

STUDENTS
HANDBOOK
2024-'25



ST. ANTONY'S COLLEGE
PERUVANTHANAM



ST. ANTONY'S COLLEGE PERUVANTHANAM



(Affiliated to M.G. University, Kottayam) Approved by AICTE
 Accredited by NAAC & Recognised Under Section 2(f) of UGC Act
 Peruvanthanam P.O., Idukki (Dt.), Kerala - 685 532
 Ph: 04869 281191, +91 9947281191, 9562581191, 7994188191



e-mail: principal@stantonscollegepeerumade.ac.in
www.stantonscollegepeerumade.ac.in



St. Antony's College

PERUVANTHANAM

Peruvanthanam P.O. Idukki - 685532

Ph: 04869 – 281191

9947281191, 9562581191, 7994188191

www.stantonyscollegepeerumade.ac.in

e-mail: principal@stantonyscollegepeerumade.ac.in

Approved by the Govt. of Kerala &

Affiliated to M.G. University Kottayam

NAAC Accredited, AICTE Approved, UGC 2(f) enlisted



Chairman & Manager :Mr. Benny Thomas Puthuparambil

Principal

:Dr. Antony Joseph M.Com, M.Phil, Ph.D

HANDBOOK & DIARY 2024 - 2025

Name

Course

Semester..... Roll No.....

Address

COLLEGE TIMING

College

Forenoon : 9.45 a.m. to 1.00 p.m.

Lunch Break : 1.00 p.m. to 1.30 p.m.

Afternoon : 1.30 p.m. to 3.30 p.m.

Office

Forenoon : 9.00 a.m. to 1.30 p.m.

Afternoon : 2.00 p.m. to 5.00 p.m.

Closed on Public Holidays

CONTACT NUMBERS

Office 04869 – 281191
9947281191
9562581191
7994188191

St. Antony's College

Peruvanthanam

Affiliated to M.G. University

St. Antony's College Peruvanthanam, was founded under the initiative of Late Rev. Dr. Antony Nirappel for the educational advancement of the people in rural areas. Rev. Dr. Antony Nirappel, who has made his mark in the field of education through his 56 years of experience, can be described as a legend in the field of education. He obtained his Ph.D. from the University of Luvaine, Belgium in 1970 and established educational institutions in various parishes where he served as Vicar, many of which have grown into some of the most well-known institutions in Kerala. St. Antony's College, Peruvanthanam was formed in 2013 under the leadership of St. Antony's Educational and Charitable Society which had 32 years of experience in the field of education. The College was established with the aim of providing education at low cost to all sections of the society. The College currently offers degree courses such as B.Com Finance and Taxation, B.Com Logistics Management, B.Com Computer Application, B.Com Co-operation, Bachelor of Computer Application (BCA), BA English, Bachelor of Business Administration (BBA), Bachelor of Fashion Designing, B.Sc Cyber Forensics, BSc Hotel Management, BSc Psychology and PG in M.Com (Finance and Taxation) and MSW. The College, which is on the cusp of growth, was also awarded the rank of Mahatma Gandhi University in B.Com Co-operation in 2019 and in Bachelor of Computer Application and B.Com Finance and Taxation in 2020-21. In the year of 2021 the college started CA,CMA (Ind) course along with B.Com. Finance and Taxation and in the year of 2022 the college also started ACCA (UK) and CMA (US). The College attained three ranks including the First Rank for Bachelor of Fashion Technology during 2023. The college continues to make progress by attaining commendable achievements. The college attained five ranks in university degree examination & 100% pass in B.Sc. Cyber Forensic in 2024.

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **'[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens :

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity and to promote among them all;

FRATERNITY assuring the dignity of the individual and the ²[unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949 do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

1. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
2. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec.2, for "Unity of the Nation" (w.e.f. 3.1.1977)

St. Antony's College

Peruvanthanam

VISION

To transform the youth into visionaries and inspired leaders with integrity and refined character to excel in life and aid individuals of all backgrounds and abilities in order to accomplish their aspirations through learning and advancement.

MISSION

- To foster an environment that enlighten, equip and empower the students with holistic education.
- To inculcate in students the highest ideals of service and train them for being responsible global citizens.
- To elevate underprivileged students with affordable education and empower them by instilling skills and confidence.
- To supplement students' formal curricular programs with a full range of opportunities for academic development and social growth through participation in extra-curricular activities.
- To mould students into civic-minded well beings through an intellectually inclined, socially committed and future oriented strategies of learning.

PERSONAL DATA

Name

Course.....Year

Admission No.

Address

.....

..... Pin

Mobile,.....Land Phone

E-mail

Emergency Contact No.

Father's Name & Contact No.

Mother's Name & Contact No.

Official Address

.....

Date of Birth Blood Group.....

Hostler Day Scholar.....

Hostler: Name of the Hostel

Day Scholar : Bus point

Religion & Caste

Whether SC/ST/OBC/OEC

Signature of the Student

Signature of the Parent

Affix here the
latest photograph
of the student

Students' Prayer

O, my Divine Master, teach me how to
learn wisely and well
Help me to master the subjects I need to Study.
Make me strong against temptations,
Resolute before distraction
Humble before the truth, and
Gracious to the less gifted
Teach me to use my opportunities gratefully
Develop my talents responsibly.
And place my learning
At the service of Truth and Justice.
Make me wise and strong, that I may
learn from life itself,
consider everyone as my teacher
and never turn away from the light of your face. Amen

Teachers' Prayer

Give us Divine Master,
a sincere love for our students.
We accept each student from Your hands
Give us the strength to admit our limitations,
the courage to start each day with hope,
and the patience and humour we need in teaching.
May we impart knowledge humbly,
Listen attentively, Collaborate willingly,
and seek the lasting good of those we teach.
We seek Your blessing as we start yet another day.
We ask You to bless us and our students
And our dreams and hopes. Amen.

St. Antony of Padua

St. Antony of Padua, the wonder worker, was a Franciscan monk and contemporary of St Francis of Assisi. He was a zealous preacher of the word of God. He led a life of complete surrender to God who made him an instrument of healing the sick and even in raising the dead. The devotion to St Antony is alive all over the world even today.

St. Antony (Fernando Martins de Bulhoes) was born in Lisbon to Vicente Martins de Bulhoes and Teresa Pais Taveira on 15 August 1195. Noted by his contemporaries for his forceful preaching and expert knowledge of the Scriptures, he was proclaimed a Doctor of the Church on 16 January, 1946. The monastery at Coimbra was a centre of learning and Fernando was ordained priest in 1219. He was in charge of the reception of the Abbey and that brought him into contact with the friars of Francis of Assisi who called themselves 'little brothers'.

Antony fell ill with edema and on 13 June, 1231 on his way back to Padua he was called to his heavenly abode at Poor Clare monastery at Arcella, aged 36.

When his body was exhumed thirty years after his death, his tongue glistened and looked as if it was still alive and moist, indicating his gift of preaching.

Antony was canonized by Pope Gregory IX on 30 May 1232, at Spoleto, Italy, less than one year after his death. He is venerated all over the world as the Patron Saint for lost articles, and is credited with many miracles involving lost people, lost things and even lost spirituality. The saint is the second most quickly canonised saint after Peter of Verona.

Aims and Objectives

1. St Antony's College, Peruvanthanam was set in 2013 under the able leadership of Late Rev. Dr Antony Nirappel, to cater to the higher educational needs of the high-land society.
2. The College is committed to impart education to all who seek higher learning at its portals irrespective of caste, creed and community. This shrine of learning focuses on the intellectual, cultural and moral advancement of the locality.
3. The College tries to inculcate in its students, moral and spiritual values upholding academic excellence.
4. The College aims at enlightening the students with knowledge and values to excel in life and in social commitment.

Historical Notes

24 July, 2013 : St Antony's College Peruvanthanam, affiliated to M.G. University and approved by the Govt of Kerala started operating as an institution for excellence through learning.

9 May 2014: The formal inauguration of the construction of college building was done by the Honourable Chief Minister Mr Oommen Chandy in the presence of Mr. P J Joseph (Minister for Water Resources) Mrs. E S Bijimol MLA and Mr. M.T. Thomas (District Panchayat President) and the foundation stone was blessed by Late Rev. Dr. Antony Nirappel, the Founder of the institution.

7 October 2014 : P.G. Course in Commerce was initiated.

14 May, 2015 : The College was shifted to Peruvanthanam.

28 May, 2015 : The College was formally blessed by the founder Late Rev. Dr. Antony Nirappel.

2019 : Got Mahatma Gandhi University Rank for B.Com Co-operation

2020 : Started Bachelor of Fashion Technology

2020 : Started B.Sc Mathematics

2021 : Started B.Sc Cyber Forensic

: Mahatma Gandhi University

Rank for BCA & B.Com. Finance & Taxation

: Started B.Com. Professional with CA, CMA

2022 : Started B.Com. Professional with CMA (US)

Started B.Com./BBA with ACCA

2022 : Started B.Sc. Hotel Management

2023 : The College attained Ist, IInd & VIIth Rank for Bachelor of Fashion Technology

: Enlistment of UGC 2 (f)

: Started MSW & B.Sc. Psychology

: NAAC Accredited & AICTE Approved

2024 : Rank for BCA, BSc Cyber Forensic, BBA & Fashion Technology

SPECIAL FEATURES

- * **World Class Leadership**
- * **E-Learning & E-Exam**
- * **Module Exams**
- * **One to one counselling**
- * **Remedial Classes**
- * **Add - on Courses**
- * **Eco-friendly Campus**
- * **Digital Library**
- * **Bridge Courses**
- * **Cultural Fest and Fashion Show**
- * **Free Language Skill Development Programme**
- * **Communication Skills Development Programmes**
- * **National Service Scheme (Aided)**
- * **Industrial Visit (I.V.)**
- * **Career Guidance**
- * **Campus Recruitment**
- * **National and International Campus Recruitment**
- * **Tally Centre**
- * **STED Council Courses**
- * **ASAP**
- * **BECIL**
- * **Hostel and Bus facilities**
- * **International Internship**

