



**NIRMALA COLLEGE**  
**MUVATTUPUZHA**



**HANDBOOK & CALENDAR**  
**2021-22**



# NIRMALA COLLEGE

(Affiliated to M.G. University)

**Muvattupuzha P. O., Ernakulam Dist.,  
Kerala –686 661**

(Re-Accredited by NAAC with A++ Grade (CGPA 3.73))

## HANDBOOK & CALENDAR 2021-2022

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## NIRMALA COLLEGE STUDENT CHARTER

We the students of Nirmala College, Muvattupuzha, have consciously debated and meticulously documented this charter.

- ▶ Foremost, we resolve to make deliberate effort to propagate adopt and accomplish the aims of this charter in our daily tasks. We shall remind ourselves frequently about this charter.
- ▶ Understanding the fact that self-motivation is very essential to keep our spirits high and to strengthen our focus, we will ensure that we will remain self-motivated and self-disciplined.
- ▶ Understanding the role of self-learning in higher education, we faithfully take on the responsibility of self-learning [*under the guidance of faculty*].
- ▶ Variety being the spice of life, we appreciate the variegated opinions of our friends and consider them the essence of democratic thinking. The differences of our opinions and beliefs with regard to politics, religion and the like not prevent us from uniting in our effort for common progress based on this charter.
- ▶ We love our mother tongue and will keep it close to our heart, but we realize the importance of English as a global language, and we shall conquer it for bettering our future chances. Towards this end, we will unfailingly practice this language.
- ▶ We understand the importance of meeting persons from various fields and from various institutions with various outlooks and experiences. We shall always grab such opportunities which will help us to broaden our vision.  
We understand the importance of developing a positive attitude towards constructive criticism and of self-assessment and therefore we shall adopt both.
- ▶ We realize that education is not all about answering questions but about asking questions also. Hence we resolve to raise a question a day and display it for all to ponder, to kindle the spirit of creative questioning.
- ▶ Public hygiene and ecofriendly practices are obviously important to any civilized community and we shall strive to uphold these in all our actions.

**(Adopted in 2016)**



Nirmala (the pure one) is  
an attribute of  
the Blessed Virgin Mary,  
the immaculate mother of Jesus Christ.  
The College takes its name  
from Mother Nirmala and is dedicated to her.  
It is to her intercession we attribute  
all our success.

**PATRON**

**Mar George Madathikandathil  
Bishop of Kothamangalam**

**MANAGER**

**Rt. Rev. Mgr. (Dr) Pius Malekandathil  
Vicar General  
0485 2862237**

**SECRETARY**

**Rev. Fr. Paul Nedumpurath  
9495023390**

**PRINCIPAL**

**Dr. Thomas K. V.  
0485 2836300, 8921967170**

**VICE PRINCIPAL**

**Prof. Saji Joseph  
7907470519**

**BURSAR**

**Rev. Fr. Francis Kannadan  
9446276764**



**CITIZENS FORUM**  
**NIRMALA COLLEGE, MUVATTUPUZHA**  
**FUNDAMENTAL RIGHTS OF INDIAN CITIZENS**

**Right to Equality (Articles 14-18)**

Article 14 : Equality before law

The State shall not deny to any person equality before the law or the equal protection of the laws within the territory of India.

Article 15 : Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth

Article 16 : Equality of opportunity in matters of public employment

Article 17 : Abolition of Untouchability

Article 18 : Abolition of titles

**Right to Freedom (Articles 19-22)**

Article 19 : Protection of certain rights regarding freedom of speech, etc.

(1) All citizens shall have the right –

(a) to freedom of speech and expression;

(b) to assemble peaceably and without arms;

(c) to form associations or unions;

(d) to move freely throughout the territory of India;

(e) to reside and settle in any part of the territory of India; and

(f) to practice any profession, or to carry on any occupation, trade or business.

Article 20 : Protection in respect of conviction for offenses

Article 21 : Protection of life and personal liberty

Article 21A : Right to education

Article 22 : Protection against arrest and detention in certain cases

**Right Against Exploitation (Articles 23-24)**

Article 23 : Prohibition of traffic in human beings and forced labour

Article 24 : Prohibition of employment of children in factories, etc.

**Right to Freedom of Religion (Articles 25-28):**

Article 25 : Freedom of conscience and free profession, practice and propagation of religion

Article 26 : Freedom to manage religious affairs

Article 27 : Freedom as to payment of taxes for promotion of any particular religion

Article 28 : Freedom as to attendance at religious instruction or religious worship in certain educational institutions

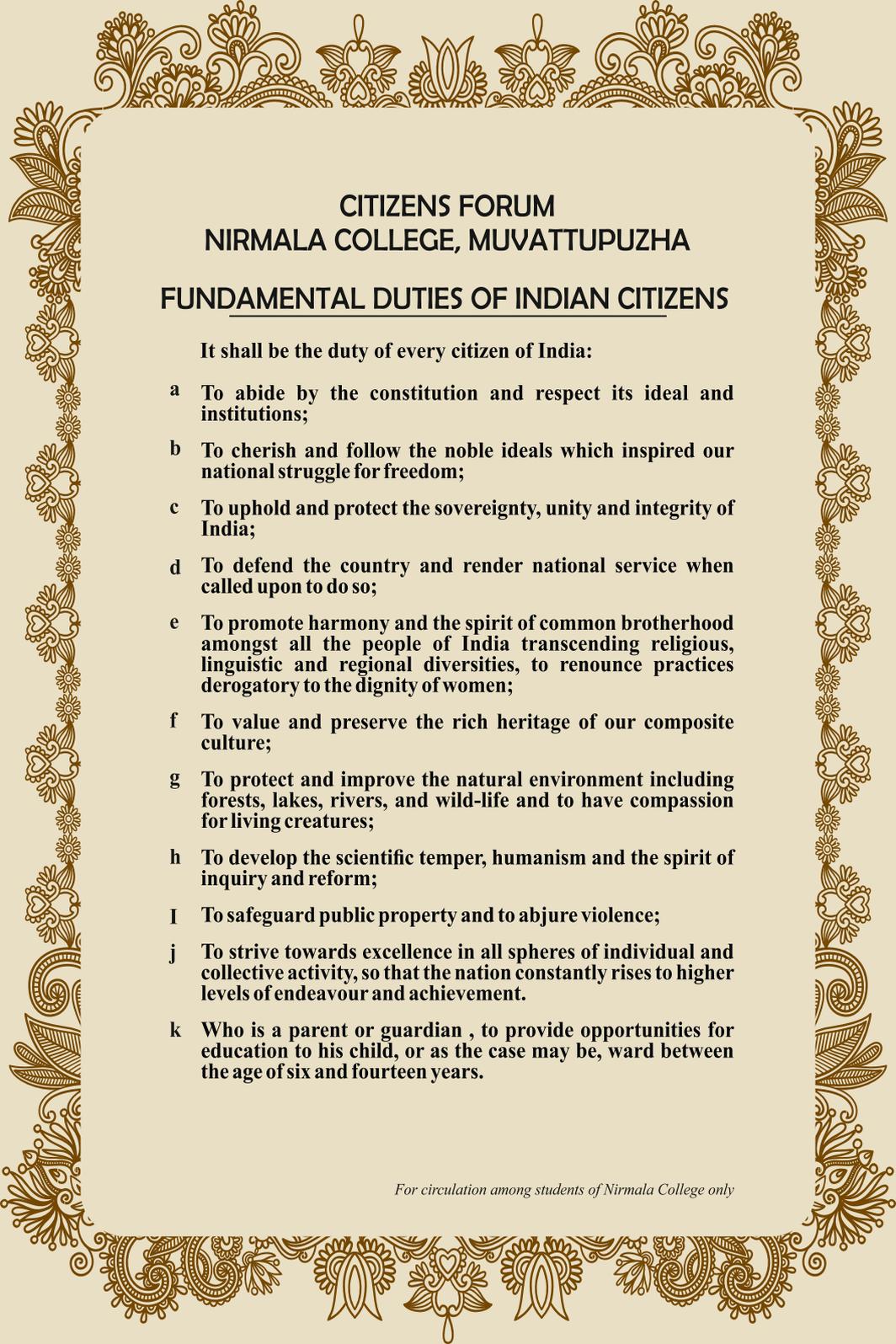
**Cultural and Educational Rights (Articles 29-30):**

Article 29 : Protection of interests of minorities

Article 30 : Right of minorities to establish and administer educational institutions

**Right to Constitutional Remedies (Article 32):**

Article 32 : The Supreme Court shall have power to issue directions or orders or writs, including writs in the nature of *habeas corpus*, *mandamus*, *prohibition*, *quo warranto* and *certiorari*.



**CITIZENS FORUM  
NIRMALA COLLEGE, MUVATTUPUZHA**

**FUNDAMENTAL DUTIES OF INDIAN CITIZENS**

**It shall be the duty of every citizen of India:**

- a To abide by the constitution and respect its ideal and institutions;**
- b To cherish and follow the noble ideals which inspired our national struggle for freedom;**
- c To uphold and protect the sovereignty, unity and integrity of India;**
- d To defend the country and render national service when called upon to do so;**
- e To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional diversities, to renounce practices derogatory to the dignity of women;**
- f To value and preserve the rich heritage of our composite culture;**
- g To protect and improve the natural environment including forests, lakes, rivers, and wild-life and to have compassion for living creatures;**
- h To develop the scientific temper, humanism and the spirit of inquiry and reform;**
- I To safeguard public property and to abjure violence;**
- j To strive towards excellence in all spheres of individual and collective activity, so that the nation constantly rises to higher levels of endeavour and achievement.**
- k Who is a parent or guardian , to provide opportunities for education to his child, or as the case may be, ward between the age of six and fourteen years.**



## THE COLLEGE EMBLEM

The College emblem is a symbolic representation of what the College stands for. It consists of devices such as the heart, the star, the open book and the natural scenery viewed against the backdrop of the azure sky. The end of education is not merely acquiring knowledge but it lies in acquiring a fine-tuned, pristine heart. Knowledge without character is dangerous; head without heart is worthless.

The immaculate heart of Mary with a burning love of the infinite good, of all that is good and useful is the pattern on which the students have to model their hearts. The star represents light from heaven, the divine spark illumining the pursuit of knowledge. The open book indicates the quest for knowledge and the consequent intellectual formation. In short, education aims at developing the whole man, his intellectual, emotional and spiritual life.

The natural scenery of Kerala with lakes and mountains, hills and valleys reminds the students that before one launches out into the sea of life, he must be trained to steer clear, of the violent waves and dangerous rocks. The wisdom and prudence that is so necessary for a successful voyage is to be sought from above- the Lord Himself.

Hence the motto of our College is "Fear of God is the beginning of Wisdom". The fear of God, that is love and devotion to God, is the source of all goodness and wisdom. Intelligence is perfected by wisdom and wisdom gently attracts the mind of man to a quest and a love for what is true and good. It is to this quest that the students of this institution are invited.

## **VISION**

**Academic excellence with integrity of character**

## **MISSION**

**Integral development of human personality based on Christian ideals.**

## **CORE VALUES**

- \* Trust in God \* Integrity of Character**
- \* Social Commitment \* Pursuit of Excellence**

## **AIMS AND OBJECTIVES**

Though instituted primarily to satisfy the educational needs of the Christian community, its portals are ever open to all and it strives to cater to the needs of everyone, irrespective of caste and creed.

The Institution is committed to accomplishing the following aims:

1. Enable students to pursue knowledge with an insatiable thirst, discipline them to harness their energy for creative purposes, make them physically and mentally fit and competent for a career and equip them to be self supportive in life.
2. Foster feelings of love, compassion and tolerance towards all and enable them to fight against all social evils. Encourage healthy interaction so that they place the common good of a larger community above their personal interests.
3. Induce patriotic fervour and an unflinching pride in the national heritage and inculcate qualities of enlightened leadership, so that they become responsible citizens and good leaders of tomorrow.
4. Encourage art, music, dramatics and other forms of creativity inherent in students, make them honour the dignity of labour and encourage service activities and extension programmes.
5. Promote healthy staff student relationship and instil in them love and respect towards their parents, elders, people of authority and everyone worthy of respect.

To sum up, the College looks forward to educating the citizens who love God and serve humanity. The institution endeavours to help the youth to grow up competent, responsible and mature individuals with strength of character, moral uprightness and courage of convictions, imbued with qualities of the head and the heart.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
is pleased to declare the*

*Nirmala College*

*Muvattupuzha, Dist. Ernakulam, affiliated to Mahatma Gandhi University,  
Kerala as*

*Accredited*

*with CGPA of 3.73 on four point scale*

*at A<sup>++</sup> grade*

*valid up to April 07, 2026*

*Date : April 08, 2021*



*S. C. Chandra  
Director*



EC(SC)/63/4<sup>th</sup> Cycle/KLCOGN10032

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## I - PROFILE OF THE COLLEGE

Nirmala College, Muvattupuzha affiliated to Mahatma Gandhi University, Kottayam is a first grade college which has completed 67 years of glorious service to the cause of higher education. The college is managed by the catholic diocese of Kothamangalam and treads on to conquer new heights in the path of academic excellence.

Towering aloft on the peak of a high hill, surrounded by luxuriant vegetation, intermingled with shady trees and distant from the clamour and confusion of the city, stands Nirmala College; the beacon light of learning and scholarship. Renowned for its picturesque landscape and tranquil serenity, the college provides a congenial atmosphere for study and research.

The college is situated in Avoly Panchayat of Muvattupuzha taluk in the district of Ernakulam. It was founded in 1953 by His Grace Most Rev. Dr. Augustine Kandathil, Archbishop of Ernakulam to meet the educational needs of the eastern districts of north Travancore, especially of the Catholic community, at a time when higher education was the wildest dream of the ordinary people living in the villages and the suburbs. In 1955, the college was raised to First Grade by starting B.A., B.Sc. and B.Com courses. Post graduate courses were introduced in 1965 and research facilities are now available in seven departments.

Thus over the years, the college has grown in size and stature. The divine legacy left behind by the founders of this college and the rich heritage built up by their successors have placed us on a high pedestal in the field of education and research. Now Nirmala is one of the foremost colleges in Kerala with over 3158 students and over 137 faculty members spread over 17 UG programmes, 14 PG programmes and 7 research programmes. The college is accorded the star college status in 2017 by the Dept. of Bio-Technology, Govt. of India, in recognition of the advancements made by the science departments of the college in scientific research. The college was ranked at 91<sup>st</sup> position in NIRF rankings 2017. The college is nationally re-accredited by NAAC with A++ grade with CGPA 3.73 in 2021, which is the highest grade point among affiliated college in India, in the fourth cycle of accreditation.

## II- PROGRAMMES OF STUDY

### I FIVE YEAR INTEGRATED M.Sc PROGRAMME IN COMPUTER SCIENCE

| Programme       | Complementary Subjects | Sanctioned Strength |
|-----------------|------------------------|---------------------|
| 1. Data Science |                        | 15                  |

### II THREE YEAR GRADUATE PROGRAMMES AIDED

|                           |                                    |    |
|---------------------------|------------------------------------|----|
| 1. B.A. Economics         | Indian History & Political Science | 60 |
| 2. B.A. Malayalam         | Kerala Culture & Sanskrit          | 30 |
| 3. B.A. Hindi             | Functional Hindi & Journalism      | 30 |
| 4. B.Sc. Mathematics      | Physics & Statistics               | 60 |
| 5. B.Sc. Physics Model I  | Mathematics & Chemistry            | 36 |
| 6. B.Sc. Physics Model II | Applied Electronics                | 24 |
| 7. B.Sc. Chemistry        | Physics & Mathematics              | 36 |
| 8. B.Sc. Botany           | Zoology & Chemistry                | 36 |
| 9. B.Sc. Zoology          | Botany & Chemistry                 | 32 |
| 10. B.Com. Model I        | Finance & Taxation                 | 50 |

#### UNAIDED (Self Financing)

|                            |   |    |
|----------------------------|---|----|
| 12. B.A. English-Model III | Literature & Communication Studies        | 30 |
| 13. B.Com. Model III       | Computer Applications in Business         | 30 |
| 14. B.Com. Model III       | Taxation                                  | 50 |
| 15. B.Com Model III        | Office Management & Secretarial Practices | 50 |
| 16. B.C.A.                 | Bachelor of Computer Application          | 60 |
| 17. BTTM                   | Bachelor of Tourism & Travel Management   | 40 |
| 18. B.Voc.                 | Logistic Management                       | 50 |

### III. TWO YEAR POSTGRADUATE PROGRAMMES AIDED

|                     |    |
|---------------------|----|
| 1. M.Sc. Chemistry  | 10 |
| 2. M.Sc. Statistics | 15 |
| 3. M.Sc. Zoology    | 12 |
| 4. M.A. Economics   | 15 |
| 5. M.A. Malayalam   | 15 |
| 6. M.A. Hindi       | 15 |
| 7. M.A. English     | 15 |
| 8. M.Com.           | 15 |

## **UNAIDED (Self Financing)**

|  |    |
|--|----|
| 9. M.C.A.  | 60 |
| 10. M.C.A. (Additional Batch)                        | 60 |
| 11. M.Com.   | 20 |
| 12. MA. H.R.M. (Master of Human Resource Management) | 20 |
| 13. M.T.T.M. (Master of Tourism & Travel Management) | 12 |
| 14. M.Sc. Mathematics                                | 15 |

## **III DOCTORAL PROGRAMMES**

1. Chemistry
2. Commerce
3. Malayalam
4. Hindi
5. Statistics
6. Zoology
7. English

## **IV CAREER ORIENTED ADD-ON PROGRAMMES**

1. Rural Eco Management (UGC, New Delhi)
2. Additional Skill acquisition Programme (Govt. of Kerala)
3. Advanced Diploma in Logistics and Shipping Management (ADLSM) (C.C.E.K. Govt. of Kerala)

## **V OPEN COURSES OFFERED FOR THE V SEMESTER**

| <i>Department</i>      | <i>Name of the Course offered</i>                     |
|------------------------|---|
| 1. English             | English for Careers                                   |
| 2. Hindi               | Film Studies  |
| 3. Malayalam           | പരിസ്ഥിതിയും സാഹിത്യവും                               |
| 4. Mathematics         | Applicable Mathematics                                |
| 5. Physics             | Energy and Environmental Studies<br>Amateur Astronomy |
| 6. Chemistry           | Chemistry in Everyday Life                            |
| 7. Botany              | Agribased Micro Enterprises                           |
| 8. Zoology             | Man, Nature and Sustainable Development               |
| 9. Economics           | Foundations of Environmental Economics                |
| 10. Commerce           | Fundamentals of Accounting                            |
| 11. Computer Science   | Internet, Web Designing & Cyber Laws                  |
| 12. Physical Education | Physical Health and Life Skills Education             |
| 13. Tourism            | Front Office Management                               |

### III- FACETS OF HISTORY

- 01-11-1949** : Application for the College submitted by Archbishop Augustine Kandathil to the University of Travancore
- 26-12-1951** : Fr. Joseph Menacherry laid the Foundation stone.
- 17-06-1953** : Obtained University order sanctioning Intermediate course in 3 groups
- 29-06-1953** : The College with 387 students and 20 teachers was inaugurated by Msgr. Mathew Pothanamuzhi, Manager.
- 01-12-1953** : Bishop Joseph Parekattil took charge as Manager.
- 01-06-1955** : Female students were also admitted.
- 23-06-1955** : Sanction obtained for B.A. Economics, B.Sc. Maths and B.Com. courses
- 10-01-1956** : Archbishop Augustine Kandathil, Founder Patron, expired and Bishop Joseph Parekattil took over as Patron.
- 01-06-1956** : One year Pre-University and 3 year Degree Courses were introduced.
- 10-01-1957** : Diocese of Kothamangalam was inaugurated. Bishop Mathew Pothanamuzhi became Patron of the College.
- 03-06-1957** : Msgr. T. K. Nambiaparambil took over as Manager. B.Sc. Physics, Chemistry and Botany courses were started.
- 03-02-1958** : Union Minister Mr. V.K.Krishna Menon presided over the College Day Celebrations.
- 15-06-1958** : Little Flower Hostel for women was inaugurated.
- 30-11-1959** : College Stadium opened for use.
- 18-11-1961** : Celebration of the Sacredotal Silver Jubilee of Msgr.Thomas Nedumkallel,Principal, who was honoured by the Holy See with the title of Papal Chamberlain.The Nedumkallel Football Trophy was started as Jubilee memorial.
- 1-06-1964** : Two year Pre-degree course replaced the one year pre-university Course. Msgr. Mathew Vellankal took over as Manager.
- 01-07-1965** : Affiliation received for post graduate courses in Economics (M.A) and Commerce (M.Com).
- 07-01-1966** : Inauguration of College Auditorium by Prof. Samuel Mathai, Vice Chancellor.
- 05-06-1966** : Introduction of 3 year reorganized Degree course.
- 05-07-1967** : Affiliation received for M.Sc. Chemistry.
- 31-05-1970** : Msgr. Thomas Nedumkallel Principal and the main architect of the College retired.
- 01-06-1970** : Fr. Mathew Palamattom took over as Principal.
- 01-06-1971** : The P.D.C. Group III was bifurcated into Commerce and Economics Groups.
- 26-06-1972** : Fee rates in Govt. and private colleges unified.

- 19-09-1972** : Agreement between Management and Government regarding fee collection, admission of students, selection of staff and "Direct Payment"
- 20-03-1973** : Tar Roads laid in campus.
- 24-04-1977** : Bishop Mathew Pothanamuzhi, Patron retired, and Bishop George Punnakottil took charge.
- 01-06-1977** : Msgr. Cherian Veranany became Manager.
- 01-08-1977** : Fr. John Vallamattam took charge as Principal in place of Msgr. Mathew Palamattam who was on leave.
- 26-01-1978** : Inauguration of Jeevajothei Hostels.
- 06-03-1978** : Dr. V.K. Sukumaran Nair, Vice Chancellor inaugurated the Silver Jubilee Celebrations of the College.
- 27-11-1978** : Governor Smt. Jothi Venkatachalam inaugurated the jubilee exhibition.
- 28-11-1978** : His Em. Joseph Cardinal Parekattil blessed the corner stone for the Jubilee Memorial Postgraduate block.
- 02-12-1978** : Inter-religious meeting.
- 18-06-1979** : Msgr. Mathew Palamattam, handed over the Principalship to Fr. John Vallamattam.
- 01-08-1979** : Shift system for Pre-Degree Course was introduced.
- 01-09-1979** : Fr. Dr. Mathew Thottiyil took charge as Principal in the leave vacancy of Fr. John Vallamattam.
- 01-08-1980** : Affiliation for B.A. Malayalam and B.A. Hindi.
- 06-02-1982** : Bishop Mathew Pothanamuzhi expired.
- 23-12-1982** : Affiliation received for B. Sc. Zoology.
- 06-03-1983** : Principal Fr. John Vallamattam resumed charge as the Principal.
- 06-05-1983** : Msgr. George Edathotty became Manager.
- 02-10-1983** : Mahatma Gandhi University Kottayam was established, incorporating 67 Colleges including Nirmala.
- 20-12-1984** : M.Sc. Statistics started.
- 07-07-1986** : Nirmala Volley Ball Trophy started.
- 31-03-1987** : Rev. Dr. John Vallamattam retired.
- 01-04-1987** : Prof. T.J. Francis Xavier took charge as Principal.
- 14-04-1988** : Prof. T.J. Francis Xavier retired
- 15-04-1988** : Prof. George James K took charge as Principal.
- 01-06-1989** : Shift system discontinued. Nirmala College was recognized as a research centre for Ph. D. in Chemistry.
- 16-03-1993** : Msgr. Thomas Nedumkallel Memorial Lecture was instituted by Bishop Mar George Punnakottil. Prof. Sukumar Azhikode and Prof. K. M. Tharakan delivered lectures.
- 31-03-1993** : Prof. George James K. retired.
- 01-04-1993** : Prof P.K. Joseph took charge as Principal.

- 11-06-1993** : Affiliation received for M. A. Malayalam.
- 15-05-1994** : Msgr. Thomas Malekudy took charge as Manager.
- 15-07-1995** : Nirmala Computer Academy started functioning
- 30-04-1996** : Prof. P.K. Joseph retired
- 01-05-1996** : Prof. M.C. Joseph took charge as Principal.
- 08-09-1997** : The Foundation stone was laid for Nirmala Matha Church
- 31-05-1998** : Prof. M.C. Joseph retired
- 01-06-1998** : Fr. Dr. Thomas Periappuram took charge as Principal.
- 07-12-1998** : Affiliation received for B. Sc. Physics Electronic Equipment Maintenance course.
- 25-10-1999** : National Assessment and Accreditation Council (NAAC) Peer Team visited the college.
- 01-09-1999** : Inauguration of U.G.C sponsored B.Com Computer application course
- 20-12-1999** : M.A. Hindi Course was inaugurated.
- 01-01-2000** : Nirmala College was recognized as a Research Centre for Ph.D. in Commerce.
- 22-01-2000** : The college is accredited for a period of five years with Three Stars by NAAC
- 01-06-2000** : De-linking of Pre-Degree Course completed.
- 10-11-2000** : Rev.Dr. Mathew Thottiyil Endowment Lecture was instituted.
- 17-11-2000** : Research Centre for Commerce was inaugurated.
- 28-12-2000** : Nirmala Matha Church in the College campus was blessed.
- 09-01-2001** : George Paul Foundation was inaugurated.
- 08-01-2001** : Nirmala College was recognized as a Research Centre for Ph.D. in Malayalam.
- 27-03-2001** : Affiliation received for M.Sc. Zoology.
- 01-08-2001** : UGC sponsored B.A. Communicative English courses started.
- 16-08-2001** : Inauguration of M.Sc. Zoology Course.
- 09-09-2001** : Nirmala College Society was formed to start professional courses with the approval of AICTE.
- 17-01-2002** : Inauguration of Golden Jubilee Celebrations. blessing of the corner stone for Jubilee Memorial Library cum research block by Bishop George Punnakottil.
- 15-03-2002** : Malayalam research centre was opened by Vice Chancellor Dr. Cyriac Thomas.
- 31-03-2002** : Fr. Dr. Thomas Periyapuram retired.
- 01-04-2002** : Fr. Dr. George Thanathuparambil took over as Principal.
- 27-05-2002** : AICTE approval to commence MCA course.
- 06-11-2002** : The foundation stone for the Golden Jubilee Memorial Library and Research Block was laid .
- 18-11-2002** : Inauguration of MCA course.

- 02-01-2003** : His Excellency Sri. Sikander Bakht, Governor of Kerala, inaugurated the Golden Jubilee Celebrations and the 10 day National Science and technology Exhibition (ORBIT 2003 and TIDES 2003).
- 23-01-2003** : Grand Finale of the Golden Jubilee,
- Inauguration by Sri. A.K. Antony, Hon'ble Chief Minister of Kerala.
  - Release of the special cover of golden jubilee by Sri.Nalakath Soopy, Hon'ble Minister for education
  - Release of the first copy of 'Science and Society', a multi disciplinary biannual Journal by Sri. K.M. Mani, Hon'ble Minister for Revenue
  - Inauguration of the Nirmala Academic and Research Publications (NARP), the publication division of the College
  - Opening of Consultancy Services Division (Edison Circle) by Sri. K. Francis George M.P.
- 19-03-2003** : Mega Alumni Day: Sri. M. T. Vasudevan Nair inaugurated the reunion of Nirmalites. The first batch students (Jubilee Batch), the first rank holders and prominent alumni were honoured. Golden Jubilee Gold Medal sponsored by Rev. Dr. C. A. Abraham was instituted.
- 30-11-2003** : The NSS unit of the College organised a Mega Free Eye Testing and Cataract Surgery Camp in collaboration with the Arvind Eye Hospital, Coimbatore.
- 08-12-2003** : The new Cafeteria was blessed and opened
- 08-01-2004** : Science Fair, Art Expo and Cultural Fest (Spectrum 2004) organised (3 Days).
- 08-03-2004** : The Golden Jubilee Souvenir was released by Hon'ble Justice V.R. Krishna Iyer.
- 19-03-2004** : The foundation stone for the new building for the Dept. of Pharmaceutical Science was blessed and laid.
- 10-05-2004** : Bishop George Punnakkottil laid the foundation stone for the new block of the Ladies Hostel.
- 01-06-2004** : Media centre with broadband internet connection, (high resolution scanner, digital camera and other facilities) was opened.
- 02-08-2004** : The NSS Unit of the College was recognised as one among the Best Five of M. G. University.
- 11-10-2004** : B.Pharm was inaugurated by Bishop, Mar George Punnakkottil.
- 07-01-2005** : Dr. M. V. Paily, Former Vice Chancellor, Cochin University of Science & Technology inaugurated the two-day Science Fair, Cultural Fest (Meteor 05) and IT Fest (Cameo 05).
- 03-06-2005** : Dept. of Hindi was recognized as Research Centre for Ph.D

- 30-11-2005** : The formation display of the NCC bandset was flagged off by Mr. Baby Mathew, Managing Director Jeevan T.V. The first issue of the NCC Newsletter was released.
- 30.01-2006** : Talent day was celebrated. Bishop George Punnakottil, Chief Guest of the day awarded gold medals to eight rank holders in the university examinations held in March/April 2005.
- 01.02-2006** : Network Resource Centre and Digital Library started functioning in the Golden Jubilee Memorial Library cum Research Centre.
- 03-02-2006** : The annual Science, Art and IT exhibition (Sparks 2006) was inaugurated by Prof. N. Unnikrishnan Nair, Former Vice Chancellor Cochin University of Science and Technology.
- 12-07-2006** : An extension of Little Flower Ladies Hostel constructed with UGC assistance and was blessed by Bishop George Punnakottil.
- 24-01-2007** : 3 day long National Seminar and Annual Exhibition 'ISOTECH 2007' was organised in collaboration with NAARRI and BRIT, Mumbai.
- 22-02-2007** : Golden Jubilee Memorial Library and Research Centre was blessed by Bishop George Punnakottil. The Utility Block was also blessed. The first issue of 'Campus Light'-a spiritual magazine by the Xavier Board Unit of the College was released.
- 27-02-2007** : Football Court was extended into a full size court of 110x70 metres. Basketball court was remodelled as per international standards. The Handball court and Tennis Court were completed.
- 26-03-2007** : NAAC Peer team visit - College re-accredited with B++ Grade
- 25-05-2007** : Fr. Dr. George Thanathuparambil was selected for Dr. Sam Higginbottom National Award for the Best Principal instituted by AIACHE, New Delhi.
- 04-06-2007** : College won "The Best College Award" instituted by Xavier Board of Higher Education, Kerala North Region for the year 2006-07 in recognition of the excellence in curricular and extra-curricular activities with special emphasis on values.
- 19-06-2008** : Golden Jubilee of Little Flower Ladies Hostel was celebrated.
- 25-06-2008** : 'Magnum 2008' -Annual Science, Technology and Arts Exhibition was conducted.
- 01-02-2008** : Lt. Dr. V.C. James, ANO, NCC unit was recognised as International Judge and Range Official by International Shooting Sports Federation, Germany.
- 31-03-2008** : Fr. Dr. George Thanathuparambil Principal retired.
- 01-04-2008** : Prof. P.C. James took charge as Principal.
- 22-02-2009** : Annual exhibition, 'Glitter 2009'
- 24-02-2009** : Silver jubilee celebrations of the Dept. of Statistics was inaugurated by Prof. N. Unnikrishnan Nair, Former V.C., CUSAT, Cochin.
- 02-04-2009** : Nirmala College was recognised as a Research Centre for Ph.D. in Statistics.

- 29-06-2009** : Commencement of first year degree classes with Choice Based Credit Semester System (CBCSS) and Grading pattern.
- 05-02-2010** : Annual science and art exhibitionm 'Scilore 2010' was inaugurated by Prof. Rajan Gurukkal, V.C., M.G. University.
- 31-03-2010** : Prof. P.C. James, Principal retired.
- 01-04-2010** : Prof. N. Joy took charge as Principal.
- 25-06-2010** : Sports Authority of India (SAI) Extension Centre for Football started functioning.
- 11-01-2011** : Dr. P. K. Iyengar, (Padmabhushan) former Chairman & Atomic Energy Commission, inaugurated INSPIRE Internship motivation program of the DST.
- 16-08-2011** : The newly built MCA block was blessed by Bishop George Punnakottil, Patron.
- 25-07-2012** : Affiliation received for Unaided Courses- M.Com(Finance)., M.H.R.M., M.T.A., B.Com. (Taxation) and B.Com (OM &SP).
- 18-01-2013** : NAAC Peer Team Visit for Re-accreditation of the College
- 09-02-2013** : Bishop Mar George Punnakottil, Patron retired and Bishop George Madathikandathil took charge.
- 24-03-2013** : College Re-accredited with B Grade.
- 31-03-2013** : Prof. N.Joy, retired
- 01-04-2013** : Fr. Dr. Vincent Joseph took charge as Principal.
- 05-10-2013** : Affiliation received for Aided course - MA English.
- 07-11-2013** : The foundation stone for the new building was blessed and laid.
- 19-12-2013** : All India Inter University Football Championship.
- 21-07-2014** : Affiliation received for M.Sc. Mathematics, MCA (Lateral entry) & BTS.
- 11-10-2015** : Multipurpose Synthetic Court for use.
- 16-21-12-16** : Hosted the 42nd Jawaharlal Nehru National Science, Mathematics and Environment Exhibition 2015.
- 22-01-2016** : Nirmala Civil Service Academy started.
- 16-05-2016** : Diamond Jubilee Block blessed.
- 31-05-2016** : Fr. Dr. Vincent Joseph, Principal, transferred to Newman College.
- 01-06-2016** : Dr. T.M. Joseph took charge as Principal.
- 14-02-2017** : Dept. of Bio Technology, Govt of India accorded "Star College" status to the college.
- 27-03-2017** : Foundation Stone laid for the new Administrative Block by Bishop Mar George Madathikandathil.
- 04-04-2017** : The Ministry of HRD, Govt. of India placed the college in 91st position among all colleges in India, in the NIRF ranking.
- 22-05-2017** : Msgr. (Dr.) Cherian Kanjirakombil took charge as Manager in place of Msgr. George Oliapuram.
- 24-07-2017** : Mr. Ajith Sivan, III B.A. Economics student was selected to Kerala Blasters team for the ISL Football tournament.

- 30-11-2017** : Msgr. Mathew Palamattam Memorial Digital Library was blessed.
- 22-12-2017** : Dept. of Zoology was accorded the status of Research Centre.
- 10-10-2018** : Affiliation received for UGC sponsored B.Voc Programme in Logistics Management.
- 23-10-2018** : Dept. of English accorded the status of Research Centre.
- 29-10-2018** : New Administrative Block cum Guest House complex was blessed by Bishop George Madathikandathil.
- 29-10-2018** : Digital Theater was blessed by Bishop George Madathikandathil
- 31-05-2019** : Dr. T M Joseph Principal. retired.
- 01-06-2019** : Dr. James Mathew took charge as Principal.
- 31-08-2019** : MHRD, Government of India Swachtha Team visited the campus
- 12-12-2019** : Foundation Stone for Diamond Jubilee Block phase II was laid by Msgr. Rev. Dr. Cherian Kanjirakompil.
- 21-01-2020** : Sri MP Abdu Samad Samadani Inaugurated Gandhi Darsaniksthal.
- 04-02-2020** : A Bust of Mahatma Gandhi was unveiled.
- 31-03-2020** : Dr. James Mathew Principal retired.
- 01-04-2020** : Prof. Saji Joseph took charge as Principal.
- 30-06-2020** : Prof. Saji Joseph relieved duty as Principal.
- 01-07-2020** : Dr. Thomas K.V. took charge as Principal.
- 25-09-2021** : Blessing of Car Parking Facility for Staff.
- 04-02-2021** : DJ Block Second Phase Inaugurated
- 05-02-2021** : 5 Year Integrated M.Sc. Programme in Computer Science sanctioned by Govt.
- 08-04-2021** : NAAC reaccredited with A++ and CGPA 3.73 in the 4th cycle, which is the highest score among all affiliated colleges in India.

### **10 points pledge for the students**

1. I understand that the fear of God is the beginning of all knowledge
2. For me, the wealth of knowledge is far superior to all material accomplishments
3. Realise that only a good student can become a good citizen.
4. I admire and respect my teachers because they are the ones who open my inward eyes.
5. I will grow obeying my parents because they are next to God
6. I don't bother what my country must do for me, My only concern is how well I can serve my beloved country which has made me what I am
7. My life will be a message to my fellow students
8. I will never forget my trodden paths
9. I vow to protect the unity and integrity of my country
10. I will use the knowledge which I acquire from my education only for the benefit of the humanity

## IV- SUCCESSION LIST

### PATRONS

|                                    |           |
|------------------------------------|-----------|
| Mar Augustine Kandathil            | 1953-1956 |
| Mar Joseph Parekattil              | 1956-1957 |
| Mar Mathew Pothanamuzhy            | 1957-1977 |
| Mar George Punnakottil             | 1977-2013 |
| <b>Mar George Madathikandathil</b> | 2013-     |

### MANAGERS

|   |           |
|---|-----------|
| Rt. Rev. Msgr. Mathew Pothanamuzhi        | 1953-1954 |
| His Excellency Mar Joseph Parekattil      | 1954-1957 |
| Rt. Rev. Msgr. T.K. Nambiaparambil        | 1957-1964 |
| Rt. Rev. Msgr. Mathew Vellankal           | 1964-1977 |
| Rt. Rev. Msgr. Cherian Veranani           | 1977-1983 |
| Rt. Rev. Msgr. Dr. George Edathotty       | 1983-1994 |
| Rt. Rev. Msgr. Thomas Malekudy            | 1994-2012 |
| Rt. Rev. Msgr. Dr. Francis Alappatt       | 2012-2015 |
| Rt. Rev. Msgr. Dr. George Oliapuram       | 2015-2017 |
| Rt. Rev. Msgr. Dr. Cherian Kanjirakombil  | 2017-2021 |
| <b>Rev. Msgr. Dr. Pious Malekandathil</b> | 2021-     |

### SECRETARIES TO THE GOVERNING BODY

|                                  |           |
|----------------------------------|-----------|
| Rev. Dr. John Vallamattam        | -1979     |
| Rev. Fr. Joseph Nambiaparambil   | 1979-1981 |
| Rev. Fr. George Kunnamkott       | 1981-1987 |
| Rev. Dr. John Vallamattam        | 1987-1997 |
| Rev. Fr. Joseph Puthenkulam      | 1997-2005 |
| Rev. Fr. Kuriakose Kodakallil    | 2005-2015 |
| Rev. Dr. George Thanathuparambil | 2015-2020 |
| <b>Rev. Dr. Paul Nedumpuram</b>  | 2020-     |

### PRINCIPALS

|   |                       |
|---|-----------------------|
| Very Rev. Msgr. Thomas Nedumkallel M.A., F.R.A.S. | 29.06.1953-31.05.1970 |
| Very Rev. Msgr. Mathew Palamattam M.A.            | 01.06.1970-31.07.1977 |
| Rev. Dr. John Vallamattam M.A., Ph.D.             | 01.08.1977-31.08.1980 |
| Rev. Dr. Mathew Thottiyil M.Sc., Ph.D.            | 01.09.1980-05.02.1983 |
| Rev. Dr. John Vallamattam M.A., Ph.D.             | 06.02.1983-31.03.1987 |
| Prof. T. J. Francis Xavier M.Com.                 | 01.04.1987-14.04.1988 |
| Prof. George James B.A.(Hons.)                    | 15.04.1988-31.03.1993 |
| Prof. P. K. Joseph M.Sc.                          | 01.04.1993-30.04.1996 |

|   |                       |
|---|-----------------------|
| Prof. M. C. Joseph M.Sc.                              | 01.05.1996-31.05.1998 |
| Rev. Dr. Thomas Periappuram M.A.(Phil. & Mal.), Ph.D. | 01.06.1998-31.03.2002 |
| Rev. Dr. T. M. George M.A., M. Phil., Ph.D.           | 01.04.2002-31.03.2008 |
| Prof. P. C. James M.A., M.Phil.                       | 01.04.2008-31.03.2010 |
| Prof. N. Joy M.Com.                                   | 01.04.2010-31.03.2013 |
| Rev. Dr. Vincent Joseph M.A., B.Ed., Ph.D             | 01.04.2013-31-05-2016 |
| Dr.T.M.Joseph M.A.,M.Phil., Ph.D                      | 01-06-2016-31-05-2019 |
| Dr. James Mathew, M.Com., Ph.D.                       | 01-06-2019-30-06-2020 |
| Prof. Saji Joseph                                     | 01-04-2020-30-06-2020 |
| <b>Dr. Thomas K.V.</b>                                | <b>01-07-2020-</b>    |

## **VICE PRINCIPALS**

|                                   |              |
|-----------------------------------|--------------|
| Prof. V.J. Joseph                 | 1953-1955    |
| Rev. Dr. Thomas Muthedan          | 1955-1960    |
| Msgr. Mathew Palamattam           | 1960-1967    |
| Rev. Dr. Mathew Thottiyil         | 1967-1979    |
| Prof. Francis Xavior              | 1979-1987    |
| Prof. George James                | 1987-1988    |
| Prof. K.O. Pathrose               | 1988- 1993   |
| Prof M.C.Joseph                   | 1993-1996    |
| Prof. C.J. Thomas                 | 1996-2001    |
| Prof. George Varghese             | 2001-2008    |
| Rev. Fr Vincent Joseph Nedungattu | 2008-2013    |
| Prof Jose Karikunnel              | 2013-2018    |
| Dr. James Mathew                  | 2018-2019    |
| Dr. J. Georgi Neernal             | 2019-2020    |
| <b>Prof. Saji Joseph</b>          | <b>2019-</b> |

## **BURSARS**

|                                   |            |
|-----------------------------------|------------|
| Rev. Fr.Mathew Matheikal          | 1951-1953  |
| Msgr.Thomas Nedumkallel           | 1953-1965  |
| Rev. Dr. Mathew Thottiyil         | 1965-1975  |
| Rev.Fr.George Chathamkottu        | 1975-1977  |
| Rev. Fr. PaulTharaniyil           | 1977-1978  |
| Rev. Fr.Kuriakose Kachiramattam   | 1978-1979  |
| Rev. Fr. Luke Njaralakkattu       | 1979-1981  |
| Rev. Fr. Thomas Peechattu         | 1981-1982  |
| Rev. Fr. Paul Nedumpuram          | 1982- 1984 |
| Rev. Dr. Thomas Periyappuram      | 1984- 1992 |
| Rev.Dr.Thomas Pothanamuzhi        | 1992-1996  |
| Rev. Fr Vincent Joseph Nedungattu | 1996-2003  |
| Rev. Fr Nicholas Moolassery       | 2003-2009  |

Rev. Fr John Mundackal  
Rev. Fr. Jose Pulparambil  
**Fr. Jestin K. Kuriakose**

2009-2012  
2012-2016  
2016-

# V- COLLEGE FELLOWSHIP

## MANAGING BOARD

1. Mar George Madathikandathil (Patron)
2. Rev. Dr. Msgr. Pius Malekandathil (Manager)
3. Rev.Fr.Paul Nedumpurath (Secretary, Higher Education)
4. Adv. P Shanavas (M G University Nominee)
5. Government Nominee
6. Rev.Msgr.Dr.Francis Keerampara (Syncellus)
7. Rev.Fr.Mathew Mundackal (Secretary, Corporate Educational Agency)
8. Rev.Fr.Joseph Kulathoor (Chancellor, Bishop's House)
9. Rev.Fr.Jose Pulparampil (Procurator, Bishop's House)
10. Dr. Thomson Joseph (Principal, Newman College)
11. Dr. K.V. Thomas (Principal, Nirmala College)
12. Rev.Dr.George Thanathuparambil
13. Rev. Fr. Francis Kannadan
14. Rev.Fr.Paul Karakompil
15. Rev.Fr.Zacharias Kallidukkil
16. Rev.Sr.Christie S.H.
17. Dr.T.M.Joseph
18. Prof.Jose Karikunnel
19. Dr. Suby Baby (Teacher's Representative)
20. Dr. Bijimol Thomas (Teacher's Representative)
21. Ms.Lovely Varghese (Non-Teaching Staff Representative)

## VI- COLLEGE COUNCIL

- 1 Dr. Thomas K.V. *Principal*
- 2 Mr. Saji Joseph *Vice Principal & HoD, Department of Mathematics*
- 3 Dr. T.M. Jacob *HoD, Department of Statistics*
- 4 Dr. Nibu Thomson *HoD, Department of English*
- 5 Dr. George James T. *HoD, Department of Physics*
- 6 Sr. Emy Tomy *HoD, Department of Chemistry*
- 7 Mr. A.J. Emmanuel *HoD, Department of Commerce*
- 8 Dr. Meera R. *HoD, Department of Economics*
- 9 Fr. Francis Koloth *HoD, Department of Malayalam*
- 10 Ms. Sindhu Rachel Joy *HoD, Department of Botany*
- 11 Dr. Ani Kurian *HoD, Department of Zoology*
- 12 Dr. Juliya Emmanuel *HoD, Department of Hindi*
- 13 Dr. Santhosh J. *HoD, Department of Physical Education*
- 14 Mr. Prince Samuel Joseph *Coordinator, BA Communicative English*
- 15 Mr. Baby Joseph *Coordinator, M.Sc. Mathematics*
- 16 Ms. Lissy Paul, *HoD, Department of Commerce, Self Financing*
- 17 Ms. Shija Paul P. *HoD, Department of Computer Science (MCA)*
- 18 Ms. Arya S. Nair *HoD, Department of Computer Science (BCA)*
- 19 Ms. Ancy John, *HoD, Department of Tourism Studies*
- 20 Ms. Jaimol J. Moozhiyankal *HoD, Department of MA HRM*
- 21 Ms. Seema Joseph *Elected Teacher Representative*
- 22 Dr. Radhu S. *Elected Teacher Representative*
- 23 Ms. Lovely Varghese *Senior Administrative Officer*
- 24 Dr. Sony Kuriakose *IQAC Coordinator, (Ex-Officios Member)*

## **VII- INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **A. Chairperson**

1. Dr. Thomas K V, *Principal*

### **B. Senior Administrative Officer**

2. Ms. Lovely Varghese

### **C. Teaching Faculty Representatives**

3. Dr . T M Jacob, *Associate Professor, Department of Statistics*
4. Dr. Julia Emmanuel, *Assistant Professor, Department of Hindi*
5. Ms. Anu Jossy Joy, *Assistant Professor, Department of Commerce*
6. Mr. Shaimon Joseph, *Assistant Professor, Department of Economics*
7. Dr.Nibu Thomson, *Assistant Professor, Department of English*
8. Mr. Mathews K Manayani, *Assistant Professor, Department of Chemistry*
9. Mr. Titu Thomas, *Assistant Professor, Department of Physics*
10. Dr. Radhu S, *Assistant Professor, Department of Physics*
11. Dr. Vinod K.V., *Assistant Professor, Department of Zoology*
12. Dr. N. Shibin Mohanan, *Assistant Professor, Department of Botany*
13. Dr. Gigi K. Joseph, *Assistant Professor, Department of Zoology*
14. Dr. Annie Thomas, *Assistant Professor, Department of Malayalam*

### **D. Member from the Management**

15. Rev. Fr. Paul Nedumpurathu, *Higher Education Secretary*

### **E. Member from the Local Society**

16. Adv. Francis George, *Ex. MP*

### **F. Nominees from the Student Community**

17. Ms. Ann Elizabeth, *Final Year BA Economics*

### **G. Nominees from the Industry/Employers/ Stakeholders/Alumni/PTA**

18. Mr. Anilkumar, *Senior Director, IQVIA, Bangalore*
19. Mr. Jismon Issac, *Executive Director, Metcon Industries*
20. CA Narayanan K, *Chartered Accountant, Alumni Representative*
21. Mr. Sam, *PTA Representative*

### **H. Co-ordinator of IQAC**

22. Dr. Sony Kuriakose, *Assistant Professor, Department of Commerce*

## VIII- IQAC CRITERION JOINT COORDINATORS

1. Ms. Liz George
2. Dr. Vinod K.V.
3. Dr. N.Shibin Mohanan
4. Dr. Manu C. Skaria
5. Dr. Jijo V.J.
6. Ms. Ambily Elizabeth George
7. Dr. Boney Bose
8. Dr. Gigi K. Joseph

### **IQAC DEPARTMENT COORDINATORS**

- |                           |  |
|---------------------------|--|
| 1. Dr. Gigi K. Joseph     | <i>Department of Zoology</i>               |
| 2. Dr. Annie Thomas       | <i>Department of Malayalam</i>             |
| 3. Sr. Jinto George       | <i>Department of Commerce</i>              |
| 4. Dr. Anns Maria Thomas  | <i>Department of Chemistry</i>             |
| 5. Ms. Jasmin Mary P.J.   | <i>Department of Hindi</i>                 |
| 6. Ms. Merin Manuel       | <i>Department of Mathematics</i>           |
| 7. Ms. Anu Joy            | <i>Department of English</i>               |
| 8. Dr. Jeena George       | <i>Department of Botany</i>                |
| 9. Dr. Albin Paul         | <i>Department of Statistics</i>            |
| 10. Dr. Dinu Alexander    | <i>Department of Physics</i>               |
| 11. Ms. Smitha Anu Thomas | <i>Department of MCA</i>                   |
| 12. Mr. Nibu Babu         | <i>Department of BCA</i>                   |
| 13. Mr. Ajith A.M.        | <i>Department of Commerce (S.F)</i>        |
| 14. Ms. Dinna Johnson     | <i>Department of Management Studies</i>    |
| 15. Ms. Alphonsa Joy      | <i>Department of Economics</i>             |
| 16. Ms. Juliya Augustine  | <i>Department of Communicative English</i> |

## IX- FACULTY & STAFF

|                            |                                   |                         |
|----------------------------|-----------------------------------|-------------------------|
| 1. Dr. Thomas K.V.         | Principal .....                   | 8921967170,0485 2836300 |
| 2. Mr. Saji Joseph         | Vice Principal .....              | 9447302680              |
| 3. Fr. Jestin K. Kuriakose | Bursar .....                      | 94462676764             |
| 4. Mr. Jose Karikunnel     | Co-ordinator, SF Programmes ..... | 9400470540              |

### DEPARTMENT OF ENGLISH

#### ASSISTANT PROFESSORS

|                            |                               |            |
|----------------------------|-------------------------------|------------|
| 1. <b>Dr. Nibu Thomson</b> | M.A.,Ph.D (HoD) .....         | 9447589761 |
| 2. Dr. Manu C. Skaria      | M.A, M.Phil., Ph.D, NET ..... | 7012008327 |
| 3. Ms. Anu Joy Chemparathy | M.A, NET .....                | 9074775364 |
| 4. Ms. Anitha J Mattom     | M.A, Ph.D (on leave) .....    | 9447056769 |
| 5. Dr. Sr.Armila Antony    | M.A, Ph.D .....               | 8903875057 |
| 6. Dr. Jasmin Jose         | M.A., Ph.D. ....              | 9597319919 |
| 7. Ms. Diya Mathew         | M.A., JRF .....               | 9744516225 |

#### ASSISTANT PROFESSOR ON CONTRACT

|                     |                         |            |
|---------------------|-------------------------|------------|
| 8. Ms. Indhu Thomas | M.A., M.Phil.,NET ..... | 9447936250 |
| 9. Mr. Jomy Thomas  | M.A., NET .....         | 9497158149 |

#### COMMUNICATIVE ENGLISH (SELF FINANCING DIVISION)

|                                    |  |            |
|------------------------------------|--|------------|
| 1. <b>Mr. Prince Samuel Joseph</b> | M.S.W.,SET,NET (Programme Coordinator) ..... | 9809182333 |
|------------------------------------|--|------------|

#### ASSISTANT PROFESSORS ON CONTRACT

|                           |                                |            |
|---------------------------|--------------------------------|------------|
| 2. Mr. Arun Geo Augustine | M.A .....                      | 9744032072 |
| 3. Ms. Julia Augustine    | M.A., NET, B.Ed.,SET .....     | 9496569864 |
| 4. Ms. Resmi P.R          | M.A. ....                      | 9539229476 |
| 5. Ms. Poorna Pushkala A. | M.A., NET,(MA Sociology) ..... | 9061756826 |
| 6. Mr. Augustine Benny    | M.A. ....                      | 9446611785 |
| 7. Ms. Shanto Philip      | M.A, B.Ed.....                 | 9496901563 |

### DEPARTMENT OF HINDI

#### ASSOCIATE PROFESSORS

|                       |                                       |                         |
|-----------------------|---------------------------------------|-------------------------|
| 1. <b>Dr. Suja C.</b> | M.A., B.Ed, M.Phil., Ph.D (HoD) ..... | 9388484632,0484 2649862 |
|-----------------------|---------------------------------------|-------------------------|

#### ASSISTANT PROFESSORS

|                               |                                     |             |
|-------------------------------|-------------------------------------|-------------|
| 2. <b>Dr. Juliya Emmanuel</b> | M.A., Ph.D., (HoD in charge).....   | 9496291939  |
| 3. Dr. Sreeja G.R.            | M.A., M.Phil., B.Ed., Ph.D .....    | 9746101095  |
| 4. Ms. Jasmine Mary P.J.      | M.A., B.Ed, NET, SET .....          | 944 7107095 |
| 5. Dr. G. Sugida              | M.A., M.Phil, Ph.D., NET, PDF. .... | 9526229121  |
| 6. Dr. Anjaly Joseph          | M.A, B.Ed, SET, M.Phil, Ph.D .....  | 9496332394  |
| 7. Dr. Sangeetha Nair         | M.A, Ph.D, NET .....                | 9847106549  |
| 8. Dr. Jeena Mary Jose        | M.A, Ph.D. ....                     | 9745372806  |

## DEPARTMENT OF MALAYALAM

### ASSISTANT PROFESSORS

1. Fr. Francis Michael M.A., B.Ed., M.A.(Hist.),NET(HoD) .....9447900957
2. Dr. Sr. Biji M. P. M.A., B.Ed., Ph.D, NET .....9497366767,0484 2590556
3. Ms. Seema Joseph M.A., B.Ed., NET .....9495736322,0485 2850186
4. Dr. Annie Thomas M.A., M.Phil., B.Ed., Ph.D .....9495061789
5. Sr. Lovely Abraham MAB.Ed.,NET ..... 9605194311,0485 2832670
6. Ms. Neena Thomas M.A., B.Ed, NET (on leave).....9495381856
7. Fr. Jestin K.Kuriakose M.A., M.Phil., NET.....9446276764

### ASSISTANT PROFESSOR ON CONTRACT

8. Ms. Anjana Biju M.A., NET .....9567825034
9. Ms. Aiswarya Mani M.A., B.Ed.....7025367176

## DEPARTMENT OF SANSKRIT

### ASSISTANT PROFESSOR

1. Dr. P. B. Sanish M.A., Ph.D., P.G.D.J. ....9495866544,0482 2200255

## DEPARTMENT OF MATHEMATICS

### ASSOCIATE PROFESSOR

1. Mr. Saji Joseph M.Sc. B.Ed. (HoD).....9447302680,7907470519
2. Dr. Thomas K.V. (Principal) M.Sc., Ph.D.....9446275722

### ASSISTANT PROFESSOR ON CONTRACT

3. Mr. Dany Joy M.Sc., NET .....9895799865
4. Ms. Merin Manuel M.Sc. ....9447572663

## SELF FINANCING DIVISION

### HONORARY PROFESSORS

5. Mr. Baby Joseph M.Sc. (Programme Co-ordinator) .....9447206483

### ASSISTANT PROFESSORS ON CONTRACT

6. Ms. Lipiya Vijayan M.Sc .....9526533611
7. Mr. Arun George M.Sc .....9745764906
8. Ms. Geethu Kuriachan M.Sc. B.Ed .....9447976058

## DEPARTMENT OF STATISTICS

### ASSOCIATE PROFESSORS

1. Dr. T.M. Jacob M.Sc., Ph.D (HoD) .....9447003905

### ASSISTANT PROFESSOR ON CONTRACT

2. Dr. Albin Paul M.Sc., M.Phil, Ph.D .....9400525833
3. Mr. Linto Joseph M.Sc., M.Phil, .....8086800890
4. Ms. Aneeta Antony M.Sc. ....8086181102
5. Ms. Ashly Joseph M.Sc. ....904810838

## DEPARTMENT OF PHYSICS

### ASSOCIATE PROFESSORS

1. Dr. George James T. M.Sc.,M.Phil, Ph.D. (HoD) .....9446338502

### ASSISTANT PROFESSORS

2. Mr. Titu Thomas M.Sc., NET .....8281129140  
3. Dr. Radhu S. M.Sc., Ph.D .....9884694855  
4. Dr. Rajesh Kumar B. M.Sc., Ph.D .....9605538217  
5. Ms. Anjaly Jose M.Sc., M.Phil, .....9947669981  
6. Dr. Dinu Alexander M.Sc., M.Phil, Ph.D .....9400176859  
7. Dr. Jeen Maria Mathews M.Sc., M.Tech., Ph.D .....9496119661

### ASSISTANT PROFESSOR ON CONTRACT

8. Mr. Davis John M.Sc., NET .....9447869545  
9. Dr. Dibin Mary George M.Sc., NET, Ph.D .....9744532803

## DEPARTMENT OF CHEMISTRY

### ASSISTANT PROFESSORS

2. Sr. Emy Tomy M.Sc, NET (HoD) .....7025753100  
3. Dr. Jyothish Kuthanapillil M.Sc., Ph.D .....8943021832  
4. Dr. Anns Maria Thomas M.Sc., NET, Ph.D .....9544816301  
5. Mr. Mathews K. Manayani M.Sc., NET .....9995756627  
6. Dr. Albish K. Paul M.Sc., Ph.D .....9847729031  
7. Ms. Liz George M.Sc., NET .....9846261099  
8. Dr. Jijo V.J. M.Sc., Ph.D .....9746898080  
9. Dr. Lincy Tom M.Sc. Ph.D .....9562801200

## DEPARTMENT OF BOTANY

### ASSISTANT PROFESSORS

1. Ms. Sindhu Rachel Joy M.Sc., NET (HoD) .....9061772082  
2. Dr. N Shibin Mohanan M.Sc., Ph.D., NET .....9496633162, 808978802  
3. Dr. Geena Goerge M.Sc., B.Ed., Ph.D .....9846468928

### ASSISTANT PROFESSOR ON CONTRACT

4. Ms. Akhila Sen M.Sc., NET, JRF .....9656905123

## DEPARTMENT OF ZOOLOGY

### ASSISTANT PROFESSORS

1. Dr. Gigi K. Joseph M.Sc., Ph.D .....9447432891  
2. Dr. Ani Kurian M.Sc., Ph.D. (HoD) .....9388419500  
3. Ms. Ambily Elizabeth George M.Sc, B.Ed, NET .....9744763434  
4. Dr. Vinod K.V. M.Sc., Ph.D .....9495015774  
5. Ms. Jaya S. M.Sc. NET .....9747060121  
6. Ms. Anju B. Kanjirakkattu M.Sc. NET .....7909245958

**ASSISTANT PROFESSOR ON CONTRACT**

7. Dr. Souji S. M.Sc., Ph.D.....9446363977

**DEPARTMENT OF ECONOMICS****ASSISTANT PROFESSORS**

1. Dr. Meera R. M.A., NET, Ph.D. (HoD) .....9446547534,0485 2832562  
 2. Dr. Liji George M.A., NET, B.Ed., Ph.D.....9846429734  
 3. Mr. Shaimon Joseph M.A., B.Ed, NET, .....9847949448  
 4. Ms. Alphonsa K. Joy M.A, NET..... 9447524688  
 5. Ms. Deepa Abraham (Leave) M.A., B.Ed.NET..... 9747578489

**ASSISTANT PROFESSOR ON CONTRACT**

6. Arun S. M.A(Pol.Sci) NET.....8130965898  
 8. Ms. Beema Beevi M.J. M.A. (History) .....8113074939

**DEPARTMENT OF COMMERCE****ASSOCIATE PROFESSORS**

1. Mr. Emmanuel A.J M.Com,NET, JRF(HoD) ..... 9446666383  
 2 Dr. Raju V.P. M.Com,A.C.M.A., NET, Ph.D. ....9495608176

**ASSISTANT PROFESSORS**

3. Dr. Anu Jossy Joy M.Com., M.Phil., NET, Ph.D .....9495216382  
 4. Dr. Sony Kuriakose M.Com.,JRF, Ph.D .....8113980672  
 5. Dr. Suby Baby M.Com.,M.B.A., Ph.D. ....9744076219  
 6. Sr. Jinto John M.Com., B.Ed., NET.....9496043980  
 7. Dr. Boney Bose M.Com., M.Phil., MBA, NET, Ph.D. ....9562268842

**DEPARTMENT OF COMMERCE (SELF FINANCING DIVISION)****ASSISTANT PROFESSORS ON CONTRACT**

1. Ms. Lissy Paul M.Com. (HoD) .....9746182845  
 2. Ms. Ann Maria George M.Com, B.Ed., SET .....9846657733  
 3. Ms. Soumya T.K M.Com,M.B.A .....9539999828  
 4. Ms. Rakhy Rajan M.Com., CMA(Inter)..... 9496430544  
 5. Ms. Priya K. Dev M.Com., B.Ed., NET, SET .....9605588992  
 6. Ms. Ninu Jose M.Com., MBA, SET .....9562097576  
 7. Ms. Swathychithra K.S. M.Com., NET, SET .....9400070966  
 8. Ms. Ambily V.R. M.Com., B.Ed., SET, NET .....9188050413  
 9. Ms. Harsha Haridas M.Com., B.Ed., NET, SET .....8547980536  
 10 Ms. Christy Mathews MCA .....  
 11. Ms. Meenu Ann Joseph M.Com., B.Ed., SET, NET .....9656906175  
 12. Ms. Swapna Shaji M.Com., NET .....9544431596  
 13. Ms. Telsa Tom M.Com. ....8156889114  
 14. Mr. Ajith A. M M.Com., NET, SET .....8589881476  
 15. Mr. Prasad T. Gopi M.Com., NET .....9656924840

|                                    |                           |            |
|------------------------------------|---------------------------|------------|
| 16. Ms. Diya Baby                  | M.Com.....                | 9567603559 |
| 17. Ms. Sreelakshmi Mohanachandran | M.Com.....                | 9037474657 |
| 18. Ms. Bincy Francis              | M.Com., M.Phil., SET..... | 8281251921 |
| 19. Ms. Serin Sara Paul            | M.Com.....                | 9188702399 |
| 20. Binny Mathew                   | M.Com., M.Phil., Set..... | 9446984581 |

## **DEPARTMENT OF COMPUTER SCIENCE**

### **ASSISTANT PROFESSOR ON CONTRACT**

|                        |                |            |
|------------------------|----------------|------------|
| 11. Ms. Vidhula Thomas | MCA, NET ..... | 9400984502 |
|------------------------|----------------|------------|

## **DEPARTMENT OF COMPUTER SCIENCE**

### **(SELF FINANCING DIVISION)**

#### **MCA DIVISION**

|                                     |                      |  |
|-------------------------------------|----------------------|--|
| <b>Dr. Fr. Zacharia Kallidukkil</b> | (Administrator)..... |  |
|-------------------------------------|----------------------|--|

|                             |                                     |            |
|-----------------------------|-------------------------------------|------------|
| <b>1. Ms. P. Shija Paul</b> | M.C.A. (Joint Director & HoD) ..... | 9447305046 |
|-----------------------------|-------------------------------------|------------|

#### **ASSISTANT PROFESSORS**

|                           |                                   |            |
|---------------------------|-----------------------------------|------------|
| 2. Mr. Sherin Mathew G.   | M.C.A., M.Tech .....              | 9447189675 |
| 3. Ms. Sherry O. Panicker | M.C.A., M.Phil (Joint HoD). ..... | 9447378589 |
| 4. Mr. Raison J. Mathews  | M.C.A .....                       | 9447393634 |
| 5. Ms. Smitha Anu Thomas  | M.C.A., M.Phil .....              | 9846316178 |
| 6. Ms. Anu J. Marattil    | M.Sc.....                         | 9947950539 |
| 7. Ms. Siji P. Joy        | M.C.A. ....                       | 9495427742 |
| 8. Ms. Smitha M.          | M.C.A .....                       | 9447481971 |
| 9. Ms. Deepa Liza Alex    | M.C.A. ....                       | 9447409814 |
| 10. Ms. Deepthi Thomas    | M.C.A. ....                       | 9496228052 |

#### **BCA DIVISION**

#### **ASSISTANT PROFESSORS ON CONTRACT**

|                             |                                     |            |
|-----------------------------|-------------------------------------|------------|
| 11. <b>Ms. Arya S. Nair</b> | MCA (Programme Co-ordinator). ..... | 9446717734 |
| 12. Ms. Niby Babu           | MCA .....                           | 9645025088 |
| 13. Ms. Preethy George      | M.Sc .....                          | 9495350260 |
| 14. Ms. Manjusha Mathew     | M.Tec.....                          | 9946811223 |
| 15. Ms. Neenu Jose          | MCA .....                           | 9605343178 |
| 16. Ms. Sayona Vincent      | MCA .....                           | 7559943325 |

#### **SYSTEM ADMINISTRATOR & PROGRAMMER**

|                    |   |            |
|--------------------|---|------------|
| 1. Mr. Biju Peter  | M.C.A., 'A' Level (System Administrator) .....  | 9447474843 |
| 2. Mr. Jiji Mathew | M.C.A., M.Phil., PGDCA (System Programmer)..... | 9495690554 |

## **DEPARTMENT OF MANAGEMENT STUDIES**

### **ASSISTANT PROFESSORS ON CONTRACT**

#### **M.H.R.M. DIVISION**

|                              |                          |            |
|------------------------------|--------------------------|------------|
| 1. Ms. Jaimol J. Moozhiankai | MHRM, M.Com. (HoD) ..... | 9048896762 |
|------------------------------|--------------------------|------------|

|                      |          |            |
|----------------------|----------|------------|
| 2. Ms. Chinchu Louis | MBA..... | 8891788835 |
| 3. Ms. Dinna Johnson | MPM..... | 8907720099 |

## **TOURISM DIVISION**

|                         |                                |            |
|-------------------------|--------------------------------|------------|
| 4. Ms. Ancy John        | MTA ( Course Coordinator)..... | 9562740546 |
| 5. Mr. Sankar P.D.      | M.Com., MBA, NET.....          | 9447385760 |
| 6. Ms. Sabitha P.S.     | MMH, MBA.....                  | 9447086825 |
| 7. Ms. Aswathy N. Karun | MTA.....                       | 8078292813 |
| 8. Mr. Siljo Jose       | MTTM.....                      | 9847469017 |

## **DEPARTMENT OF GERMAN**

### **VISITING FACULTY**

|                                 |       |            |
|---------------------------------|-------|------------|
| 1. Rev. Dr. Mathew Pittappillil | ..... | 9946644717 |
|---------------------------------|-------|------------|

## **DEPARTMENT OF PHYSICAL EDUCATION**

### **ASSISTANT PROFESSORS**

|                    |                              |                          |
|--------------------|------------------------------|--------------------------|
| 1. Dr. Santhosh J. | M.P.Ed. NET, PhD. (HOD)..... | 9447370103, 0485 2860212 |
|--------------------|------------------------------|--------------------------|

## **OFFICE ADMINISTRATION**

|                            |                     |                              |
|----------------------------|---------------------|------------------------------|
| 1. Dr. Thomas K.V.         | Principal.....      | 8921967170, 2832361, 2836300 |
| 2. Mr. Saji Joseph         | Vice Principal..... | 9447302680                   |
| 3. Fr. Jestin K. Kuriakose | Bursar.....         | 94462676764, 0485 2834689    |

## **NON TEACHING STAFF**

|                        |                         |            |
|------------------------|-------------------------|------------|
| 1. Ms. Loveli Varghese | Jr. Superintendent..... | 9387413604 |
| 2. Ms. Shylet Peter    | Head Accountant.....    | 9495843284 |
| 3. Mr. Jomy Jose       | Librarian.....          | 9496464674 |

### **U. D. CLERKS**

|                       |       |            |
|-----------------------|-------|------------|
| 1. Ms. Alice John     | ..... | 9526690951 |
| 2. Mr. Jose Varghese  | ..... | 9995316250 |
| 3. Mr. Reji S. Xavier | ..... | 8281663689 |
| 4. Mr. Antony P.C     | ..... | 9447867202 |

### **L.D.CLERKS**

|                      |       |            |
|----------------------|-------|------------|
| 2. Mr. Jimmy Mathew  | ..... | 9947938823 |
| 3. Mr. Leo Kuriakose | ..... | 9447384088 |

### **L.D. STORE KEEPER**

|                |       |            |
|----------------|-------|------------|
| Mr. Jobin Jose | ..... | 9947721351 |
|----------------|-------|------------|

### **COMPUTER ASSISTANT**

|                      |       |            |
|----------------------|-------|------------|
| 1. