

MARY MATHA ARTS & SCIENCE COLLEGE

VEMOM (PO). MANANTHAVADY
WAYANAD (DT) KERALA STATE INDIA 670645

Accredited by the National Assessment and
Accreditation Council (NAAC)
with Grade B++ (83.5%)

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**Government Aided College
Affiliated to the Kannur University**

&

**Managed by the
Syro-Malabar Catholic Diocese of Mananthavady**

Name:.....

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

Home Address:.....

.....

.....

Tel:.....

MARY MATHA ARTS & SCIENCE COLLEGE

Founded in 1995

THE PATRON

His Excellency

Rt Rev Dr JOSE PORUNNEDOM

(Bishop, The Diocese of Mananthavady)

THE MANAGER

Rev Msgr Dr MATHEW MADAPPALLIKKUNEL

(The Vicar General of the Diocese)

THE PRINCIPAL

Dr RAJU GEORGE

MA, PhD, Executive MBA

BURSAR

Rev Fr BIJU THURUTHEL, MBA



MOTTO

Education for Total Liberation

VISION

Holistic development of students with sound intellectual, physical, psychological, emotional and spiritual maturity that will pave the way for a truly democratic, secular and equitable social order.

MISSION

To make knowledge available to the students through quality education irrespective of their religion, caste or sex, but keeping in view the educational needs of the Christian Community as well, thus to be an active agent contributing to the socio - economic and cultural transformation of Wayanad.

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The Board of Governors

- 01. His Excellency Rt Rev. Dr Jose Porunnedom**
(The Patron & the Bishop of The Diocese of Mananthavady)
- 02. Rev. Msgr Dr Mathew Madappalikkunnel**
(The Manager & the President of the Board)
- 03. Dr Raju George**
(The Principal & the Secretary)
- 04. Rev Dr Gervasis Mattom** (The
Procurator of the Diocese of Mananthavady)
- 05. Rev Fr Biju Thuruthel**
(The Bursar & the Coordinator of Infrastructure)
- 06. Adv Fr Dr Thomas Joseph Therakam**
(The PRO of the Diocese of Mananthavady)
- 07. The Deputy Director of Collegiate Education, North Zone**
(Govt. Nominee)
- 08. Dr Sr Germina K.A.** (The
Coordinator of the IQAC, the Internal Quality Assurance Cell)
- 09. Rev Fr Sibichan Chelakkappally**
(Local Parish Priest)
- 10. Fr Francis N.T.** (The
Staff Advisor to the Students' Union)
- 11. Mr Jose Cherian** (The
Office Superintendent)
- 12. The Chairman of the Students' Union**
- 13. The Vice Chairperson of the Students' Union**
- 14. The Vice President of the Parent Teacher Association**

AT THE HELM IN THE PAST

Patrons

Mar Jacob Thoomkuzhy	: 1995-1996
Mar Emmanuel Pothanamoozhy	: 1997-2003

Managers

Msgr Joseph Kaniamattom	: 1995-1997
Msgr George Njaralakkat	: 1997-2006
Fr Jose Kocharackal	: 2006-2008
Fr Robin Vadakkancheril	: 2008-2011

Principals

Dr K.T. Varkey	: 1995-2002
Dr Fr James Maruthukunnel	: 2002-2006



Education for Total Liberation

THE COLLEGE CREST

The emblem, together with the motto 'Education for Total Liberation', is symbolic of the ideals the college stands for. The open book, the pen, and receiving hands represent the reception and assimilation of knowledge which liberates the individual from the debilitating shackles of ignorance and incapacity. But the growth and evolution of the individual through education is not seen as an end in itself. The training, both academic and extra-curricular, seeks to foster in the students a keen awareness of their social role as well-integrated members of their communities armed with the skills to contribute positively to change and reconstruction where required.

The symbols take a new dimension of meaning in connection with the Patron Saint of the college, Mother Mary, whose offering hands represent a complete surrender to the eternal wisdom. The tool for imparting wisdom, the pen, from another angle looks like a lighted candle that dispels the darkness of ignorance and it signifies that the learning one receives at the institution is not to be kept to oneself but to be disseminated in the community.



THE AIMS AND OBJECTIVES

It is with the objective of meeting the higher educational needs of the youth of Wayanad that the Catholic Diocese of Mananthavady undertook the mission of establishing and managing Mary Matha Arts & Science College. As a Christian institution, it endeavours to inculcate human values and social justice as envisaged by Jesus Christ. It considers education not just as a search for knowledge but as a great mission in which both the teachers and the students participate in the process of developing human resource for the benefit of the society and the nation.

The college seeks to instil in the students an awareness of their social rootedness and encourage them to be active participants in the construction of a just social order.

Though a minority institution, the college includes in its purview the educational aspirations of the community as a whole, irrespective of religion, caste, and social status. The college tries to facilitate and encourage higher education among people who have been denied such opportunities because of socio-economic backwardness. The college, situated in a tribal area, takes special care to provide opportunities and facilities to tribal students aspiring for higher studies. Thus, the college seeks to foster equitable social development through the empowerment of individuals who can contribute to the common



THE HISTORY OF THE COLLEGE

Mary Matha Arts & Science College, a college managed by the Catholic Diocese of Mananthavady, symbolises the realisation of the dreams and aspirations of the people of North Wayanad. It was sanctioned by the Government of Kerala on the recommendation of the University of Calicut in response to the demands of the people. His Excellency Rt. Rev. Dr. Jacob Thoomkuzhy, the then Bishop of Mananthavady, was kind enough to take upon himself the onerous task of establishing and managing this institution. The college was formally inaugurated on 23rd October 1995 with three degree courses in Functional English, Zoology and Mathematics. When Kannur University came into existence in 1996, the college became affiliated to it.

His Excellency Rt. Rev. Dr. Emmanuel Pothanamuzhy was consecrated as the Bishop of the Diocese, in 1997. As the founder principal of Christ College, Bangalore, he had long years of experience as a teacher and administrator. His vision and commitment to academic excellence were guiding beacons in our institution's efforts to achieve its social and educational goals. His Excellency passed away in 2003 and subsequently His Excellency Rt. Rev. Dr. Jose Porunnedom became the Patron. The College is heading for accelerated growth and expansion under his benevolent leadership.

Dr. K. T. Varkey was the founder Principal of the college from 1995-2002. Rev. Fr. Dr. James Maruthukunnel (CMI), former Principal, St. Joseph's College, Devagiri, Kozhikod, was the Principal during 2002-06. After his retirement in March 2006, Dr. Raju George, Reader in English, Marian College, Kuttikanam,

Rev. Msgr. Joseph Kaniamattam was the founder Manager of the college. Rev. Msgr. George Njaralakatt, former Vicar General of the Diocese of Mananthavady, was the Manager of the College during 1997-2006. Rev. Fr. Jose Kocharackal, Syncellus, Education Department of the Diocese of Mananthavady, was the Manager till 13th May 2008. Rev. Fr Robin Vadakkancheril succeeded as Manager till 13 May 2011. At present, Rev. Msgr Dr. Mathew Madappalikkunnel, the Vicar General of the Diocese is the Manager.

Decennial celebration of the founding of the college was held in 2005-06 with several innovative initiatives in the academic programmes and in the extending of the infrastructure. In 2006, National Assessment and Accreditation Council (NAAC), Bangalore, awarded B++ grade (83.5%) to the college.

The college offers six degree courses, one PG course and Research Centres in Mathematics and Zoology. The Research Centre in English is awaiting University approval. An Internal Quality Assurance Cell (IQAC) is set up to sustain and enhance the quality of education in the post-accreditation stage. The faculty members have undertaken 13 Minor Research Projects with financial assistance from UGC and a Major Research Project sponsored by the Department of Science and Technology, Govt. of India.

Mary Matha College is situated on the Mananthavady -Mysore High Way on a 25 acre sprawling campus amidst the greenery of the Western Ghats and the campus is well cultivated and looked after.

RANK HOLDERS OF THE COLLEGE

Sl.No	Year	Name	Rank	Course
1	1997-'98	Ramachandran K.	III	B.A.Functional English
2	1998-'99	Sajila Saseendran K.	I	B.A.Functional English
3	..	Appumon Joseph K.	II
4	2001-'02	Ali Akbar K.	III	B.Sc.Zoology
5	..	Usha Kumari P. K.	III	B.Sc. Mathematics
6	..	Manju Jose	III	B.Sc.Computer Science
7	2002-'03	Neena V.	III	B.Sc.Mathematics
8	..	Aneesh E.M.	II	B. Sc. Zoology
9	2003-'04	Sunitha Ellath	II	B. Sc. Zoology
10	..	Sujith E. B.	II	B. Sc.Computer Science
11	2004-'05	Josna Joseph	I	B. Sc. Mathematics
12	..	Shameema Rahman	II	B. A. Functional English
13	2005-'06	Sankeerthana E D	I	B. A. Functional English
14	..	Deepika George	III
15	2008-'09		Shiji Paul	III BSc Mathematics
16.	"		Jinesh M.K.	III BSc

The Kannur University got shifted to Grading System w.e.f. 2010-'11 and Choice Based Credit & Semester System w.e.f. 2011-'12.

Winners of Dr K T Varkey Endowment Award for the Best Outgoing Student

Name	Department	Year
Nimmy J Tresa	Comp. Sc.	2003
Sunitha Ellath	Zoology	2004
Shameema Rahman	English	2005
Preetha T S	Commerce	2006
Aruna Liz Mathew	English	2007
Wilson Thomas	English	2008
Shiji Paul	Mathematics	2009
Neethu Lakshmi.R.K.	English	2010
Syam Sanker.E.P.	Chemistry	2010
Sebin Chinnu	Computer Science	2011

THE TEACHING TEAM

THE PRINCIPAL

Dr Raju George, MA PhD (English), **Executive MBA** (Human Resources Management), **PGDHE** (Higher Education), **PGDDE & MA** (Management of Distance Education), **PGJ MCP** (Journalism, Mass Communication & Public Relations)

BIOLOGICAL TECHNIQUES

Dr. P. K. Prasadnan, MSc, PhD (On Deputation as Course Director, Dept. of Zoology, Kannur University)

CHEMISTRY

Dr Rajeev Thomas MSc BEd, M.Phil, PhD (Head of the Dept)

Mr. Sabin Jose MSc (Guest Faculty)

Sr Sheeja Abraham MSc BEd (Guest Faculty)

Ms Jesna James MSc (Guest Faculty)

COMMERCE

Mr Regi Francis MCom BEd. (Head of the Dept)

Ms Rajitha Xaviour MCom.

Ms Ramya Krishnan MCom, MPhil (Pursuing PhD on ML)

Ms Simi Thomas MCom, BEd (Guest Faculty)

COMPUTER SCIENCE

Mr. Thomas Monoth, M.Sc., MPhil (Completed Ph D; Head of the Dept)

Ms Jisha T. E M.Sc. MPhil

Ms Lisha A. MCA

Mr Bibin Jose MCA

Mr Sabu O.J. MSc

Ms Anjaly M.K. MSc BEd (Guest Faculty)

ENGLISH

Mr Savio James V. MA, PGCTE, MPhil (Completed Ph D; Head Of the Dept)

Mr Biju Joseph M. A.

Mr. George Thomas MA BEd (Pursuing Ph D)

Fr N. T. Francis CMI. MA BEd. (Completed Ph D)

Mr.Jocymon Joseph MA.BEd (Guest Faculty)

HINDI

Dr Rakesh Kalia MA, PhD

JOURNALISM

Mr P. P. Shaju MCJ (Completed PhD, On Deputation as Course Director,
Kannur Univ. Dept of Journalism & Mass Communications)

Fr Jaise Baby Chettiyasserry MCJ (On Deputation Vacancy)

MALAYALAM

Dr Joseph K. J. M A (Mal.) MA (Linguistics) PhD.