FACULTY & STAFF

TEACHING STAFF

Dept. of English

1. Mrs. Anjaly R Nair MA, B.Ed. (HOD) 8086115661
2. Mrs. Shantimol S, MA, B.Ed. 7907113764
3. Mrs. Bindhu P R, MA (Eng., His.), B.Ed. 9048378066
4. Ms. Haripirya Prasad MA 7736679701

Dept. of Malayalam

1. Mr. Basil P N, MA, B.Ed. (HOD) 9656697432
2. Mr. Bobby K Mathew MA, B.Ed. M.Phil 9895380625

Dept. of Tamil

1. Dr. Jeya S. MA, B.Ed., M.Phil, Ph.D 9544345316

Dept. of Commerce

1. Mr. Tijomon Jacob M.Com (HOD, PG Dept.) 9495604275
2. Mr. Ratheesh P R M.Com, MBA, MA Eco, B.Ed.
(HOD, B.Com Logistics Management) 9847725246
3. Mrs. Resnymol E A M.Com, B.Ed.
(HOD, B.Com. Professional) 9496268575
4. Mrs. Jinu Thomas MBA
(HOD, B.Com Finance & Taxation) 8129863406
5. Mrs. Beena P R M.Com, B.Ed. 7306764285
6. Mrs. Shijimol Thomas M.Com, MBA 9447807137
7. Mrs. Suneesha Mohanan M.Com, MBA 9562884063
8. Mrs. Sumy K.M. M.Com, NET 9846749944
9. Mr. Kishor Baby M.Com 9744166210
10. Adv. Jaya Vijayan B.Sc. B.Ed, LLM 9744280803
11. Mr. Sinimol Mathew M.Com 9605602094
12. Ms. Sunila Sunny M.Com 7558968515

13. Mrs. Jomiya Mary Sebastian M.Com 8281334169
14. Ms. Febin Asiya M.Com, NET 9400219926

Dept. of Management

1. Mr. Akshay Mohandas M.Com (HOD) 9746712239
2. Mrs. Suby Sebastian 9847921113
3. Mrs. Athira Lalu M.Com 9846554581
4. Mrs. Ann Mary Mathew MBA 9207625949

Dept. of Computer Application & Cyber Forensic

1. Mrs. Jintumol John MCA (HOD) 9496724085
2. Mrs. Praicy Antony M.Sc Computer Science 9747330004
3. Mrs. Rintamol Mathew M.Tech 8943050866
4. Ms. Gopika V S M.Sc. Cyber Forensic 7907567020
5. Ms. Silpa Prem MCA 7306189925
6. Ms. Sigina Soman M.Sc. Cyber Forensic 9074569067
7. Mrs. Aneetta Mathew M.Sc. Computer Science 7012289831

Dept. of Fashion Designing

1. Mrs. Christy Jose M.Sc Costume Design and Fashion,
MBA (HOD) 8086913266
2. Mrs. Leenamol Mathew
M.Sc. Costume Design & Fashion 9656132624
3. Ms. Honey Krishna A.P. 8089031768

Dept. of Mathematics

1. Mrs. Suparna Raju M.Sc. (HOD) 9961516466
2. Mr. Varghese Antony M.Sc. 9447601245
3. Mrs. Manju S Nair M.Sc. Mathematics 6282724072

Dept. of Social Work

- | | |
|-------------------------------|------------|
| 1. Ms. Saranya K.M. MSW (HOD) | 8943842151 |
| 2. Mrs. Anjaly Elaisa Boby | 9846597501 |

Dept. of Psychology

- | | |
|--|------------|
| 1. Fr. Joseph Myladiyil | 9074265487 |
| 2. Fr. Joseph Vazhappanadiyil
MSW MSc. Psychology | 8301834690 |
| 3. Sr. Teena Abraham (Apostolic Oblates) | 8078415568 |
| 4. Ms Rajalakshmi S. | 9778725269 |

Dept. of Hotel Management

- | | |
|--|------------|
| 1. Mr. Tomy Joseph
M.Sc. Hotel Management (HOD) | 9747191078 |
| 2. Mr. Ligy P Abraham
M.Sc. Hotel Management | 9446352691 |
| 3. Mr. Vincent V.J. | 9447131744 |
| 4. Mr. Hemanth Vijayan
MSc. Food Tech & Quality Assurance | 9446724492 |

Dept. of Economics

- | | |
|---|------------|
| 1. Mr. Nice Jose MA Economics, B.Ed., DCA | 9446121565 |
|---|------------|

Library

- | | |
|---------------------------|------------|
| 1. Mr. Belram T.B. MLISc. | 8590935648 |
| 2. Mr. Toby Sunny | 8129926067 |
| 3. Mr. Rijo Baby | 9061142290 |

Non Teaching Staff

- | | | |
|--------------------|-----------------|------------|
| 1. Mr. Justin Jose | Superintendent | 9961276798 |
| 2. Mr. Jose Antony | Office Assitant | 9846890906 |

3.	Mr. Bibin Pious	Office Assistant	9072950656
4.	Mrs. Neji P Nazar	Front Office	9495349272
5.	Mr. Mohammed Vimals	Aboobakker Office Assistant	8078943562
6.	Mr. Shibin Sebastian	Accountant	9947372076
7.	Mr. Sathyavan K.K.	Asst. Accountant	9495705636
8.	Mrs. Jesmy George	Office Assistant	7356831709
9.	Mr. Ajith A	LabAssistant	8086904949
10.	Mrs. Subhashini Vijayan		9995637905
11.	Mrs. Sini Mathew		8606374554
12.	Mrs. Sheeja Vijayan		9207882452
13.	Mrs. Rincy Subash		9744031923

CLASS TEACHERS

COMMERCE

S3 M.Com	: Mr. Tijomon Jacob
S1 M.Com	: Mrs. Jinu Thomas
S5 B.Com Professional	: Mrs. Suneesha Mohanan
S5 B.Com Co-operation	: Mrs. Sumy K M
S5 B.Com Logistics	: Mrs. Beena P.R.
S5 B.Com ACCA	: Mrs. Shijimol Thomas
S3 B.Com F & T	: Mr. Kishor Baby
S3 B.Com Co operation	: Ms. Sinimol Mathew
S3 B.Com Logistics	: Mrs. Jomiya Mary Sebastian
S3 B.Com ACCA	: Mrs. Shijimol Thomas
S3 B.Com Professional	: Adv. Jaya Vijayan
S1 B.Com F & T	: Ms. Sunila Sunny
S1 B.Com Professional	: Mrs. Resnymol E.A.
S1 B.Com ACCA	: Mrs. Shijimol Thomas
S1 B.Com Co-operation	: Mr. Ratheesh P.R.

BBA

S5 BBA	: Mr. Akshay Mohandas
S5 BBA with ACCA	: Mr. Akshay Mohandas
S3 BBA	: Mrs. Athira Lalu
S1 BBA	: Mrs. Suby Sebastian

BCA

S5 BCA	: Mrs. Aneetta Mathew
S3 BCA	: Mrs. Praicy Antony
S1 BCA	: Mrs. Jintumol John

CYBER FORENSIC

S5 Cyber	: Ms. Gopika V.S.
S3 Cyber	: Ms. Sigina Soman
S1 Cyber	: Mrs. Rintamol Mathew

BA ENGLISH

S5 BA	: Mrs. Bindhu P.R.
S1 BA	: Mrs. Shantimol S.

FASHION DESIGN & TEXTILES

S5 BFT	: Mrs. Christy Jose
S3 BFT	: Mrs. Leenamol Mathew
S1 BFT	: Ms. Honey Krishna A.P.

HOTEL MANAGEMENT

S5 HM	: Mr. Hemanth Vijayan
S3HM	: Mr. Vincent V.J.
S1HM	: Mr. Tomy Joseph

MSW

S3 MSW	: Mrs. Anjaly Elaisa Boby
S1 MSW	: Ms. Saranya K.M.

PSYCHOLOGY

S3 Psychology	: Mrs. Anjaly R. Nair
S1 Psychology	: Ms. Rajalakshmi S.

COURSES OF STUDY

B.Com. (Finance & Taxation) (Model I)
B.Com. (Co-operation) (Model I)
B.Com. Logistics Management (Model II)
B.Com Professional with CA, CMA
B.Com Professional with CMA (US)
B.Com /BBA with ACCA
BBA
BCA
BA English (Language & Literature) (Model I)
B.Sc. Fashion Designing
B.Sc. Cyber Forensic
B.Sc. Hotel Management
B.Sc. Psychology
M.Com (Finance and Taxation)
M.Com (Marketing & IB)
MSW

Open Courses for Students (Semester V)

B.Com	Fundamentals of Accounting
BCA	Computer Fundamentals, Internet & MS Office
BBA	Brand Management
BA English	English for Careers
BFT	Fashion Fundamentals and Concepts

Admission to the programmes are strictly in accordance with the rules and regulations of the UGC and MG University.

ADD - ON COURSES

- **Diploma in Professional Accounting**

This Add on Course is offered to B.Com/ BBA students.

- **Diploma in Foreign Accounting**

This Add on Course is offered to B.Com/ BBA students.

- **Aviation Management**

This Add on Course is offered to Bachelor of Business Administration (BBA) students.

- **Enrolled Agent**

This Add on Course is offered to B.Com students.

- **Diploma in Airline Management**

This Add on Course is offered to B.Com logistics and BBA students.

- **Artificial Intelligence**

This Add on Course is offered to B.com Computer Application Students.

- **Cloud Computing**

This add on Course is offered to Bachelor of Computer Application Students.

- **AWS Cloud Computing**

This Add on Course is offered to Bachelor of Computer Application Students.

- **Film Studies**

This Add on Course is offered to BA English students.

- **Multi Media**

This Add on Course is offered to degree students.

- **E- Journalism**

This Add on Course is offered to BA English students

- **Surface Embellishment, Pattern Making, Garment Construction**

This Add on Course is offered to Bachelor of Fashion Designing students.

Co-operative Bank Coaching

This Add on Course is offered to B.Com Co-operation students.

- **Diploma in Hotel Management**

This Add on Course is offered to Degree students.

OFFICE BEARERS 2024-25

- Chairman** : Mr. Benny Thomas
Principal : Dr. Antony Joseph M.Com, MPhil, PhD
Vice Principals : Mrs. Suparna Raju M.Sc Mathematics
: Mrs. Resnymol E A M.Com, B.Ed.
: Mr. Boby K Mathew MA, MPhil, B.Ed.
: Mr. Ratheesh P R M.Com, MBA, MA Eco.B.Ed.

College Council

- : Mr. Benny Thomas
: Dr. Antony Joseph (Principal)
: Mr. Tijomon Jacob
: Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mr. Boby K Mathew
: Mr. Ratheesh P R
: Mrs. Shantimol S (Staff Secretary)
: Mrs. Anjaly R Nair
: Mrs. Jintumol John
: Mrs. Rintamol Mathew
: Mrs. Christy Jose
: Mr. Basil P N
: Mr. Akshay Mohandas (Staff Secretary)
: Mr. Nice Jose (IQAC Co-ordinator)
: Mrs. Jinu Thomas
: Mr. Tomy Joseph
: Ms. Saranya K.M.
: Mr. Justin Jose (Office Superintendent)

Students Welfare Committee

- Chairman & Manager : Mr. Benny Thomas
: Dr. Antony Joseph (Principal)
: Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mr. Boby K Mathew

: Mr. Ratheesh P R
: Mr. Justin Jose
: Mr. Jose Antony
: Mrs. Bindhu P R
: Mrs. Praicy Antony
: Mrs. Leenamol Mathew
: Mrs. Neji Nazar
: Mrs. Sini Mathew
: Mr. Bibin Pious

Anti-Ragging Committee

Chairman & Manager : Mr. Benny Thomas
: Dr. Antony Joseph (Principal)
Nodal Officer : Mr. Ratheesh P R
: Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mr. Bobby K Mathew
: Mrs. Rintamol Mathew
: Mrs. Jintumol John
: Mrs. Beena P R
: Mrs. Anjaly R Nair
: Mrs. Leenamol Mathew
: Mrs. Anjaly Elaisa Bobby
: Mr. Justin Jose
: Mrs. Suneesha Mohanan
: Mrs. Subhashini Vijayan
: Mr. Bibin Pious

Grievance Redressal Committee

Chairman & Manager : Mr. Benny Thomas
: Dr. Antony Joseph (Principal)
Convenor : Mr. Bobby K. Mathew
: Mr. Tijomon Jacob
: Mr. Ratheesh P R
: Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mrs. Anjaly R Nair

: Mrs. Jintumol John
: Mrs. Rintamol Mathew
: Mrs. Christy Jose
: Mr. Basil P N

Extension Programme

: Dr. Antony Joseph (Principal)
Convenor : Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mr. Bobby K Mathew
: Mr. Ratheesh P R
: Mrs. Shantimol S
: Mrs. Beena P R
: Mr. Jose Antony
: Mrs. Christy Jose
: Mrs. Leenamol Mathew
: Mr. Justin Jose

Anti- Drug Cell

Convenor : Mr. Ratheesh P R
: Mr. Tomy Joseph
: Mrs. Rintamol Mathew
: Mrs. Suneesha Mohanan
: Mr. Hemanth Vijayan

Staff Secretary

: Mrs. Shantimol S
: Mr. Akshay Mohandas

Women Cell

Co-ordinator : Mrs. Shantimol S
: Mrs. Jinu Thomas
: Mrs. Christy Jose
: Mrs. Jaya Vijayan
: Ms. Saranya K.M.
: Ms. Sigina Soman
: Mrs. Athira Lalu

NSS

Programme Officers

: Mr. Basil P.N.
: Mr. Hemanth Vijayan

Assistant Programme Officer

: Ms. Rajalakshmi S.

ED Club

Co-ordinator : Mr. Kishor Baby
: Mr. Akshay Mohandas
: Mrs. Sumy K M
: Ms Silpa Prem
: Mrs. Christy Jose
: Ms. Honey Krishna A.P.
: Ms. Febin Asiya

External Examination

Convenor : Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mrs. Rintamol Mathew
: Mrs. Bindhu P R
: Mrs. Shijimol Thomas

Open Course

Co-ordinator : Mrs. Bindhu P R
: Mrs. Aneetta Mathew
: Mrs. Shijimol Thomas
: Mrs. Leenamol Mathew
: Mrs. Sumi K.M.
: Mrs. Jinu Thomas
: Mr. Mohammed Vimals Aboobaker

Add- on Course

Convenor : Mrs. Resnymol E A
Co-ordinator : Mrs. Suby Sebastian
: Mrs. Suneesha Mohanan
: Mrs. Anjaly R Nair
: Mrs. Jinu Thomas
: Mrs. Leenamol Mathew

Placement Cell

Convenor : Mr. Akshay Mohandas
: Mrs. Athira Lalu
: Mrs. Shijimol Thomas
: Mrs. Aneetta Mathew
: Ms. Sunila Sunny
: Ms. Sinimol Mathew
: Mr. Justin Jose
: Mr. Bibin Pious
: Mr. Rijo Baby

Nature & Tourism Club

Convenor : Mr. Hemanth Vijayan
: Adv. Jaya Vijayan
: Mrs. Praicy Antony
: Mrs. Ann Mary Mathew
: Mr. Jose Antony

Store

Co-ordinator : Mr. Kishor Baby
: Mr. Biju Mathew

Admission

Chairman & Manager : Mr. Benny Thomas
: Dr. Antony Joseph (Principal)
Convenor : Mrs. Resnymol E A
Joint Convenor : Mr. Akshay Mohandas
: Mr. Tijomon Jacob
: Mrs. Suparna Raju
: Mr. Jose Antony
: Mrs. Anjaly R Nair
: Mrs. Jintumol John
: Mrs. Suby Sebastian
: Mrs. Rintamol Mathew
: Mrs. Christy Jose
: Mr. Basil P N
: Mr. Justin Jose
: Mr. Bibin Pious

: Mrs. Neji Nazar
: Mr. Mohammed Vimals Aboobaker
: Mrs Seenu Thomas

PTA

Secretary : Mrs. Suparna Raju

Time Table

Convenor : Mrs. Suparna Raju
: Mr. Ratheesh P R
: Mrs. Anjaly R Nair

Counselling : Sr. Cicy SABS

EFA (English for All)

: Mrs. Anjaly R Nair
: Mrs. Shantimol S

Website/ Software/ Online Management

: Mrs. Suby Sebastian
: Mr. Akshay Mohandas
: Ms Silpa Prem
: Mr. Justin Jose
: Mr. Bibin Pious
: Mr. Ajith A

Staff Advisors

: Mr. Basil P N
: Mr. Ratheesh P R

Research Journal

Convener : Mrs. Shijimol Thomas
: Mr. Nice Jose
: Mrs. Anjaly R Nair
: Mrs. Jintumol John
: Ms. Haripriya Prasad
: Mr. Hemanth Vijayan
: Ms. Rajalakshmi S.

Magazine

Convenor : Mr. Basil P N
: Mrs. Anjaly R Nair
: Mr. Ratheesh P R
: Mrs. Athira Lalu
: Mrs. Beena P R
: Mr. Justin Jose

News Letter

Convenor : Mrs. Anjaly R Nair
: Mr. Tijomon Jacob
: Mrs. Leenamol Mathew
: Ms. Rajalakshmi S.
: Mr. Justin Jose
: Mr. Bibin Pious

Brochure

Convenor : Mr. Tijomon Jacob
: Mr. Akshay Mohandas
: Mrs. Resnymol E.A.
: Mr. Justin Jose
: Mr. Jose Antony
: Mrs. Anjaly R Nair
: Mrs. Christy Jose

MOOC Courses – Organic Farming

Co-ordinator : Mrs. Shantimol S
: Mrs. Suparna Raju
: Mrs. Shijimol Thomas
: Mrs. Sumy K M
: Mrs. Suneesha Mohanan
: Mrs. Jintumol John
: Mr. Justin Jose

IT & Management Committee

- : Mr. Akshay Mohandas
- : Mr. Justin Jose
- : Mr. Bibin Pious
- : Mr. Mohammed Vimals Aboobaker

Cultural Programmes

- Convenor : Mr. Basil P N
- : Mr. Ratheesh P.R.
- : Mrs. Christy Jose
- : Mrs. Shantimol S.
- : Mrs. Suneesha Mohanan
- : Mrs. Jinu Thomas
- : Adv. Jaya Vijayan
- : Mrs. Sumy K M
- : Mrs. Jomiya Mary Sebastian

Community College

Chairman & Manager

- : Mr. Benny Thomas
- : Dr. Antony Joseph (Principal)
- : Mr. Jose Antony
- : Mr. Tijomon Jacob
- : Mrs. Suparna Raju
- : Mrs. Resnymol E A
- : Mr. Bobby K Mathew
- : Mr. Ratheesh P R
- : Mrs. Anjaly R Nair
- : Mr. Akshay Mohandas
- : Mrs. Jintumol John
- : Mr. Tomy Joseph
- : Mrs. Praicy Antony
- : Mrs. Christy Jose

: Mr. Justin Jose
: Mrs. Aneetta Mathew
: Ms. Sunila Sunny
: Mrs. Shijimol Thomas

Holy Mass : Rev. Fr. Thomas Myladyil

Campus Youth

Co-ordinator : Mrs. Shijimol Thomas
: Mrs. Aneetta Mathew
: Mr. Justin Jose
: Mr Bibin Pious
: Mr. Toby Sunny

IQAC

1. Sri. Benny Thomas Puthuparambil – Chairman & Manager
2. Dr. Antony Joseph – Principal

Members from the local Society

1. Dr. N Jayaraj (Chief Whip- Govt. of Kerala)
2. Sri. Dean Kuriakose (MP-Idukki)
3. Sri. Vazhoor Soman (MLA-Peermade)
4. Dr. Tharsis George (Former NAAC Peer Team Member)
5. Smt. Domina Saji
(Former President, Peruvanthanam Grama Panchayat)

**Nominees from the Industry / Employers / Stakeholder
Alumni/ PTA**

1. Sri. Ronaldo Bremann
G.M – Ronaldo Spago International, Dubai, UAE
2. Sri. Lenka Slavikova
M.D. Ronaldo International Recruiters, Dubai, UAE
4. Mr. Mins Money Varghese – Alumni Representative
5. Mr. George Kooramattom - PTA President

Co-ordinator

1. Mr. Nice Jose

Teaching Faculty Representatives

1. Mr. Tijomon Jacob (HOD, PG Department of Commerce)
2. Mr. Ratheesh P R (HOD, Dept.of Logistics Management)
- 3.Mrs. Suparna Raju (HOD, Dept. of Mathematics)
4. Mrs. Resnymol E A (HOD, Dept.of B.Com Professional)
5. Mrs. Anjaly R Nair (HOD, Dept. of English)
6. Mrs. Jintumul John (HOD, Dept. of Computer Science)
7. Mrs. Christy Jose (HOD, Dept. of Fashion Designing)
8. Mr. Basil P N (HOD, Dept. of Malayalam)
- 9 Mr. Tomy Joseph (HOD, Dept. of Hotel Management)
- 10 Mrs. Jinu Thomas (HOD, Dept. of Finance & Taxation)
11. Mrs. Shantimol S (Staff Secretary)
12. Mr. Akshay Mohandas (HOD, Dept. of Management)
13. Mrs. Shijimol Thomas
14. Mrs. Rintamol Mathew
15. Ms. Sinimol Mathew
16. Ms. Silpa Prem

Representatives from Administrative Staff

1. Mr. Justin Jose (Office Superintendent)
2. Mrs Neji Nazar

Students Representatives

1. Ms. Alfiya R.S. (S5 B.Sc. Cyber Forensic)
2. Mr. Jain Kurian (S3 M.Com)

Innovative Programmes

- Convenor : Mrs. Resnymol E A
: Mrs. Seenu Thomas
: Mrs. Suneesha Mohanan

: Mrs. Anjaly R. Nair
: Mrs. Shijimol Thomas
: Mrs. Jinu Thomas
: Mrs. Jintumol John
: Mrs. Christy Jose

Internal Examination Committee (IEC)

Convenor : Mrs. Suparna Raju
: Mrs. Manju S Nair
: Mrs. Sumy K M
: Mrs. Shijimol Thomas
: Mrs. Jintumol John
: Mrs. Jinu Thomas
: Mr. Justin Jose
: Mr. Toby Sunny
: Mr. Bibin Pious

Library Advisory Committee

Convenor : Dr. Antony Joseph (Principal)
: Mr. Belram T.B.
: Mr. Tijomon Jacob
: Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mr. Bobby K Mathew
: Mr. Ratheesh P R
: Mrs. Anjaly R Nair
: Mr. Varghese Antony
: Mrs. Rintamol Mathew
: Mrs. Leenamol Mathew
: Mr. Basil P N
: Mrs. Shantimol S
: Mr. Toby Sunny
: Mr. Tomy Joseph
: Mr. Rijo Baby

Adventure Club

Co-ordinator : Mr. Akshay Mohandas
: Mr. Hemanth Vijayan
: Ms. Rajalakshmi S.
: Ms. Saranya K.M.

Folklore Club

Co-ordinator : Mr. Bobby K Mathew
: Mrs. Shantimol S

SC, ST, OBC Cell

: Mr. Basil P.N.

Internal Complaints Committee (ICC)

Chairperson : Mrs. Suparna Raju
: Mrs. Resnymol E A
: Mrs. Shantimol S
: Mrs. Jintumol John
: Mrs. Rintamol Mathew
: Mrs. Neji Nazar
: Adv. Jaya Vijayan
: Ms Sandra Joseph (PG Student)
: Ms. Adonia Sebastian (UG Student)

Students' responsibilities

- Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations. Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other services available in the institution.
- Prepare seriously for continuous internal assessments and termly examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning. Live as worthy alumni of the institution.

Admission and withdrawal

1. The College admits qualified students of all castes and creeds. Criteria for admission include the applicant's academic record and evidence of good character. The Principal reserves the right to refuse admission to any applicant, if he feels that the admission of that person is detrimental to the interest and discipline of the College.
2. Application for admission should be made in the prescribed application form available from the college office on payment of the prescribed fee.
3. Candidates for admission to the Degree courses must present
 - (1) Transfer Certificate from the school/college last attended (2) Course and Conduct Certificate (3) Pass Certificate (4) Migration Certificate or Eligibility Certificate (for students coming from other universities) (5) S.S.L.C. Book (for reference only) and (6) Three passport size photographs.
4. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting

the original for admission.

5. The first instalment of tuition fee and other fees are collected on the day of admission. No student will be enrolled or allowed to attend the classes until the fees due from him/her has been paid.
6. Students who are admitted after the re-opening day will lose attendance for the days preceding admission and the days so- lost will be counted as days of absence for recording attendance for the year.

ISSUE OF CERTIFICATES

1. Application for the issue of any certificate shall be made in the prescribed form.
2. Transfer certificate shall be issued only after the payment of all dues to the college and the college hostel. The conduct certificate is a document which the student has to earn and it is not a right.
3. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. No certificate will be sent by post unless the transmission charges are prepaid.
4. S.S.L.C. book, mark list, etc. have to be claimed at least within a year after leaving the college. The college office will not be responsible for any damage or loss to the certificates left unclaimed by the student.

ATTENDANCE AND LEAVE

1. The working day is divided into two sessions and each session into periods of one hour - three periods in the forenoon and two in the afternoon. There are five working days a week. Attendance will be marked at the beginning of each period.
2. Latecomers may be given or refused attendance for the period or marked late at the discretion of the teacher concerned.
3. Students shall not absent themselves without leave for the whole class or part of a day. Absence without leave for part of a session shall be considered as absence for half a day.
4. A student who is absent from the college for more than 10 consecutive working days without satisfactory explanation is liable to have his name removed from the rolls. A student seeking re-admission after such a removal should pay the prescribed re-admission fee.

5. All applications for leave must be made beforehand to the Principal. In the case of hostel students the application for leave must be signed by the warden and those who live in approved lodges will have the application countersigned by the local guardian.
6. Leave for illness for more than three consecutive days should be supported by medical certificate.
7. Leave will be granted only for proper and adequate reasons. Leave application should be submitted to the Principal through the teacher in charge.
8. When previous permission for absence cannot be obtained because of unavoidable circumstances, an application for leave must be submitted to the Principal at the earliest and in no case later than the first or second day of return to the college.
9. Leave form should be given to the Principal in the prescribed form obtainable from the college office.
10. As leave is granted for all reasonable causes no student shall absent himself/herself from class without leave.
11. Those who apply for leave to represent the college in extra- curricular activities should submit their application for leave beforehand to the Principal through the Head of the Department. In no case applications submitted later than the first or second day of their return to college will be considered. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days.
12. For the purpose of attendance all working days, irrespective of the number of working periods shall be considered full working days.
13. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will not be granted unless the student has attended not less than 75% of the number of working days of the academic year and the Principal is satisfied with the student's progress and conduct.
14. Students whose attendance falls below this minimum shall have to apply for condonation of shortage through the Principal to the university. The application for condonation shall be accompanied by a chalan receipt along with the prescribed fee. Reason for each day's absence will have to be given and in case of absence on account of sickness medical certificate also has to be submitted.

Condonation for shortage of attendance will not be granted for more than one semester in a programme of study, nor will condonation permitted if the shortage exceeds twenty days.

GENERAL REGULATIONS

With their enrolment in the college the students have the obligation to obey the rules and adhere to the discipline of the college. Students are enjoined to obey the following rules:

1. Students shall join the morning prayer with devotion.
2. Students must be neat and clean in body and spirit and should behave with courtesy and dignity. They should show due respect to all the members of the staff. Disobedience and misconduct will be seriously dealt with.
3. Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the verandahs during the class hours. They must go to the reading room.
4. Students must attend classes with regularity and punctuality and shall refrain from any action that may disturb the smooth functioning of the college.
5. No student shall enter or leave the classroom during the class time without the permission of the teacher concerned.
6. No student shall enter other classrooms without the permission of the Principal during the class time or intervals.
7. Students are not permitted to approach any college authority in groups as such action is subversive of orderly academic life.
8. All college property should be handled with great care and should keep the campus clean. Scribbling and spoiling the walls in any way are strictly prohibited. Loss or destruction of college property will be chargeable individually or collectively. No article or furniture shall be displaced.
9. Students must observe the rules of the college. Complaints if any must be brought to the notice of the Principal through the class teacher.
10. Students should keep their identity cards with them while in the campus and produce it on demand for inspection by any member of the staff or other college authorities. Identity card is to be produced to the office for the issuance of any certificate from the college, for remitting fees etc. If the card is lost, duplicate may be issued at the students' expense with the special permission of the Principal.

11. Political activity is strictly banned in the campus. Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus. (See item 5 the University Students' Code of Conduct Rules 2005)

12. Dress Code

GIRLS

- Kurtas for girls must be decent with sleeves and no transparent material allowed.
- The fabric should not be tight.
- Length of skirt should be below the knees and should not be transparent.
- Slits in skirts or kurtis should not facilitate a view of the legs.
- The top should be knee length, the sides should be cut open and the bottom should not be tight fitting the leg.
- T-Shirts revealing deep tops is not allowed.
- Short shirts/tops exposing body parts is not allowed.

BOYS

- Lungis are not allowed.
- Students should button up their shirts completely. However, the collar may not be buttoned up.
- Tight fitting dirty jeans is not allowed.
- Low waist trousers exposing body parts is not allowed.

