavanaduPO. Kollam-691003 | Librarian | 9495591772 sindulib@gmail.com |
| 6. | Sri. R. D. Vijayakumar Aswathy, Kallelibhagam P. O Karunagapally– 690 519 | Gasman | 0476- 2664410 / 9447183710 |
| 7. | Sri.C.VenuPillai ChirayudeKizhakkathil Mali Bhagam Chavara South P.O. | Lab Asst Hr. Gr. | 0476-2884328 / 7560918371 |
| 8 | Sri.R.MuraleedharanPillai Kausthubham,Peruvelikkara P O, KoikkalBhagam, West Kallada | Lab Asst | 9446912262 rmpillaik@gmail.com |
| 9. | Sri.K.RSanal Kumar | Lab Asst | 9447282141 |

| | | | |
|----|---|----------------------------|----------------------------------|
| | Sreevilasam,Kureepuzha P O, Perinadu | | |
| 10 | Sri.C.Rajesh Sreevalsam,KaraliJn.PO Sasthamcotta | Lab Asst | 9745303075 |
| 11 | Sri S. RajendranPillai Uthradom Adichanalloor P.O. Kollam | Lab Asst Hr. Gr. | 0474- 2590659 / 9961596145 |
| 12 | Sri. Akhilesh S P Sreepadmam, Velichikkala P.O, Adichanalloor | Computer Assistant | 9846360602 aksp1988@gmail.com |
| 13 | Sri.Harikumar.J Gowrinandanam Vadakkevila P O Pattathanam, | Office Attendant (Temp) | 9895307271 |
| 14 | Ms.Gomathy | Office Attendant | |

Important Telephone Numbers

| No. | Department | Phone | |
|------------------------------------|--|----------------|--------------|
| | | Office | Residence |
| 1 | NSS Head Office, Perunna | 0481-2420604 | |
| 2 | NSS, President | 0481-2421673 | 0468-2222880 |
| 3 | NSS, General Secretary | 0481-2420944 | 0481-2422270 |
| 4 | NSS, Secretary, NSS College Central Committee | 0481-24200604 | 0481-2424949 |
| 2 | Director, Collegiate Education | 0471-2303548 | 9447183548 |
| 3 | Dy. Director, Collegiate Education, Kollam | 0474 – 2744378 | |
| Arts & Science Colleges | | | |
| 1 | V.T.M.N.SS. College, Dhanuvachapuram | 0471 2232240 | |
| 2 | M.G. College, Thiruvananthapuram | 0471 2541039 | |
| 3 | N.S.S. College for Women, Thiruvananthapuram | 0471 2490543 | |
| 4 | N.S.S. College, Nilamel | 0474 2433246 | |

| | | | |
|--|--|---------------|--------------|
| 5 | M.M.N.S.S. College, Kottiyam | 0474 2530522 | |
| 6 | N.S.S.College, Pandalam | 04734 452221 | |
| 7 | N.S.S. College, Cherthala | 0478 2813226 | |
| 8 | N.S.S. Hindu College, Changanacherry | 0481 2420090 | |
| 9 | S.V.R.N.S.S. College, Vazhoor | 0481 2456227 | |
| 10 | N.S.S. College, Rajakumari | 04868 245370 | |
| 11 | N.S.S. College, Ottappalam | 04925 244382 | |
| 12 | N.S.S. College, Nenmara | 04923 243265 | |
| 13 | N.S.S. College, Manjeri | 0495 2766136 | |
| 14 | P.R.N.S.S. College, Mattannur | 0490 2471747 | |
| 15 | SreeVyasa N.S.S. College, Wadakkanchery | 0487 2432249 | |
| 16 | SreeAyyappa College for Women, Nagarcoil | 04651 230980 | |
| 17 | N.S.S. Arts College for Women, Perunthanni | 0471 2453461 | |
| Professional and Technical Institutions | | | |
| 1 | N.S.S.Training College, Pandalam | 04734 452252 | |
| 2 | N.S.S. Training College, Changanacherry | 0481 2429481 | |
| 3 | N.S.S. Training College, Ottappalam | 04925 244359 | |
| 4 | N.S.S. Polytechnic, Pandalam | 04734 2596346 | |
| 5 | N.S.S. Engg. College, Palakkad | 0491 2555255 | |
| 6 | AthurasramamN.S.S. Homeo Medical College, Chingavanam | 0481 2430362 | |
| 7 | N.S.S. Co-operative Training College, Kottayam | 0481 2582852 | |
| 8 | N.S.S Law College,Kottiyam | 0474 2530581 | |
| Kerala University Officials | | | |
| 1 | Vice Chancellor | 2306634 | – |
| 2 | Pro-Vice Chancellor | 2308532 | 6576722 |
| 3 | Registrar | 2305631 | 0472-2832002 |
| 4 | Controller of Examinations | 2305946 | 6519666 |
| 5 | Director, College Development Council | 2304045 | 9447253600 |
| 6 | Public Relations Officer | 2305738 | 2553464 |
| 7 | University Enquiry | 2305994 | – |
| 8 | Director, Academic Staff College, Kariyavattom | 2418989 | – |
| 9 | Director, Department of Student Service | 2302923 | – |

| | | | | |
|--|------------------------------------|--|----|------|
| | Science & Maths | Resource Management | 43 | 2014 |
| B.Sc. 3. Physics | Chemistry & Maths | Astronomy & Astro Physics | 40 | 1991 |
| 4. Polymer Chemistry (201 6 onwards Chemistry as Main Subject) | Physics & Maths | Essentials of Chemistry | 32 | 1995 |
| 5. Zoology | Chemistry & Bota ny | Human Health & Sex Education | 24 | 1999 |
| 6. B.Com | Option: Computer Application | Fundamentals of Financial Accounting | 24 | 1999 |

| | | | | |
|--|--|--------------------------|------|--|
| 7.Physical Education | | Health & Fitness Edn. | | |
| II. Two year P.G. Courses (Semester System) M. Sc. Physics | | 12 | 2013 | |

Choice based Credit& Semester System (UG) (2010 Onwards)

The University of Kerala has launched Choice-Based Credit& Semester System(CBCSS) for regular students of undergraduate (UG) courses from the academic year 2010. These regulations shall apply to first degree academic programmes to which admissions are made from the academic year 2010-11 onwards. Each programme will have four types of courses such as Language courses (English, Additional Language), Core courses (Main Subjects), Complementary courses (subsidiary subjects) and open course (choice based). Course evaluation includes both internal evaluation and external evaluation. Course evaluation is by grading system. The normal duration of a first degree programme shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. The odd semester commences in June and even Semester commences in December every year.

For the smooth conduct of CBCSS programmes, the University has suggested three levels of monitoring committees: Department Level Monitoring Committee(DLMC) , College level Monitoring Committee(CLMC) and University Level Monitoring Committee(ULMC). The ULMC comprises of all the CLMC convenors and it holds periodical meetings and discusses the progress and the procedure of CBCSS programmes.

The decisions and suggestions of ULMC will be taken to the respective college level by CLMC convenor and will be monitored by the respective CLMC which comprises of all the HOD's. The decisions and suggestions of CLMC will be taken to the departments by the HOD and will be monitored by the respective DLMC's which contain student representatives of the classes. The CLMC members should keep in touch with the university website and the computer center for the information and updated on CBCSS programmes.

The admission, registration of the students, semester-wise schedule of internal and end semester examinations, issue of hall tickets, announcement of results are all being done is through on-line admission system of the University. The University Computer Centre is facilitating this process.

The University admission is through on-line system. The University invites applications for admission to various programmes to all affiliated colleges directly from the students and prepares an allotment list for admission to various colleges. If seats are vacant after the due date of list, the colleges shall conduct spot admission on a notified date to fill up the vacancies. The list of selected students from all colleges should be intimated to the University after the closure of the admission.