Mr Sunil T.C. MA, MPhil (Guest Faculty)

MATHEMATICS

Sr Dr K. A. Germina SH. MSc, BEd, PGDCA, MPhil, PhD (Head of the PG.
& Research Dept)

Ms Pamy Sebastian MSc, MPhil (On FIP to complete PhD @ the
CUSAT)

Dr Sr. Bindhu K. Thomas MSc, BEd, MPhil, PhD (On FIP Vacancy)

Ms Dimple Thomas MSc, BEd (Guest Faculty)

Ms Soumya V.M. MSc, BEd (Guest Faculty)

Ms Babitha T.K. MSc, BEd (Guest Faculty)

Ms Treasa P.V. MSc, BEd (Guest Faculty)

Ms Radha A S. MSc, BEd (Guest Faculty)

PHYSICAL EDUCATION

Dr Maria Martin Joseph MPE, PhD

POLITICAL SCIENCE

Fr. Sibichan Chelackappally MA, BEd (Guest Faculty)

STATISTICS

Ms. Geetha Antony Pullen MSc, PGDCA (Completed Ph D)

ZOOLOGY

Ms Mercy Ignatius MSc, BEd, MPhil

(On FIP to complete Ph D @ the Mar Thoma College,

Thiruvalla)

Ms Mary Nirmala Borgia MSc, MPhil, BEd

(In- Charge of the Head of the Dept)

Dr A. R. Sudha Devi MSc, MPhil, PhD

(Director of the Research Centre in Zoology)

Dr Aneesh E.M. MSc, BEd, PhD, ACGC (On FIP Vacancy)

Ms Sonia Mathew MSc, BEd. (On Deputation Vacancy)

THE ADMINISTRATIVE TEAM

Mr Jose Cheriyan MCom. - The Junior Superintendent

Mr Joy Joseph BCom. - The Head Accountant

Mr George Sebastian B A. - The U. D. Clerk

Dr Fr George P. V. MLISc PhD - The Librarian (On LWA)

Mr. Thomas Sebastian BCom. - L. D. Clerk

Ms. Ashly Thomas MA, DRDM - L. D. Clerk

Mr O. J. Paulose KGTE - L. D. Typist

Ms Philomina P. J BCom HDC - Library Assistant

Mr C. T. Johnson BCom - Lab Assistant

Mr K. C. James - LGS

Mr Jojo George - LGS

M. Jose Augustian BA - LGS

Mr Johnson C. J. - LGS

Mr George Baby B.A. - LGS

Ms P. Leela - LGS

Ms V. C. Mariya - LGS

Mr Benison Challenger K. DCHM - Tech. Asst.

TEACHERS HOLDING IMPORTANT POSITIONS

1. Dr Raju George (The Principal)

The State Liaison Officer,
The Council of Principals of Colleges in Kerala.

Research Guide in English of Kerala, Mahatma Gandhi,
and IGNOU Universities

Member, Board of Studies in Functional English, Kannur
University

2. Dr Sr. K A Germina

Research Guide in Mathematics in Kannur & M G Universities

Doctoral Committee Member, Kannur University

Member, National Mathematical Sciences Institute (NMSI),
DST, New Delhi

Adjunct Professor, Centre for Mathematical Sciences, Palai,
M G University

Member Research Council

3. Dr Joseph K J

Member, Board of Studies, UG Malayalam, Kannur University

Research Guide in Malayalam, Kannur University

Member, Expert Committee for the Dept of Tribal Sociology,
Kannur University

4. Dr Rajeev Thomas

Member, Faculty of Science, Kannur University

Life Member, Indian Council of Chemists

5. Dr Maria Martin Joseph

Member, P.G. Board of Studies, Physical Education,
University of Calicut.

6. Dr Prasad P K (on Deputation)

Research Guide in Zoology of Kannur University

Member, Board of Studies, Kannur University

Course Director, Dept. of Zoology, Kannur University

Member, Editorial Board, *Journal of Biochemical &
Cellular Archives*

7. Dr Sudhadevi A R

Member: Indian Society for Comparative Animal Physiology
& Endocrinology; *Carcinological Society*

of

Japan, Asian Fisheries Society, & Crustacean Society,
Kansas (USA).

Member, Doctoral Committee, Kannur University

Director & Research Guide, Centre for Research in
Zoology of Kannur University

Member, Editorial Board, *Journal of Experimental Zoology*,
India

8. Mr Shaju P P (On Deputation)

Member, Board of Studies, Journalism, Kannur University

Course Director, Dept of Mass Communication & Journalism,
Kannur University.

9. Mr Thomas Monoth

Chairman, Board of Studies, UG Comp. Sc., Kannur University.

Member, Board of Studies, IT & Printing Technology,
University of Calicut.

10. Dr E M Aneesh

Member, American Chemical Society

STUDENT TEAM

COLLEGE UNION

President of the College Union : Dr. Raju George (Principal)

College Union Advisor : Fr. Francis N.T.

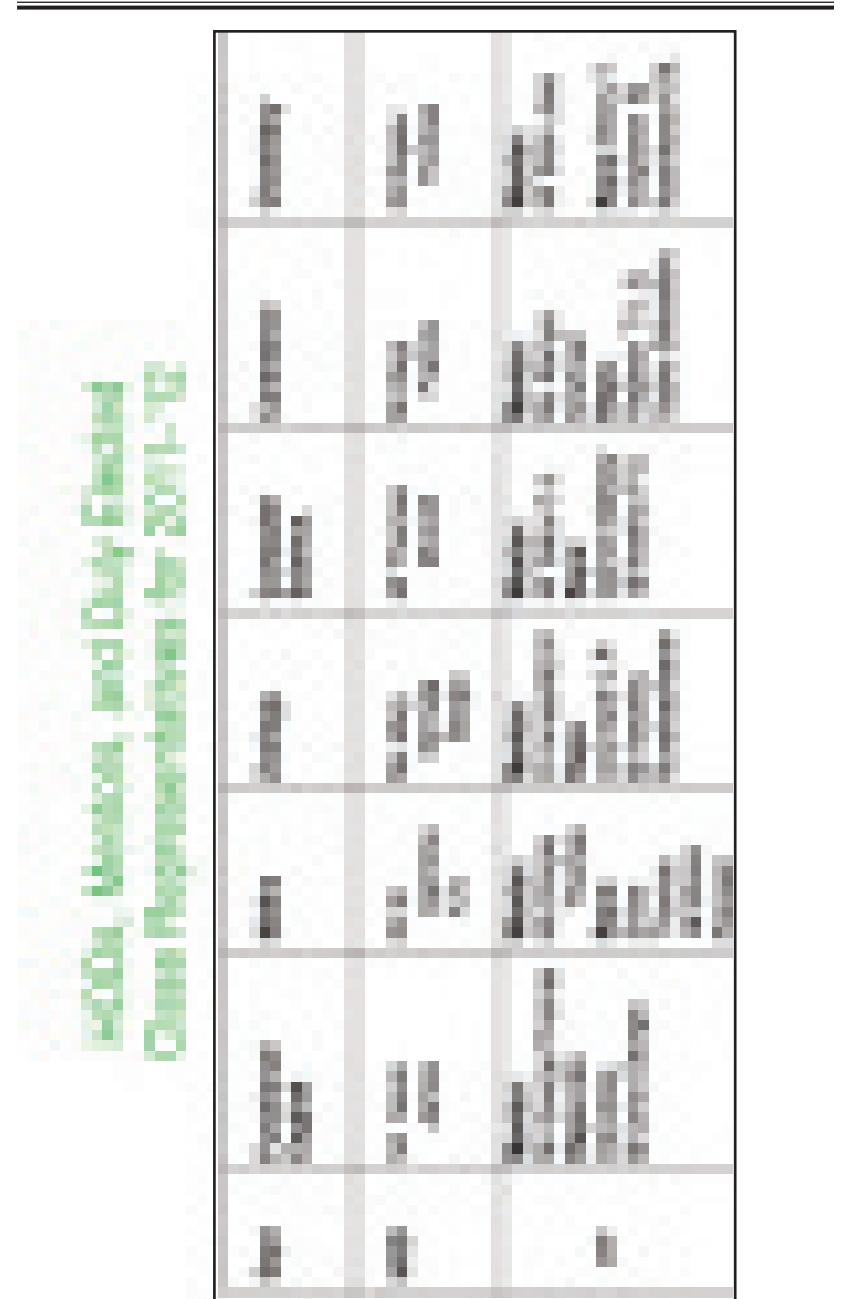
The Chairman : Albin K.L.
The Vice-Chairman : Anjali K.S.
The Secretary : Jibin Sebastian
The Joint Secretary : Jithya P.G.
The U U C : Rithin K.D.
The Fine Arts Secretary : Sarath Krishnan
The Magazine Editor : Soubi Mathew
General Captain : Jeeson Johny

Secretaries to Department Associations

English : Alex Devasia
Mathematics : Shine Thomas
Zoology : Nithin Joseph
Comp. Science : Praveen George
Commerce : Sajina Sebastian
Chemistry : Keerthana K.M.

Representatives

First DC : Damin Mathew
Second DC : Ashmila P.M.
Third DC : Nimisha Augustine
PG : Subeesh Gopi



THE EXECUTIVE COUNCIL OF THE PTA FOR THE YEAR 2011-'12

1. The President : Dr Raju George
2. The Secretary : Sri Savio James
3. The Vice President : Sri Ibrahim Kaipani
4. The Staff Advisor to the Students' Union: Fr Francis N.T.
5. The Management Nominee: Fr Biju Thuruthel.
6. Members Representing the Departments:
 - 6.1. English : Sri Joy Joseph
 - 6.2. Maths : Sri K.V. Sukumaran
 - 6.3. Zoology : Sri Kunjickrishnan R.V.
 - 6.4. Computer Science: Sri Bala Gopala Pillai
 - 6.5. Commerce : Sri Ibrahim Kaipani
 - 6.6. Chemistry : Smt Reena Sukumaran

COURSES OF STUDY OFFERED

1. BA, BSc, BCom Three Year Degree Programme In Choice Based Credit & Semester System

Common Courses: 1. English: 1- 6.

2. Additional Language:

Malayalam/Hindi: 1 – 4.