13. Without prior sanction of the Principal, students are not permitted
(a) to convene or attend meetings of any sort in any circumstance anywhere in the college buildings or its premises,
(b) to set up entertainments or organise social functions in the college, (c) to make use of megaphones and loudspeakers in the campus, (d) to invite for any function in the college persons who are not on the faculty of the college, (e) to collect subscriptions of any kind, (f) to put up notices or host flags of any organisation or to display banners, posters etc. anywhere in the campus, (g) to place

any paper, periodical or book in the reading room or circulate them in the college.

14. Smoking, consumption of alcohol and drugs are strictly forbidden in the campus and such acts shall invite serious disciplinary action.
15. All correspondence officially addressed to the Principal should contain reply postage.
16. All notices to the students will be displayed on the notice board.
17. Any student (1) who is persistently insubordinate (2) who is repeatedly or wilfully mischievous and (3) who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students shall be removed from the rolls temporarily or permanently or may be served with a compulsory TC according to the gravity of the offence. The Principal may refuse the grant of the term certificate for a specified period and may also report their case to the University for disciplinary action.
18. **Students are not allowed to use mobile phones in the college campus and Hostels as per G.O.No.RT/No.346/05 Higher Edn.Dtd.01.03.2005.** Students who violate this rule shall be penalised and the phones will be confiscated.
19. **Ragging:** Ragging of students is forbidden and is punishable by rustication or expulsion from the college. As per directives of the Honorable Supreme Court and M. G. University Letter No. ACA1/2/1647/07 Anti Ragging Squads are made each year to ensure that no ragging takes place. (See page No 62) **M.G. University Students' Code of Conduct Rules 2005.**

M.G UNIVERSITY STUDENTS' CODE OF CONDUCT RULES - 2005

1. Title

These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules-2005. It shall come into force with immediate effect.

2. Objective

These rules are framed with a view to maintaining and enforcing good conduct inside the class rooms and campus in the affiliated colleges, Departments of teaching and Research and self-financing schools of the Mahatma Gandhi University.

3. Application

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self-financing school of the University.

4. Definitions

- i. College:- means a college as defined in Section 2 (2) and Section 2(7) of the M.G. University Act 1985.
- ii. Vice Chancellor:- means the Vice Chancellor of the Mahatma Gandhi University.
- iii. Students' Grievance Redressal Committee:- **Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.**
- iv. **Student**:- means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.
- v. **Principal**:- means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
- vi. **Political activity**:- Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition on Political Activity inside the campus

- a. No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b. Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) 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.
- c. 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 sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

- d. No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- a. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b. If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- c. If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/ teachers to enquire into the matter and to submit the report immediately.
- d. The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were 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 following punishments.
 - 1. Imposition of fine
 - 2. Issuance of compulsory transfer certificate
 - 3. 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.

7. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, the recovery proceedings shall be taken against the person responsible.

8. Students' Grievance Redressal Committee

In every college there shall be a Students' Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of 13 members nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the Secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

9. Right to Appeal

A student against whom the disciplinary orders had been passed shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statutes 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

RESIDENCE OF STUDENTS

1. Students who do not live with their parents should as a rule reside in the college hostel or approved lodges. Only students who are on the rolls of the college alone will be permitted to reside in the hostel. The warden shall be the sole authority in the management and day to day administration of the hostel who will be appointed by the Director. All matters connected with the hostel will be dealt with by the warden and appeals may be made only to the Director..
2. Students who want to live in lodges must get the permission of the Principal before any lodge is chosen.
3. Students shall forward to the college office in the prescribed form complete information regarding their residence.
4. Any subsequent change in residence may be made only with the previous written permission of the Principal.
5. Students not living in the hostel or with their parents or guardians will be placed under the supervision of the members of the staff to conduct inspection of the residences.

VISITORS, LETTERS etc.

Students are not allowed to receive visitors in the college during the working hours without the permission of the Principal. They will have their letters and other communications addressed to their home or hostels. College office will not be responsible for the distribution of postal articles addressed otherwise.

The College Union

Students enrolled in the college are ipso facto members of the College Union and shall have the right to vote and contest the election to the College Union.

Every ordinary member of the Union can become a member of other associations or forums according to his / her optional subject or interest.

All the members of the teaching staff of the college shall be honorary members of the Union and of all affiliated associations.

The Principal shall be the patron of the College Union and affiliated associations and he shall be the final authority in all matters relating to

the Union and the affiliated associations. A Pro-patron may be nominated from the teaching staff who shall exercise such powers as are delegated to him by the patron.

The election to the college union in parliamentary model will be conducted according to the direction of the university.

College Bus Regulations

Nobody without a bus pass will be allowed to board the bus. Loss of the pass shall be reported promptly to the office.

Commuting by college bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, team spirit, co-operation and consideration for others.

Gentlemanly and exemplary behavior is expected in the bus and at the boarding points where they wait for the bus.

Singing or shouting, throwing articles out of the bus or making comments on the people outside are not allowed in the college bus.

In order to maintain order and discipline in the bus, students are to co-operate with the bus staff.

Strong and prompt disciplinary action will be taken against the students who do not behave themselves in the bus.

If the college bus fails to ply on any day on account of some unforeseen reason, the students should come to college by other means. No complaint will be entertained on such issues.

Those who avail themselves of the college bus facilities must pay the bus fee for 12 months.

Bus fee should be paid before the 10th of every month in the college office. For the payment of bus fee the Bus pass must be brought along with fee.

Canteen

Students should take their meals coupon before 9.20 a.m. The lunch timing is from 12.30 p.m. to 1.15 p.m.

Students are not permitted to visit the canteen during the short breaks.

While in the canteen, students should maintain decorum and discipline.

Punctuality

For every activity in the college punctuality is enforced. The students are to be on time for every programme.

Latecomers to the college may be given /denied attendance at the discretion of the teacher. In the event of your leaving the college early for any reason, get the prior sanction from the Principal.

ID Card

An ID card will be issued to every student at the time of registration which he / she shall positively wear while in the college campus.

Academic Matters

Academic Honesty and Plagiarism: The work submitted by any student for assessment should be the individual work of that student, except where group submissions are permitted. None of the following are acceptable and may result in disciplinary action.

Cheating in assessments, assisting others to cheat, Using any materials (including notes) not permitted in an assessment, Undertaking an assessment for someone else, Plagiarism, Colluding with another person to prepare an assignment which should be solely the work of an individual.

BOOKS & STUDY MATERIALS

All study materials are available in the website. Text books are available in the store. You may also buy and/or use any other book that will help you for your studies. General resources are available for your use in the College Library.

Please note that some courses require you to have a calculator. The type of calculator may depend on the subject you are studying- please check with your subject teachers. You are not allowed to use electronic translators in examinations and their use in the classroom is at the discretion of the teacher.

ALCOHOL, DRUGS AND SUBSTANCE MISUSE:

Tobacco / smoking is strictly prohibited in the campus. Consumption of alcohol and use of drug also are strictly banned in the college. The College will offer guidance and support to any student known to have an alcohol or drug related problem. However the College will report to the police all incidents involving the supply or taking of illegal substances in its premises, as required by the Misuse of Drugs Act.

COMPUTER USAGE AND MONITORING OF INTERNET ACCESS AND EMAILS:

College computer equipment shall be used only to access Internet sites which are suitable as educational resources. Sites containing any defamatory, discriminatory, obscene or pornographic material must not be accessed. Students are referred to the St Antony's College Acceptable Use Policy. A breach of this policy may lead to disciplinary action.

The College reserves the right to monitor and check, at any time, all emails and Internet traffic.

GROSS MISCONDUCT:

You should note that certain offences may lead to instant dismissal from the college:

Intimidation or threats against students and staff.

Breach of examination regulations or any other forms of cheating.

Matters of deception, dishonesty or break of trust between a student and the College

Any offence which has resulted in injury or harm to any person.

Any matters which result in criminal proceedings.

Any matter that constitutes harassment on the basis of race, sex, nationality, religion or social status.

In the case of any of these offences a student may be liable to instant dismissal, though the College may determine to impose a lesser measure.

Kerala Ragging Prohibition Act 1998

1. For the information of the students and their parents, extracts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2(B) by Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, agitation in him/her.

It can be any harassment like insulting, teasing, bullying or manhandling.

It can also be forcing upon him/her to do something which he/ she voluntarily won't dare to do normally.

Prohibition or Ragging: Ragging is prohibited both inside and outside an educational institution.

Punishment for Ragging: Any student involved in ragging/ persuades others for ragging or advocated ragging/ either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000.00

Dismissal of Students: A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his/her dismissal order.

Suspension of students: If a student/parent/guardian or any teacher of the institution forwards a written complaint to the Head of the institution, he/she has to make an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter be referred to the police for further proceedings.

- 2(1) As is said in sub-section if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.
- 7 Abetting: If the head of the institution refuses to take action in the manner described under section B or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished.

Ragging Prohibition Measures

Ragging is a criminal offence and is prohibited in the campus as per the guidelines of UGC and the government of Kerala. Anti- ragging committees monitor this. Relevant part of the Kerala Ragging Prohibition Act 1998 is attached herewith in Malayalam.

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷാകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

- 2 (ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ -

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേഷപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരു വെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിന്റെ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നു വർഷക്കാലത്തേക്ക് മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
6. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റ സ്ഥാപനത്തിൽമേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

Drug Prohibition Measures

സാമൂഹ്യ വിപത്തായ കഞ്ചാവിന്റെയും മറ്റ് ലഹരി മരുന്നുകളുടെയും ഉപയോഗം വിദ്യാർത്ഥികൾക്കിടയിലും ചെറുപ്പക്കാർക്കിടയിലും നടന്നു വരുന്നത് ഇല്ലാതാക്കുന്നതിന് താഴെ പറയുന്ന കാര്യങ്ങൾ സർവ്വകലാശാലയ്ക്ക് കീഴിലുള്ള എല്ലാ അഫിലിയേറ്റഡ് കോളേജുകളിലും ഹോസ്റ്റലുകളിലും പാലിക്കപ്പെടുന്നുണ്ടെന്ന് ഉറപ്പ് വരുത്തേണ്ടതാണ്.

