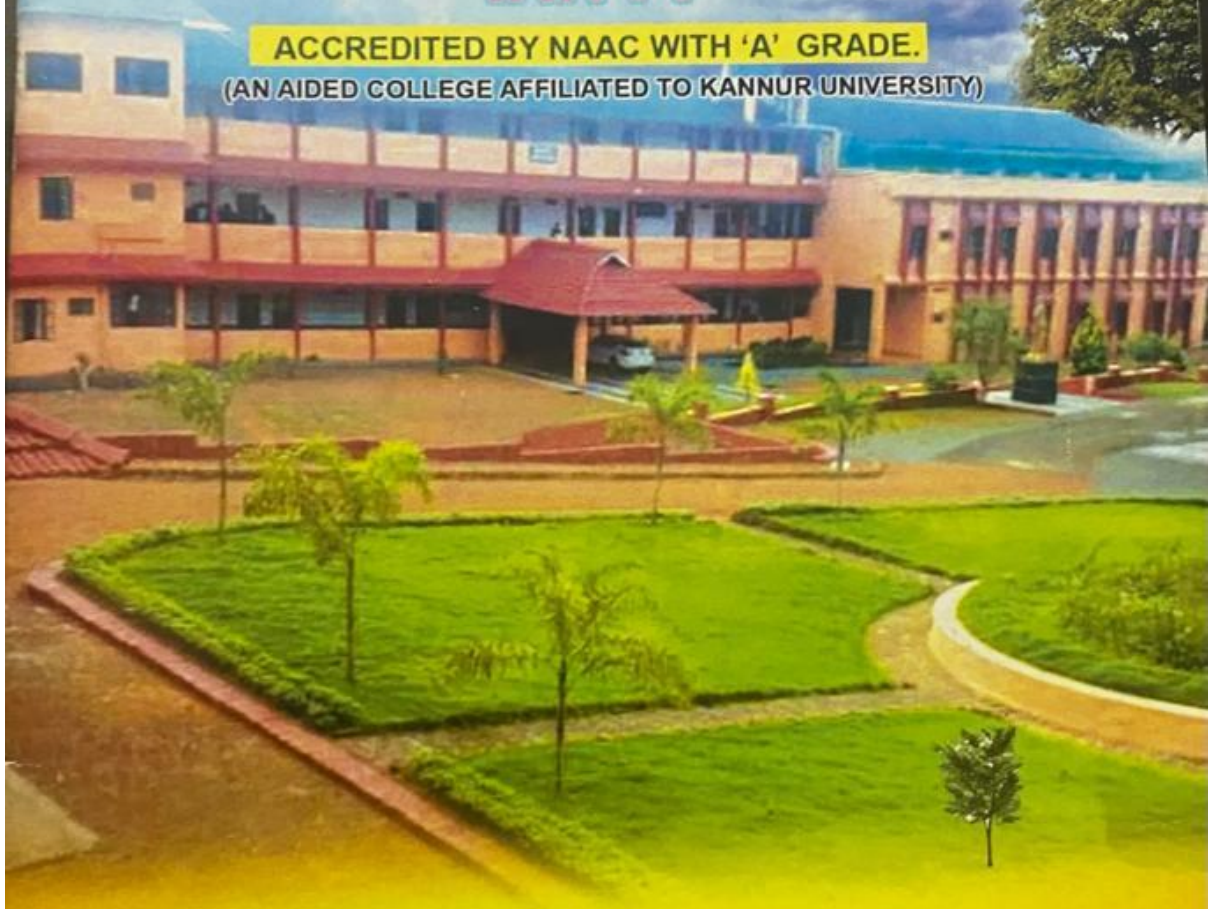




MAHATMA GANDHI COLLEGE IRITTY

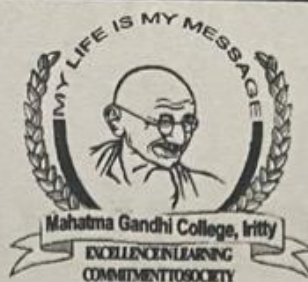
ACCREDITED BY NAAC WITH 'A' GRADE.

(AN AIDED COLLEGE AFFILIATED TO KANNUR UNIVERSITY)



HAND BOOK & CALENDAR

2020-21



MAHATMA GANDHI COLLEGE, IRITTY

Accredited by NAAC with 'A' Grade.

(AN AIDED COLLEGE AFFILIATED TO KANNUR UNIVERSITY)

IRITTY, KEEZHUR. P. O., KANNUR(DT), 670703

Phone : 0490-2491666 Fax: 0490-2491666, 2997666

E-Mail: mgcollege.ac.in@gmail.com

Website : www.mgcollege.ac.in

HAND BOOK & CALENDAR

2020 - 2021

Name :

Roll No : Class :

Admn No :

Date of Birth :

Blood Group :

Resi Address :

Telephone No. :

Name of Parent/Guardian :

Occupation & Address :

e-mail id :

Name of Tutor :

CONTENTS

1.	M.G. College - A Short Profile	5
2	Track Record 2019-20	9
3.	Programmes of Study	14
4.	The Faculty	15
5.	General Discipline	19
6.	Scholarships	22
7.	Identity Card	23
8.	Attendance and Leave	23
9.	Fee Shedule	26
10.	Library	27
11.	Forums, Associations and Staff Committees	28
12.	Internal Examinations	42
13.	Calendar Abstract	43
14.	Calendar	44

M. G. COLLEGE : A SHORT PROFILE

Mahatma Gandhi College, Iritty, founded by Iritty Educational Society, is the realisation of a long cherished dream of the hard working and enterprising people of the region. As there was no institution for higher studies near the locality, enterprising people with a vision formed Iritty Educational Society in 1982 and sought the permission of the Calicut University and Kerala government to start a new aided college. The society purchased around 17 acres of land at Keezhurkunnu, 4 k.m away from Iritty, in between Mattannur and Iritty near the Thalassery-Mysore State Highway, as the permanent site for the proposed college. The site is noted for its scenic beauty, easy accessibility and calm atmosphere so needed for scholarly pursuits. The tranquil atmosphere that envelops the region makes it an ideal spot for the scholarly aspirants. The college started functioning on 13th July 1995. Initially College was affiliated to Calicut University. At present the college is affiliated to Kannur University. The College is Accredited with 'A' grade by NAAC in 2016.

Prof. M. P. Lakshmanan was the founder Principal of the College. Prof. M. A. H. Khan took over the mantle from him in 2000. After his retirement in March 2003 Dr. Mathew M. J. assumed office as Principal. After the service of 15 years as Principal, he retired in March 2018. Dr. Meera M. had been in charge of Principal from April 2018 to May 2019. Now Dr. Ajitha V. is the Principal and Sri . C. V. Joseph is the Manager.

MANAGING COUNCIL

1. Sri. C. V. Joseph

President, Iritty Educational Society &
Manager of the College.

9747468065

2. Sri. C. S. Sebastian

Vice President

8547450582

3. Sri. Chandran Thillenkery

Vice President

9447320855

4. Sri. Baby John Painappalli

General Secretary

9744037998

5. Sri. M. J. John

Secretary

9447476617

6. Sri. K. Valsaraj

Secretary

9847392200

7. Sri. Narendran K. K.

Treasurer

9497762830

SUCCESSION LIST OF PRINCIPALS

<u>Name</u>	<u>From</u>	<u>To</u>
Prof: M. P. Lakshmanan	1995	2000
Prof: M.A.H. Khan	2000	2003
Dr. M. J. Mathew	2003	2018
Dr. Meera M. (Incharge)	2018	2019
Dr. Ajitha V.	2019

OUR VISION

To be a centre of excellence that aims at the evolution of the students into physically fit, intellectually competent and socially committed citizens.

OUR MISSION

To attain academic excellence and be an accessible institution that imparts quality education to aspiring students.

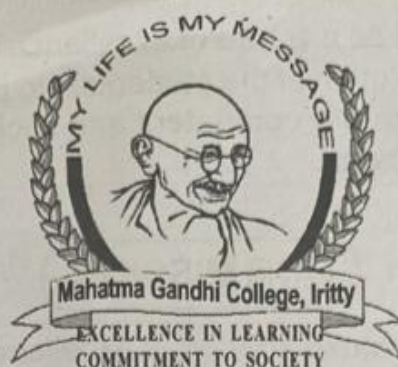
SPECIFIC OBJECTIVES

1. Highest percentage in University results.
2. Getting students admitted in national level institutions for higher studies.
3. Evaluation of students' abilities and implementation of suitable remedial measures.
4. Activities and programmes to help the weak and the disabled in the society.