(A) BA Degree Programme

Core Course _____: Functional English

Complementary Courses : Journalism, Political Science

(B) BSc Degree Programme

Core Courses

1. Mathematics

2. Zoology

3. Chemistry

4. Computer Science

Complementary Courses

Statistics, Computer Science

Chemistry, Biological Techniques

Mathematics, Computer Science

Mathematics, Statistics

(C) BCom Degree Programme

Core Course: Commerce

Complementary Course: Computer Applications

Open Courses for V & VI Semester

1. Cyber Politics
2. Business Maths
3. Physical Health & Life Skills Education
4. Web Technology
5. Basic Accounting
6. Chemistry in Everyday Life

2. PG Programme

MSc Mathematics

3. Research Programmes with Research Guides

PhD in English: **Dr Raju George** (Kerala, Mahatma Gandhi, & IGNOU Universities)

PhD in Mathematics: **Sr Dr Germina K.A.** (Kannur, Mahatma Gandhi & Anna Universities)

PhD in Zoology : **Dr Sudha Devi A.R.** (Kannur University)
: **Dr P.K.Prasadan.** (Kannur University)

PhD in Malayalam : **Dr Joseph K. Job** (Kannur University)

4. Research Centres in Mathematics & Zoology

5. Certificate Program

- 5.1. Communicative English
- 5.2. Computer Applications
- 5.3. Yogic Science
- 5.4. Bio-Informatics

DEPARTMENT OF ENGLISH

PROGRAMMES

I Common Course in English for UG

II B.A. Functional English

TABLE OF CORE COURSES

1	I	1B01FNG	Methodology - Humanities
2	II	2B02FNG	Methodology –Functional English
3	III	3B03FNG	Informatics
4	III	3B04FNG	Communicative Grammar- Part I & II
5	IV	4B05FNG	Indian Writing in English
6	IV	4B06FNG	Phonetics & Conversation English
7	V	5B07FNG	Introduction to Linguistics
8	V	5B08FNG	Media Studies- Part I & II
9	V	5B09FNG	Introduction to Literature Part I & II
10	V	5B10FNG	English for Business Communication
11	VI	6B11FNG	Translational Studies I & II
12	VI	6B12FNG	Introduction to Theatre
13	VI	6B13FNG	Introduction to Literary theory & Criticism
14	VI	6B14FNG	Literary Appreciation
15	VI	6B15FNG	Film Studies
16	VI	6B16FNG	Project

III Certificate Course in Communicative English

IV Ph.D in English

DEPARTMENT OF MATHEMATICS

PROGRAMMES

I UG Programme

2 PG Programme

3 Ph.D Programme

SCHEME AND SYLLABUS FOR UG

1	B 01 MAT	I	Methodology and Perspectives of Sciences
2	B 02 MAT	II	Foundation of Higher Mathematics
3	B 03 MAT	III	Informatics
4	B 04 MAT	IV	Calculus
5	D 01 MAT	V	Open Course
5	B 05 MAT	V	Vector Analysis
5	B 06 MAT	V	Real Analysis
5	B 07 MAT	V	Abstract Algebra
5	B 08 MAT	V	Graph Theory
5	B 09 MAT	V	Differential equations and Numerical Analysis
6	D 02 MAT	VI	Open course
6	B 10 MAT	VI	Analysis and Topology
6	B 11 MAT	VI	Complex Analysis
6	B 12 MAT	VI	Linear Algebra
6	B 13 MAT	VI	Integral Transforms
6	B 14 MAT	VI	Elective
			1. Programming With CLanguage
			2. Mechanics
			3. Operation Research
			4. Mathematical Modelling
			5. Number Theory and Cryptography
			6. Coding Theory

DEPARTMENT OF COMPUTER SCIENCE

SCHEME AND SYLLABUS FOR UG

- 1 I 1A13CSC Informatics for Computer Science
- 2 II 2B01CSC Advanced Programming in C
- 3 II 2B02CSC Lab - II (Advanced Programming in C)
- 4 III 3B03CSC Programming in C++
- 5 III 3B04CSC Lab - III (Programming in C++ & Data structures)
- 6 III 3A11CSC Entrepreneurship
- 7 III 3A14CSC Methodology of Computer Science
- 8 IV 4B05CSC Visual Programming
- 9 IV 4B06CSC Database Management Systems
- 10 IV 4B07CSC Lab - IV (Visual programming &DBMS)
- 11 IV 4A12CSC Numerical skills
- 12 V 5B08CSC Software Engineering
- 13 V 5B09CSC Web Technology
- 14 V 5B10CSC Java Programming
- 15 V 5B11CSC Elective
- 16 V 5B12CSC Lab -V (Java programming)
- 17 V 5B13CSC Lab -VI (Web Technology)
- 18 VI 6B14CSC Data Communication and Computer Network
- 19 VI 6B15CSC Computer Organization
- 20 VI 6B16CSC Operating Systems
- 21 VI 6B17CSC Elective II
- 22 VI 6B18CSC Lab-VII (Software Development)
- 23 VI 6B19CSC Project

Certificate Course in Computer Applications.

DEPARTMENT OF CHEMISTRY

SCHEME AND SYLLABUS FOR UG PROGRAMME

- 1 Methodology of Chemistry as Discipline of Science)
- 2 Core course Practical-1 Volumetric Analytics Part- I)
- 3 Theoretical and Inorganic Chemistry]
- 4 Core course practical - Volumetric Analytics Part –II]
- 5 Core Course Inorganic Chemistry-I
- 6 Practical 2,Part Core Course Practical -I I Inorganic Qualitative Analysis &Preparation Part –I]
- 7 Inorganic Chemistry-II]
- 8 Practical 2,Part II Core Course Practical -I I Inorganic Qualitative Analysis &Preparation Part –I]
9. Open Course 1
- 10 Physical Chemistry –I]
- 11 Physical Methods in Chemistry]
- 12 Organic Chemistry]
- 13 [Core Course Practical-III Gravimetric Analysis]
- 14 Core Course Practical-IV Organic Chemistry]
- 15 Open Course 2
- 16 Physical Chemistry –II]
- 17 Organic Chemistry-II]
- 18 (Elective) -A. Environmental Chemistry B. Analytical ChemistryF. Nano Materials
- 19 Organic Chemistry-II]
- 20 Practical 3& 4
- 21 Project/Industrial Visit

DEPARTMENT OF ZOOLOGY

PROGRAMMES

I UG Programme

2 Ph.D Programme

SCHEME AND SYLLABUS FOR UG PROGRAMME

1	I	IB01ZLG	Methodology and Perspectives of Science
2	II	2B02ZLG	Evolution and Ethology
3	III	3B03ZLG	Cytology and Immunology
4	IV	4B04ZLG	General Informatics and Bioinformatics
5	IV	4B01ZLG (P)	Practical 1
6	V	5B05ZLG	Diversity of Life 1
7	V	5B06ZLG	Environmental biology and Zoogeography
8	V	5B07ZLG	Biochemistry & Biophysics
9	V	5B08ZLG	Elective
			A. Human Genetics
			B. Biodiversity, Conservation and Management
10	VI	6B09ZLG	Diversity of Life II
11	VI	6B10ZLG	Genetics, Molecular Biology and Biotechnology
12	VI	6B11ZLG	Physiology and developmental Biology
13	VI	6B02ZLG (P)	Practical II
14	VI	6B03ZLG(P)	Practical III
15	VI	6B12ZLG	Project
16	VI	6B13ZLG	Field Work

Certificate Course in Bio-informatics.

DEPARTMENT OF COMMERCE

SCHEME AND SYLLABUS FOR UG

1	I	1B01COM	Perspectives & Methodology of Business Studies
2	I	1C01COM	Business Statistics
3	II	2B02COM	Financial Accounting
4	II	2C02COM	Quantitative Techniques for Business Decisions
5	III	3A15COM	Disaster Management
6	III	3A12COM	Numeric Skills
7	III	3B03COM	Management Principles
8	III	3B04COM	Corporate Accounting
9	III	3B05COM	Programming in C
10	III	3C03COM	Business Regulatory Framework
11	IV	4A11COM	Entrepreneurship
12	IV	4A08COM	Environmental Studies
13	IV	4B06COM	Business Economics
14	IV	4B07COM	Informatics Skills
15	IV	4B09COM	DBMS & Internet Programming
16	IV	4C04COM	Corporate Law & Business Regulations
17	V	5B09COM	Cost Accounting
18	V	5B10COM	Modern Banking
19	V	5B11COM	International Business
20	V	5B12COM	Programming in Java
21	V	5B13COM	Human Resource Management
22	VI	6B14COM	Management Accounting
23	VI	6B15COM	Auditing
24	VI	6B16COM	Financial Markets & Services
25	VI	6B17COM	Accounting Packages - Tally
26	VI	6B18COM	Project.

KANNUR UNIVERSITY

Revised Regulations for Undergraduate Programmes under Choice Based Course Credit Semester System & Grading 2009

1. TITLE

- 1.1 These regulations shall be called “Regulations for Undergraduate Programmes under Choice Based Course Credit Semester System & Grading, 2009”

2. SCOPE, APPLICATION & COMMENCEMENT

- 2.1 The regulations provided herein shall apply to all regular non-professional undergraduate programmes conducted by the University. These regulations shall not apply to Distance Education and private registration programmes.
- 2.2 These regulations shall come into force with effect from the admissions commencing from 2009.
- 2.3 The provisions herein supersede all the existing regulations for the regular undergraduate programmes, to the extent herein prescribed.

3. DEFINITIONS

- 3.1 **‘Academic Week’** is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitute a Semester.
- 3.2 **‘Additional Course’** is a course registered by a student over and above the minimum required Courses, the credits earned for which will not be counted for the computation of SGPA and CGPA.
- 3.3 **‘Audit Course’** is a Course for which no credits are awarded.
- 3.4 **‘College Co-ordinator’** is a teacher nominated by the College Council to co-ordinate the effective running of the Open Courses and Continuous Evaluation undertaken by various departments within the College. He/she shall be nominated to the College level Monitoring Committee.
- 3.5 **‘Common Course’** means a Course that comes under the category of Courses, including compulsory English and additional language Courses, a selection of which is compulsory for all students undergoing undergraduate Programmes and also a set of General Courses applicable for LRP Programmes.
- 3.6 **‘Complementary Course’** means a Course which would enrich the

study of Core Course.

- 3.7 **‘Core course’** means a Course in the subject of specialization within a degree Programme.
- 3.8 **‘Course’** means a complete unit of learning which will be taught and evaluated within a Semester.
- 3.9 **‘Credit’** is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a Course.
- 3.10 **‘Credit point’** (P) is the value obtained by multiplying the grade point (G) by the credit (C): $P = G \times C.3$
- 3.11 **‘Cumulative Grade Point Average’** (CGPA) is the value obtained by dividing the sum of credit points in all the Courses taken by a student for the entire Programme by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a Programme. An overall letter grade (Cumulative Grade) for the entire Programme shall be awarded to a student depending on his/her CGPA.
- 3.12 **‘Department’** means any teaching department in a College.
- 3.13 **‘Department Co-ordinator’** is a teacher nominated by a Department Council to coordinate the Continuous Evaluation undertaken in that Department.
- 3.14 **‘Department Council’** means the body of all teachers of a department in a College.
- 3.15 **‘Extra Credits’** are additional credits awarded to a student over and above the minimum credits required for a Programme for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University.
- 3.16 **‘Faculty Advisor’** means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her Courses and other academic matters.
- 3.17 **‘Grace Grades’** means up-graded grades awarded to Courses in recognition of meritorious achievements in Sports/Arts/NCC/NSS.
- 3.18 **‘Grade’** means a letter symbol (e.g. A, B, C, etc.), which indicates the broad level of performance of a student in an answer/Course/Semester/Programme.
- 3.19 **‘Grade point’** (G) is an integer indicating the numerical equivalent of the letter grade.
- 3.20 **‘Open course’** means a course outside the field of his/her specialization, which can be opted by a student.

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- 3.21 **'Parent Department'** means the department which offers Core Courses within a degree Programme.
- 3.22 **'Programme'** means a three year Programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.
- 3.23 **Repeat Course:** means a Course that will be repeated by a student for want of sufficient attendance. He/she can repeat the Course whenever it is offered again.
- 3.24 **'Semester'** means a term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five-day academic weeks.
- 3.25 **'Semester Grade Point Average'** (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. SGPA shall be rounded off to two decimal places.
- 3.26 **'Weight'** is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical, internal and external examinations, Core and Complementary subjects etc.
- 3.27 **'Weighted Grade Point'** is the product of grade points multiplied by weight.
- 3.28 **'Zero Semester'** A Semester in which a student is permitted to opt out due to unforeseen, genuine reasons.
- 3.29 Words and expressions used and not defined in this regulation but defined in the Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. PROGRAMME STRUCTURE

- 4.1 **Duration:** The duration of an undergraduate Programme shall be a minimum of 3 years consisting of 6 Semesters. The odd semester shall be held from **JUNE** to **OCTOBER** and even semester from **DECEMBER** to **APRIL**. Monday to Friday will be working days. There will be one month semester break in **NOVEMBER** and **MAY** between semesters. The undergraduate Programme shall be completed within a minimum of six and maximum of twelve continuous semesters, with provision for zero semesters. If a student does not clear a course within the regular schedule, he/she shall reappear for the course when the course is again offered along with the subsequent batch. If minimum requirements of attendance and Continuous Evaluation are fulfilled, these need not be repeated.