Department of English

The Department started functioning in the academic year 1981-82. BA English Language and Literature course was started in 1993. The Complementary courses offered are (i) History of English Literature (ii) Political science. The department offers an Open Course in Communicative application in English (1551.1)

B. A. English(2015 Admission onwards)

| | |
|---|--|
| <p style="text-align: center;">Semester I</p> <p>Language course I- Listening Speaking and Reading (EN1111.1)</p> <p>Additional Lang I- Hindi/Malayalam</p> <p>Prose and one act play (HN 1111.1)/ MalayalaKavitha (ML 1111.1)</p> <p>Foundation course- Writings on Contemporary Issues (Meeting the World)(EN 1121)</p> <p>Core course- Reading Poetry (EN 1141)</p> <p>Complementary - History of English Literature (EN 1131)</p> <p>Complementary - Political science I - Introduction to the Political Science (PS 1131)</p> | <p style="text-align: center;">Semester II</p> <p>Language course II- Environmental studies (EN 1211.1)</p> <p>Language course III- Modern English grammar and Usage (EN 1212.1)</p> <p>Additional Lang II-Hindi / Malayalam</p> <p>Fiction, Short story, Novel(HN 1211.1) /Gadyasahityam (ML 1211.1)</p> <p>Core Course II - Reading Drama (EN 1241)</p> <p>Complementary - History of English Literature II (EN 1231)</p> <p>Complementary - Political Science II -Indian Government and Politics (PS 1231)</p> |
| <p style="text-align: center;">Semester III</p> <p>Language course III - Writing and Presentation Skills (En 1311.1)</p> <p>Additional Lang III- Hindi/Malayalam</p> <p>Poetry and Grammar (HN 1311.1) / DrisyakalaSahityam (ML 1311.1)</p> <p>Core Course III- Reading Fiction (EN 1341)</p> <p>Core Course IV- 20th Century Malayalam Literature in English Translations(EN 1342)</p> <p>Complementary - History of English Literature III (EN 1331)</p> <p>Complementary - Political Science III Public Administration (PS 1331)</p> | <p style="text-align: center;">Semester IV</p> <p>Language course - Reading in Literature (EN1411.1)</p> <p>Additional Lang IV- Hindi / Malayalam</p> <p>Drama, Translation&correspondnce (HN 1411.1) / Vinimayam,.Sargatmakarachana&Bhashavabodham (ML 1411.1)</p> <p>Core Course III - Reading Prose (EN 1441)</p> <p>Foundation course- Informatics (CG 1321)</p> <p>Complementary - History of English Language (EN 1431)</p> <p>Complementary - Political Science International Politics (PS 1431)</p> |
| <p style="text-align: center;">Semester V</p> <p>Core Course VI- Literary Criticism (EN 1541)</p> <p>Core Course VII- Indian Literature in English (EN 1542)</p> <p>Core Course VIII - Film Studies (EN 1543)</p> <p>Core Course XI- Linguistics & Phonetics(EN 1544)</p> <p>Core Course XII–Post colonial Literature in English (EN 1545)</p> <p>Open course- Communicative Applications in English (EN 1551.1)</p> | <p style="text-align: center;">Semester VI</p> <p>Core Course XI - World Classics (EN 1641)</p> <p>Core Course XII - Methodology and Perspectives of Humanities (EN 1642)</p> <p>Core Course XIII- English for the media (EN 1643)</p> <p>Core Course XIV - Women’s Writings (EN 1644)</p> <p>Elective Course - Translation studies (EN 1661.1)</p> <p>Project work- EN 1645</p> |

Department of Economics

This is the newly started department which offers course in B.A. Economics. The complementary subjects offered are Mathematics and Political Science.

B. A. Economics

| | |
|--|--|
| Semester I | Semester II |
| <p>English Lang I-Listening & Speaking skills Additional Lang I- Hindi/Malayalam</p> <p>Prose and one act play (HN 1111.1)/ MalayalaKavitha (ML 1111.1)</p> <p>Foundation Course I-Writings on Contemporary Issues</p> <p>Core Course I- Methodology and Perspective of Social Sciences</p> <p>Complementary Course I- Principles of Political Science</p> <p>Complementary Course II- Mathematics I</p> | <p>English Lang II- Reading Skills</p> <p>English Lang III- Modern English Grammar & Usage Additional Lang II-Hindi / Malayalam</p> <p>Fiction,Short story, Novel (HN 1211.1) / Gadyasahityam(ML 1211.1)</p> <p>Core Course II – Micro Economics I</p> <p>Complementary Course III- Introduction to Political Theory</p> <p>Complementary Course IV- Mathematics II</p> |
| Semester III | Semester IV |
| <p>English Lang IV- Writing &Presentation Skills Additional Lang III- Hindi/Malayalam</p> <p>Poetry and Grammar (HN 1311.1) / DrisyakalaSahityam (ML 1311.1)</p> <p>Foundation Course II Informatics</p> <p>Core Course III Micro Economics II</p> <p>Complementary Course V Mathematics III</p> <p>Complementary Course VI Public Administration</p> | <p>English Lang V- Readings in Literature Additional Lang IV- Hindi / Malayalam</p> <p>Drama, Translation&correspondnce (HN 1411.1) / Vinimayam,,Sargatmakarachana&Bhashavabodham (ML 1411.1)</p> <p>Core Course IV Microeconomics II</p> <p>Core Course V Macroeconomics I</p> <p>Complementary Course VII Mathematics IV</p> <p>Complementary Course VIII International Politics</p> |
| Semester V | Semester VI |
| <p>Core Course VI Money and modern Banking</p> <p>Core Course VII Macroeconomics II</p> <p>Core Course VIII Economics of Growth and Development</p> <p>Core Course IX Indian Economy</p> <p>Core Course X Public Economics</p> <p>Open I Human Resource Management</p> <p>Project/ Dissertation</p> | <p>Core Course XI Kerala Economy</p> <p>Core Course XII Financial Economics</p> <p>Core Course XII Basic Tools for Economics II</p> <p>Core Course XIV International Economics</p> <p>Open Course II Agricultural Economics/ Industrial Economics/ Mathematical Economics/ Econometrics</p> <p>Project/ Dissertation</p> |

Post Graduate Department of Physics

The Department started functioning in the year 1991. The department offers courses in B. Sc and M.Sc. Physics. The CBCSS was introduced for UG in the year 2010.The complementary subjects for B.Sc. Physics are Mathematics and Chemistry. The open Course offered by the

department is Astronomy & Astrophysics. The elective course offered is Nanomaterial Science. The M Sc. Physics course was started in 2013.

B. Sc Physics

| Semester I | Semester II |
|--|---|
| <p>English Lang I-Listening & Speaking skills Additional Lang I- Hindi/Malayalam Prose and one act play (HN 1111.1)/ MalayalaKavitha (ML 1111.1) Foundation Course I-Writings on Contemporary Issues Core Course I- Basic Mechanics & Properties of Matter Complementary Course I- Differentiation & Analytic Geometry Complementary Course II-Principles of Chemistry I</p> | <p>English Lang II- Reading Skills English Lang III-Modern English Grammar & Usage Additional Lang II-Hindi / Malayalam Fiction, Short story, Novel (HN 1211.1) / Gadyasahityam (ML 1211.1) Foundation Course II- Classical Mechanics Complementary Course III- Integration and Vectors Complementary Course IV- Principles of Chemistry II</p> |
| Semester III | Semester IV |
| <p>English Lang IV- Writing & Presentation Skills Additional Lang III- Hindi/Malayalam Poetry and Grammar (HN 1311.1) / DrisyakalaSahityam (ML 1311.1) Core Course II- Thermodynamics & Statistical Physics Complementary Course V- Theory of equations, Differential equations & Theory of Matrices Complementary Course VI –Physical and Inorganic Chemistry I</p> | <p>English Lang V- Readings in Literature Additional Lang IV- Hindi / Malayalam Drama, Translation & correspondence (HN 1411.1) / Vinimayam, Sargatmakarachana & Bhashavabodham (ML 1411.1) Core Course III – Electrodynamics Core (Pract I) IV – Mechanics, Properties of matter heat & acoustics Complementary Course VII- Complex analysis, Fourier Series and transforms Complementary Course VIII- Physical & Inorganic Chemistry II Complementary (Pract) IX- Chemistry Practical</p> |
| Semester V | Semester VI |
| <p>Core Course V- Methodology in Physics and relativistic mechanics Core Course VI- Quantum Mechanics Core Course VII- Electronics Core Course VIII- Atomic and Molecular Physics Open Course- Astronomy & Astrophysics</p> | <p>Core Course IX- Solid state Physics Core Course X- Nuclear & Particle Physics Core Course XI- Classical & Modern Optics Core Course XII- Computer Science Core (Pract II) XIII- Optics, Electricity & Magnetism Core (Pract III) XIV- Electronics & Computer Science Elective Course- Nanomaterial science Project</p> |

M. Sc Physics

| Semester I | Semester II |
|--|--|
| Classical Mechanics Mathematical Physics Basic Electronics General Physics (Practicals) Electronics & Computer Science (Practicals) | Modern Optics & Electromagnetic Theory Thermodynamics, Statistical and basic Quantum Mechanics Computer Science & Numerical Techniques General Physics (Practicals) Electronics & Computer Science (Practicals) |
| Semester III | Semester IV |
| Advanced Quantum Mechanics Advanced Spectroscopy Advanced Electronics- Elective I Advanced Physics (Practicals) Advanced Electronics (Practicals)- Special Subject | Condensed Matter Physics Nuclear & Particle Physics Advanced Electronics- Elective II Advanced Physics (Practicals) Advanced Electronics & Microprocessor (Practicals)- Special Subject Project Viva Voce |

Department of Chemistry

It started functioning in the year 1995. Department of chemistry offers a B Sc Chemistry course, which is equivalent in all respects with B.Sc Chemistry and has complementary subjects as Physics and Mathematics. The Open courses offered by the Department are i) Essentials of chemistry ii) Chemistry in everyday life (2014 admission onwards).