MOTTO

"Excellence in learning
Commitment to society"

EMBLEM



The emblem of M. G. College is made up of the meaningful configuration comprising an image of Mahatma Gandhi encircled by sheaves of corn on both sides indicating vitality and growth and the clarion call of Gandhian vision of life pointing to the inseparable connection between words and action, "My life is my Message". The specific motto of M. G. College also forms part of the emblem - "Excellence in learning and commitment to society". The emblem is a pointer to the vision that inspires M. G. College fraternity and the mission it seeks to fulfil through curricular and co-curricular activities

COLLEGE SONG

The college song invokes the expansion of consciousness so that harmony, love and knowledge allied with exalted awareness spring up in mind leading to the evolution of human beings transcending the narrowness of caste and creed. It envisages the mode of existence where words embody the light of knowledge and actions imbibe the spirit of compassion in life so that human beings have the healing touch in moments of distress and gloom. It is written by Sri. Pramod Vellachal and music is given by Sri. Dileep Kumar.

PIONEERS OF IMPERIAL SUCCESS

Name	Class	Year	Rank
Nisha A. P.	B.Com	2001	I
Maneesh Mathew	B.Sc. Physics	2002	III
Rajesh K. V.	B.Sc. Comp.Sc.	2003	I
Dayana A.C.	B.Sc. Comp.Sc.	2003	II
Jisha C. M.	B.Sc. Comp.Sc.	2003	III
Jisha Sebastian	B.Com	2004	I
Sajina P. K.	B.Sc. Comp.Sc.	2004	I
Sunitha P. S.	B.Sc. Physics	2004	II
Roopasree A.	B.Sc. Comp.Sc.	2004	III
Nisha K. P.	B.Sc. Maths	2004	III
Vimal Thomas	B.Sc. Physics	2005	I
Priyanka C.	B.Sc. Physics	2005	II
Shabeer K.	B.Com.	2005	II
Dhanya M. P.	B.Sc. Physics	2005	III
Augustine Nice Jam	B.Sc. Comp.Sc.	2005	III
Haseena C.	B.Sc. Maths	2005	III
Joyce Jose	B.Com.	2006	II
Sheena T.P.	B.Sc. Comp.Sc.	2006	I
Reena K.	B.Sc. Comp.Sc.	2006	II
Remya E. G.	B.Sc. Comp.Sc.	2006	III
Kadeeja P. K.	B.Com.	2007	II
Jafseena	B.Sc. Maths	2008	I
Sumesh A.	B.Sc. Comp.Sc.	2008	II
Priyanka Mathew	B.Sc. Physics	2008	I
Hafsath C. P.	B.Sc. Maths	2009	I
Jilna Mohan	B.Sc. Physics	2009	II
Neethu A.	B.Sc. Comp.Sc.	2009	II
Sreejima K.	B.Com.	2009	II
Vikram Kamaljith	B.Sc. Physics	2009	III
Rony P. Mathew	B.Com.	2009	III
Kishore Krishnan	B.Sc. Comp.Sc.	2009	III
Riswana N. K.	B.Sc. Comp.Sc.	2010	III
Sarath Manoharan	B.Sc. Comp.Sc.	2010	III
Rashida Parayil	B.Sc. Maths	2010	III
Priyanka M.	B.Com.	2010	III
Sruthi Sreedharan	M.Sc. Maths	2011	III
Preethi Nair.	M.Sc. Maths	2014	I
Jaismol Sebastian	M.Sc. Maths	2014	III

College Toppers 2013		
Sumisha Joseph	B.Sc. Computer Science	A (3.62)
Sameera K. R.	B.Com.	B (3.47)
Pranav Chandran V.M.	B.Sc. Physics	A+ (3.87)
Shonima A.	B.Sc. Maths	A (3.66)
College Toppers 2014		
Athira K.V.	B.Sc. Computer Science	A (3.64)
Anjali K. K.	B.Com.	A (3.52)
Cynla Cyril	B.Sc. Physics	A (3.76)
Nithya K.	B.Sc. Maths	A (3.58)
College Toppers 2015		
Shinsha E.	B.Sc. Computer Science	A (3.67)
Sanva P.	B.Com.	A (3.51)
Nipun Chandran V.M.	B.Sc. Physics	A+ (3.83)
Athira Sagar	B.Sc. Maths	A (3.69)
Aiswarya K.	M.Sc. Maths	1370 (91.3%)
Hima K.	M.Com	1324 (73.5%)
College Toppers 2016		
Rajeev C. Nair	B.Sc. Computer Science	B+ (3.38)
Fareeda E.K.	B.Com.	A (3.63)
Gokul V.I.	B.Sc. Physics	A+ (3.8)
Alinda Joseph	B.Sc. Maths	A+ (3.82)
Jerin Sebastian	B.B.A.	A (3.46)
Soorya P.	M.Sc. Maths	A (8.69)
Neethu Nandan	M.Com	B (7.52)
College Toppers 2017		
Anjana A.	B.Sc. Computer Science	A+ (9.31)
Priya Antony	B.Com.	A+ (9.03)
Anjana T.K.	B.Sc. Physics	A+ (9.406)
Arjun S.N.	B.Sc. Maths	A+ (9.48)
Athira M.	B.B.A.	A (8.69)
Ambili K.	M.Sc. Maths	A+ (9.50)
Anupriya Baby	M.Com	A (8.074)
College Toppers 2018		
Maneesha J.	B.Sc. Computer Science	A+ (8.39)
Anusree P.	B.Com.	A+ (9.098)
Arya Rose Thomas	B.Sc. Physics	A+ (9.597)
Maneesha Babu	B.Sc. Maths	A+ (9.164)
Anju E. S.	B.B.A.	A (8.823)
Neena P.M.	M.Sc. Maths	A (9.22)
Aparna K.	M.Com	A (8.24)

College Toppers 2019

Rameesa T. K.	B.Sc. Computer Science	A (8.953)
Stephy Thomas	B.Com.	A+ (9)
Aswathi Damodaran	B.Sc. Physics	A+ (9.663)
Athira Abraham	B.Sc. Maths	A+ (9.3)
Adithya K.	B.B.A.	B (7.979)
Anil M. V.	M.Sc. Maths	A (9.79)
Sruthi N.	M.Com	A (8.71)

TRACK RECORD 2020

Ashitha O M	B Sc Computer Science	A (8.978)
Greeshma C	B Sc Computer Science	A (8.895)
Vaishnavi C M	B Com	A (8.728)
Sandra Maria	B Sc Physics	A+ (9.591)
Liza Helen	B Sc Physics	A+ (9.536)
Delna P T	B Sc Maths	A+ (9.563)
Arya P	B Sc Maths	A+ (9.518)
Anamika P V	B B A	A (8.465)
Athulya K	M Sc Maths	A+ (9.45)
Anusree P	M Com	A (8.667)

Percentage of pass

B Sc Computer Science	-	96 %
B Com	-	68 %
B Sc Physics	-	97 %
B Sc Maths	-	86 %
B B A	-	55 %
M Sc Maths	-	68 %
M Com	-	80 %

Students who have qualified for higher courses through National Level Entrance Examinations

Ashitha O M	Pondichery Central University, Central University of Kerala, CUSAT, CAT, All Kerala MCA Entrance Examination
Greeshma C	Pondichery Central Uty, CUSAT, CAT, All Kerala MCA Entrance Examination.
Sarath E V	Pondichery Central University, ITCAT
Baby Varna C P	Pondichery Central University, Kannur University
Surya P	Pondichery Central University, CUSAT, CAT, All Kerala MCA Entrance Examination.
Abhinand K	Pondichery Central University
Athul P	Pondichery Central University,
Abin Jo Mathew	CUSAT, CAT
Amaljith C	All Kerala MCA Entrance Examination
Anugrah T P	All Kerala MCA Entrance Examination
Arun Raj M	ITCAT – IITM – K Digital University
Shaghin P C	ITCAT – IITM – K Digital University
Ajin Mathew	ITCAT – IITM – K Digital University
Vishnu T	ITCAT – IITM – K Digital University
Sreehari K	JAM, BHU, Pondichery Central University, JNU, CUCET, HCU
Arya E R	JNU, HCU, CUCET, Pondichery Central University
Manjunath M K	CUCET, Pondichery Central University
Cristeena Devasia	CUCET, HCU, JNU
Sandhya A K	JAM, CUCET
Liza Helen	CUCET

Alumnus who has been awarded Ph.D

Dr. Dileep Kumar M obtained Ph.D in Mathematics from CUSAT

Students Qualified NET		
Anjali P K	-	Mathematics
Vinya K	-	Mathematics
Laya John	-	Mathematics
Ashish Chandra P	-	Mathematics
Anusree P	-	Commerce – NET with JRF
Anagha Narayanan	-	Commerce – NET with JRF

COLLEGE EVENTS 2019-20

Seminars on various subjects have been organized under the auspices of different departments during the year.