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- 4.2 **Courses:** The undergraduate Programme shall include four types of Courses, viz Common Courses (A), Core Courses (B), Complementary Courses (C) and Open Courses (D). The minimum number of Courses required for completion of an undergraduate Programme may vary from 30 to 40, depending on the credits assigned to different Courses.
- 4.3 **Course code:** Each course shall have an alphanumeric code, which includes the semester number (1 to 6) in which the Course is offered, the type of the Course (A to D) and the serial number of the Course (01, 02...) and a three letter code representing the nature of the Course, excepting Common Course. For example, 2A03 represents a Common Course of serial number 03 offered in the 2nd semester and '2B02PHY' representing second semester Core Course 2 in Physics Programme.
- 4.4 **Credits:** An undergraduate Programme shall have a minimum of 120 credits. Courses shall be designed by Boards of Studies with a maximum of five credits, depending on the extent of coverage required in different subject areas. The University will work out the equivalence between the number of credits and the number of contact hours, taking into consideration the existing workload for different subjects.

4.5. Common Courses(A)

English Language Courses

01. Critical Reasoning and Academic Presentation Skills.*
02. Communication Skills in English.*
03. Readings on Indian Constitution, Secularism and Environment.*
04. Reading Literatures in English.*
05. Literature and Contemporary Issues.
06. History and Philosophy of Science.

Additional Language Courses.

07. Literature in Malayalam/Hindi/languages other than English.*
08. Communication Skills in Languages other than English/Creative Writing in Malayalam.*
09. Translation and Communication.
10. Culture and Civilization.

**Applicable for LRP(Language Reduced Pattern) Programmes also.*

General Courses:

05. Readings on Indian Constitution, Secular Society and Sustainable Environment.
06. History and Philosophy of Science/Literature.
09. Environmental Studies.
10. Culture and Civilization.
11. Entrepreneurship.
12. Numerical Skills.
13. Informatics.
14. Methodology of Business Studies/Sciences/Humanities/Social Sciences.
15. Disaster Management.

Or any other Courses offered by the Board of Studies concerned, from time to time.

For B.A/B.Sc Programmes, Common Courses 01 to 06 shall be taught by English teachers, 07 to 10 by teachers of additional language concerned. For B.Com/B.B.A/B.B.M/B.C.A/B.S.W/B.Sc Programmes (under LRP Scheme), Common Courses 01 to 04 shall be taught by English teachers, Courses 07 to 08 by teachers of additional language concerned and General Courses by the teachers of department offering Core Courses. The choice of General Courses in each College shall be decided by the College level Monitoring Committee taking into account the course content and existing staff pattern.

- 4.6 **Core Courses(B):** Core Courses offered by the parent department shall include methodology Courses pertaining to the stream, subject of specialization and Informatics relevant to the subject of specialization, one Elective and one Project, provided that Courses taken as part of the Common Courses will not be repeated.
- 4.7 **Complementary Courses(C):** Complementary Courses shall be offered by the relevant Department.
- 4.8 **Open Courses(D):** A student can opt for two Open Courses from any subject other than the subject of his/her specialization. Open Courses are to be of 2 hours 2 credits during the V & VI Semesters. The number of Open Courses offered by a College will be decided by the College Level Monitoring Committee taking into account the preferences of students and the need to fully utilize the services of existing teachers.

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- 4.9 **Additional Courses:** A student can register for additional Courses over and above the minimum required courses from among the Courses offered by a College, on the advice of the Faculty Adviser depending on the facilities available in the College.
 - 4.10 **Audit Courses:** Credit Courses can be registered as Zero Credit Audit Courses by students, on the advice of the Faculty adviser depending on the facilities available in the College concerned.
 - 4.11 The distribution of Common, Core, Complementary and Open courses across six semesters shall be decided by the University.
 - 4.12 The minimum credit requirements for successful completion of the Programme are summarized below:

Minimum credit requirements of the Undergraduate Programme

Programme Duration 6 Semesters

Minimum Credits required for successful completion of the Programme 120.

Minimum credits required from Common Courses 38

Minimum credits required from Core and Complementary Courses 78

Minimum credits required from Open Courses 4

- 4.13 **Grace Grades:** Grace Grades shall be awarded in recognition of meritorious achievements in Sports/Arts/NSS/NCC by upgrading grades awarded to Courses to the next higher grade, provided such up-gradation is limited to a maximum of 8 Courses within a year of the Programme. Detailed guidelines will be issued by the University in this respect.
- 4.14 **Extra Credits:** Extra credits may be awarded to a student for achievements in cocurricular activities carried out outside the regular class hours, as decided by the University. These credits shall not be counted while considering the minimum credits (120) for completing the Programme. The University shall frame detailed guidelines for the award of co-curricular credits and grades.
- 4.15 **Attendance:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each Semester. Condonation of shortage of attendance for a maximum of 12 days for a maximum of two spells within a Programme may be granted as per the existing University rules. A student who is not eligible for such condonation shall repeat the Course along with the subsequent batch.
- 4.16 **Credit Transfer:** The credits acquired for courses in another University would be accepted on a reciprocal basis subject to UGC norms.

5. BOARDS OF STUDIES, COURSES & SYLLABI

- 5.1 The UG Boards of Studies shall design all Courses in the respective disciplines, subject to the Regulations of the University. The Boards shall design and introduce new Courses, modify or redesign existing Courses or replace any Course with new/modified Courses. General Courses shall be designed jointly by the Boards concerned.
- 5.2 The syllabus of each Course shall be prepared module-wise and include the Course Code, title of the Course, statement of aims and objectives of the Course, the number of credits and instructional hours assigned to it, the scheme of examination and model question papers.

6. ADMISSION

- 6.1 Admission to all courses shall be as per the existing rules and regulations of the University.
- 6.2 Eligibility criteria for admission shall be as announced by the University from time to time.
- 6.3 Students shall be admitted to a particular Programme based on the marks/grades scored in the qualifying examination.
- 6.4 Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 6.5 The maximum number of students to be admitted to a Programme shall be limited to the number of seats sanctioned by the University.
- 6.6 The College shall make available to all students a brochure listing all the Courses offered by various Departments in the entire Programme. The information so provided shall contain the title of the Course, the Semester in which it is offered, credits for the Course, prerequisites, the name of the Faculty etc. Detailed syllabi shall be made available in the University/College websites.
- 6.7 The University shall prepare a common calendar for the conduct of the Courses, indicating the schedule of Courses, continuous and end-semester examinations and publication of results. The University shall ensure that the calendar is strictly followed.

7. REGISTRATION

- 7.1 The strength of students for each course shall remain as per existing regulations, except in case of Open Courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10.
- 7.2 Each student shall register for the Courses he/she proposes to

take in the prescribed registration form in consultation with the Faculty Adviser within two weeks from the commencement of each Semester. Faculty Adviser shall permit registration on the basis of the preferences of the student and availability of seats.

- 7.3 The number of courses/credits that a student can take in a Semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.
- 7.4 A student can opt out of a course/courses registered subject to the minimum credits requirement, within thirty days from the commencement of the Semester.
- 7.5 The College shall send a list of students registered for each Programme in each Semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the Semester.

8. EVALUATION

- 8.1 The evaluation scheme for each course shall contain two parts:

. **Continuous Evaluation (CE)**

. **End-Semester Evaluation (ESE)**

25% weight shall be given for Continuous Evaluation (CE). The remaining 75% weight shall be given for End-Semester Evaluation (ESE).

8.2 Continuous Evaluation (CE):

Continuous Evaluation (CE) of a course shall be based on periodic written tests, Assignments, Seminars and Attendance.

Components of Continuous Evaluation (Theory)

Component Weight

- a. Attendance 1
- b. Assignment 1
- c. Seminar/Viva 1
- d. Two test papers 2

Components of Continuous Evaluation (Practicals)

Component Weight

- a. Attendance 1
- b. Practical Test /Lab Skill 2
- c. Practical Record 1
- d. Viva 1

8.3 End-Semester Evaluation (ESE):

The End-Semester Evaluation in theory Courses is to be conducted with question papers set by external examiners. Answer papers will be bar coded to ensure confidentiality. The evaluation of the answer scripts shall be done by external examiners on the basis of a welldefined scheme of valuation. The evaluation shall be done immediately after the examination by holding zonal valuation camps, preferably district-wise. End-semester Evaluation in practical Courses shall be conducted and evaluated by two examiners - one internal and the other external. The duration of both theory and practical examinations shall be decided by concerned Board of Studies.

8.3.1 Detailed guidelines regarding the execution and evaluation of the Project shall be issued by the University.

8.4 **Improvement:** A student who secures a Grade B,C,or D (that is other than E) in a Course in a subject is permitted to register within 14 days after the declaration of results for re-examination, for improving the performance if she/he desires so, and can appear for the re-examination in the subsequent examination. The student need not attend classes for appearing for re-examination. However, the Internal Grade will be carried forward to determine the new grade in the re-examination course. If the candidate fails to appear for the improvement examination after registration, or if there is no change/upgradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.

9. PATTERN OF QUESTIONS

9.1 Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evaluation along with the question paper.

9.2 A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.

9.3 **Weight:** Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of questions	Weight
1	A bunch of 4 objective type questions	1
2	Short answer type questions	1
3	Short essay/problem solving type questions	2
4	Essay type questions	4

10. GRADING SYSTEM

10.1 Direct Grading: Both CE and ESE will be carried out using Direct Grading System on a 5- point scale as given below:

Direct Grading

Letter Grade	Performance	Grade Points (G)	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Below Average	0	0.00 to 0.49

In direct grading, each descriptive answer is directly given a letter grade in place of marks, on the basis of an assessment of the quality of the answer. In case of objective type questions, grading is undertaken by bunching them into 4. Thus, if all the 4 answers in the bunch are correct, the bunch can be graded as A; if 3 are correct the Grade is B; if 2 are correct the Grade is C; if 1 is correct the Grade is D; if no answer is correct, the Grade is E.

10.2 Consolidation of Grades

10.2.1 The overall grade for an answer paper (ESE theory) is consolidated by dividing the sum of weighted grade points by the sum of weights, as shown in the example given below:

Objective	1-4	C	2	1	2
	5-8	B	3	1	3
	9-12	D	1	1	1
Short answer	13	A	4	1	4
	14	D	1	1	1
	15	C	2	1	2
	16	B	3	1	3
	17	A	4	1	4

Consolidation of Grades for an Answer Paper (Theory)

Question Type	Question No	Grades awarded	Grade Points (G)	Weight (W)	Weighted Grade Points
	18	A	4	1	4
	19	A	4	1	4
	20	D	1	1	1
Short Essay/ Paragraph	21	C	2	1	2
	22	B	3	2	6
	23	B	3	2	6
	24	C	2	2	4
	25	B	3	2	6
Long Essay	26	C	2	2	4
	27	B	3	4	12
Total Grade of Answer Paper	28	D	1	4	4
	Total weighted grade points / Total weights			30	73
Grade C	$= 73/30 = 2.43 =$				
10.2.2	The Grade of an answer paper (ESE Practical) shall be consolidated by similar procedure discussed above by assigning weights for the various components (e.g. Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of results, Diagrams, etc.). The Boards of studies shall define the components and their weights and include them in the Scheme and Syllabus of each practical course.				
10.2.3	The grades for Continuous Evaluation (CE) shall be consolidated using the same procedure adopted for the ESE grade by combining the grades of the internal components, viz. Attendance,				

Assignment, Seminar and Test Papers taking into account their weights.

10.2.3.1 With regard to attendance (weight = 1), the following grading scheme shall be followed:

Attendance Grade

Above 90%	A
85-90%	B
80-85%	C
75-80%	D
Less than 75%	E

10.2.3. 2 Assignments (weight=1) shall be graded on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc. and inform the same to the students. Due weight may be given for punctuality in submission. Seminar (weight=1) shall be similarly graded in terms of structure, content, presentation, interaction, etc.

10.2.3.3 Test papers (weight=2) shall be graded by the same procedure adopted for End Semester Evaluation (ESE) of theory course.

10.2.3.4 If B, C, B and A grades are scored by a student for Attendance, Assignment, Seminar and Test Paper respectively for a particular Course, then her/his CE Grade for that Course shall be consolidated as shown in the example given below:

Consolidation of Grades for CE

Component	Weight (W)	Grade awarded	Grade Points (G)	Weighted Grade Points (W x G)
Attendance	1	B	3	3
Assignment	1	C	2	2
Seminar	1	B	3	3
Test paper	2	A	4	8
Total			5	16
CE Grade	Total Weighted Grade points/ Total weights = 16/5 = 3.20 = Grade B			

Note: Besides the Grade, the actual Grade Points awarded to a student for Continuous Evaluation (CE) shall be communicated to the University.

10.2.3. Consolidation of the grade of a course: The Grade for a Course is consolidated by combining the ESE and CE Grades taking care of their weights. For a particular Course, if the Grades scored by a student are C and B respectively for the End Semester and Continuous Evaluation, as shown in the above examples, then the Grade for the Course shall be consolidated as shown in the example given below:

Consolidation of the Grade of a Course

Exam	Weight(W)	Grade	*Grade Points awarded (G)	Weighted Grade Points (W x G)
ESE	3	C	2	6
CE	1	B	3	3
Total	4			9

Grade of

course $\frac{\text{Total weighted grade points/}}{\text{Total weights}} = \frac{9}{4} = 2.25 = \text{Grade C}$

*G=Actual Grade Point obtained by the candidate including decimal, if any.

10.2.4. D Grade is required for passing a Course. There shall be no separate minimum for Continuous Evaluation.

10.2.5. Consolidation of SGPA: SGPA is obtained by dividing the sum of credit points (P) obtained in a Semester by the sum of credits (C) taken in that Semester. The actual Grade Points

awarded to a student for each course in a semester is to be taken for calculating the Semester Grade Point Average (SGPA) of that student. After the successful completion of a Semester, Semester Grade point Average (SGPA) of a student in that Semester shall be calculated. Suppose the student has taken four Courses each of 4 credits and two Courses each of 2 credits in a particular Semester. After consolidating the Grade for each Course as demonstrated above, SGPA has to be consolidated as shown in the example given below:

Consolidation of SGPA

Course Code	Title of Course	Credits (C)	Grade awarded	Grade Points (G)	Credit Points (P = C x G)
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01	4	A	4	16
02	4	C	2	8
03	4	A	4	16
04		4	C	2	8
05		2	B	3	6
06		2	B	3	6
Total		20			60

SGPA Total credit points /Total credits = 60/20 = 3.00

10.2.5. 1 For the successful completion of a Semester, a student has to secure a minimum SGPA of 2.00. However, a student is permitted to move to the next Semester irrespective of his/her SGPA provided, he/she is eligible for registration for End Semester Evaluation (ESE) of the preceding Semester. A student will be permitted to secure a minimum SGPA of 2.00 required for the successful completion of a Semester or to improve his results at End Semester Evaluation (ESE) of any Semester, by reappearing for the End Semester Evaluation (ESE) of any course of the semester concerned, along with the examinations conducted for the subsequent admission.

10.2.6 **Consolidation of CGPA:** An overall letter grade (Cumulative Grade) for the whole Programme shall be awarded to the student based on the value of CGPA using a 7-point scale, as given below.

Overall Grade in a Programme

CGPA	Overall Letter Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

10.2.6.1 The grades of the Courses taken over and above the minimum

prescribed credits, shall not be counted for computing CGPA.

- 10.2.6.2. For the successful completion of a Programme and award of the degree, a student must pass all Courses satisfying the minimum credits requirement (120) and must score a minimum CGPA of 2.00 or an overall grade of C+.

11. GRADE CARD

- 11.1. The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information:

- . Name of University.
- . Name of College.
- . Title of undergraduate Programme.
- . Number of Semester.
- . Name and Register Number of student.
- . Code number, Title and Credits of each course registered in the Semester.
- . CE & ESE Grades, consolidated Grade, grade point (G), letter grade and Credit point (P) in each course opted in each Semester.
- . Institutional average of the CE and University average of the ESE in each Course.
- . The total credits, total credit points and SGPA in the Semester.
- . Details of the audited Courses, if any, taken in the Semester.

- 11.2. The Overall Grade Card issued at the end of the final Semester shall contain the details of all Courses taken during the entire Programme including those taken over and above the prescribed minimum credits for obtaining the degree. Apart from CGPA of the Programme, the cumulative grades obtained for Common, Core, Complementary, and Open Courses and the grades obtained for Additional Courses shall be shown separately in the overall grade card.

12. GRIEVANCE REDRESSAL MECHANISM

Committees will be constituted at the Department, College and University levels to look into complaints regarding Continuous Evaluation (CE). Department Level Committee (DLC) will consist of the HOD, the teacher concerned and Department Coordinator.

College Level ommittee(CLC) will consist of the Principal, HOD concerned and College Coordinator. University Level Committee(ULC) will consist of the Pro-Vice-Chancellor, Chairperson

of the Boards of Studies concerned and Syndicate Member in charge of Examinations. Department Level Committee will be presided over by the HOD, College Level Committee by the Principal and University Level Committee by the Pro-Vice- Chancellor. Department Level Committee will have initial jurisdiction over complaints against Continuous Evaluation. College Level Committee will hear appeals against Department level decisions and University Level Committee will hear appeals against College level decisions. Complaints will have to be submitted to the Department concerned within two weeks of publication of results of Continuous Evaluation (CE) and disposed of within two weeks of receipt of complaint. Appeals to College Level Committee should be made within two weeks of the decisions taken by Department Level Committee and disposed of within two weeks of the receipt of the complaint. Appeals to University Level Committee should be made within one month of the decisions taken by College Level Committee and disposed of within two months of the receipt of the complaint.

13. MONITORING SYSTEM

There shall be Department level, College level and University level monitoring committees for the proper implementation of the restructured curriculum. The Department Council and College Council will respectively monitor Department level and College level implementation. University level monitoring will be done by a Committee presided by the Pro-Vice Chancellor and will include the Chairpersons of Boards of Studies and Deans of Faculties and Convener of standing committee on Affiliation. Faculty-wise subcommittees

may be constituted. There shall be monthly review at the Department level, quarterly review at the College level and Semester-wise review at the University level. Department level review reports will be submitted for the consideration of College level committee and College level review report will be submitted for the consideration of University level committee. The review reports from higher levels will be sent back to lower levels for implementation.

RULES AND REGULATIONS

General Discipline

1. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decorum in all places and under all circumstances.
2. College property should not be disfigured by affixing propaganda literature or by writing. Students who destroy college property are liable to be punished and the expences if any, for repair work will be recovered.
3. No flag shall be hoisted on the college campus without the written permission of the principal.
4. Students are not permitted to loiter on the college campus during leisure hours. They are advised to spend such time reading in the library.
5. Students are expected to be decently dressed in the classrooms as well as at any function organized on the college premises.
6. Smoking, drinking alcohol and using drugs are strictly prohibited. Students who engage in these activities will be dismissed from the college.
7. Students indulging in ragging or any other offence will be dismissed from the college and the matter will be reported to the police.
8. All the students shall abide by the decisions of (1) the Principal, (2) The Discipline Committee and (3) the College Council.
9. Outsiders are not permitted to meet the members of the staff or students on the college campus without the permission of the Principal.
10. Prior permission of the Principal, in writing, is necessary for:
 - a. Organizing processions, special meetings, entertainments or special functions in the college or on the college premises.

14. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the 13 power to provide by order that these regulations shall be applied to any Programme with such modifications as may be necessary.

15. REPEAL

The Regulations now in force in so far as they are applicable to Programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice based Credit Semester System and Grading in their application to any Programme offered in a College, the latter shall prevail.

**Sd/-
REGISTRAR**

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- c. Putting up any notice on the notice board in the college or on its premises.
11. Notices signed or countersigned by the Principal and displayed on the notice boards are considered as having been brought to the notice of the students of the college.
 12. Students once suspended from the college are not eligible to stand as candidates in any of the college elections and are not eligible to hold any office in the college.
 13. An office bearer will lose the office he/she is holding if he/she is found guilty of indiscipline and of misusing his/her office.
 14. Any student or group of students in the name of strike or agitation cannot disrupt work or cannot prevent the staff or Principal from carrying out their duties. Stringent disciplinary action including dismissal will be taken against such students. If the college incurs any loss due to the disruptive activities of the students they will be held responsible for that and they should compensate for the loss.
 15. The Principal will keep in touch with parents or guardians of the students who are very backward in their studies and whose attendance is very inadequate, and conduct unsatisfactory. If the parents or guardian do not respond or do not take any interest in such matters the principal will take appropriate action.
 16. The Principal in consultation with the College Council may impose the following punishments wherever necessary:
 1. Fines
 2. Cancellation of attendance
 3. Withholding of term certificates
 4. Forfeiture of educational concessions and scholarships.
 5. Suspension

6. Expulsion

17. Every student is expected to take part in one or more of the games for which facilities are provided by the college.
18. All the students shall keep with them their identity cards with recent passport size photographs duly attested by the Principal. All payments, issue of certificates etc. can be made only on production of their identity cards. The students are required to produce their identity cards as and when the teaching staff, office staff or any other member of the college administration demands it.

Any attempt to tamper with or disfigure the identity card will be considered as a serious offence. Such identity cards will be cancelled and no new cards will be issued. If an original identity card has been irrecoverably lost a duplicate card will be issued only after the completion of the procedure usually followed in such cases.

The identity card should be surrendered in the office at the time of the issue of transfer certificate or qualifying certificate, whichever is earlier.
19. Any issues which are not covered by these rules will be decided by the Principal.

Attendance and Leave

1. Attendance will be taken at the beginning of each class. Absence of one or more periods either in the morning session or in the afternoon session will forfeit the attendance of that particular session.
2. Students are required to be in their places at the beginning of each class. No student will be allowed to leave the premises during the class hours without the permission of the Head of the Institution.
3. Late comers should not enter the class without the permission of the teacher.

at least a day in advance or on the day the student rejoins the college after the leave.

6. Application for leave from the students will be entertained only if they are recommended by the Head of the Department concerned.
7. If the period of leave applied for exceeds 5 days he/she should produce a medical certificate from a Registered Medical Practitioner, on the day before or the day after the period of leave. Medical certificates submitted at a later time will not be accepted.
8. If a student is absent from class without leave for more than 10 days, his/her name will be removed from the rolls. He/she may however, be re-admitted after furnishing sufficient reasons.
9. The annual certificate of attendance required for admission to the university examination will not be issued unless the student has attended at least 75 percent of the total number of working days during the academic year.
10. A student whose attendance falls below the minimum can apply for condonation through the Principal to the University. The application for condonation shall be accompanied by a treasury receipt for Rs. 100/-. The reason for each day's absence will have to be explained. If the absence was on account of illness, a medical certificate has to be produced.
11. The annual certificate of attendance will be issued to a student only after he/she has completed the course of instruction to the satisfaction of the authorities in terms of his/her progress and conduct.

Transfer Certificate

1. Application for Transfer Certificate should be made in the prescribed form at least two days in advance.
2. Conduct Certificate will normally be issued only along with

the Transfer Certificate when the student has completed the course.

The Caution Deposit

1. Every student admitted to a course of study in a Government or private institution should pay the caution deposit at the time of admission or at the commencement of the course or during the period of the course along with the first instalment of tuition fees and other special fees.
2. The caution deposit will not be refunded till the student has completed his/her course of study. At the end of a particular course of study, the caution deposit collected from a student will be refunded to him/her on receipt of an application from the student in the prescribed form. The dues, on account of the loss of library books, the breakage of laboratory equipment and the destruction of college property, will be deducted from the caution deposit.
3. The caution deposit paid by a student for a particular course will be refunded to him/her after deducting the dues. It will be refunded before the completion of the course if the student takes T. C. from the college for discontinuing the course or pursuing studies for the same or a different course in some other institution.
4. The student should keep in safe custody the receipt issued for the remittance of the caution deposit during the tenure of the course. The caution deposit will be refunded only if the original receipt is produced along with an application for refund. Failure to produce the original receipt will result in the forfeiture of the claim for refund.
5. The outgoing students can get the caution deposit refunded on or before 31st March of the year. Unclaimed caution

Fee Concession

- a. Applicants belonging to SC / ST / OBC, Kudumbi and Christian converts from Scheduled Castes and Scheduled Tribes who are bonafide subjects of Kerala State are eligible for full fee concession, stipend and lump sum grant for purchase of books and dress. They will have to produce, at the time of admission, a Certificate of Nativity and a Certificate of Community.
- b. Applicants belonging to Backward and Forward Communities who are bonafide subjects of Kerala State are eligible for full fee concession if the income of their families does not exceed Rs. 24000/- per annum in the case of students of Degree classes as per the Kumara Pillai Commission Report.
- c. Exemption from payment of Tuition Fees is allowed to the children/grandchildren of Political Sufferers if the income does

Certificates to be produced at the time of admission.

1. Applicants belonging to the SC / ST / OBC, Kudumbi and Christian Converts from SC/ST should produce income and community certificates in original.
2. Applicants belonging to the OBC must produce an income certificate issued by the Village Office and countersigned by the Local Panchayat President / Chairman of Municipality / Mayor of the Corporation / Honorary Magistrate / MLA or MP in the prescribed form.
3. The incomes of both the parents must be shown in the income certificate and the certificate of income of the guardian will be accepted only in the case of orphans and in other exceptional cases.
4. Community and Nativity certificates in the prescribed forms have to be submitted within 15 days from the commencement of the class. If this is not done, fees will have to be paid.

5. Applicants who do not produce necessary certificates at the time of admission will not be admitted unless they pay the prescribed fees.
6. In the case of applicants whose parents died in harness while in the State Government service, harness fee concession will be granted on production of necessary documents, provided the income of the guardian does not exceed Rs. 4000/- per annum.

Medical Examination

Every student has to undergo medical examination once during the course of study. If the students fail to present themselves for the medical check-up at the time specified, the matter will be reported to the University.

GENERAL RULES FOR LIBRARY

1. The staff and students of the college are entitled to the use of the library.
2. The library will be open from 9.00 a.m. to 4.30 p.m. on all working days and from 9.30 a.m. to 1.00 p.m. on Saturdays.
3. Reference books, periodicals and newspapers will not be issued out. Before consulting reference books the user should sign a register after making necessary entries in it.
4. Strict silence should be maintained in and around the library.
5. Readers have to keep all their belongings at the entrance of the reading room.

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7. The users must not disfigure or damage by writing on or mishandling any books, magazines, manuscripts and maps belonging to the library.
 8. No tracing or mechanical reproduction shall be made without prior permission of the librarian.
 9. The readers will be responsible for any damage done to the books or other property belonging to the library. They are required to replace such books or property or pay the price as decided by the authorities. If one of the books in a set is damaged the whole set will have to be replaced.
 10. If a ticket or book is lost, the matter should be intimated in writing to the Librarian immediately. He will decide on the appropriate compensatory measures. If a book is not returned within one month after the due date it will be deemed lost. In the case of a lost ticket, a duplicate can be had only after one month on payment of a penalty of Rs. 20/-. A member against whom any payment is outstanding will not be allowed to borrow books until he/she has cleared the dues.
 11. The students may return the books on all working days except during the lunch hour (1 to 2 p.m.). The following days are allotted to each department for borrowing books.

Mon : Mathematics, Computer Science and P G students

Tue : English and Zoology

Wed : Chemistry, Commerce and P G students

Thu : Mathematics, Computer Science and English

Fri : Chemistry, Commerce, Zoology and P G students

12. Only one book will be issued on a ticket. The reader has to surrender his/her ticket when the book is issued.
13. Before leaving the counter, the reader should satisfy himself/herself as to whether the book lent to him/her is in good condition. If it is not, he/she should immediately bring the matter to the librarian's notice. Otherwise he/she is liable to be held responsible for the replacement of the book.
14. The loan period is usually 15 days. However the librarian can recall any book at any time from a reader.
15. A book returned after the due date will entail a fine of Rs 1 per day.
16. Members are not allowed to sublet the books of the library.
17. All the books should be returned to the library before March 31st of each academic year. However the final year students should return the books before final year examinations.
18. Books issued for the holidays should be returned within 2 days after reopening.
19. The staff should return all the books at the close of the academic year.

COMMITTEES

1. The College Council

Dr Raju George (Principal & Convenor)
Mr Savio James
Sr Dr Germina K.A.
Ms Mary Nirmala
Sri Thomas Monoth
Dr Rajeev Thomas
Sri Regi Francis
Dr Maria Martin Joseph
Dr Joseph K.J.
Dr Rakesh Kalia
Fr Jaise Baby
Dr Sudhadevi A.R.
Ms Geetha Antony Pullan
Fr Sibichan Chelakkapally
The Librarian

2. The Internal Quality Assurance Cell (IQAC)

The Principal (Convenor)
Dr Sr Germina K.A. (Coordinator)
Msgr Mathew Madappallikunnel (Manager)
Fr Biju Thuruthel (Bursar)
The Heads of all the Departments
The Office Superintendent
The Chairman of the Students' Union
The Vice Chairperson of the Students' Union
The Vice President of the PTA

Members of the Locality:

1. Sri Jacob Sebastian (Member, Grama Panchayat)
2. Ms Thressia Kodiyankunnel (Member, Grama panchayat)
3. Fr Sibichan Chelackappally (Local Parish Priest)

Senior Administrative Officers:

IQAC Coordinators of Devagiri College & Nirmalagiri

College

Documentation Team:

1. Ms Geetha Antony
2. Sri George Thomas
3. Fr Francis.N.T.

3. Grievance Redresser & Counselling

The Principal (Convenor)
The Staff Advisor to the Students' Union (Coordinator)
The Heads of All the Departments
The Professional Councillor
The Management Nominee
The Office Superintendent
The Vice President of the PTA
The Students' Union Chairman
The Students' Union Vice Chairperson

4. Prevention of Ragging and Campus Violence

The Principal (Convenor)
The Sub Inspector of Police @ Mananthavady (Rep. of the Civil & Police Admn.)
The Director, Wayanad Social Service Society (Rep. NGO)
Adv. Fr Dr Thomas Joseph Therakom,
(Rep. of the Local Media)
Heads of all the Departments & Mentors of all the Classes
(Faculty Members)
Representatives of the Parents from all the Classes
Representatives of the Students from all the Classes
The Office Superintendent
The Management Nominee

5. The Anti-Ragging Squad

The Principal (Convenor)
Dr Maria Martin Joseph, Head, Ph. Edu. (Coordinator)
The Staff Advisor to the Students' Union
The Heads of all the Departments
The Mentors of all the Classes
The Management Nominee
The College Union Chairman
The College Union Vice Chairperson
The Coordinator of the Grievance Redresser Cell
The Coordinator of the Women's Cell
The NCC Officer
The Program Officers of the NSS

6. Prevention of Harassment of Women

The Principal (Convenor)
Dr Sr Bindhu K. Thomas (Coordinator)
The Heads of all the Depts
The Mentors of all the Classes
The Representatives of all the Classes.
The Chairman of the Students' Union
The Vice Chairperson of the Students' Union
The Joint Secretary of the Students' Union

7. The Library Advisory Committee

The Principal (Convenor)
The Librarian in Charge
Sri Savio James (Coordinator)
The Heads of all the Departments, Languages,
Physical Education, and Complementary Courses
The Office Superintendent
The Bursar
The Chairman of the Students' Union
The Vice Chairperson of the Students' Union

8. The Research Consultancy & Extension

The Principal (Convenor)
Dr Sr Germina K.A.(Research Guide & Coordinator)
Dr Joseph K. Job (Research Guide)
Dr Rajeev Thomas
Dr Maria Martin Joseph
Dr Sudha Devi A.R (Research Guide)
Dr Rakesh Kalia.
Dr Sr Bindu K. Thomas
Dr Aneesh E.M.

9. Infrastructure Development

Msgr Mathew Madappalikkunnel (Manager and Convenor)
Dr Raju George (Principal)
Fr Biju Thuruthel (Finance Officer & Coordinator)
Dr Sr Germina K.A. (IQAC Coordinator)
Dr Maria Martin Joseph (Coordinator of UGC Projects)

Dr Rajeev Thomas

Sri George Thomas
Sri Jose Cherian (The Office Superintendent)

10. The Ethics Committee (as per the directives of the Govt)

Chairman : Dr Raju George, the Principal.
Vice Chairman : The Vice President of the PTA.
Convenor : Prof. Savio James, the Secretary of the PTA.

Joint Convenors : The Chairman of the Students' Union.

The Vice Chairperson of the Students' Union.

Members (i) Revd Fr Biju Thuruthel,
Representative of the Management.
(ii) Fr Francis N.T. & Sri Regi Francis,
POs of the NSS.
(iii) Lt Dr Rajeev Thomas, NCC Officer.
(iv) Sri Jacob Sebastian (Rep. of the Grama Panchayat)
(v) Ms Thressiamma (Rep. of the Grama Panchayat).
(vi) Sr Bindhu K. Thomas,
(Coordinator of the Women's Cell.)

11. The College Level Monitoring Committee for the Effective Implementation of the Credit and Semester System.

The Principal (Convenor)
Sri Savio James (Coordinator)
The Heads of all the Departments
The Heads of all Complementary Courses,
Physical Education and Languages.

12. The College Calendar and the Brochure

The Principal (Convenor)
Sri Sabu O.J. (Coordinator)
The Office Superintendent

13. The Monitoring of the College Canteen

The Principal (Convenor)
Sri George Baby (Coordinator)
The Heads of all the Departments
The Office Superintendent
The Bursar (Coordinator of Infra-structure)
The Chairman of the Students' Union

The Vice Chairperson of the Students' Union

14. Time Table

The Principal (Convenor)
Dr Rajeev Thomas (Coordinator)
The Heads of all the Departments
The Bursar (Coordinator of Infra-structure)
The Office Superintendent

15. The Office Automation

The Principal (Convenor)
Sri Bibin Jose (Coordinator)
The Office Superintendent
The Bursar
Sri George Baby
Sri Benison Challenger

16. College Co-Operative Store Director Board

Dr. Raju George (President)
Sri. Johnson Chirayil (Secretary)
Sri. Biju Joseph (Member)
Sri. George Thomas (,)
Sri. Shaju. P.P. (,) (on Deputation)
Fr.Dr. Justine Moonanal (,) (on Leave)
Sri. Johnson C.J (,)

COORDINATORS OF THE VARIOUS FORUMS

1. **Advisor to the Students' Union & the Fine Arts** Fr Francis N.T.
2. **Public Relations:** Dr Rajeev Thomas & Fr Francis.
3. **Endowments:** Dr Sr Germina K.A.
4. **Career Guidance, Placement & Coaching for Entry in Services:** Dr Rakesh & Dr Joseph K.J.
5. **Maitri Community Devt Program @ the Murukkumtheri adopted Colony:** Sri Regi Francis.
6. **Employment Training Centre for Tribal Women @ Appappara:** Fr Francis & Regi Francis.(NSS POs)
7. **Women's Cell & Health Centre:** Sr Dr Bindhu K. Thomas.
8. **Web-site Upgradation:** Mr Bibin Jose.& Sri Thomas Monoth
9. **Scholarships:** Dr Maria Martin Joseph & Ms. Lisha A

10. Secretary to the Parent Teacher Association (PTA):

Sri Savio James.

11. NCC (National Cadet Corps) Officer: Lt Dr Rajeev Thomas.

12. Program Officers of the National Service Scheme (NSS):

Fr Francis & Sri Regi Francis.

13. Professional Counselling: Ms Nimmy V. Joy, MSW

14. Certificate Programs:

1. Sri Jocymon Joseph (Communicative English)
2. Dr Maria Martin Joseph (Yogic Science)
3. Ms Jisha T.E. (Computer Applications)
4. Dr Aneesh E.M. (Bioinformatics)

15. Online Students' Feedback:

Ms Lisha A. & Ms Rejitha Xavier.

16. Remedial Coaching & Bridge (Foundation) Course:

Ms Jisha T.E.

17. Research Consultancy & Extension: Dr Sr Germina K.A.

18. Staff Editor : Dr Joseph K.J

ASSOCIATIONS

1. The Teaching Staff

Fr Francis (President)
Ms Jisha T.E. (Secretary)
Sri Thomas Monoth (Treasurer)

2. The Administrative Staff

Sri Paulose O.J. (President)
Sri Joy Joseph (Secretary)

3. The Alumni

Dr Maria Martin Joseph (Coordinator)
Sri George Baby (Secretary)
Dr Aneesh E.M.
Mr. Jocymon Joseph
Mr. Regi Francis
Mr. Sibin Jose
Mr. Sabu O.J.

Ms Dimple Thomas

COORDINATORS OF THE VARIOUS CLUBS

1. **Media & Community Radio Mattoli:** Fr Jaise Chettiyasserry.
2. **Tourism:** Sri Sabu O.J.
3. **Science, Nature, Save Green & Bhoomithra Sena:**

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4. **Red-Ribbon (Forum for Grouping & Donating Blood):**
The NSS POs & The NCC Officer.
 5. **Debate, Quiz, & Theatre:** Mr. Jocymon & Ms Mary Nirmala.
 6. **Entrepreneurship:** Sri Regi Francis.
 7. **Folklore & Books:** Mr. Sunil. T.C.
 8. **Yoga & Health Fitness:** Dr Maria Martin Joseph.
 9. **Karunyam Mission @ the Govt Hospital, & AICUF:**
Sri Johnson Cherayil.
 10. **Altius for Global Competence by the World Malayalee Council:** Sri Bibin Jose.
 11. **Youth Red Cross:** Sri Savio James & Dr Joseph K.J.
 12. **Anti-narcotic Club:** The Program Officers of the NSS & NCC
 13. **Eco-Friends:** Ms Mary Nirmala Borgia
 14. **Music:** Sri Jocymon Joseph
 15. **Jesus Youth :** Ms. Ashly Thomas

THE NATIONAL SERVICE SCHEME (NSS)

The College has two units of the National Service Scheme (Unit No. 33 & 46 of the Kannur University). The N. S. S. Units facilitate training for 200 students in Social Work. The Units are under the supervision of **Fr Francis N.T. and Sri Regi Francis, the Program Officers.**

THE NATIONAL CADET CORPS (NCC)

A unit of the National Cadet Corps consisting of 62 cadets (1-platoon) comprising men and women is functioning in the college. This is an Army Wing under 1 (Ker) Arty Bty. N. C. C. Thalassery and **Lt Dr Rajeev Thomas** is the NCC Officer. The Kannur University awards 3% Grace Marks for the 'B' Certificate holders and 4% for the 'C' Certificate holders. Likewise the Cadets who attend the Summer

Camp and the Republic Day Pared Camp are eligible for 6% and 7% Grace Marks respectively. In addition to that the Cadets completing two years in NCC will get weightage marks for admission to various courses. Students who pass the B and C Examinations will find it easy to get commissioned posts in the Defense Service.

COMMUNITY ENGAGEMENT PROGRAMMES

Extending the services of the College to the local community in the decennial year, the college has launched two innovative community welfare Programmes.

1. **Maithri Community Development Programme**

To uplift of the local tribals, the college has adopted the Murikkumthery colony of Adiyar community. Various educational and health awareness programmes are conducted for the community especially for the school going students and dropouts. The activities of the programme is coordinated by Dept. of Commerce headed by Sri Regi Francis.

2. **Employment Training Program for the Tribal Women**

In order to provide employment opportunities to the Tribal women in the neighbourhood the College had set up an Employment Training Centre in the neighbouring Ondayangadi in 2006. Ms Geetha Antony coordinated. The Centre had been wound up once the service was no longer needed. In stead, Sewing Machines have been given to the Employment Training Centre for the Tribal Women @ the hospitality of the Adoration Sisters @ Appappara near Thirunelli as part of the Bp George Njaralakkat Endowment. Ms Pamy Sebastian coordinated the Centre for three Years. The

Volunteers of the NSS frequent the Centre and assist the program. This Year the Center is being coordinated by Fr Francis and Sri Regi Francis, the POs of the NSS.

3. The Karunya Charity Mission

The College Community has been contributing Rs 2000/- to the District Hospital, Mananthavady to sponsor the Lunch to the patients on Second Saturdays. Sri Johnson Chirayil coordinates.

4. Radio Mattoli, Wayanad's own Community Radio FM 90.4

The *Radio Mattoli* had its preliminary preparations on the Campus, but later own got shifted to Dwaraka since the Project faced innumerable connectivity problems. Sri Johnson Cherayil is Guest Faculty at the *Radio Mattoli*. The College is looking ahead to have more active involvement of both the Students and the Faculty with *Radio Mattoli*. Fr. Jaise Chettiyassery, the coordinator is also Asst. Programme Coordinator of Radio Mattoli.

5. The College has been extending the services of Dr P.K. Prasad as Course Director on Deputation to the Kannur University Department of Zoology @ the Mananthavady Campus. The College had provided the Space and all its facilities free of cost for one year to commence the Dept.

6. The Services of Sri. Shaju P. P is extended as Course Director on Deputation to the Kannur University Department of Journalism & Mass Communications.

SCHOLARSHIPS AND PRIZES

1. Rev. Msgr. Joseph Kaniyattam Endowment was instituted by the college in the academic year 1996-97. Rs. 10000/- was deposited as the principal endowment amount, the interest of which is to be used for conducting an Inter-Collegiate elocution competition every year and giving away prizes to the winners.
2. An Endowment has been instituted in the name of Dr. K. T. Varkey, founder Principal of the college. Rs. 50000/- was deposited as the principal amount. A series of lectures by eminent scholars will be organized once in three years and a cash award of Rs. 1000/- will be given to the best student of the college every year considering his/her all round performance.
3. Bishop Mar Emmanuel Pothanamuzhy Memorial Prize, Instituted by the Teaching Staff Association, awarded to the student who secures highest marks in Part I English, Paper I & II. A cash award of Rs.1,000/- will be given every year.
- 4 Rev. Dr. Fr. James Maruthukunnel Endowment was instituted by the college with a principal amount of Rs. 25000/-, the interest of which is to be used for conducting a college level quiz competition every year. The first prize for the best team comprising two members will be given a cash

award of Rs. 1001/- and a certificate. Rs. 501/- and Rs. 251-

will be given to the second and third prize winners respectively.

5. Archbishop Mar Jacob Thoomkuzhy Scholarship, instituted by the management, awarded to the topper in B. Com degree examination. The cash award of Rs. 1,000/- will be given every year.
6. Very Rev. Msgr. Thomas Moolakunnel Scholarship, instituted by the diocese of Mananthavady. A cash award of Rs. 500/- will be given to the topper in B. Sc. Mathematics degree examination.
7. Rev. Fr. Geroge Kazhikachalil Scholarship (a cash award of Rs. 500/-, instituted by the Diocese of Mananthavady (the management) awarded to the student who secures highest marks in B. Sc. Zoology degree examination.
8. A cash prize of Rs. 500/- instituted by the management to the student who secures highest marks in the B. A. degree examination.
9. A cash prize (Rs. 500/-) instituted by the management to the student who secures highest marks in B. Sc. Computer Science degree examination.
10. A cash prize (Rs. 500/-) instituted by the management to the student who secures highest marks in B. Sc. Chemistry degree examination.
11. Ramanujan award of Rs. 250/- for the top scorer in B. Sc. Mathematics (Main only) instituted by the Dept. of Mathematics.

FACILITIES IN THE COLLEGE

01. THE CENTRAL LIBRARY

The fully automated Central Library consists of the following sections :

- Stack Room • Reference Section • Periodicals Section
- Internet Section • Photocopy Unit

02. UGC NETWORK RESOURCE CENTRE

The objective of the centre is to create awareness among staff and students about the use of the computer in various activities like administration, finance, examination and research. In addition to it the information and communication network would help the college to have access to multimedia materials in teaching and learning at places of eminence in India and abroad.

03. PHYSICAL EDUCATION

The Dept of Physical Education promotes interest in sports and games among students. Coaching camps in various disciplines will be conducted during the year. There are 5 seats under sports quota for Degree Courses. A photocopy of the original application along with copies of sports certificates should be presented to the Dept of Physical Education for considering a student for admission under sports quota.

A few seats are reserved for sports in all professional colleges in Kerala. Grace marks will be awarded to students who represent University in Inter-University competitions. Students are prohibited to participate in tournaments conducted by external agencies without prior permission from the Principal. Violation of this rule will result in disciplinary action.

Students who are proficient in sports and games are eligible for scholarships awarded by Sports Authority of India

and State and Central Governments.

04. LANGUAGE LAB

A well equipped Language Lab trains the students in various aspects of spoken language and effective verbal communication.

05. AUDIO-VISUAL FACILITIES

TV, DVD player, OHP, DLP and other similar facilities are available for the use of students.

06. COMPUTER LAB

A well equipped Computer Lab (with 40 nodes, various Softwares, Web Camera, Scanner etc.)

07. ZOOLOGY LAB

A well equipped lab with advanced equipments and modern facilities. A zoological museum is also attached to it.

08. CHEMISTRY LAB

A well equipped lab with advanced equipments and modern facilities.

09. BIOLOGICAL TECHNIQUES LAB

A spacious lab with highly sophisticated equipment like Phase contrast microscope with photomicrography facility, Digital spectrophotometer, Colorimeter, Autoclave, Microtome, Incubator etc. This is the only laboratory of its kind in Kerala.

10. CO-OPERATIVE STORE

The Co-operative store is run by the Co-operative Society LTD No. W 226 the aim of which is to supply text books, note books and other stationery items to the members. The Society is regularly audited by the Co-operative Department of Kerala Government.

11. HOSTEL

A hostel for girls functions in the college campus.

12. CANTEEN

CALENDAR 2011 - 2012

JUNE - 2011

Date	Day	Particulars
1	Wed	College reopens
2	Thu	Academic Planning
3	Fri	Formation of Student Help Desk by Senior students
4	Sat	
5	Sun	
6	Mon	Daedline of Application for new admission.
7	Tue	
8	Wed	Formation of Anti- Ragging Squad.
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	Interview for new admission
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	First classes begin
23	Thu	
24	Fri	University inspection on Women's Hostel
25	Sat	
26	Sun	
27	Mon	Freshers' orientation for three days
28	Tue	Faculty training on smart class operations
29	Wed	
30	Thu	

Total working days during the month - 22

JULY - 2011

Date	Day	Particulars
1	Fri	
2	Sat	
3	Sun	St.Thomas Day
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	Best Magazine Award won
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	Release of Zoolit 2010
14	Thu	Book Bank facility inauguration
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	PTA Representative Council meeting
27	Wed	
28	Thu	
29	Fri	Meeting of Women's Cell
30	Sat	Karkidaka Vavu
31	Sun	

Total working days during the month - 21

AUGUST - 2011

Date	Day	Particulars
1	Mon	Lt Col. S. K. Sinha Visits NCC Cadets
2	Tue	
3	Wed	
4	Thu	
5	Fri	Academic Excellence Day & Alumni Meeting Of Commerce
6	Sat	Board of Governors' Meeting
7	Sun	
8	Mon	
9	Tue	Reception to Minister P K Jayalakshmi.
10	Wed	Awareness Campaign on Anti-Ragging
11	Thu	
12	Fri	Cancer Care Fund
13	Sat	
14	Sun	Processing of Applications for Post Metric Scholarship
15	Mon	Independence day
16	Tue	
17	Wed	IQAC High Power Committee Meeting
18	Thu	
19	Fri	College Union Election
20	Sat	
21	Sun	Sree Krishna Jayanthi
22	Mon	Oath Taking Ceremony
23	Tue	
24	Wed	
25	Thu	Youth Journalist' camp for two days
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	Eid-UI-Fither
31	Wed	

Total working days during the month - 22
Total working days during the First Term - 65

SEPTEMBER - 2011

Date	Day	Particulars
1	Thu	Onam Celebration
2	Fri	Onam Celebration
3	Sat	Onam Holiday begin
4	Sun	International Workshop in Mathematics begins
5	Mon	
6	Tue	International Workshop in Mathematics ends
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	Additional working day
13	Tue	College reopens after Onam holidays
14	Wed	
15	Thu	University level meeting of CBCSS coordinators
16	Fri	PTA Meeting
17	Sat	
18	Sun	
19	Mon	
20	Tue	Library Advisory Committee Meeting
21	Wed	Sree Narayana Guru Samadhi
22	Thu	
23	Fri	Inauguration of the College Union & Fine Arts
24	Sat	Maths Olympiad for Wayanad Schools
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

Total working days during the month - 16

OCTOBER - 2011

Date	Day	Particulars
1	Sat	
2	Sun	Gandhijyanthi
3	Mon	
4	Tue	
5	Wed	Mahanavami
6	Thu	Vijayadasami
7	Fri	Alumni Meet
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	Research Advisory Committee Meeting
14	Fri	Meeting of Associations & Clubs
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	End Semester Internal Exam Begins
25	Tue	
26	Wed	Deepavali
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

Total working days during the month - 18

NOVEMBER -2011

Date	Day	Particulars
1	Tue	
2	Wed	
3	Thu	University Semester Exams begin
4	Fri	
5	Sat	
6	Sun	Id-UI-Asha
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

Total working days during the month - 22

DECEMBER - 2011

Date	Day	Particulars
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	Muharam
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	Arts Festival
16	Fri	Arts Festival
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	Christmas Holidays begins
25	Sun	Christmas
26	Mon	Alumni Day
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

Total working days during the month - 16
Total working days during the Second Term - 72

JANUARY - 2012

Date	Day	Particulars
1	Sun	
2	Mon	
3	Tue	College Reopens after Christmas holidays
4	Wed	
5	Thu	
6	Fri	Annual Sports Day
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Periodical Meetings of committees, Clubs & Associations
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	Republic Day
27	Fri	
28	Sat	
29	Sun	
30	Mon	

Total working days during the month - 20

FEBRUARY - 2012

Date	Day	Particulars
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	Periodical Meetings of committees, Clubs & Associations
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
		Total working days during the month - 21
		*UGC funded coaching classes for Competitive Exams on all Saturdays since July 2008

MARCH - 2012

Date	Day	Particulars
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	End Semester Internal Exams begin
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

Total working days - during the month - 22
 - during the Third Term - 63
 - during the Year - 200

TELEPHONE DIRECTORY

The College Office	: 04935 241087
The Manager	: 09447219652; 04935 240735
The Principal	: 09747360020; 04935 271322
The Bursar (Finance Officer)	: 09495511616
The Office Superintendent	: 09446159357
The Cooperative Store	: 04935 274599
The Library	: 04935 242505
The Ladies' Hostel	: 04935 243877.

TEACHING TEAM

1.	Dr Raju George	9747360020	04935 271322
2.	Mr Savio James V	9961139916	04935 241932
3.	Mr Biju Joseph	9605744088	
4.	Mr George Thomas	9847766502	04935 215915
5.	Fr Francis N T	9744928260	04935 250517
6.	Mr Jocymon Joseph	9947478093	04935 274565
7.	Dr Germina K A (Sr)	9744859390	04935 242981
8.	Ms Pamy Sebastian	9446970984	04935 243071
9.	Sr. Bindhu K Thomas	9605747835	04935-240831
10.	Ms Dimple Thomas	9744343100	04935 245180
11.	Ms Soumya V M	09961483824	04936 244550
12.	Ms Babitha T K	9447657363	04935 243993
13.	Ms Treesa P V	9946614263	
14.	Ms Radha A S	9847991233	04935 250076
15.	Ms Mercy Ignatius	09496442098	0495 2373991

16.	Dr Prasadnan P K	9847803836	04935 242496
17.	Ms Mary Nirmala Borgia	9947644699	04935 242518
18.	Dr Sudha Devi A R	9947163686	04935 242496
19.	Dr Aneesh E M	9400741861	04935 241861
20.	Ms Sonia Mathew	8547241752	04935 241589
21.	Mr Thomas Monoth	9400759752	09495721211
22.	Ms Jisha T E	9447397462	04935 310170
23.	Ms Lisha A	9847571254	04936 289516
24.	Mr Bibin Jose	9946770010	04936 240811
25.	Mr. Sabu O.J.	9847878750	04936 211019
26.	Ms Anjali M. K.	9496296782	04935 243614
27.	Mr. Regi Francis	9048527576	
28.	Ms Rajitha Xavior	9562232629	0490 2570339
29.	Ms Ramya Krishnan M.	9495912596	04936 224563
30.	Dr Rajeev Thomas	9847424900	04935 271268
31.	Mr. Sibin Jose	9747774823	04935 215771
32.	Sr. Sheeja Abraham		04935 240831
33.	Ms Jesna James	9747938272	0460 2267395
34.	Dr Rakesh Kalia	9544439717	04935 242552
35.	Dr Joseph K J	9447682387	04935 243086
36.	Mr Sunil T C	9947473148	
37.	Mr Shaju P P	9447887703	
38.	Fr Jaise Baby Chettiyassery	9946149838	
39.	Ms Geetha Antony Pullen	9847325392	04935 271268
40.	Dr Maria Martin Joseph	09447277990	04935 244309
41.	Fr Sibichan Chelackappally	09447410831	04935 240817

<u>ADMINISTRATIVE TEAM</u>			
1	Mr Jose Cheriyan	9745915934	04936 234216
2	Mr Joy Joseph	9447328014	04935 215725
3	Mr George Sebastian	9495783761	
4	Mr Thomas Sebastian	9447156287	04935 240746
5	Ms Ashly Thomas	9747852505	04935 215175
6	Mr Paulose O J	9946930498	04935 250636
7	Dr George P V (Fr)	9447297793	
8	Ms Philomina PJ	9947423490	04935
270229			
9	Mr Johnson C T	9495307070	9947770440
10	Mr James K C	9495213439	04935 242055
11	Mr Jojo George	9446130013	0490 2430013
12	Mr Jose Augustian	9495307011	9495363544
13	Mr Johnson C J	9400503289	04936 223289
14	Mr George Baby	9249221096	
9746143586			
15	Mr Maria Vadakkedath V C	9947133749	04935 271766
16	Ms Leela P	9961073233	04935 310601

EPABX Numbers

04935 - 241087

Office	: 33
Principal	: 21
Manager	: 22
Office Superintendent	: 33
Library	: 32
NRC	: 32
Staff Room (Ground Floor)	: 31
Staff Room (First Floor)	: 24

HEADS OF DEPARTMENTS

Biological Techniques	: 27
Chemistry	: 28
Computer Science	: 25
English	: 23
Mathematics	: 36
Physical Education	: 26
Zoology	: 30
Commerce	: 34

STATUTORY WARNING

Ragging in any form that include *any conduct by students whether by words spoken or written or by an act which has the effect of teasing, hardship and psychological harm to a fresher* is banned, and anyone found guilty of encouraging the same is liable to be punished as per the University, UGC, Government, and the Supreme Court directives.

In case of need make use of the helpline@antiragging.net Toll Free No. 1800 180 5522 / the Local Coordinator of the Anti Ragging Squad: 09447277990.

TIME TABLE	V						
	IV						
	LUNCH BREAK						
	III						
	II						
	I						
	DAY	MON	TUE	WED	THU	FRI	

WORKING HOURS

The college functions from 9.00 a. m. to 4.30 p. m.

09.00 a. m.	to 10.00 a. m.	Counselling, Tutorial, Guidance etc.
10.00 a. m.	to 01.00 p.m.	Forenoon session - 3 Periods
01.00 p. m.	to 01.40 p. m.	Lunch Interval
01.40 p. m.	to 03.40 p. m.	Afternoon session - 2 Periods
03.40 p. m.	to 04.30 p. m.	Counselling, Tutorial, Guidance etc.

FEE SCHEDULE				
B.A/B.Sc/B.Com 2010-2011				
Class	Term	Without fine	With fine Rs 5/-	With fine Rs 10/-
	I			
III DC		02.06.2011	08.06.2011	21.06.2011
II DC		03.06.2011	09.06.2011	22.06.2011
Class	Term	Without fine	With fine Rs 5/-	With fine Rs 10/-
	II			
III DC		01.09.2011	12.09.2011	26.09.2011
II DC		01.09.2011	13.09.2011	27.09.2011
I DC		02.09.2011	14.09.2011	28.09.2011
Class	Term	Without fine	With fine Rs 5/-	With fine Rs 10/-
	III			
III DC		03.01.2012	11.01.2012	24.01.2012
II DC		04.01.2012	12.01.2012	25.01.2012
I DC		05.01.2012	13.01.2012	27.01.2012

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