1. ഹോസ്റ്റലുകളിൽ അനധികൃതമായി താമസിച്ചു വരുന്നവരെ എത്രയും വേഗം ഒഴിവാക്കുക.
2. ഹോസ്റ്റലുകളിൽ താമസിക്കാത്ത വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.

3. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികൾക്ക് ഹോസ്റ്റൽ ഐ.ഡി. കാർഡ് നൽകുക. ഐ.ഡി. കാർഡ് ഇല്ലാത്തവരെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
4. എല്ലാ ഹോസ്റ്റലുകൾക്കും സെക്യൂരിറ്റി ജീവനക്കാരെ രാത്രിയും പകലും നിർബന്ധമായും നിയോഗിക്കുക.
5. ഹോസ്റ്റലുകൾക്ക് ചുറ്റുമതിലും കവാടവും നിർമ്മിക്കുക.
6. സെക്യൂരിറ്റി ജീവനക്കാരേയും മറ്റും ഭീഷണിപ്പെടുത്തുന്ന വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽ നിന്നും ഒഴിപ്പിക്കുക.
7. ഹോസ്റ്റലുകളിൽ വിദ്യാർത്ഥി രാഷ്ട്രീയ പ്രവർത്തനം നിരോധിക്കുക.
8. ഹോസ്റ്റൽ മുറിയിൽ ലഹരി സാധനങ്ങൾ സൂക്ഷിച്ചുവെച്ചിട്ടുണ്ടോ എന്ന് ഇടയ്ക്കിടെ അധ്യാപകരും, ഹോസ്റ്റൽ ജീവനക്കാരും സംയുക്തമായി പരിശോധിക്കുക.
9. ഹോസ്റ്റലിൽ താമസിക്കുന്നവർക്ക് അതാത് ഹോസ്റ്റലിൽ നിന്നും ഭക്ഷണം തയ്യാറാക്കി നൽകുക.
10. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികളുടെ രക്ഷിതാക്കളുമായി കൃത്യമായ ഇടവേളകളിൽ ബന്ധപ്പെടുന്നതിനും, ഹോസ്റ്റൽ വിദ്യാർത്ഥികളുടേയും രക്ഷിതാക്കളുടേയും മീറ്റിംഗ് വിളിച്ചു കൂട്ടുകയും ചെയ്യുക.
11. അടിയന്തിര സാഹചര്യങ്ങളിലല്ലാതെ വിദ്യാർത്ഥികളെ രാത്രി 7 മണിക്കൂഴശേഷം ഹോസ്റ്റലിനു പുറത്തു പോകാൻ അനുവദിക്കാതിരിക്കുക.
12. പരീക്ഷാ കാലയളവ് ഒഴിച്ചുള്ള സമയങ്ങളിൽ രണ്ടോ അതിൽ കൂടുതലോ അവധി ദിവസങ്ങൾ ഉള്ളപ്പോൾ അന്യസംസ്ഥാനത്തു നിന്നും വന്ന് നിന്ന് പഠിക്കുന്നവരെ ഒഴിച്ചുള്ള എല്ലാ ആൺ വിദ്യാർത്ഥികളേയും നിർബന്ധമായും ഹോസ്റ്റലിൽ നിന്നും വീട്ടിലേക്ക് പറഞ്ഞയക്കുക. അവധി ദിവസങ്ങളിൽ അധ്യാപകരുടെ നിർദ്ദേശ പ്രകാരം പഠനകാര്യത്തിനല്ലാതെ ആരേയും കോളേജ് ക്യാമ്പസിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
13. ക്യാമ്പസിൽ ഒരു വാഹനവും (അംഗവൈകല്യമുള്ളവരുടെ ഒഴിച്ച്) കയറ്റാതിരിക്കുക എന്നുള്ളത് നിർബന്ധമായും പാലിക്കുക.

Library Rules and Regulations

Opening Hours

Monday - Friday 9 am. - 4.30 pm. Saturday 9.00 am. - 3.30 pm.
 Lunch Break 1.30 pm. - 2.00 pm.

(The Library remains closed on Sundays and on all public holidays)

DISCIPLINE

1. Strict silence should be observed in the library.
2. Show your college ID cards for entry into the library.
3. No personal belongings shall be taken inside.
4. Borrowing period is strictly between 9.30 a.m. to 4.15 p.m. on week days and 9.30 a.m. to 3.00 p.m. on Saturdays.
5. Reference books and periodicals are not to be issued out.
6. One will be held responsible for any damage or loss to the Library materials in ones possession and will be required to meet the cost of replacement and processing.
7. Loss of books must be reported to the librarian immediately and replaced or paid for within ten days.
8. The library staff has the right to ask a student to leave the library if he/she is a nuisance to others.
9. Issued books alone shall be taken out of the library.

Admission

1. All registered students of the college.
2. Faculty and other staff of the college
3. Spouses and children of staff or students (Do not have borrowing privileges)

Loan Period

Students : 2 books for two weeks.

Faculty : 4 books for 3 weeks

Other Staff : 2 books for 2 weeks.

Issued books returned after due date attract overdue charges Rs. 1 per day.

N.B. These rules and regulations are subject to review by the library committee from time to time.

PROGRAMME STRUCTURE

Model I BA/B.Sc.

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the programme	120
c.	Credits required from Common Course I	22
d.	Credit required from Common Course II	16
e.	Credits required from Core course and Complementary courses including Project	79
f.	Open Course	3
g.	Minimum attendance required	75%

Model I/II B.Com

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the programme	120
c.	Credits required from Common Course I	14
d.	Credit required from Common Course II	8
e.	Credits required from Core course and Complementary courses including Project	95
f.	Open Course	3
g.	Minimum attendance required	75%

A. The Internal to External Assessment ratio shall be 1: 4

Both internal and external marks are to be rounded to the next integer.

All papers (Theory and Practical grades) are given on a 7 point scale based on the total percentage of marks (ISA+ESA) as given below:

Percentage of Marks Point	Grade	Grade
95 and Above	S - Outstanding	10
85 and below 95	A+ - Excellent	9
75 to below 85	A - Very Good	8
65 to below 75	B+ - Good	7
55 to below 65	B - Above Average	6
45 to Below 55	C - Satisfactory	5
35 to below 45	D - Pass	4
Below 35	F - Failure	0
	Ab - Absent	0

2. Credit Point and Credit Point Average

Credit Point (CP) of a paper is calculated using the formula

$CP = C \times GP$, where C is the Credit and GP is the Grade Point

Semester Grade point Average (SGPA) of a Semester is calculated using the formula

$SGPA = TCP/TC$, where TCP is the Total Credit point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:

$CGPA = TCP/TC$, where TCP is the Total Credit Point of that programme

Grade Point Average (GPA) of different category of courses viz Common Course 1, Common Course, Complementary Course I, Complementary Course II, Vocational Course, Core Course is calculated using the Formula.

GPA = TCP/TC, where TCP is the total Credit Point of a category of course

TC is the total credit of that category of course

Grades for the different courses semesters and overall programme are given based on the corresponding CPA as shown below

GPA	Grade
9.5 and above	S - Outstanding
8.5 to below 9.5	A+ - Excellent
7.5 to below 8.5	A - Very good
6.5 to below 7.5	B+ - Good
5.5 to below 6.5	B - Above Average
4.5 to below 5.5	C - Satisfactory
3.5 to below 4.5	D - Pass
Below 3.5	F - Failure

3. Marks distribution for external and internal evaluations

The external theory examination of the semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examinations is 80 and total marks of internal evaluation is 20, Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below.

3.1 For All courses without practical

- a.) Marks of External Examination : 80
- b.) Marks of Internal evaluations : 20

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment / Seminar / Viva	5
Test Papers (2x5=10)	10
Total	20

3.2 For all courses with practical total marks for external examination is 60 and total marks for internal evaluation is 15.

For internal courses with practical

a.) **Marks of External Examination** : **60**

b) **Marks of Internal Evaluations** : **15**

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment / Seminar / Viva	2
Test Papers (2x4=8)	8
Total	15

c. For practical examinations total marks for external evaluation is 40 and for internal evaluations is 10.

Components of Internal Evaluation of practical	Marks
Attendance	2
Test Paper (1 x 4)	4
Record	4
Total	10

Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

3.3 For Projects

a.) **Marks of External Examination** : **80**

b) **Marks of Internal Evaluations** : **20**

Components of Internal Evaluation of Project	Marks
Dissertation (External)	50
Viva Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

<i>Components of Internal Evaluation of practical</i>	<i>Marks</i>
Punctuality	5
Experimentation / Data Collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for All papers

<i>% of attendance</i>	<i>Marks</i>
90 and above	5
85-89	4
80-84	3
76-79	2
75	1

Decimals are to be rounded to the next higher whole number

Rules of Examination & Promotion

1. The following points will receive special consideration in deciding promotion and selection of candidates for examinations: a) The Progress as testified by marks throughout the course. b) Regularity of attendance c) Conduct and behaviour.
2. Candidates who do not register their names for the university examination or disqualify for the same due to shortage of attendance will not be permitted to continue the course of study during the next year / semester
3. Candidates who register their names for the University examination and who do absent themselves will not be eligible for “improvement” as per provisions in the regulations. Such candidates can take the examination in the next year for the concerned semester. But in case they do not register their names for the second year examination they will not be eligible for promotion to next year.
4. Monthly exams will be conducted during the last week of every month.

Internal Examinations

Internal assessment is conducted according to the instructions of university from time to time

1. Every student should take the internal examinations and test papers regularly and seriously. Progress of a student is judged mainly by the marks he / she obtains for internal examinations.
2. Leave application for days of examination should be submitted to the class warden prior to the examinations or test papers.
3. In case of ill health a medical certificate signed by a registered medical practitioner should be submitted along with the application for leave.
4. Absence without leave from examinations and test papers will be regarded as a serious breach of discipline and may entail heavy fines and forfeiture of promotions to higher class.
5. Two internal examinations will be held in a semester.