Many Faculty members participated in Refresher/ Orientation, programmes, National/International Seminars /Conference etc.

Many Students of our college got admissions in various Nationally acclaimed institutions for higher studies.

Many students of our college participated and won prizes in inter collegiate / State level competition in Quiz / Debate etc.

Principals and other faculty members have been selected and continue to serve in various academic / Professional bodies and other organization of the university.

Our college sports team had an active participation in the university sports and games and bagged many medals.

In the Kannur University Arts Festival 2019-20, our College had an active participation in various events.

The NSS Camp was held at Sree Narayana Guru College of Arts & Science, Veerpad.

COURSES OF STUDY

P. G. Programme (Four Semesters)

1. **M. Sc Mathematics**
2. **M. Com Finance**

U. G. Programme (Six Semesters)

1. B. Sc Computer Science (Core)

Mathematics and Statistics (complementary)

2. B. Sc Mathematics (Core)

Computer Science and Statistics (complementary)

3. B. Sc Physics (Core)

Computer Science and Mathematics (complementary)

Common

-

English

Common Additional Course

-

Malayalam/Hindi

4. B. Com (Core)

Common

-

English

Common Additional Course

-

Malayalam / Hindi

Optional elective course

-

Finance

5. B.B.A. (Core)

Common

-

English

Common Additional Course

-

Malayalam / Hindi

6. Add on Courses

1. Certificate course in Android; NPTEL online courses
LATEX, Quatitative, Aptitude

7. ASAP (Govt. of Kerala)

THE FACULTY

Principal

Dr. Ajitha V.

0490-2491666 (O)

04902457280 (R), Mobile: 9447487065

principal@mgcollege.ac.in

Department of Commerce & Management Studies

- | | | |
|---|-------------------|--|
| 1. Mr. Saraschandran | Asso. Prof. & HOD | 9495100259
sarathmayookam@gmail.com |
| 2. Dr. Swarupa R | Asso. Prof: | 9447321830
swarupa189@gmail.com |
| 3. Dr. Jayasagar Adiyeri | Asst. Prof: | 9539245274
sagarpondy@gmail.com |
| 4. Mrs. Geetha C. | Asst. Prof: | 9495927990
geethaanilclt@gmail.com |
| 5. Adv. Dennis Thomas (Part time Lecturer in Law) | | 9447239519
advocatedennisthomas@gmail.com |
| 6. Mrs. Suma P.C. | Asst. Prof: | 9747375108
jayasumapc@rediffmail.com |
| 7. Mr. Sebin George. | Asst. Prof: | 9446111167
sebin.george3@gmail.com |
| 8. Mrs. Greeshma A | Asst. Prof: | 9446408524
anikethanikv@gmail.com |

II Management Studies

- | | | |
|----------------------------|-------------|--|
| 1. Dr. Rehin K. R. | Asst. Prof: | 9446359576
rehinkr@gmail.com |
| 2. Mrs. Hima K.. | Asst. Prof: | 7902404525
himahareendran@gmail.com |
| 3. Mr. Muhammed Thayyib K. | Asst. Prof: | 995080151
tyb4133@gmail.com |

III Department of Mathematics

- | | | |
|----------------------|------------------|--|
| 1. Dr. Bijumon R. | Asso. Prof. &HOD | 7560967926,
0490-2433226, 2434555
bijumon.iritty@gmail.com |
| 2. Mrs. Haseena C. | Asst. Prof. | 0490-2451371, 9495560791
hasinidu16@gmail.com |
| 3. Mrs. Priyanka P. | Asst. Prof. | 9496612490
priyankanambiar.900@gmail.com |
| 4. Mrs. Jimly Manuel | Asst. Prof. | 9496097684, 9446817884
jimtomly@gmail.com |
| 5. Mrs. Maya P.V. | Asst. Prof. | 9946544584, 9400510767
panakkalveettimaya@gmail.com |
| 6. Mrs. Vidya T.M. | Asst. Prof. | 9747373997vidyatm4@gmail.com |

IV Department of Physics

- | | | |
|-----------------------|--------------------|--|
| 2. Mrs. Sandhya C. V. | Asso. Prof. & Head | 9995910560,
0490-2494100
sandhyacv.mgc@gmail.com |
| 3. Mrs. Sapna P. | Asst. Prof. | 9495839585
sashothi123@gmail.com |

V Department of Computer Science

- | | | |
|------------------------|-------------------|---|
| 1. Dr. Shijo M. Joseph | Asso. Prof. & HOD | 9447447985
shijomjose71@gmail.com |
| 2. Lt. Dr. Jithesh K. | Asst. Prof. | 0490-2472559
8156967691 jithukotheri@gmail.com |
| 3. Mr. Rejeesh E | Asst. Prof. | 0490-2492738, 9400390386
rejeesh.mgc@gmail.com |
| 4. Mrs. Anupama M. | Asst. Prof. | 9497596116
anupama.cs.mgc@gmail.com |
| 5. Mrs. Reshma P. K. | Asst. Prof. | 9847791975
pkreshma@gmail.com |

VI Department of English

1. Dr. Reji Paikkattu Asso. Prof. & HOD 9495459640
8075559593 rejipaikkattu@gmail.com
2. Mr. Pramod Kumar K. V. Asst. Prof. 80705559593, 9447384054
0497 2826576 pvellachal@gmail.com

VII Department of Statistics

- Dr. Aneesh Kumar K. Asso. Prof. & HOD 9847765133
ane_k@rediffmail.com

VIII Department of Hindi

- Dr. Meera M. Asso. Prof. & HOD 9446267263
0497-2725272
meerasasidhar@yahoo.com

IX Department of Malayalam

- Dr. Sheeja Naroth Asso. Prof. & HOD 9495309793
0490-2361488
sheejanaroth@gmail.com

Department of Physical Education

- Dr. Nisa M. Guest faculty 9496453503
nisakutty1983@gmail.com

THE GUEST FACULTY

Name	Department	Phone No.
Remya R	Management Studies	9497724705 remyarahavan390@gmail.com
Mr. Ashok Jayaraman K.	Physics	6238017160 kashokjayaram@gmail.com

LIBRARY STAFF

1. Sunil Kumar K.M. Librarian 9446697244
2. Prakasan P.. Library Asst. 9447001303

NON - TEACHING STAFF

1. Mr. Sathianandan N.	Junior Superintendent, Governingbody Member, Kerala State Higher Education Council (nsathyanandan@gmail.com)	9447313130
2. Mr. Santhosh Kumar V. K	Head Accountant	9947402275
3. Mrs. Mini John M. J.	Sr. Clerk	9744008011
5. Mr. Rajesh Kumar P. V.	Sr. Clerk	9495120397
4. Mr. Abdul Latheef C.	Computer Assistant	9539341285
6. Mr. Satheesan P. K.	Clerk	9447082364
7. Mr. Pavithran K. V.	Store Keeper	9495801865
8. Chandran M. V.	Clerk	9495371709
9. Mr. Padman E.	Lab Assistant	9496703304
10. Mr. Jayaprakash K.	Lab Assistant	9447288388
11. Mr. Soorath K.	Technical Assistant	8075046309

GENERAL DISCIPLINE

1. Be clean and decorous in dress, decent and polite in language and behaviour.
2. Respect your elders and teachers.
3. Courteous behaviour towards students of the other sex make you a true 'mahatma Gandhian'.
4. Do your best to maintain the peaceful academic atmosphere of campus.
5. As soon as the prayer bell is heard, pray till the next bell, standing still and observing perfect silence. This is the best way to begin the day's work.
6. Do not disfigure the furniture, windows, doors and walls with drawing, engravings and writing.
7. Remember that you are here primarily to study. You don't gain anything and the college is discredited when petty political bickerings are carried in to the college campus.
8. Transact business in the college office in a manner becoming of college student patiently and politely.
9. Students shall not organize or attend meetings other than official ones on the campus without the permission of the principal.
10. Any damage done to the college property will have to be made good.
11. Ragging is prohibited by law. Students who engage in such activities will be dismissed from the college.
12. Outsiders shall not be permitted to meet the students on the college campus without the permission of the Principal.
13. Any student or group of students, in the name of strike or agitation cannot prevent the staff or the principal from carrying out the duties. Stringent disciplinary action will be taken against such students.