B. Sc. Chemistry

| | |
|---|---|
| Semester I English Lang I-Listening & Speaking skills Additional Lang I- Hindi/Malayalam Prose and one act play (HN 1111.1)/ MalayalaKavitha (ML 1111.1) Foundation Course I-Writings on Contemporary Issues EN 1121) Core Course I- Inorganic Chemistry I (CH1141) Complementary Course I- Differentiation & Analytic Geometry Complementary Course II- Rotational dynamics & properties of matter | Semester II English Lang II- Reading Skills English Lang III-Modern English Grammar & Usage Additional Lang II-Hindi / Malayalam Fiction, Short story, Novel (HN 1211.1) / Gadyasahityam (ML 1211.1) Foundation Course II- Methodology and Informatics (CH 1221) Complementary Course III- Integration and Vectors Complementary Course IV- Thermal Physics |
| Semester III English Lang IV- Writing & Presentation Skills Additional Lang III- Hindi/Malayalam Poetry and Grammar (HN 1311.1) / Drisyakala Sahityam (ML 1311.1) Core Course II- Inorganic Chemistry II (CH 1341) Complementary Course V- Theory of equations, Differential equations & theory of Matrices Complementary Course VI –Optics, magnetism & electricity | Semester IV English Lang V- Readings in Literature Additional Lang IV- Hindi / Malayalam Drama, Translation & correspondence (HN 1411.1) / Vinimayam, Sargatmakarachana & Bhashavabodham (ML 1411.1)) Core Course III –Organic Chemistry I (CH 1441) Core Course IV (Pract I) – (Inorganic Qualitative Analysis) (CH1442) Complementary Course VII- Complex analysis, Fourier Series and transforms Complementary Course VIII- Atomic physics, Quantum mechanics & Electronics Complementary (Pract) IX- Physics Practical |
| Semester V Core course V Organic chemistry II (CH 1543) Core Course VI Physical Chemistry I (CH1541) Core Course VII Inorganic chemistry III (CH1542) Open course: Essentials Of Chemistry Core Course VIII (Prac II) Organic Chemistry Experiments (PO 1544) | Semester VI Core Course XI Physical Chemistry II (CH 1641) Core Course XII Organic chemistry III (CH 1642) Elective Course Physical Chemistry III (CH 1643) Volumetric Analysis (1545) Gravimetry (CH 1645) |

| | |
|--|---------------------------------------|
| Core Course IX Polymer Chemistry Experiments (PO 1545) Inorganic Volumetric Analysis (1545) | Industrial Visit Project (PO 1646) |
|--|---------------------------------------|

Department of Zoology

The Department started functioning in the year 1999. The department offers courses in B. Sc Zoology. The CBCSS was introduced for UG in the year 2010. The complementary subjects for B.Sc. Zoology are Botany and Chemistry. The open Course offered by the department is Human Health and Sex education.

B. Sc. Zoology

| | |
|--|---|
| Semester I | Semester II |
| English Lang I-Listening & Speaking skills Additional Lang I- Hindi/Malayalam Prose and one act play (HN 1111.1)/ MalayalaKavitha (ML 1111.1) Foundation Course I-Writings on Contemporary Issues Core Course I- Animal Diversity I Complementary Course I -Theoretical Chemistry Complementary Course II –Angiosperm anatomy, Reproductive Botany | English Lang II- Reading Skills English Lang III-Modern English Grammar & Usage Additional Lang II-Hindi / Malayalam Fiction,Short story, Novel (HN 1211.1) / Gadyasahityam (ML 1211.1) Animal Diversity II Complementary III - Inorganic and Bioinorganic chemistry Complementary IVPhycology, mycology, Lichenology, Bryology, pteridology, gymnosperms, plant pathology. |
| Semester III | Semester IV |
| English Lang IV- Writing & Presentation Skills Additional Lang III- Hindi/Malayalam Poetry and Grammar (HN 1311.1) / DrisyakalaSahityam (ML 1311.1) Core Course II- Methodology and Perspectives of Zoology Complementary Course V – Organic and Biophysical chemistry Complementary Course VI – Systematic Botany, Economic Botany, Ethno Botany, Plant Breeding (BO 1331) | English Lang V- Readings in Literature Additional Lang IV- Hindi / Malayalam Drama, Translation&correspondnce (HN 1411.1) / Vinimayam, Sargatmakarachana&Bhashavabodham (ML 1411.1) Core Course III –Cell Biology Complementary Course VII- Complementary Course VIII- Plant Physiology, Ecology, Plant Biotechnology and Horticulture (BO 1431) Complementary Course IX(Pract) Complementary Course X (Pract) |
| Semester V | Semester VI |
| Physiology & Biological Chemistry Genetics and Biotechnology Immunology & MicroBiology | Physiology & Biochemistry Developmental Biology & Experimental Embryology Ecology, Ethology, Evolution & Zoo Geography |

| | |
|--|-------------------------------|
| Core Course (Pract I) | Practical II |
| Open Course : Human Health and Sex Education | Practical III |
| | Practical IV |
| | Open Course Economic Zoology: |
| | Vermiculture&Apiculture |
| | Project/ Field study |

Department of Commerce

The Department of Commerce was started functioning since the time the college started since 1981. The B.Com degree programme was started in 1993.

B. Com

| | |
|--|--|
| Semester I | Semester II |
| Language Course I- Listening, Speaking and Reading(EN1111.2) | Language Course III- Modern English – Grammar & Usage (EN 1211.2) |
| Language Course II- Hindi/ Mal | Language Course IV-Hindi/Mal |
| Prose Commercial Hindi & Letter Writing (HN 1111.2)/Novel,Nadakam,sancharasahithyam (ML1111.2) | Poetry, Translation, Technical Terminology & Communication (HN 1211.2)/ Kavitha, Katha, Upanyasam, Vivarthanam (ML 1211.2) |
| Foundation Course I-Environment studies | Foundation Course II-(from 2014, Informatics and Cyber Laws) |
| Core Course I- Methodology and perspectives of Business Education | Core Course III- Business Communication and Office Management |
| Core Course II- (from 2014 admissions, Functional Application of Management) | Core Course IV- Financial Accounting |
| Complementary Course I- Managerial Economics | Complementary Course II- Business Regulatory Frame work |
| Semester III | Semester IV |
| Language Course V – Writing and Presentation Skills (EN 1311.2) | Language Course VI- Reading in Literature (En 1411.2) |
| Core Course V- (from 2014 Entrepreneurship Development) | Core Course VIII- (From 2014 Capital Market) |
| Core Course VI- (from 2014,Company Administration) | Core Course IX- Banking Theory and Practice |
| Core Course VII –Advanced Financial Accounting | Core Course X – Corporate Accounting |
| Complementary Course III-(From 2014,IT in Business) | Complimentary Course IV- (2014 Business statistics) |
| Elective Course I- (From 2014,Computer Application for Publication) | Elective Course II- (From 2014 Software for Data Management) |
| Semester V | Semester VI |
| Core Course XI- (From 2014 Fundamentals of Income Tax) | Core Course XIV- Auditing |
| Core Course XII – Cost Accounting | Core Course XII – Applied Coasting |
| Core Course XIII- Accounting for Specialised Institutions | Core Course XIII- Management Accounting |
| Open Course I – Fundamentals of FinancialAccounting | Open Course II – Marketing Management |
| | Elective Course IV-Computerised Accounting |

| | |
|--|---------|
| Elective Course III- (from 2014 Web Designing and Production for Business) Project | Project |
|--|---------|

Administration

The administration of the college is vested with the principal who acts in consultation with the management and College Council.

College Council

The administration of the college is vested with the Principal subject to the general direction and control of the N. S.S. Colleges Central Committee. The College Council is a statutory body to advice and to assist the Principal in all academic and administrative matters. The College Council consists of Heads of the Department and two elected representatives, from among the teaching staff. Principal is the Chairman of the Council. The Principal shall preside over the meetings. In the absence of the Principal, a nominee of the Principal shall preside over the meeting. A secretary is elected from among the members, and the term shall be one year. The Council secretary issues notices of council meetings in consultation with the principal. The secretary prepares and keeps the proceedings of the meetings. Two days prior is given for usual meetings and urgent meetings are convened at short notice.

| | |
|---|------------------------------|
| Secretary, College Council | : Sri. Madhu T. R. |
| Elected Members of the College Council | : Dr. Lekshmy |
| | Smt. Jayalakshmi K.K. |

UGC

A five-member committee is functioning in the college to supervise proper utilization of the UGC fund allotted to the college. The cell helps the Principal's office in

planning and to prepare the budget to be submitted to the UGC for the plan period in accordance with the requirements of the college.