Remedial Teaching

Weak students are given special preference by our Faculties. They are called for extra learning and individual attention on Saturdays and other holidays. Faculties are at the disposal of students from 9.00 a.m. to 4.30 p.m.

Co-curricular Activities

For the all-round development of the student we offer a number of well-planned non-academic activities:

IQAC (Internal Quality Assurance Cell)

IQAC is the monitoring cell for ensuring the quality of educational activity in the campus.

National Service Scheme (NSS)

Membership in NSS is voluntary but is strictly selective. There are two units of 50 members each. Application for enrolment will be called by the programme officer of the unit at the beginning of each academic year. Membership in NSS and certificate to that effect from the university will be treated as additional qualification while making recruitments to public services.

NSS Volunteers who have attended special camp for 7 days with 75% attendance and 240 regular working hours are eligible for grace marks of 2% of the marks of first four semesters. The duration of the regular activities shall be 4 semesters. Those who participate in the National camps are eligible for an additional grace mark of 3% of the marks of first four semesters.

Departmental Associations

These associations function under the direct supervision of the Department concerned. Students of each Department are members of its association. The HOD act as the President of the Association, a faculty member as the Vice President and the Student Representative as the Secretary. Various academic/non-academic/cultural activities and enrichment programmes are conducted under the auspices of these associations.

Former Student Association (FSA)

Started in 2016 it acts as a forum for the alumni of the college to come together and keep contact with Alma Mater. It serves as a link between the former and the present students and orients activities towards the overall development of the college.

Departmental Alumni

Former Students of each department meet annually, renewing and refreshing relationships. They also take part in and contribute to the developmental activities of the Department.

ASSOCIATIONS

1. Commerce Association
2. English Association
3. Management Association
4. Computer Science Association
5. Fashion Designing Association
6. Cyber Forensic Association
7. Hotel Management Association
8. Social work and Psychology Association

Endowments

Rev Dr Antony Nirappel Sacerdotal Golden Jubilee Memorial Ever Rolling Trophy and Cash Award for the winners in elecution competition

I Prize	Rs. 10,000
II Prize	Rs. 7,000
III Prize	Rs. 3,000

Scholarship

hilip Kochumon Memorial Scholarship to BBA Topper

Women's Cell

It aims to enhance the intellectual and social culture of the girl students under the supervision of the teachers.

Counselling Centre

With a view to give professional help to students who are passing through emotional tension, psychological and study related problems the college provides a counselling centre headed by a trained and experienced teacher.

Malayala Samajam

Malayala Samajam is a very dynamic literary and Cultural association of the whole student community.

Value Education Cell

It envisages to inculcate ethical and moral values in students. Classes are conducted on Wednesdays and toppers in the annual examination in value education are awarded prizes. The cell is also in-charge of the weekly prayer meetings, the annual retreat and seminars.

Debate and Quiz Club To enhance intellectual and communicative talents of the students and to encourage vast reading, this club conducts quiz and debates on issues of social, cultural and political relevance.

CLUBS

1. Tourism Club
2. Nature Club
3. Oratory and Debate Club
4. Quiz Club
5. Skill Development Club
6. Commerce Club
7. ED Club
8. Adventure Club
9. Folklore Club

IGNOU Study Centre

Our study Centre offer following Courses:

- MA (Rural Development)
- B.Com (General)
- B.Com A & F
- B.Com CA & A
- B.Com F & CA
- PGDEMA
- PGDRD
- CFE
- CDM
- CRD

JUNE 2024

1	Sat	Global Parents day (MSW)
2	Sun	International Sex Workers Day (MSW)
3	Mon	Commencement of 3 rd and 5 th semester.
4	Tue	International Day of Innocent Children victims of Aggression (Psychology)
5	Wed	World Environment Day (NSS)World Environment Day (MSW)
6	Thu	
7	Fri	Lead through the Leaders (Management)World Food Safety Day (Hotel Management)
8	Sat	
9	Sun	
10	Mon	Anxiety Awareness Day (Psychology)Five Day Bridge programme (Commerce Professional)
11	Tue	Five Day Bridge programme (Commerce Professional)
12	Wed	World Day Against Child Labour (MSW)Five Day Bridge programme (Commerce Professional)
13	Thu	Five Day Bridge programme (Commerce Professional)
14	Fri	Project Orientation Programme (Computer Science)Five Day Bridge programme (Commerce Professional)World Blood Donor Day (NSS)
15	Sat	Elder Abuse awareness day (Psychology)
16	Sun	
17	Mon	Bakrid
18	Tue	
19	Wed	Reading Day (English)
20	Thu	
21	Fri	International Yoga Day Celebration (NSS) Ayushman Bhawa on Yoga Day (Management) World Yoga Day (Women Cell)
22	Sat	Cookery Show at St. Joseph Church Peruvanthanam (Hotel Management)
23	Sun	
24	Mon	Budding the Professionals (Commerce Professional)
25	Tue	Craft documentation for 2nd year students (Fashion Technology)
26	Wed	International Day against Drug abuse (MSW)Seminar on Anti Drugs (Commerce) Awareness on Drug Abuse (Management) International Day against Drugs abuse (NSS)International Day against Drugs abuse (Anti Drugs Club)
27	Thu	World Diabetics Day (MSW)Helen Keller Day (English)
28	Fri	Social Media usage and Cyber awareness programme (Computer Science)Workshop of Self Difference and Counselling (Psychology)
29	Sat	
30	Sun	

JULY 2024

1	Mon	Commencement of 1 st semester. Five Day Bridge Programme (Management) Five Day Bridge Programme (Computer Science) National Chartered Accountants Day (Commerce Professional) Bridge course for 1st year students (Fashion Technology) Bridge course for 1st year students(Hotel Management)
2	Tue	Five Day Bridge Programme (Management) Bridge Programme (Commerce)Five Day Bridge Programme (Computer Science)
3	Wed	Five Day Bridge Programme (Management) Five Day Bridge Programme (Computer Science)
4	Thu	Five Day Bridge Programme (Management) Bridge Programme (Commerce) Five Day Bridge Programme (Computer Science)
5	Fri	Five Day Bridge Programme (Management) Bridge Programme (Commerce) Five Day Bridge Programme (Computer Science)
6	Sat	
7	Sun	
8	Mon	International Day of Cooperatives (Commerce)
9	Tue	Chocolate Day (Hotel Management)
10	Wed	Bridge Programme (Hotel Management)
11	Thu	World Population Day (Social Work)
12	Fri	Paper Bag Day (Management)AI exploration Session (Computer Science)
13	Sat	
14	Sun	
15	Mon	Learn a Skill from a Leader (Management) National Psychologist Appreciation Day (Psychology)
16	Tue	Muharam
17	Wed	Workshop on Communication Skills (English)
18	Thu	Project Orientation for Final year B.com Students (Commerce)
19	Fri	Project Orientation for Final year M.com Students (Commerce)Digital Security initiative programme for Mathrudeepthi and Pithruvedi (Computer Science)
20	Sat	
21	Sun	
22	Mon	Observation Visit (Social Work)
23	Tue	
24	Wed	
25	Thu	Cyber Literacy Programme (Computer Science)
26	Fri	Cyber Literacy Programme (Computer Science)
27	Sat	Seminar Enlightening Young minds (Psychology)
28	Sun	
29	Mon	
30	Tue	Day of Comradeship (English)
31	Wed	Inter Class Group Discussion (Management) Meritorious Day (ACCA, CA , CMA Students) (Commerce Professional)

AUGUST 2024

1	Thu	Beginning One Month Internship programme for Cyber Students (Computer Science)
2	Fri	
3	Sat	
4	Sun	
5	Mon	Literary Week (English) Commerce Association Inauguration (Commerce) Five Day AI and Robotics Awareness Session for School Students (Computer Science) Seminar on Food and Beverages (Hotel Management) Webinar on Teen's Depression & Coping Strategies (Psychology)
6	Tue	Literary Week (English)
7	Wed	Literary Week (English)
8	Thu	Literary Week (English)
9	Fri	Understanding the Real World (Management)
10	Sat	A Day with Professional Parents (Commerce Professional) Literary Week (English)
11	Sun	
12	Mon	Five Day Internship for Computerised Accounting (Commerce Professional) International Youth Day (Social Work)
13	Tue	
14	Wed	Kizhi Biryani Fest (Hotel Management)
15	Thu	Beginning of a new era (Management) Independence Day
16	Fri	Association Inauguration and Counselling Centre (Psychology)
17	Sat	
18	Sun	Walk with a Leader (Commerce)
19	Mon	
20	Tue	Sree Narayana Guru Jayanthi
21	Wed	Celebrating International World Fashion Day (Fashion Technology)
22	Thu	
23	Fri	Association Inauguration (Computer Science)
24	Sat	
25	Sun	
26	Mon	Sree Krishna Jayanthi
27	Tue	
28	Wed	Ayyankali Jayanthi
29	Thu	
30	Fri	One Day Workshop on Professional Development (Commerce Professional) Small Industry Day (Management)
31	Sat	GST Practising for final year B.com Students (Commerce)

SEPTEMBER 2024

1	Sun	GST Practising for final year B.com Students (Commerce)
2	Mon	In-semester examination (1 st 3 rd and 5 th Semester) GST Practising for final year B.com Students (Commerce)
3	Tue	
4	Wed	Computer Literacy Programme for Mid lifers (Computer Science)
5	Thu	Teachers Day (English) Teachers Day (Commerce & IQAC)
6	Fri	
7	Sat	
8	Sun	Financial Literacy Programme (Commerce) Cookery Show at Vallakadavu (Hotel Management)
9	Mon	PTA meeting for 1 st 3 rd and 5 th Semester
10	Tue	World Suicide Prevention Day (Psychology) A day with a designer (Fashion Technology)
11	Wed	Accountancy Class for School Students (Commerce)
12	Thu	A Chat with CS (Commerce Professional) Inter College Commerce Fest (Commerce)
13	Fri	
14	Sat	
15	Sun	Thiruvonam
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	NSS Day (NSS) Alzheimer's Day (Social Work) World Ozone Day (Social Work)
25	Wed	Social Justice Day (Social Work) Wine Fest (Hotel Management)
26	Thu	Microsoft Mastery Programme (Commerce Professional) Day for Deaf (Social Work)
27	Fri	Microsoft Mastery Programme (Commerce Professional) Fly to Bangalore (IV) (Commerce) World Tourism Day (Hotel Management) World Tourism Day (Nature Club)
28	Sat	
29	Sun	
30	Mon	

OCTOBER 2024

1	Tue	International Day of Older Person (Social Work)
2	Wed	Gandhi Jayanthi (NSS)
3	Thu	
4	Fri	One Day Workshop on Cyber Security (Computer Science)
5	Sat	
6	Sun	
7	Mon	3 rd Semester Field Work (Social Work)
8	Tue	
9	Wed	
10	Thu	World Mental Health Day (Psychology) Day with an ACCA Professional (Commerce Professional) Coffee Day (Hotel Management)
11	Fri	International Girl Child Day (Social Work)
12	Sat	
13	Sun	Cinema Day (English)
14	Mon	
15	Tue	Exporting Industrial Visit for 1st year students (Fashion Technology)
16	Wed	World Food Day (Hotel Management)
17	Thu	
18	Fri	Day with a Chartered Accountant (Commerce) AI for Retailers (Computer Science)
19	Sat	
20	Sun	
21	Mon	
22	Tue	Psychological Games and Exhibition (Psychology)
23	Wed	World Chef Day (Hotel Management)
24	Thu	Futuristic Design Competition (Fashion Technology)
25	Fri	Honouring the Women Entrepreneurs (Management)
26	Sat	
27	Sun	
28	Mon	Literary Quiz (English)
29	Tue	
30	Wed	End of 3 rd and 5 th Semester Professional Day (Commerce Professional)
31	Thu	Rashtriya Ekta Divas (NSS & IQAC)Deepavali

NOVEMBER 2024

1	Fri	Commencement of 4 th and 6 th semester. National Authors Day (English) Kerala Piravi Celebration (Common)
2	Sat	
3	Sun	
4	Mon	Model examination. (1 st 3 rd and 5 th Semester)
5	Tue	Two Week Co-operative Bank Coaching for second year B.com Co-operation Students
6	Wed	Career Orientation programme (Hotel Management)
7	Thu	World Cancer Awareness Day (Social Work & NSS)
8	Fri	International Accounting Day (Commerce Professional) Cake Mixing Fest (Hotel Management) Craft work (Fashion Technology)
9	Sat	EDP for PG Students (Commerce)
10	Sun	
11	Mon	Awareness Class on Traffic Rules (Commerce)
12	Tue	
13	Wed	Inter Departmental Literary Fest (English) Association Inauguration(English)
14	Thu	Inter Departmental Seminar: We a Change Maker (Psychology) Co-operative Week Celebration (Commerce)
15	Fri	Personal Grooming Session (Commerce Professional) Interaction with IT and Cyber expert (Computer Science) Inter Departmental Cookery Competition (Hotel Management)
16	Sat	
17	Sun	
18	Mon	
19	Tue	Association Inauguration (Management)
20	Wed	Career Orientation Programme (Commerce)
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Book Review (English)
26	Tue	Constitution Day (Literacy Club & NSS)
27	Wed	Research Orientation Programme (Management)
28	Thu	Inter College Fest (Computer Science)
29	Fri	Inter College Fest (Computer Science)
30	Sat	End of 1 st semester One Month Implant Project Training (Management)

DECEMBER 2024

1	Sun	World Aids Day (Social Work & NSS)
2	Mon	Commencement of 2 nd semester. Tech up your design- Interdepartmental Competition - (Fashion Technology)
3	Tue	Workshop on Online Trading (Commerce)
4	Wed	Cookies Day (Hotel Management)
5	Thu	Explore the Authors (English)
6	Fri	Helping hand to a needy (Commerce Professional)
7	Sat	Aviation Day (Industrial Visit) (Management)
8	Sun	
9	Mon	
10	Tue	Human Rights Day (Social Work)
11	Wed	
12	Thu	
13	Fri	Alumni Association Day (English) Webinar on Emotional Intelligence (Psychology) Tech Literacy Programme (Computer science)
14	Sat	
15	Sun	
16	Mon	Aviation Internship (Management)
17	Tue	
18	Wed	Outreach Programme: A day with inmates (Commerce)
19	Thu	Career Orientation and Professional CV Preparation (Social Work)
20	Fri	Christmas Accessory Sale (Fashion Technology)
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	International bio- diversity day (Social Work)
30	Mon	
31	Tue	

JANUARY 2025

1	Wed	Two Week Internship for Second year B.com (Commerce) Two Week Internship with Co-operative Bank for final year M.com Students (Commerce)
2	Thu	Research Orientation & SPSS Orientation (Social Work)
3	Fri	Mini Book Fest (English) Colour of the year celebration (Fashion Technology)
4	Sat	World Braille Day (Social Work)
5	Sun	
6	Mon	One Week Mental Wellness Week (Psychology)
7	Tue	Career Orientation (English)International bio- diversity day (Social Work)
8	Wed	
9	Thu	
10	Fri	Pop up shop Project (Opportunity to experience the retail side of the fashion industry, including their target market, product assortment and marketing strategy for CDS) (Fashion Technology)
11	Sat	
12	Sun	
13	Mon	National Youth Day (English & Social Work)
14	Tue	
15	Wed	
16	Thu	
17	Fri	Elocution Competition (English) Financial Literacy Programme (Commerce Professional)Business Quiz for School Students (Management) Career Orientation for BCA and Cyber students (Computer Science)
18	Sat	
19	Sun	
20	Mon	In semester examination for 2 nd , 4 th and 6 th semester.
21	Tue	
22	Wed	
23	Thu	Legal Awareness Programme (Management)
24	Fri	Career Orientation Programme (Management)
25	Sat	National Voters Day (Literacy Club)
26	Sun	Republic Day
27	Mon	Workshop on GST Return filing for final year B.com students (Commerce)
28	Tue	
29	Wed	
30	Thu	
31	Fri	Meritorious Day (ACCA, CA, CMA Students) (Commerce Professional)

FEBRUARY 2025

1	Sat	
2	Sun	
3	Mon	PTA meeting for 2 nd , 4 th and 6 th semester.
4	Tue	World Cancer Day (MSW & NSS)
5	Wed	
6	Thu	Mock Interview for Final Year B.com Students (Commerce)
7	Fri	Mock Interview for Final Year M.com Students (Commerce) Ace for Interview (Computer Science) Eating Disorder Awareness Day (Psychology)
8	Sat	
9	Sun	
10	Mon	
11	Tue	Digital Poster Making Competition (English)
12	Wed	Visit to IIM Kozhikode (Management)
13	Thu	
14	Fri	Costume Design challenge (Fashion Technology)
15	Sat	
16	Sun	
17	Mon	Internal Project Viva Voce (Commerce) Project Submission (Fashion Technology)
18	Tue	Paper Presentation (English)
19	Wed	
20	Thu	World Day of Social Justice (Social Work) Ramp walk (Certified Course) BFT
21	Fri	Industrial Visit for Second Year BBA Students (Management)
22	Sat	
23	Sun	
24	Mon	Project Internal Viva Voce (Fashion Technology)
25	Tue	
26	Wed	
27	Thu	
28	Fri	Industrial visit for third Year BBA Students (Management) A talk with CMA Alumni (Commerce Professional)

MARCH 2025

1	Fri	
1	Sat	
2	Sun	
3	Mon	World Hearing Day (Social Work) Guru Vandanam (Commerce Professional)Internal Viva Voce (Social Work)
4	Tue	National Safety Day (Social Work)
5	Wed	Material Exploration (Fashion Technology)
6	Thu	Outreach Programme : Developing Entrepreneurial Instincts (Management)
7	Fri	Career Orientation Programme(Fashion Technology) Internal Viva Voce (English)
8	Sat	International Women's Day (Social Work & Women Cell)
9	Sun	
10	Mon	Model examination. for 2 nd , 4 th and 6 th semester. One Week Sleep Awareness Programme (Psychology)
11	Tue	
12	Wed	
13	Thu	No Smoking Day (Social Work)
14	Fri	
15	Sat	
16	Sun	
17	Mon	Internal Viva Voce (Computer Science)
18	Tue	
19	Wed	
20	Thu	Poetry Writing Competition (English) Home Decor Idea Competition -Inter Department (FashionTechnology)
21	Fri	World Poetry Day (English) Skill Development Programme (Management)
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	Internal Viva Voce (Management)
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	End of 2 nd ,4 th and 6 th semester.

Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

Request for Leave

Date	Reason	Sign. of Parent	Sign. of Teacher

NOTES

NOTES

TIME TABLE

	I	II	III	IV	V
I Day					
II Day					
III Day					
IV Day					
V Day					

**GOVERNMENT OF KERALA
HIGHER EDUCATION (G) DEPARTMENT**

**HIGHER EDUCATION - Rules and Regulations for the Smooth
Functioning of the Campus (extracts)**

0.26433/GI/15/H.Edn.

Dated, Thiruvananthapuram, 12.10.2015.

- All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
- Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convenor, and HoDs as Discipline Committee members.
- All students have to wear identity tag in the college.
- No type of vehicles should be used during celebrations inside the college campus/ hostels.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
- CCTV Cameras will be installed in selected common places such as Entrance/ Exit gate of the College and Hostel.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
- Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus/hostels.
- In the interest of security of students, police may be informed in advance about all festival celebrations.
- For all students' programmes in the campus, presence of teachers is mandatory.