14. The Principal may impose the following punishments where ever necessary.
- (i) Fines
 - (ii) Cancellation of attendance
 - (iii) Forfeiture of educational concession and scholarships.
 - (iv) Suspension
 - (v) Expulsion
15. Students are expected to spend their free hours in library. They should not loiter along the verandas
16. Prior permission of the principal in writing is necessary for,
- a) Organising processions, meetings, or any special functions in the college.
 - b) Collecting funds from the staff and students.
 - c) Putting up any notice on the notice board in the college or on its premises
17. 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 guardians do not respond or do not take any interest in such matter the principal will take appropriate action.
18. No student shall indulge in any activity which may cause disruption to classes or disturbance in the college campus. If any student violates the above regulation, he is liable to be dismissed from the college.
19. Any issues which are not covered by these rules will be decided by the principal.

SCHOLARSHIPS

The scholarship available to the students are :

1. Higher Education Scholarship (KSHEC)
2. Central sector scheme of scholarships for college and university students. (by ministry of Human Resource Development, Govt. of India)
3. Post matric Scholarship for students belonging to minority communities (Govt. of Kerala).
4. Suvarna Jubilee Merit Scholarship (Govt. of Kerala)

5. Merit scholarships awarded by the Govt. of India, The University and the State Government.
6. Hindi scholarships to students from non-Hindi speaking states.
7. Scholarship for physically handicapped students.
8. Travancore Temple entry proclamation scholarship to SC/ST.
9. Scholarship for Fisherman Students
10. Scholarship for Muslim / Nadar Community students.
11. Scholarship to children of School Teachers.
12. Fee concession and Scholarship under KPCR
13. Shri. Sulthan Chand Memorial Scholarships instituted by Shri. Sulthan Chand Trust, New Delhi for students who secure highest percentage of marks in I & II year B. Com Degree examination.
14. Sports authority of India Scholarship for sports.
15. Snehapoorvam Scholarship
16. Inspire Scholarship
17. Prathibha Scholarship
- (a) **Students aid Fund.**

There is a student aid fund available in the college. A committee consisting of the representatives of staff and students, nominated by the Principal selects the deserving students to get assistance from the fund. Income of the parents is the main criterion to get assistance from this fund.

b) **Sri. Muralidharan Memorial Endowment Fund:**

Instituted by Sri. Ramkumar in memory of his son Sri. P. K. Muralidharan who was a Lecturer of this College.

1. To provide yearly scholarship of Rs.1000/- each to two students each of I, II and III B. Sc Mathematics every year.
2. To conduct inter collegiate quiz or Mathematics Seminar every year.
3. To provide cash awards to one student each in every main subject for general proficiency.
4. To publish a photo and remembrance news in fond memory of Late P. K. Muralidharan in college magazine every year.
5. To undertake other areas of service decided by the endowment.

P.S: Students who do not have good conduct and good academic progress will not be recommended for any Scholarships.

c). Departmentwise Endowments
(d) K. P. Noorudheen Sahib Memorial Endowment
Merit -cum Means Scholarship (19 Nos)

Sl. No.	Beneficiary	Endowment Amount
1.	I Year B.Sc. Physics Student	Rs. 10,000
2.	I Year B.Sc. Mathematics Student	Rs. 10,000
3.	I Year B.Sc. Computer Science Student	Rs. 10,000
4.	I Year B.Com Student	Rs. 10,000
5.	I Year BBA Student	Rs. 10,000
6.	II Year B.Sc. Physics Student	Rs. 10,000
7.	II Year B.Sc. Mathematics Student	Rs. 10,000
8.	II Year B.Sc. Computer Science Student	Rs. 10,000
9.	II Year B.Com Student	Rs. 10,000
10.	II Year BBA Student	Rs. 10,000
11.	III Year B.Sc. Physics Student	Rs. 10,000
12.	III Year B.Sc. Mathematics Student	Rs. 10,000
13.	III Year B.Sc. Computer Science Student	Rs. 10,000
14.	III Year B.Com Student	Rs. 10,000
15.	III Year BBA Student	Rs. 10,000
16.	I Year M.Sc. Mathematics Student	Rs. 10,000
17.	II Year M.Sc. Mathematics Student	Rs. 10,000
18.	I Year M.Com Student	Rs. 10,000
19.	II Year M.Com Student	Rs. 10,000
Merit Scholarships		
20.	III Year B.Sc. Physics (Class Topper)	Rs. 10,000
21.	III Year B.Sc. Mathematics (Class Topper)	Rs. 10,000
22.	III Year B.Sc. Comp. Sci. (Class Topper)	Rs. 10,000
23.	III Year B.Com (Class Topper)	Rs. 10,000
24.	III Year BBA (Class Topper)	Rs. 10,000
25.	II Year M.Sc. Mathematics (Class Topper)	Rs. 10,000
26.	II Year M.Com (Class Topper)	Rs. 10,000

IDENTITY CARD

1. All students of college shall keep with them the Identity Card with their passport size photograph attested by the Principal.
2. The Identity Card shall be produced for the purposes like voting at the College election, payment of Fees, disbursement of Stipend and Lumpsum Grant, Scholarships etc...
3. The Identity Card should be surrendered when the student leaves the Institution.

COLLEGE EXAMINATION AND TEST PAPERS

There shall be general examination at the end of each term. In addition, there will be one test paper a month in every subject. Absence from examination / test will be viewed seriously. Parent/guardian of students should come to the college to sign the progress report and evaluate the general progress of students at the end of every term. No student will be exempted from bringing their parents for the above purpose.

ATTENDANCE AND LEAVE

1. Attendance will be taken at the beginning of each class. Absence during one period either of the session will be counted as absence for half day. However if the student is absent for more than one period spreading morning and evening sessions, it will be counted as absence for one day. (II & III Year)
2. Ist Year students shall not be absent from the class without leave. Leave application duly signed by the guardian should be submitted to the principal through the Class tutor on the next working day itself.
3. Application for leave on grounds of illness shall be supported by a Medical Certificate.
4. If a student is found to be absent continuously for more than 15 consecutive working days without satisfactory explanation, his/her name will be removed from the roll.

5. The annual certificate of attendance required for admission to the university examinations will in no case be granted unless the student has attended at least 75% of the total number of working days during the academic year.
6. Students seeking exemption from the rules related to minimum attendance shall apply for exemption to the university through the principal. Every application shall be made in the prescribed form, copy of which can be obtained from the university. The reason for each day's absence is to be explained. In the case of absence due to illness, a medical certificate has also to be furnished. In no case will exemption be granted to a student more than once during a course.
7. Students who are eligible for attendance owing to their participation in the approved activities of the college (Curricular & Co-curricular) should submit their application to the tutor duly recommended by the teacher in charge of such activities. The tutors after verifying and ensure the validity of the application should submit it to the Principal through HODs concerned for the approval. The application approved by the Principal should be filed in the College Office after making proper entries in the concerned attendance register. A copy of the same may be kept in the HOSs custody. The students should intimate tutors and HOD before they proceed for such activities.
8. The teacher in charge of various activities should maintain a record which shall be submitted to the Principal when required.
9. Application for attendance should reach the Principal before the last working day of the respective months. The late applications will not be considered.
10. 2019 admission onwards a student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in all courses of a semester put together. Records of attendance shall be maintained by the concerned Department for a period of 6 years and the attendance register shall be made available for verification, as and when required by the University.
11. It is decided in the College Council meeting held on 05-11-2019 to fix a ceiling for the number of attendance that a student can avail for participation in curricular and co-curricular activities for each semester

FEE SCHEDULE

Fee Regulations

1. All fee paying students shall pay fees on any working day.
2. The tuition fees may be paid in 3 term instalments. If any student fail to pay the fees upto 7th working day, he/she shall be liable to pay a fine of Rs. 5.00/- along with the fees on or before the 10th day. If the fees with fine is not paid even on the day, an additional fine of Rs. 5/- will have to be paid. A sum of Rs.50/- will be imposed as re-admission fee from the students who fail to remit tuition fee within the last date fixed for remittance.
3. Fee concession is granted to students belonging to the Scheduled Castes and Scheduled Tribes and other eligible communities. Students belonging to Other Backward Communities and Forward Castes shall produce necessary income, Nativity, Community Certificate at the time admission, for availing fee concession.
4. Caution Deposit collected from the students will be refunded after deducting dues if any on the completion of the course or when the student leaves the institution.