Co-ordinator:Sri. Madhu T. R.

Purchase committee

The Principal and the committee members are committed to render prompt, reliable and consistent monitoring and service pertaining to Finance and Accounts of the college for quality improvement, while abiding by statutory and regulatory requirements. The committee is a catalyst in enhancing the education process. The committee shall be responsible for all matters pertaining to all purchases of the college. The powers and duties of the committee and the procedure for its meetings shall be such as may be prescribed. This committee consists of Principal, all HOD's , Librarian, UGC Convenor and IQAC convenor.

Co-ordinator:Ms. Girija Nair

IQAC

To empower our institution, to extract the maximum resources, opportunities and capabilities in order to equip our college to the assessment of NAAC, an IQAC has been formed in our college. The Internal Quality Assurance Cell (IQAC) monitors the quality parameters in the College and ensures that the standards of excellence reflected in the vision and mission of the college are met. We have formed the pre accreditation IQAC for quality enhancement and Quality initiative.

Objectives:

- Development and application of quality parameters for the academic activities of the college.
- Dissemination of information on the various quality parameters of higher education.
- Monitoring workshops, seminars etc on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Preparation of Annual Quality Assurance Report (AQAR)

Co-ordinator- Dr. Ratheesh Kumar V.

NAAC Committee

The National Assessment and Accreditation Council (NAAC) is an autonomous body established by the University Grant Commission to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National policy of Education (1986) that lays special emphasis on upholding the quality of higher education in India. A committee, which consists of seven executive members and all the heads of the departments as Ex-Officio members, is functioning in our college NAAC Committee. The college has been accredited with 'B' grade with a CGPA of 2.77 in 2008-09.

Co-ordinator- Dr. AnuVijayan

CLMC

CLMC is a college level monitoring committee with Dr.Lekshmi S as the convenor to monitor the various college level activities.

DLMC

It is a committee with the Head of the Department, and all teaching faculties as members, to monitor the department level academic performance of the students.

Examinations

There will be continuous evaluation (CE) based on continuous assessment and end semester examination (ESE) for each course.

The continuous evaluation (CE) shall be based on periodic written tests, assignments, viva/ seminar and attendance in respect of theory courses.

Written Tests: Each test paper may have duration of minimum two hours. For each course there shall be a minimum of two written tests during a semester.

Assignments: Each student is required to submit two assignments for a theory course.

Seminar / Viva: For each theory course, performance of a student shall also be assessed by conducting a viva – voce examination or seminar presentation based on topics in that course.

The external theory examinations of all semesters shall be conducted by the University. There will be no supplementary examinations. For reappearance/ improvement, as per university rules, the students can appear along with the next batch.

Our college is designated as a valuation centre by the University of Kerala and appointed a faculty of our college as the nodal officer. The nodal officer shall collect and distribute the answer scripts to the HOD's concerned and coordinate the valuations works under the overall supervision of the Principal. Nodal officers shall

return the answer scripts after valuation within 10 days from the date of receipt for valuation.

Examination Coordinator & Nodal Officer: Dr. AnuVijayan

Planning Forum

The main objective of planning forum is to create an awareness of the need for planned development of the country among the student community and involve them in national development efforts right from the planning. The Forum consists of PRINCIPAL, all HODS, IQAC Convener, UGC convener and Purchase Committee convener and students representatives. The executive body shall meet from time to time and chalk out programmes and expenditure for the planning forum. The executive body shall verify the accounts and submit its accounts to Governing body of the college for approval. The executive body shall review the functions of the planning forum and submit reports periodically to the U.G.C, University and such other Bodies as required from time to time.

Code of conduct of students

- All students must conduct themselves in accordance with best standards of dress, manners and behaviour.
- Students should wear clean clothes.
- As a matter of politeness, a student shall greet the teacher when he meets the latter both inside and outside the class room.
- When the teacher enters the class, the students shall be standing, until the teacher asks them to sit.
- A student attending class must have the required text books and note books with him.
- No student shall leave the class room during a lecture without the permission of the teacher.
- Students who have no class during any particular hour shall remain in the reading room.
- All students should wear their ID cards issued by the college while they are in the campus.
- Students shall not loiter on the corridors causing distraction to the ongoing classes.
- Smoking, drinking alcohol or chewing pan are prohibited in the college campus

- Students shall not bring mobile phones inside the campus
- The students shall not organize or attend meetings other than official ones or collect money for any purpose without the sanction of the Principal
- Students are expected to keep decency and decorum befitting higher education.
- Notices, banners and wall - posters shall not be fixed in the premises nor shall the class rooms and premises be littered.
- Verbal abuse, intimidation and coercion are not allowed in the campus.
- Picnics, Excursions, Study Tours etc shall be under taken only with the consent of the class tutor, department head and the Principal
- Student's vehicle will be allowed only up to the designated parking area. Entry beyond that area is strictly prohibited.
- Ragging is prohibited by law. Students shall not indulge in any such activities.
- Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the principal.

PROCEDURE FOR ADMISSION

1. Admission to First Degree Programme under CBCS system in the Arts and Science colleges affiliated to the University of Kerala is made on the basis of Online Centralized Allotment. The allotment of the candidates to the various programmes and colleges is on the basis of merit strictly following the rules and regulations regarding reservation. The marks at the Plus Two/Higher Secondary level would be the basic criteria for admission to the First Degree Programme. Seats available in the College are mainly classified as Merit Seats, Community Seats, Management Seats and Reservation seats.

(a) Merit Seats: These seats are filled by the University through Online Centralized Allotment process purely on the basis of merit.

(b) Community Seats: These seats are filled by the Management of the college, on the basis of merit among the community candidates.

(c) Management Seats: These seats are filled by the Management of the college.

(d) Reservation Seats: The seats under quota for Persons with Disabilities /SC & ST are filled by the University through online allotment process.

Details are available at www.admissions.keralauniversity.ac.in

2. Application for admission to seats under Management and Community quota must be made in the prescribed form available at the college office on payment of the prescribed application fee. Registration of application does not guarantee admission. Application for admission to seats under quota for sports persons must be made in

the prescribed form available in the University website and submit the same with relevant documents to the Principal's Office for further admission procedure.

3. The provisional rank lists for the various quotas will be published on the college notice board as stipulated by the University. Candidate seeking admission shall essentially note the same and lodge complaint with the Principal in case his ranking is incorrect. Admission towards reservation quota will be made according to the position of the candidate in the rank list, Even if the memo cards sent to the candidates do not reach their hands, they will be admitted as per rank list, provided the candidate is present at the Principal's office in time with his guardian and the documents such as qualifying mark list, Transfer certificate and Conduct Certificate from the previous institution. The date and time of Interview will be published along with the rank list. The certificates will be scrutinised before finalising admission.

4. A student from another university is required to produce migration certificate and eligibility certificate.

5. Identity Card will be issued to every student on enrolment. All transactions in the college will be carried out only on production of the Identity Card. The student is bound to produce the card on demand by any member of the staff.

6. Any Candidate found to have obtained admission with false documents shall be summarily dismissed and is liable for prosecution.

7. Fee concession will be effected on the basis of the certificate of caste and income submitted at the office as approved by Govt.

8. A student applying for T.C shall clear all his dues including the term fees and special fees before he gets the same.

9. A late fee of Rs. 15 /-is levied by the govt. from those who apply for T.C one year after leaving the college. Duplicate T.C will be issued with a fee of Rs 30/-,only when the Principal is convinced of the irrecoverability of original T.C. Normally, an affidavit signed by the First Class Magistrate is required for the same.

10. Transfer certificate will be issued only after seven days of submission of application.

11. Students leaving after admission should pay the fee for the whole term.

12. Caution deposit will be refunded at the stipulated time and only on surrendering the fee card.

13. Students are advised to keep sufficient number of attested copies of documents surrendered at the time of admission. A student applying for release of any document from the college should have cleared all the dues to the college.

14. All students are urged to maintain high moral and ethical standard set by the college in their manner and conduct as the college would be judged by their conduct.
15. Students are required to attend the college on all working days and they must also be punctual.

Admission Co-ordinator: Sri. Madhu T. R.

Term re-admission

Students of the college, who are not able to appear for the University examination for want of the minimum attendance required, will be re-admitted to the college during the first or last term to earn the required attendance on payment of special fees and caution deposit in full at the time of admission. The former students of the college will be admitted as term students only if his/her previous history is satisfactory.

Payment of fees

The tuition fee is collected in three terms. Special fees are collected along with the first instalment. The dates of collection of fees are given on the notice board. If the fees and fine are not paid before the last date, the name of the students will be removed from the rolls of the college. The benefit of attendance will be lost since that date. The student can be re-admitted only with the special permission of the Principal.

Absence with or without leave from the college shall not be an excuse for non-payment of fees. Every student is liable to pay the prescribed fee for the whole term during any part of which his/her name is on the rolls of the college. Fees will be accepted up to 2 pm. on all working days. Students should produce the fee card at the time of payment of each instalment of fee.

Caution Deposit

All claims for refund of caution money deposit shall be preferred before the reopening date of the next academic year which follows the academic year in which the course was completed. In case of those who discontinued or left the college during the tenure of course the claim shall be preferred before the reopening date of the next academic year following the academic year in which they would have completed the course, had they continued in the college. The caution deposit amount

will be refunded only if the concerned receipt issued from the college is produced along with the application (in the prescribed form) for refund of caution deposit.

College Working Hours

09.30 am – 04. 30 pm

Attendance

The attendance of students is taken at the beginning of every class by the teacher engaging the class. Late comers shall be denied attendance and their numbers are marked as late. For the purpose of attendance, all teaching days irrespective of the number of working periods shall be considered as full working days. The attendance statement for every term will be published department wise.

The Certificate of attendance and conduct required for sitting in the University examination (term certificate) will not be granted unless: the student has at least 75% attendance and his/her character and conduct are good.

Students are not permitted to absent themselves from classes without leave. Leave applications endorsed by the parent shall be submitted to the Principal duly recommended by the group tutor/faculty advisor. Application for long leave should be made to the principal through the class tutor and HOD.

Absence during a period shall be treated as absence from a session either forenoon or afternoon, and absence of two periods from two sessions as absence for the whole day. Leave on health ground shall be supported by medical certificate.

Attendance for physical education activities will be granted only to sports students representing the college or University in various matches, tournaments or sports events. Such students should submit their applications duly recommended by the faculty of Physical Education, not later than one week after the event. Maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days. This facility will be available to all students who represent the college in cultural and such other events.

All kinds of leave should be supported by documents and should be submitted to the Principal through the HOD at the end of every month.

Absence of a student without leave for more than 10 consecutive working days shall entail removal of his or her name from the roll. It is the responsibility of the student to make sure that he/ she has the required attendance. Complaints, if any, regarding attendance may be submitted to the class tutor/faculty advisor in writing.

No concession of attendance will be allowed to College Union Office bearers for organizing college union activities. But attendance to those office bearers of the University Union will be allowed as per University guidelines.

If the Principal is satisfied with the character and conduct as well as the genuineness of the reason for absence of a student, he can recommend to the University for Condonation of the shortage of attendance. Application to the University shall be placed at the prescribed time with a fine prescribed by the University. The fine shall be given as Demand Draft in favour of the University along with the medical certificate and recommendation of the Principal showing a calendar statement. Condonation will be granted only once in the full length of a course.

Prohibition of Political Activity on the campus.

Political activities are prohibited inside the college campus. No student shall get involved in any political activity by him or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever. As per the orders of the Honorable High Court of Kerala WP (C). No. 29634 of 2003 (C) agitation, demonstration, dharna etc within the campus stands banned. Cases of violation will be handed over to police.

Taking part in any political activity by organising or gathering inside the college campus for the purpose of doing any activities as defined in Rule 4(8) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their student organisations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and shall be imposed appropriate punishment as provided in these rules.

No student shall shout slogans inside the classroom, office or any other place inside the campus, causing interference or disturbance to the functioning of the institution.

Procedure for punishment

The Principal of the college shall be the disciplinary authority in respect of the students of the college. If it comes to the notice of the Principal that a student or a class of students have committed misconduct and is satisfied that there is prima facie enough material in the allegation against the delinquent student/s, he shall immediately pass an order suspending the student/s from the college. If the principal is satisfied that the delinquency alleged in the complaint requires further investigational enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the council, the principal shall appoint competent teacher/s to enquire into the matter and to submit the report immediately. The enquiry officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegation of delinquency was made. The enquiry officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the punishment like fine, issuance of compulsory transfer certificate and dismissal from the college.

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

Prohibition of Property Damage

The students shall not disfigure the classroom, compound wall or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activities. Any furniture, equipments and other materials inside the college campus shall not be damaged or destroyed. In the event of such damage, a fine shall be imposed on the student, which is fixed by the principal of the college after evaluating the extent and magnitude of the damages caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provision of Indian Penal Code or under the provisions of Prevention of Damage to Public Property Act the damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment, recovery proceedings shall be taken against the person responsible.

Prohibition of Ragging

Ragging is prohibited both inside and outside the institution. The applicant for admission to any course is found to have indulged in ragging in the past or if it is noticed later that he / she has indulged in ragging, admission may be refused or he / she shall be expelled from the college and the case notified to police. For the information of the students and their parents, the pertinent parts from Kerala Ragging Prohibition Act 1998(relevant Sections), forbidding ragging in the educational institutions in Kerala are quoted below.

The Section 2(b) defines ragging as,“doing any act, by disorderly conduct, to a student of an educational institution, which cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-

- (i)teasing, abusing or paying practical jokes on, or causing hurt to, such student; or
- (ii) Asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.

Penalty for ragging: Whoever commits, participates in, abets or propagates ragging within or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extent to ten thousand rupees.

Dismissal of student: Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

Suspension of student: (1) Whenever any student or , as the case may be, the parents or guardian, or a teacher of an educational institution complaints, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situate, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1); he shall intimate the fact, in writing, to the complainant.

Deemed abetment: If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in Section 4.

Mobile Squad

It works against the use of Mobile Phones in the campus. In accordance with the instruction from the University, a Mobile squad has been formed in the college for curbing the use of mobile phones in the campus. It is with a purpose to stop the developing cyber crimes in our society. It is the obligation of our students to create awareness among people about cyber crimes and in the misuse of mobile phones.

Co-ordinator: Dr K S Beena

Tutorial System

A group of about 50 students will be assigned to a member of the teaching staff who will be the Tutor-in-charge of the group. Each student shall keep himself in touch with his/her Tutor as and when possible. The tutor will watch over his/her progress in studies and his/her conduct and give him/her general advice. Certificates will be issued to students only on the recommendation of the group tutor. The remedial teaching is one of the major efforts of the group tutors.

Group tutors and their classes

| | |
|----------------------|---------------------------------|
| 1. I B A English | Ms.Devu& Ms. Fakiha |
| 2. II B A English | Ms. Meera K. G. |
| 3. III BA English | Ms. Jayalekshmi J |
| 4. I B A Economics | Ms. NeethuLekshmi |
| 5. II B A Economics | Mr. Sreejith M. J. |
| 6. III B A Economics | Ms. Saranya S. |
| 7. I BSc Physics | Dr. AnuVijayan&Ms. Induja I. J. |
| 8. II BSc Physics | Mr. RahulRaju |
| 9. III BSc Physics | Ms. Deepa R. |
| 10.I MSc Physics | Ms. Girija Nair |
| 11.II MScPhysics | Dr.RatheeshkumarV. |

| | |
|------------------------------|-------------------|
| 12.I BSc Chemistry | Dr.Sreekanth K. |
| 13.II BSc Chemistry | Mr.Sreejith |
| 14.III BSc Polymer Chemistry | Dr.Rejani P. |
| 15.I BSc Zoology | Dr. Lekshmy S. |
| 16.II BSc Zoology | Dr. D. Sheeladevi |
| 17.III BSc Zoology | Dr. SreejaV. M. |
| 18.I B Com | Ms.Mahima C.V. |
| 19.II B Com | Ms.Kavitha L. |
| 20.III BCom | Ms.Chithra P. |

National Service Scheme

This is an organisation which aims at educating the student community by arousing in them social consciousness through community service. There are two units of NSS functioning in the college. The aim of NSS is the overall development of students through community service. It offers a wonderful opportunity to use a part of your spare time and energy for social service. “**Not Me But You**” is its motto. The NSS volunteers participate in the social and cultural activities around them to develop an awareness of the social problems and needs, thus enabling them to develop a sense of social responsibility and democratic leadership.

Programme Officers: Ms.Jayalekshmi K. K.&Ms.Anusha M. G.

National Cadet Corps

There is a sub unit of NCC functioning in the college. The prime purpose of NCC is to develop leadership qualities, mould character, instant comradeship and stimulate the spirit of service in the youth.

NCC Officer: Dr. Syamkrishnan K.

Recently, the Government of Kerala has announced several new initiative programmes including Additional Skill Acquisition Programme (**ASAP**), Walk With a Scholar (**WWS**) and Scholar Support Programme(**SSP**) to help the students to excel in their lives.

Additional Skill Acquisition Programme (ASAP)

ASAP is a joint initiative of General & Higher education department, Govt. of Kerala. The aim of ASAP is to impart specific skills and thus enhance the employability of undergraduate students. The basic ASAP programme is a combination of 3 courses, namely Communication Skills in English, Basic IT and a skill course.

Co-ordinator: Dr. Syamkrishnan K.

Walk With a Scholar (WWS)

This year, "Walk With a Scholar" (**WWS**) scheme has been implemented for the first year Under Graduate students in Arts, Science and Commerce in our college. This program, which is voluntary in nature, will be open to 30 first year students (Scholars) of the under graduate programme of study in a college, and provides needy students with guidance and orientation so as to prepare them for employment or to select areas of higher study. The mentoring scheme is planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed to achieve them, and to evolve ways by which they can be acquired. While faculty from respective institutions are the Internal Mentors for the programme, the External Mentor will be from the Industry and other professions, including engineering, medicine and media. Motivational camps, visits other institution are also envisaged as part of the Programme.

Co-ordinator: Ms.Meera K G

Scholar Support Programme (SSP)

The Scholar Support Programme (**SSP**) offers personalised additional instructional sessions of 60 hours each in Semesters 1 & 2 to support 50 academically backward students. Six teachers specialised in six areas of knowledge and a co-ordinator is involved in the successful implementation of the programme. The extra coaching has proved to be highly beneficial to the weaker students who aspire to be successful in life. The state government is gearing up to implement the programme in a more efficient way in 2013-14.

Co-ordinator: Ms.Kavitha L

Bhoomithrasena Club

A club with the name ' Bhoomithrasena' has started functioning in our college under the patronage of the department of Environment and Climate Change. The club will focus on the environmental protection activities in and around our institution.

Faculty in charge: Dr.Sreeja V M

Spoken Tutorial Programme

The spoken tutorial programme is the initiative of the “Talk to a Teacher” activity of the national mission on education through information and communication technology (ICT) launched by the Ministry of Human Resources and Development, Govt. of India. The spoken tutorial project is being developed by IIT, Mumbai for MHRD, Govt. of India. They conduct software training workshops using spoken tutorials and give certificates to those who pass an online test. The spoken tutorial project is about teaching and learning a particular FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP and MySQL, Java, C/C++, LibreOffice, etc. via an easy video tool- spoken tutorials.

Co-ordinator :Ms.Kavitha L

College Canteen

Our College has the facility of clean and hygienic canteen which provides vegetarian and non-vegetarian food at affordable rates for the students and faculties. The canteen remains open on all working days.

Medical Inspection

Every student of the first year and third year classes will be medically examined by a team of qualified doctors

If a student fails to present himself for medical inspection at the appointed time his/her case will be reported to the University and he/she is liable to such punishments as the University may direct.

Students Aid Fund

The amount from Students aid fund will be paid as per the rules and regulations laid down by the University/Government.

College Union

Members of the College union will be elected from among the students subject to the guidelines issued by the University

Parent Teacher Association

The Parent Teacher Association has a number of objectives which includes fostering good relation between parents and teachers, creating ideal atmosphere on the campus and promoting the general welfare of both the students and the college. The PTA helps the college to maintain a healthy atmosphere and functions as a moral and financial source for all development activities. The guardians of students and teaching staff of the college are members of the association. The term of the executive committee of the Association is one calendar year.

PRESIDENT-Dr.G. Girija Devi (principal)

VICE PRESIDENT-SRI.Reghu Kumar

PTA SECRETARY-Dr.PrakashChandran R

EXECUTIVE MEMBERS

TEACHING REPRESENTATIVES

- 1. Shri. M Sreekumar, Dept of Commerce**
- 2. Shri.T.R.Madhu,Dept.Of English**
- 3. Dr. K.S.Beena,Dept.OfHindi**
- 4. Dr.Sheeladevi,Dept.OfZoology**
- 5. Dr. PrakashChandran.R.Dept. Of Chemistry**

PARENT REPRESENTATIVES

- 1.Ms.Priya N R**
- 2. Ms.ArifaBeevi**
- 3.Ms.Sreelekha V**
- 4.Shri. Santhosh Kumar**
- 5.Shri.Reghu Kumar**

P.T.A Awards and prizes

Merit Certificates and prizes are given to the students who secure first and second place in the examinations.

Alumni Association

It bridges the gap between the past and the present generation of students. It is a forum to fondle the nostalgic memories of the former students of the college. It serves for the overall development of the college.

Chairperson: Prof. T. R. Madhu

Magazine Committee

The literary contributions from the students and teachers are compiled and published every year by the magazine committee.

Convenor :Meera K G

The students are encouraged to involve in extra curricular activities by enrolling in various clubs which are co-ordinated by faculty members. A faculty member will coordinate the activities of the various clubs and forms.

Club co-ordinator Ms. Jayalekshmi K K

Sports Club

Facilities and equipments are provided to the students for the development of physical fitness and for better performance in sports. Adequate training is being given to enable them to participate in collegiate and Inter Collegiate competition. A special coaching drive is set for women teams of softball and baseball

Co-ordinator: Dr. R. Sreekanth

Computer Club

The computer club has taken an initiative to achieve 100% computer literacy to the teaching/ non teaching staff and students of the college. A spacious computer lab is set up and ample numbers of computers are equipped for this purpose. Students are given computer coaching in their allotted and free hours.

Co-ordinator: Dr. AnuVijayan

Drama Club

The club encourages the students to enjoy and act in dramas. Classes on various aspects of drama help students to develop their talents.

Co-ordinator: Dr. R. Aswathy

Debate Club

The Debate Club aims at promoting public speaking, debating capabilities and cultivate better thinking among students. The Debating Club will help students to develop solid thinking skills, examine why they believe what they believe, and learn to locate the values, worldview & assumptions behind positions expressed by others.

Co-ordinator: Dr. R. Aswathy

Film & Media Club

As cinema is considered as one of the major media of artist expression of the century, a meaningful exposure to this is essential. The club plans to bring the students closer to the world of cinema today.

Co-ordinator: Prof. T. R. Madhu

Health Club

A health club has been functioning in the college, with an aim to improve the overall health condition of the students and staff. The club conducts free medical camps, lectures, film shows etc in this college.

Co-ordinator: Ms. Chithra P

Human rights Club

The cell is intended to create awareness among the students about the need for the protection of Human Rights in our society. Seminars, discussions and workshops are organized to serve this purpose.

Co-ordinator: Ms. Jayalekshmi J

Literary Club

It fosters all the literary flair that is present in the campus, with the help of workshops, symposia etc. The club works as a window to the wide world of literature

Co-ordinator: Dr.R. Aswathy

Music Club: Manjuthara

It intends to discover the talented musicians among the students and provide them with adequate practice and training, giving them maximum exposure.

Co-ordinator:Dr.JayaLekshmi R

Moolyasudha

This club is organized by incorporating all the students of the Department of Zoology. Its objective is to educate the students of the Human values.

Co-ordinator: Dr. D. Sheela Devi

Nature Club – Cornucopia

The main objective of the nature club is to promote the nature protection activities by developing an environmental awareness among the students.

Co-ordinator: Dr. Lekshmi S

Quiz Club

It serves as a platform for the students to develop their leadership qualities through various Quiz programmes. It helps the students to enhance and update their horizon of knowledge.

Co-ordinator:Dr. Sreeja V

Science Club

The major objectives of this club are to develop genuine interest in Science, to create opportunity to meet eminent scientists, to make the students familiar with the latest developments of Science, to motivate the students in propagating scientific facts and to develop their hidden talents. The club undertakes programmes like quiz, essay writing, debates etc on topics related to science and its modern developments.

Co-ordinator: Ms.Girija Nair

Staff Club

The Staff club is formed to facilitate positive interaction between the teachers of various departments of the college. It is constituted to satisfy all the extracurricular activities of the staff.

Secretary: Dr. Sreekanth R

Tourism Club

Through its multifarious activities the club activates a spirit of adventure and helps to develop a cosmopolitan outlook in life.

Co-ordinator: Ms. Mahima C V

Entrepreneurship Development Club

The EDC has been set up in our college to inculcate entrepreneurial culture among youth and equip them with the skills, techniques and confidence to act as torch-bearers of enterprise for the new generation.

Co-ordinator: Ms. Kavitha L

Energy and Environmental conservation Club

The objective of the club is to create awareness among the general public and equip them for efficient management of all forms of energy, to promote energy efficiency and energy conservation and to develop new sources of energy as well as novel energy technologies with a view to increase the production and facilitating the use of energy on a sustainable basis. Also the club is keen to spread this message in the society by conducting awareness programmes to public.

Co-ordinator : Dr. Rejani P

Forestry Club

The Forestry Club of our college has been constituted under the department of Botany. The major objective of the club is to create an awareness of the need for the biodiversity conservation among students, local people and school children. The members of the club meet twice a month to discuss the relevant topics. Film shows connected deep forestation are included as part of the club function.

Co-ordinator: Dr. Jaya Lekshmi R

Red Ribbon club & Blood Donors Forum

Red Ribbon club & Blood Donors Forum have been constituted in the college with its main objective to ensure safe blood donation and AIDS awareness among youth.

Co-ordinator: Ms.Jayalekshmi K K

Teens Club

The Teens Club of our college offers diverse activities specially designed to engage and motivate teens. There are numerous enrichment programs and recreation activities, as well as opportunities to learn and engage with today's technology. The Club provides structure for teens to engage in community service projects and workshops in which teens can discuss issues and concerns facing teens today.

Co-ordinator :Ms.Anusha M G

Career Guidance and Placement Cell

A career guidance and placement cell has been constituted in our college to provide information to our students regarding the scope and possibilities for their higher studies .It keeps the students informed of the openings available to them on completion of the courses they are pursuing. It also undertakes counselling on the choice of profession and courses.

Co-ordinator: Ms.Chithra P

Research Cell

Research Committee functioning in the college previews the projects which are to be submitted to various funding agencies and also monitors progress of ongoing projects. This committee identifies action research and maintains course work for the

research scholars of the college. Periodical reviews of research conducted in the Departments are the routine work of the committee.

Co-ordinator: Dr. Sreeja V

Student's Grievance Cell

The committee is responsible to see to and settle any type of grievances of the students of the college. The students are to lodge their grievances to their respective tutors, and they in turn intimate the matter to the committee for necessary action. Students are not encouraged to petition the Principal, initially. They have to avail of the opportunity provided by the grievance redress cell and then the Principal, if the grievances are not redressed timely.

Co-ordinator: Dr K.S Beena

Anti-Ragging Cell

The Cell is constituted in accordance with the directive of the Government. It will look into the complaints of any kind of ragging in the campus: any physical or mental torture or any disorderly conduct towards any student of this institution causing apprehension, dread, humiliation or agitation in him or her. The college is particularly firm on taking actions against the offenders, as per the provisions contained in the Anti Ragging Act of Kerala.

Co-ordinator: Prof.Madhu T R.

Women's Study Unit (WSU)

It works for the overall development of the women in the college. It goes ahead with its efforts to change the present social attitude to women's roles and rights. It also emphasizes the need to develop women's full potential for national development.

Co-ordinator: DrBeena K S

Anti Narcotic cell

The club aims at working against the use of alcohol and drugs. The cell organizes seminars and classes to impart awareness against the social evils like AIDS, drugs, smoking etc. Resource persons include eminent personalities from Police, Excise and Anti narcotic departments.

Co-ordinator: Dr. Syamkrishnan K

Anti-Sexual Harassment cell

. Aim of this cell is to prevent sexual harassment towards Men & women and breed gender equality. The cell prorate legal awareness regarding the offence of sexual harassment, and it also circulate pamphlets about the concept and punishment connected with the act of sexual harassment. Vision of the cell is to breed gender equality and help to develop a healthy relationship between male and female students and to promote female students to keep their dignity respect and assertiveness.

Co-ordinator: Ms. Girija Nair

Committee for SC/ST

The SC/ST committee of our college promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties. The Cell may conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations. The Cell also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

Co-ordinator :Ms.Meera K G

Minority and OBC Cell

The minority and OBC cell of the college was established in 2010 with the purpose of empowering the minority and OBC communities in the region. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs like WWS, ASAP, etc. which would empower and equip them with the necessary skills to choose a career option.

Co-ordinator :Ms.Anusha M G

Library Committee

Library committee functions to promote effective and interactive access and use of information resources. It prepares clearly worded rules and guidelines with regard to hours of access, circulation policies and other regulations to offer better services to the users. This committee is vested with the responsibility of recommending,

selecting and purchasing books for the library. The committee also puts forward its recommendations regarding the improvement of infrastructure and the efficiency of library functioning.

Convenor: Principal and Librarian

Ethics Committee

An ethics committee has been formed in the college as per the instructions of the Government of Kerala to monitor the moral discipline inside the campus. The right kind of education is value based or ethics based. Ethics committee is constituted to implant basic human values in students and thus make them kind and compassionate to the community around. The committee makes sure that the banned arts forms, such as cinematic dance, fashion parade etc. are not performed in the campus.

Chairperson: Principal

Discipline Committee

Discipline committee is constituted with the task of ensuring a peaceful campus congenial for efficient academic activities. Any act of commission or omission on the part of the students which threaten the peaceful academic atmosphere of the campus will be investigated and appropriate disciplinary actions be recommended to the college council for action.

Co-ordinator: Dr.K.S. Beena&Dr. M.B. Sujan

The Public information officer

The right to information act provides right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority .The Public Information Officer gathers the requested facts and disseminates.

Public Information Officer :Dr. R Aswathy(Department of Malayalam)

Assistant Public Information Officer :ShriE.G.UnnikrishnaPillai (Head Accountant)

Library and Reading Room

The college library came into existence at the time of the establishment of the Institution. Open Access System is used for searching books. It has a collection of 14589 books, 14 Periodicals and 5 newspapers. The library has mainly three sections viz, Stack section, Reference Section and Periodical Section. In the Stack Room books are arranged according to the subject catalogue. The books in the Reference section are allowed for reference during working hours of the library. In the Periodical section there are almost all current news papers. Members are permitted to use this section all throughout the working hours. All the students, faculty and staff are members of the library.

Services and facilities

1. All students of the college are members of the Library and reading Room. They are expected to make good use of the library facilities. There is a department library for M. Sc. Students.
2. Library remains open from 9.30 a.m. to 4 p.m. on all working days
3. A student can borrow three books at a time from the library.
4. Books will be issued from 10 a.m. to 3.20 p.m.
5. Books taken out by the students shall not be retained for more than two weeks from the date of issue. If the due date falls on a holiday the book must be returned on the next working day. Absence from college will not be accepted as an excuse for not returning books in time.
6. Failure to return the book on the due date entails a fine of Re 1/- per week or parts thereof for delay of each book.
7. Marking of books with ink or pencil, spoiling or causing damage to bindings, underlining of passage, writing of remarks etc on the leaves of the books or illustrations, tearing of pages etc. are absolutely forbidden.
8. If any book is lost, damaged or mutilated, borrower shall be required to replace the book with fine or pay such compensation as may be fixed by the Principal.
9. If a book belonging to a set or series is lost or damaged and a new volume is not separately available the borrower shall be required to replace the whole series. The defaced or damaged book set or series will be given to the borrower after its replacement
10. Before leaving the counter the borrowers shall examine the books taken by them and point out any mutilation or defects in any book to the Librarian. Borrower will be held responsible for any damage or mutilation noted when returning the books.
11. Transfer or sub lending of books is strictly prohibited.

12. Any book may be recalled at any time even the period of loan has not been expired.
13. Penal cost regarding the missing books, for non- returning of library books 3 times the face value of the books published.

Reading Room

1. The newspapers and periodicals lying on the periodical rack shall not be removed from the reading room or from the place allotted to each.
2. Loud reading and talking in the reading room are strictly forbidden.
3. Any loss or damage will have to be paid for by the person responsible for it.
4. Umbrellas, handbags and other personal belongings including books must be left outside in the counter before entering the reading room.
5. In all matters regarding the library the decision of the Principal shall be final.

Calendar 2017-2018

June 2017

| | | |
|----|-----------|---------------------------------------|
| 1 | Thursday | College Reopens after summer holidays |
| 2 | Friday | |
| 3 | Saturday | |
| 4 | Sunday | |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | |
| 8 | Thursday | |
| 9 | Friday | |
| 10 | Saturday | Second Saturday |
| 11 | Sunday | |
| 12 | Monday | |
| 13 | Tuesday | |
| 14 | Wednesday | |
| 15 | Thursday | |
| 16 | Friday | |
| 17 | Saturday | |
| 18 | Sunday | |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | |
| 25 | Sunday | |
| 26 | Monday | |
| 27 | Tuesday | |
| 28 | Wednesday | |
| 29 | Thursday | |
| 30 | Friday | |

July 2017

| | | |
|----|-----------|-------------------------------|
| 1 | Saturday | Doctor's Day |
| 2 | Sunday | |
| 3 | Monday | |
| 4 | Tuesday | |
| 5 | Wednesday | |
| 6 | Thursday | |
| 7 | Friday | |
| 8 | Saturday | Second Saturday |
| 9 | Sunday | |
| 10 | Monday | |
| 11 | Tuesday | |
| 12 | Wednesday | |
| 13 | Thursday | |
| 14 | Friday | |
| 15 | Saturday | |
| 16 | Sunday | |
| 17 | Monday | |
| 18 | Tuesday | |
| 19 | Wednesday | |
| 20 | Thursday | |
| 21 | Friday | |
| 22 | Saturday | |
| 23 | Sunday | |
| 24 | Monday | |
| 25 | Tuesday | |
| 26 | Wednesday | |
| 27 | Thursday | |
| 28 | Friday | World Nature Conservation Day |
| 29 | Saturday | |
| 30 | Sunday | |
| 31 | Monday | |

August 2017

| | | |
|----|-----------|----------------------------------|
| 1 | Tuesday | |
| 2 | Wednesday | |
| 3 | Thursday | |
| 4 | Friday | |
| 5 | Saturday | |
| 6 | Sunday | Hiroshima Day |
| 7 | Monday | |
| 8 | Tuesday | |
| 9 | Wednesday | Nagasaki Day |
| 10 | Thursday | |
| 11 | Friday | |
| 12 | Saturday | Second Saturday |
| 13 | Sunday | |
| 14 | Monday | |
| 15 | Tuesday | Independence Day |
| 16 | Wednesday | |
| 17 | Thursday | |
| 18 | Friday | |
| 19 | Saturday | |
| 20 | Sunday | |
| 21 | Monday | |
| 22 | Tuesday | |
| 23 | Wednesday | |
| 24 | Thursday | |
| 25 | Friday | |
| 26 | Saturday | |
| 27 | Sunday | |
| 28 | Monday | |
| 29 | Tuesday | |
| 30 | Wednesday | |
| 31 | Thursday | College closes for Onam Vacation |

September 2017

| | | |
|----|-----------|-------------------------------------|
| 1 | Friday | Bakrid |
| 2 | Saturday | |
| 3 | Sunday | 1 st Onam |
| 4 | Monday | Thiruvonam |
| 5 | Tuesday | Third Onam , Teacher's Day |
| 6 | Wednesday | SreeNarayana Guru Jayanthi |
| 7 | Thursday | |
| 8 | Friday | World Literacy Day |
| 9 | Saturday | Second Saturday |
| 10 | Sunday | |
| 11 | Monday | College Reopens after Onam vacation |
| 12 | Tuesday | Sree Krishna Jayanthi |
| 13 | Wednesday | |
| 14 | Thursday | |
| 15 | Friday | |
| 16 | Saturday | |
| 17 | Sunday | |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | |
| 21 | Thursday | SreeNarayana Guru Samathi |
| 22 | Friday | |
| 23 | Saturday | |
| 24 | Sunday | NSS Day |
| 25 | Monday | |
| 26 | Tuesday | |
| 27 | Wednesday | World Tourism Day |
| 28 | Thursday | |
| 29 | Friday | Mahanavami |
| 30 | Saturday | Vijayadasami |

October 2017

| | | |
|----|-----------|----------------------|
| 1 | Sunday | World Vegetarian Day |
| 2 | Monday | Gandhi Jayanthi |
| 3 | Tuesday | |
| 4 | Wednesday | Animal Welfare Day |
| 5 | Thursday | |
| 6 | Friday | |
| 7 | Saturday | |
| 8 | Sunday | |
| 9 | Monday | |
| 10 | Tuesday | |
| 11 | Wednesday | |
| 12 | Thursday | |
| 13 | Friday | |
| 14 | Saturday | Second Saturday |
| 15 | Sunday | |
| 16 | Monday | |
| 17 | Tuesday | |
| 18 | Wednesday | Deepavali |
| 19 | Thursday | |
| 20 | Friday | |
| 21 | Saturday | |
| 22 | Sunday | |
| 23 | Monday | |
| 24 | Tuesday | UN Day |
| 25 | Wednesday | |
| 26 | Thursday | |
| 27 | Friday | |
| 28 | Saturday | |
| 29 | Sunday | |
| 30 | Monday | |
| 31 | Tuesday | NSS Flag Day |

November 2017

| | | |
|----|-----------|-----------------|
| 1 | Wednesday | |
| 2 | Thursday | |
| 3 | Friday | |
| 4 | Saturday | |
| 5 | Sunday | |
| 6 | Monday | |
| 7 | Tuesday | |
| 8 | Wednesday | |
| 9 | Thursday | |
| 10 | Friday | |
| 11 | Saturday | Second Saturday |
| 12 | Sunday | |
| 13 | Monday | |
| 14 | Tuesday | Children's Day |
| 15 | Wednesday | |
| 16 | Thursday | |
| 17 | Friday | |
| 18 | Saturday | |
| 19 | Sunday | |
| 20 | Monday | |
| 21 | Tuesday | |
| 22 | Wednesday | |
| 23 | Thursday | |
| 24 | Friday | |
| 25 | Saturday | |
| 26 | Sunday | |
| 27 | Monday | |
| 28 | Tuesday | |
| 29 | Wednesday | |
| 30 | Thursday | |

December 2017

| | | |
|----|-----------|--|
| 1 | Friday | World's AIDS Day |
| 2 | Saturday | Nabidinam, National Pollution Prevention Day |
| 3 | Sunday | |
| 4 | Monday | |
| 5 | Tuesday | |
| 6 | Wednesday | |
| 7 | Thursday | |
| 8 | Friday | |
| 9 | Saturday | Second Saturday |
| 10 | Sunday | Human Rights Day |
| 11 | Monday | |
| 12 | Tuesday | |
| 13 | Wednesday | |
| 14 | Thursday | |
| 15 | Friday | |
| 16 | Saturday | |
| 17 | Sunday | |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | |
| 21 | Thursday | |
| 22 | Friday | College closes for Christmas Vacation |
| 23 | Saturday | |
| 24 | Sunday | |
| 25 | Monday | |
| 26 | Tuesday | |
| 27 | Wednesday | |
| 28 | Thursday | |
| 29 | Friday | |
| 30 | Saturday | |
| 31 | Sunday | |

January 2018

| | | |
|----|-----------|--|
| 1 | Monday | College Reopens after Christmas Vacation |
| 2 | Tuesday | MannamJayanthi |
| 3 | Wednesday | |
| 4 | Thursday | |
| 5 | Friday | |
| 6 | Saturday | |
| 7 | Sunday | |
| 8 | Monday | |
| 9 | Tuesday | |
| 10 | Wednesday | |
| 11 | Thursday | |
| 12 | Friday | |
| 13 | Saturday | Second Saturday |
| 14 | Sunday | |
| 15 | Monday | Army Day |
| 16 | Tuesday | |
| 17 | Wednesday | |
| 18 | Thursday | |
| 19 | Friday | |
| 20 | Saturday | |
| 21 | Sunday | |
| 22 | Monday | |
| 23 | Tuesday | |
| 24 | Wednesday | |
| 25 | Thursday | |
| 26 | Friday | Republic Day |
| 27 | Saturday | |
| 28 | Sunday | |
| 29 | Monday | |
| 30 | Tuesday | |
| 31 | Wednesday | |

February 2018

| | | |
|----|-----------|----------------------|
| 1 | Thursday | |
| 2 | Friday | World Wetland Day |
| 3 | Saturday | |
| 4 | Sunday | |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | |
| 8 | Thursday | |
| 9 | Friday | |
| 10 | Saturday | Second Saturday |
| 11 | Sunday | |
| 12 | Monday | |
| 13 | Tuesday | |
| 14 | Wednesday | |
| 15 | Thursday | |
| 16 | Friday | |
| 17 | Saturday | |
| 18 | Sunday | |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | |
| 25 | Sunday | Mannam Samadhi |
| 26 | Monday | |
| 27 | Tuesday | |
| 28 | Wednesday | National Science Day |

March 2018

| | | |
|----|--------------|------------------------------------|
| 1 | Friday | |
| 2 | Saturday | |
| 3 | Sunday | |
| 4 | Monday | |
| 5 | Tuesday | |
| 6 | Wednesday | |
| 7 | Thursday | |
| 8 | Friday | International Women's Day |
| 9 | Saturday | Second Saturday |
| 10 | Sunday | |
| 11 | Monday | |
| 12 | Tuesday | |
| 13 | Wednesday | |
| 14 | Thursday | |
| 15 | Friday | |
| 16 | Saturday | |
| 17 | Sunday | |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | |
| 21 | Thursday | World Forestry Day |
| 22 | Friday | |
| 23 | Saturday | |
| 24 | Sunday | |
| 25 | Monday | |
| 26 | Tuesday | |
| 27 | Wednesdayday | |
| 28 | Thursday | |
| 29 | Friday | College closes for summer vacation |
| 30 | Saturday | |
| 31 | Sunday | |