FEE SCHEDULE

COURSE	Tuition Fee	Special Fee	Caution Deposit
I B. Sc. Maths	1050.00	710.00	360.00
I B. Sc. Physics	1050.00	970.00	360.00
I B. Sc. Comp. Sc	3150.00	815.00	360.00
I B. Com	1050.00	550.00	360.00
I B.B.A.	1050.00	550.00	360.00
II B. Sc. Maths	1050.00	1010.00	_____
II B. Sc. Physics	1050.00	1270.00	_____
II B. Sc. Comp. Sc	3150.00	1115.00	_____
II B. Com	1050.00	850.00	_____
II B.B.A.	1050.00	850.00	_____
III B. Sc. Maths	1050.00	860.00	_____
III B. Sc. Physics	1050.00	1125.00	_____
III B. Sc. Comp. Sc	3150.00	1125.00	_____
III B. Com	1050.00	860.00	_____
I M.Sc. (Maths) (I & II Semester)	1890.00	630.00	600.00
I M.Com. (I & II Semester)	1890.00	630.00	600.00
II M. Sc. (Maths) (III & IV Semester)	1890.00	850.00	_____
II M.Com (III & IV Semester)	1890.00	850.00	_____

LIBRARY

1. The College Library will be opened from 9.00 am. to 5 p.m.
2. Absolute silence should be maintained in the Library.
3. No member shall keep a book for more than a fortnight. The book may be re-issued to the same student, if there is no other applicant for the same.
4. Book shall be returned before 1-30 p.m.
5. Absence from college will not be a valid reason for delay in returning books.
6. The Librarian may recall a book at any time even when the normal period of loan is not over.
7. A fine of Rs. 1/- per day will be levied if a book is kept beyond a week.
8. If the date on which a book is to be returned happens to be holiday, it shall be returned on the next working day.
9. Books are to be used with maximum care and there should be no damage or disfigurement. Writing with pencil or ink anywhere in the book is strictly forbidden. If any such thing has been done, the student is liable to replace the book. Books will be received back only after page to page scrutiny.
10. Any matter not covered by the foregoing rules shall be decided by the principal.

COLLEGE COUNCIL 2020-21

- | | |
|-----------------------------|-----------------------------------|
| 1. Dr. Ajitha V. | Principal |
| 2. Dr. Meera M. | HOD, Hindi |
| 3. Dr. Sheeja Naroth | HOD, Malayalam |
| 4. Dr. Reji Paikkattu | HOD, English |
| 5. Dr. Shijo M. Joseph | HOD, Computer Science |
| 6. Dr. K. V. Devadhasan | HOD, Physics |
| 7. Sri. Saraschandran K. | HOD, Commerce |
| 8. Dr. Swarupa R. | Asso. Prof. in Commerce |
| 9. Dr. Bijumon R. | Asso. Prof. in Mathematics |
| 10. Dr. Aneesh Kumar K. | HOD, Statistics |
| 11. Dr. Nisa M. | HOD, Physical Education |
| 12. Sri. Pramod Kumar K. V. | IQAC Co-ordinator |
| 13. Dr. Rehin R. | Asst. Prof. in Management Studies |
| 14. Sri. Sathyanadan N. | Junior Superintendent |
| 15. Lt. Dr. Jithesh K. | Asst. Prof. Computer Science |

VARIOUS COMMITTEES FOR THE ACADEMIC & CO-CURRICULAR ACTIVITIES 2020-2021

1. Academic Committee

Objective: Academic Committee coordinates programmes for the academic growth and reviews the academic progress periodically.

Convener	: Mrs Sandhya C V	(HOD Physics)
Members	:	
	Dr. Meera.M	(HOD Hindi)
	Dr. Bijumon R	(HOD Mathematics)
	Dr Reji Paikkattu	(HOD English)
	Sri Saraschandran K	(HOD Commerce)
	Dr Shijo M Joseph	(HOD Computer Science)
	Dr. Aneesh Kumar K.	(HOD Statistics)
	Dr Sheeja Naroth	(HOD Malayalam)
	Dr Nisa M	(HOD Physical Edn)

2. Admission Committee

Objective: Admission Committee monitors the Admission Procedures to the I Year Degree and P.G. classes in accordance with the guidelines for the same issued by the University time to time.

Convener : Dr. Sheeja Naroath. (HOD Malayalam)

Members : Mrs Sandhya C V (HOD Physics)
Dr. Bijumon R (HOD Mathematics)
Lt. Dr. Jithesh K (Asst Prof. in Computer Science)
Dr. Shijo M. Joseph – (HOD, Computer Science)
Sri. Saraschandran K (HOD Commerce)
Dr. Rehin K R (Asst Prof. in Management Studies)
Sri. Sathianandan N (Junior Superintendent)
Sri. Padman E (Lab Assistant)
Dr Aneesh Kumar K (Nodal Officer)

3. Internal Quality Assurance Cell

Objective: To formulate a well defined procedure, initiate action plans, and coordinate programmes effectively to get the college accredited by the NAAC. Conduct TQM programmes for professional excellence of teachers and non teaching staff. Promotes the setting up of departmental plans and goals and conducts periodic review of the same. Publish "M.G.News" the Annual News Letter of the College. Assist the Principal in collecting feed back from the students in a standard format..

Co-ordinator: Sri.Pramod Kumar. K.V
(Asst. Professor in English)

Members:

Mrs Sandhya C V (HOD Physics)
Dr. Meera.M. (HOD Hindi)
Dr. Bijumon R. (HOD Mathematics)
Dr. Reji Paikkattu (HOD English)
Sri. Saraschandran K (HOD Commerce)
Dr. Shijo M Joseph (HOD Computer Science)
Dr. Aneesh Kumar.K (HOD Statistics)
Dr. Sheeja Naroath (HOD Malayalam)
Lt. Dr. Jithesh K (Asst. Professor in Comp. Science)
Dr. Nisa M (HOD Physical Edn)
Sri.Sunil Kumar.K.M. (Librarian)
Sri. Baby John Pinappilly (General secretary IES)

Sri C S Sebastian (Vice president IES)
 Sri. Chandran Thillankeri (Vice President IES)
 Sri. Sathianandan N (Junior Superintendent)
 Sri. Chandran Thillankeri (Vice President, IES)
 Sri. Sathiyandan N. (Junior Superintendent)

Rusa Monitoring Committee

4.

Objective: To monitor and direct infrastructure facilities of the college, which will be with help of grants from RUSA (Rashtriya Uchathar Siksha Abhiyan)

Co-ordinator: Sri. Pramod Kumar K.V.- (Asst. Prof. in English)

Members: Mrs Sandhya C V (HOD Physics)

Dr. Meera.M.	(HOD Hindi)
Dr. Bijumon R.	(HOD Mathematics)
Dr. Reji Paikkattu	(HOD English)
Sri. Saraschandran K	(HOD Commerce)
Dr. Shijo M Joseph	(HOD Computer Science)
Dr. Aneesh Kumar.K.	(HOD Statistics)
Dr. Sheeja Naroth	(HOD Malayalam)
Lt. Dr. Jithesh K	(Asst. Prof. in Comp. Science)
Dr Nisa M	(HOD Physical Edn)
Sri.Sunil Kumar.K.M.	(Librarian)
Sri. Baby John Pinappilly	(General secretary IES)
Sri. C S Sebastian	(Vice president IES)
Sri. Chandran Thillankeri	(Vice President IES)
Sri. Sathianandan N	(Junior Superintendent)

5.

Library Committee

Objective: Prepare plan of action for the Integrated development of the college library.

Convener: Dr. Meera M- (HOD Hindi)

Members: Dr. Sheeja N	(HOD Malayalam)
Dr. Reji Paikkattu	(HOD English)
Mrs. Sandhya C V	(HOD Physics)
Sri. Saraschandran K	(HOD Commerce)
Dr. Shijo M Joseph	(HOD Computer Science)
Dr. Bijumon R	(HOD Mathematics)
Sri. Sunil Kumar K.M	(Librarian)
Sri. Prakasan P	(Library Asst.)

6. **Board of Examination**

Objective: Prepare Examination calendar and conduct internal Examinations systematically.

Controller: Mrs. Jimly Manuel (Asst. Prof. in Mathematics)
(HOD Malayalam)
Members: Dr. Sheeja N (Asst Prof. in Commerce)
Suma P C (Lab Asst.)
Padman E

7. **Tutorial Council**

Tutors will closely watch the conduct and progress of students under their care. Tutors may direct their wards to students' grievance redressal cell for guidance and counseling. It serves the following functions also:-

- 1) Implementation of Tutorial/Remedial Coaching Programmes
- 2) Good Inter-personal relationship between Teachers and students.
- 3) Value education.
- 4) Class wise PTA Meetings.
- 5) Prepare time table for tutorial programmes.
- 6) Ensure general discipline on the campus.

Convener : Mrs. Anupama M (Asst Prof. in Comp. Science)

Members : All tutors

8. **Monitoring Committee for Choice based Credit and Semester System (CBCSS)**

The committee will monitor and ensure the effective functioning of programmes under CCSS. It also co-ordinates the open courses and continuous evaluation programmes undertaken by various departments within the college.

Convener : Sri. Saraschandran K. (Asst Prof. in English)

Members : All members of the College Council

9. **Research Council**

Objectives: Initiate programmes to promote and co-ordinate research activities among the faculty and create and initiate programmes to develop research aptitude among students.

Convener : Dr. Aneesh Kumar. K. - (Asso. Prof. in Statistics)

Members: Dr. Meera. M. (HOD Hindi)
Dr. Bijumon R (HOD Mathematics)
Mrs. Sandhya C V. (HOD Physics)
Dr. Swarupa. R (Asso. Prof. in Commerce)

Dr. Sheeja N	(HOD Malayalam)
Dr. Shijo M Joseph	(HOD Computer Science)
Dr. Reji Paikkattu	(HOD English)
Sri. Pramod Kumar K.V	(IQAC Coordinator)

10. Entrepreneurial Development Club (ED Club)

Objectives : The main objective of the Entrepreneurial Development Club is to inculcate Entrepreneurial culture among students.

Co-ordinator: Mrs. Suma P C. (Asst. Professor in Commerce)

Members :

Dr. Swarupa.R.	(Asst. Prof. in Commerce)
Mrs. Greeshma A	(Asst. Prof. in Commerce)
Dr. Rehin K R	(Asst. Prof. in Management Studies)

11. Career Guidance and Placement Cell

Objectives: The Cell caters to the information needs of the students relating to various courses and career opportunities. The main functions of the Cell are :

1. To organize seminars, coaching classes for competitive exams and soft skill training programmes for the students.
2. To provide career and placement guidance
3. To provide a reference collection of career books.
4. To provide training programme for 'Entry into Service'

Convener : Mr. Rejeesh E. – (Asst. Prof. in Comp. Science)

Members:

Mrs. Haseena C	(Asst. Prof. in Mathematics)
Dr. Rehin K R	(Asst. Prof. in Management Studies)
Mrs. Sapna P	(Asst. Prof. in Physics)
Mrs. Geetha C	(Asst. Prof. in Commerce)
Sri. Sunil Kumar.K.M	(Librarian)

12. Students Welfare Cell

The Cell looks after the general well being of students.

- (i). Monitors various student welfare schemes/programmes and ensures their effective implementation.
- (ii). Makes arrangements for scholarships, Insurance, Health facilities, Students Aid Fund and other welfare schemes for the students in association with competent agencies.
- (iii) Facilitates for personal guidance and counseling

Convener: Mrs. Maya P V (Asst. Professor in Mathematics)

Members :

Dr. Swarupa. R.	(Asso. Professor in Commerce)
Mrs. Sapna P	(Asst. Professor in Physics)
Mrs. Reshma P K	(Asst. Professor in Computer Sci.)
Sri. Sathianandan K.	(Junior Superintendent)

13.

Arts Forum

Objectives : To co-ordinate and promote the activities of arts club, with a view to tap and encourage the talents in students. Organize cultural programmes on the campus. Select and prepare students for University festivals etc.

Co-ordinator: Dr. Sheeja Naroth - (KOD, Malayalam)

Members :

Mrs. Sandhya. C. V	(Asso. Professor in Physics)
Sri. Rejeesh. E	(Asst. Professor in Computer Sci.)
Mrs. Jimly manuel	(Asst. Professor in Mathematics)
Mrs. Geetha C	(Lecturer in Commerce)
Dr. Rehin K R	(Asst. Prof. in Management studies)
Dr. Nisa M	(HOD Physical Education)

14.

Women Cell

College Women Cell functions with a view to look after the general well being of the Women Folk in the Campus. It organizes different women empowerment programmes. All Women Staff and students are Members of the Cell. It also functions as a Women grievance redressal cell.

Convener: Dr. Swarupa R (Asso. Professor in Commerce)

Members:

Mrs. Sapna P	(Asst. Professor in Physics)
Mrs. Priyanka. P	(Asst. Professor in Mathematics)
Mrs. Reshma. P. K.	(Asst. Professor in Computer Sci.)
Mrs. Hima K	(Asst. Professor in Commerce)
Mrs. Mini John. M. J.	(U D Clerk)

15.

Book Club

Objectives: Organize programmes to tap the literary talents of students and help them to read and write in a better perspective

Convener: Dr. Reji Paikkattu - (HOD English)

Members :

Dr.Meera.M.	(HOD Hindi)
Sri. Pramod Kumar K.V	(Asst. Professor in English)
Dr Sheeja N	(HOD Malayalam)
Mrs.Suma P C	(Asst Professor in Commerce)
Sri.Sunil Kumar.K.M.	(Librarian)
Mrs Haseena C	(Asst. Professor in Mathematics)

16.

Boomithrasena Club (Nature Club)

Organize programmes/activities with a view to promote the habit of energy conservation and environment protection and thus, Keep the campus clean and green.

Convener : Mrs. Priyanka P. (Asst. Professor in Mathematics)

Members :

Mrs. Sapna.P	(Asst. Professor in Physics)
Dr. Nisa M	(HOD Physical Education)
Mrs. Vidya T M	(Asst. Professor in Mathematics)
Mrs.Anupama M.	(Asst Professor in Computer Sci.)
Mrs. Greeshma A	(Asst Professor in Commerce)
Sri.Abdul Latheef.C.	(Computer Asst)

17.

Folklore Club

Folklore Club Functions in the Campus with a view to introduce folk art and culture to the Campus in association with Kerala Folklore Academy and similar organisations.

Co-ordinator: Dr. Sheeja Naroth. - (HOD Malayalam)

Members:

Dr. Meera. M	(HOD Hindi)
Sri.Pramod Kumar.K.V.	(Asst Professor in English)
Mrs.Maya P V	(Asst. Professor in Mathematics)
Dr Rehin K R	(Asst. Prof. in Management studies)

18.

National Service Schemes

Mrs. Sapna P. (Unit No.60) (Asst Professor in Physics)

Sri. Sebin George (Unit No.63) (Asst Professor in Commerce)

19.

National Cadet Corps (NCC)

Lt. Dr. Jithesh.K - (Asst. Professor in Computer Science)

20. Committees for College Calendar & Hand book, Prospectus and Teacher's Diary

This committee ensures the modification of College Calendar & Handbook, Prospectus, Teacher's Diary etc. time to time.

Convener : Dr. Rehin K R. (Asst Prof in Management Studies)

Members :

Mrs Sandhya C V	(Asst Professor in Physics)
Mrs. Greeshma A	(Asst. Professor in Commerce)
Mrs Jimly manuel	(Asst Professor in Mathematics)
Mrs. Reshma P K	(Asst. Professor in Comp. Science)
Sri Satheesan P K	(L D Clerk)

21. Time Table Committee

1. Prepare the general time table of the College in consultation with Academic Committee.
2. Make temporary adjustments in the time table as and when required.

Convener : Mrs. Hima K (Asst. Prof. in Management Studies)

Members :

Dr. Aneesh Kumar. K.	(HOD Statistics)
Mrs. Haseena. C	(Asst. Professor in Mathematics)
Mrs. Anupama M	(Asst Professor in Computer Sci.)

22. Yoga and Stress Management Centre

It organizes Yoga and other programmes in order to help students to free their mind from unwanted stress and strain.

Co-Ordinator : Dr. Nisa M. – (HOD Physical Education)

Members :

Mrs. Sandhya C. V.	- (HOD Physics)
Sri. Bijumon. R.	- (Asst. Professor in Mathematics)
Sri Muhammed Thayyib	- (Asst Prof in Management Studies)
Lt. Dr. Jithesh K	- (Asst. Professor in Computer Sci)
Mrs. Geetha C	- (Asst. Professor in Commerce)

**P.K Muraleedharan Memorial Trust Programme
Committee**

23.

Plan and Co-ordinate the programmes of trust in consultation with trust committee time to time.

Secretary: Dr.Bijumon.R. (HOD Mathematics)

Members:	(Asst. Professor in Mathematics)
Mrs. Haseena.C	(Asst. Professor in Mathematics)
Mrs. Priyanka.P	(Asst. Professor in Mathematics)
Mrs. Jimly Manuel	(Asst. Professor in Mathematics)
Mrs. Maya PV	(Asst. Professor in Mathematics)
Mrs. Vidya TM	

Student Grievance Redressal Cell

24.

Objectives: Address the grievances of students. Appropriate assistance and action is being taken on issues. The cell will also act as the discipline committee as well as anti-ragging committee as well as anti-ragging committee on the Campus.

Co-Ordinator : Sri.Saraschandran.K – (HOD Commerce)

Members:

Dr.Shijo M Joseph	(HOD Computer Science)
Mrs. Sandhya C. V.	(HOD Physics)
Dr Rehin K R	(Asst Prof in Management Studies)
Sri. PramodKumar K V	(Asst Professor in English)
Dr Jayasagar Adiyeri	(Asst. Professor in Commerce)
Lt (Dr.)Jithesh K	(Asst. Professor in Computer Science)
Dr Bijumon R	(HOD Mathematics)
Sri.Sathianandan.N.	(J S)
Sri. Satheesan P K	(LD Clerk)
Sri. Jayaprakash K	(Lab Asst.)

25.

Career Oriented Programmes/Add on Courses

Objectives: The committee Co-ordinates the programmes of add-on courses/Carrier Oriented Programmes offered in the College, as per the guidelines of the University and UGC.

Co-Ordinator Mrs. Haseena C. (Asst. Prof. in Mathematics)

Joint Co-Ordintors:

Sri.Rejeesh.E.	(Asst. Professor, Computer Science)
Mrs Sapna P	(Asst. Professor in Physics)
Mrs. Suma P C	(Asst. Professor in Commerce)
Sri Muhammede Thayyib K	(Asst Prof in Management Studies)
Sri. Sathianandan N	(Junior Superintendent)

26.**Planning and Utilization Committee**

Objectives: The committee takes steps in planning and utilization of the financial assistance from RUSA & UGC from time to time in accordance with the guidelines of the UGC and state government for the same.

Co-Ordinator : **Dr Shijo M Joseph** (HOD Computer Sci.)

Dr Meera M	(HOD Hindi)
Sri. Pramod Kumar KV	(IQAC Coordinator)
Mrs. Sandhya C. V.	(HOD Physics)
Dr. Bijumon R.	(Asst, Professor in Mathematics)
Dr Reji Paikkattu	(HOD English)
Sri Saraschandran K	(HOD Commerce)
Dr. Aneesh Kumar.K.	(HOD Statistics)
Lt Dr. Jithesh K	(Asst. Prof. in Computer Science)
Dr Nisa M	(HOD Physical Edn)
Sri.Sunil Kumar.K.M.	(Librarian)
Sri. Sathianandan N	(Junior Superintendent)

27.**Canteen Committee**

Objectives: To monitor the day today and overall functioning of the canteen and to ensure the maintenance of the general discipline in the canteen.

Co-Ordinator : **Mrs.Reshma P K** (Asst Prof. in Comp. Science)

Members :

Mrs Sapna P	(Asst. Professor in Physics)
Mrs. Suma P C	(Asst. Professor in Commerce)
Mrs. Haseena.C	(Asst. Professor in Mathematics)

Dr Rehin K R	(Asst Prof in Management Studies)
Sri. Jayaprakash K	(Lab Asst.)
Sri. Padman E	(Lab Asst)

Website Committee

28.

Objectives: Monitors the functioning and upgradation of the official website of the college.

Co-Ordinator : **Dr Bijumon R** (Asst Professor in Mathematics)

Members :

Dr. Reji Paikkattu	(HOD English)
Sri Saraschandran K	(HOD Commerce)
Lt. Dr. Jithesh K	(Asst. Professor in Comp. Science)
Dr Rehin K R	(Asst Prof in Management Studies)
Sri. Rejeesh E	(Asst. Professor in Comp. Science)
Sri. PramodKumar K V	(IQAC Coordinator)

29.

Tourism Club

Objectives: Tourism club aims at creating awareness about tourism and its advantages for the development of the state .organise programmes in the campus in association with DTP Cad similar organizations.

Co-Ordinator : **Mrs. Sapna P** (Asst. Prof. in Physics)

Members :

Mrs. Maya P V	(Asst. Professor in Mathematics)
Mrs. Anupama M	(Asst. Prof. in Computer Science)
Dr. Jayasagar Adiyeri	(Asst. Professor in Commerce)
Dr. Nisa M	(HOD Physical Education)
Mrs. Hima K	(Asst Prof in Management Studies)

30.

Film Club

Objectives: Faced the growing influence of the mass media. The film club is committed to culturally empowering students to understand, appreciate and critically evaluate cinema. Organizes seminars , workshops and quiz contests etc. on cinema. Screening of good cinema on the campus.

Co-Ordinator : **Sri Muhammed Thayyib. K.**
(Asst Prof in Management Studies)

Members :
Mrs. Vidya T M
Sri. Rejeesh E
Sri. Sebin George
Mrs Sapna P

(Asst. Professor in Mathematics)
(Asst. Professor in Computer Sci.)
(Asst. Professor in Commerce)
(Asst. Professor in Physics)

31. Student Counseling Centre
Objectives: Provide the students with counseling facilities.

Co-Ordinator : Mrs Greeshma A
(Asst Professor in commerce)

Members :
Mrs. Jimly Manuel
Mrs. Anupama M
Mrs. Suma P C
Mrs Sandhya C V

(Asst. Professor in Mathematics)
(Asst. Professor in Computer Sci.)
Asst. Professor in Commerce)
(Asso. Professor in Physics)

32. Mahatma Gandhi Study Circle
Objectives: Create awareness among the students about the significance of Gandhian thoughts. To inculcate the habit of developing a peaceful atmosphere in the campus through dialogue. To make students proactive volunteers of peace. To help students developing interpersonal relationship.

Co-Ordinator : Mrs Vidya T M (Asst. Prof. in Mathematics)

Members :
Mrs. Reshma P K
Mrs. Sandhya C V
Mrs. Greeshma A
Sri Muhammed Thayyib K

(Asst. Professor in Computer Sci.)
(Asso. Professor in Physics)
(Asst. Professor in Commerce)
(Asst Prof in Management Studies)

33. ASAP

Objectives: To help students in enhancing their employability quotient and entrepreneurial potential. To promote student participation in college extending the range and level of programmes.

Co-Ordinator : Dr Aneesh Kumar K (HOD Statistics)

WWS

34.

Objectives: To give necessary orientation to needy students and prepare them for employment and give them necessary guidance, motivation and mental support to identify appropriate areas for higher study as well as employment.

Co-Ordinator : **Dr Shijo M Joseph**
(HOD Computer Science)

SSP

35.

Objectives: To impart additional support to students in curricular areas of weakness.

Co-Ordinator : **Mrs. Geetha C** (Asst Prof. in commerce)

36. Hostel Monitoring Committee

Objectives: To help to function hostel activities in order.

Co-Ordinator : **Mrs Sandhya C V** (Asso. Prof. in Physics)

Members :

Dr Swarupa R	(Associate professor in commerce)
Mrs. Priyanka P	(Asst. Professor in Mathematics)
Mrs. Anupama M	(Asst. Professor in Computer Sci)
Mrs. Hima K	(Asst. Prof. in Management Studies)

P.S. Principal will be the Chairman of all Committees

CONVENERS AND RESPECTIVE COMMITTEES

- | | |
|-----------------------------|------------------------------------|
| 1. Dr. Sheeja N. | Admission Committee, |
| 2. Dr. Meera M | Folklore Club |
| 3. Mrs. Maya P V | Library Committee |
| 4. Sri. Rejeesh E | Student Welfare Cell |
| 5. Dr. Swarupa R | Career Guidance & Placement Cell |
| 6. Lt. (Dr) Jithesh.K. | Women Cell |
| 7. Dr. Bijumon.R. | NCC |
| 8. Sri.Pramod Kumar.K.V. | Website Committee, PKMMT |
| 9. Sri.Saraschandran K. | Internal Quality Assurance Cell, |
| 10. Mrs. Greeshma A | RUSA monitoring Committee |
| 11. Mrs. Anupama.M | Students Grievance Redressal Cell, |
| 12. Mrs . Priyanka.P | Monitoring Committee for CBCSS |
| 13. Mrs. Haseena.C | Student Counseling Centre |
| 14. Dr. Reji Paikkattu | Tutorial Council |
| 15. Sri.Sebin George | Nature Club |
| 16. Mrs. Sapna P | Career Oriented Programmes / |
| 17. Mrs. Jimly Manuel | Add on Courses |
| 18. Mrs. Geetha C | Book Club |
| 19. Mrs. Suma P C | NSS |
| 20. Dr. Shijo M Joseph | Tourism Club, NSS |
| 21. Mrs. Sandhya C V | Board of Examinations |
| 22. Sri. Muhammed Thayyib K | SSP |
| 23. Dr. Rehin K R | ED Club |
| 24 .Dr. Aneesh Kumar. K. | WWS, Planning and |
| 25. Mrs. Vidya T M | Utilization Committee |
| 26. Mrs. Reshma P K | Hostel Monitoring Committee |
| 27. Dr. Nisa M | Film Club, Academic Committee |
| | College Calendar |
| | Research Council, ASAP |
| | Mahatma Gandhi Study Circle |
| | Canteen Committee |
| | Yoga and Stress management |

I. Curricular Aspects

1. Dr. Reji Paikkattu
(Convener)
2. Geetha C
3. Maya P.V.
4. Muhammed Thayyib K.
5. Greeshma A.

II. Teaching Learning

1. Sandhya C. V.
(Convener)
2. Dr. Bijumon R.
3. Suma P. C.
4. Hima K.
5. Reshma P. K.

III. Reserch, Consultancy, Exclusion

1. Dr. Aneesh Kumar K.
(Convener)
2. Jimly Manual
4. Dr. Rahin K. R.
5. Dr. Jayasagar A.

IV Infrastructure

1. Dr. Meera M. (Convenor)
2. Sandhya C. V.
3. Sebin George
4. Sathianandan N.
5. Satheesan P. K.
6. Jayaprakash K.

V Student Support

1. Dr. Shijo M. Joseph
(Convenor)
2. Haseena C.
3. Rajeesh E.
4. Priyanka P.
5. Mini John M. J.
6. Sunil Kumar K. M.

VI Governale, Leadership, Management

1. Dr. Rahin K. R.
(Convener)
2. Sathianandan N.
3. Lt. Jithesh K.
4. Anupama M.
5. George K.C.
6. Prakasan P.

VII Best Practice

1. Dr. Sheeja Naroth
(Convener)
2. Reshma P. K.
3. Vidya T. M.
4. Dr. Nisa M.
5. Haseena C.
6. Abdul Lathief C.
7. Pavithran K. V.

CALENDAR 2020-21

June - 2020

July - 2020

Date	Days of the week	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thur	
5	Fri	World Environment Day
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thur	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thur	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thur	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

Date	Days of the week	Particulars
1	Wed	
2	Thur	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thur	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	
18	Sat	Second Saturday World Population Day
19	Sun	
20	Mon	Karkida Vavu
21	Tue	
22	Wed	National Flag Day
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thur	
31	Fri	Bakrid

Working Days 22

Working Days 21

August - 2020

Date	Days of the week	Particulars
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thur	
7	Fri	
8	Sat	Second Saturday
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thur	
14	Fri	
15	Sat	Independence Day
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thur	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thur	
28	Fri	Ayyan Kali Jayanthi
29	Sat	Muharam
30	Sun	First Onam
31	Mon	Thiruvonam

Working Days 19

September - 2020

Date	Days of the week	Particulars
1	Tue	Third Onam
2	Wed	Sree Narayana Guru Jayanthi
3	Thur	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thur	Sree Krishna Jayanthi
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thur	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Sree Narayana Guru Samadhi
22	Tue	
23	Wed	
24	Thur	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

Working Days 16

October - 2020

Date	Days of the week	Particulars
1	Thur	
2	Fri	Gandhi Jayanthi
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thur	
9	Fri	
10	Sat	Second Saturday
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thur	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thur	
23	Fri	
24	Sat	Maha Navami
25	Sun	
26	Mon	Vijaya Dasami
27	Tue	
28	Wed	
29	Thur	Miladi Sherif
30	Fri	
31	Sat	

Working Days 19

November - 2020

Date	Days of the week	Particulars
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thur	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thur	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thur	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thur	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

Working Days 21

December - 2020

Date	Days of the week	Particulars
1	Tue	
2	Wed	
3	Thur	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thur	
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thur	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thur	
25	Fri	Christmas
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thur	

Working Days 17

January 2021

Date	Days of the week	Particulars
1	Fri	
2	Sat	Mannam Jayanthi
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thur	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thur	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thur	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	Republic Day
27	Wed	
28	Thur	
29	Fri	
30	Sat	
31	Sun	

Working Days 22

February 2021

Date	Days of the week	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thur	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thur	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thur	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thur	
26	Fri	
27	Sat	
28	Sun	

Working Days 20

March 2021

Date	Days of the week	Particulars
1	Mon	
2	Tue	
3	Wed	
4	Thur	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thur	MahaSivarathri
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thur	
19	Fri	
20	Sat	
21	Sun	World Forestry Day
22	Mon	
23	Tue	
24	Wed	
25	Thur	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	College closes for summer Vacation.

Working Days 20

-Notes-

MAHATMA GANDHI COLLEGE, IRITTY

FORM OF APPLICATION FOR LEAVE

(PARTICIPATION IN COLLEGE APPROVED PROGRAMMES)
(To be submitted in Duplicate* within one week of Date of Leave)

Name of Student	
Roll No. & Class	
Date(s) of Leave (Specify FN/AN if apply for half day leave)	
Reason	Attending the College Approved Programme (Specify the Programme)
Total No. of Leave (including this) availed in connection with various college approved programmes	
Signature of the Student with Date	
Recommendation of faculty member who is in charge of the approved programme	Name & Signature (with date)
Verification by Tutor	Name & Signature (with date)
Forwarding by Head of the Dept.	Name & Signature (with date)
Order of Principal	

* One copy is to be kept in the College Office and the order in the concerned department.

FORM OF APPLICATION FOR LEAVE

Name of Student :

Roll No. and Class :

Date of Leave (From.... to) :

Reason :

Signature of Student with Date :

Signature of Guardian :

Recommendation of Tutor :

Order of the Principal :

Note:- Medical Certificate to be produced if leave of absence exceeds 5 consecutive dates.

APPLICATION FORM FOR ISSUE OF COURSE CERTIFICATE / MARK LIST

Name of Student :

Roll No. and Class :

Purpose :

Date of return of the Mark
List to the Office after use :

Signature with date :

Order of the Principal

ACKNOWLEDGEMENT

Received S.S.L.C / P.D.C Mark List / Course Certificate.

Initial of Clerk Signature of Student with date

FORMAT OF APPLICATION FOR TRANSFER AND CONDUCT CERTIFICATES

1. Name of Student :
2. Admission No. :
3. Class & Class No. with year
of Study :
4. Whether fee paying or
concession holder :
5. Whether the student was in
receipt of any Scholarship :
6. Name of the examination
Student appeared through the
College. Give Reg. No.,
Month, Year of examination :
7. Whether passed or Failed :
8. Date of leaving the College :
9. Signature of the Applicant
with Date :
10. Recommendation of the
H.O.D/Tutor :

NO DUES CERTIFICATE

1. Office :
2. Library :
3. Physical Education :
4. Physics :
5. Computer Science :

TIME TABLE

Period DAY	1	2	3	INTERVAL			4	5	TUTORIAL 6
MON									
TUE									
WED									
THU									
FRI									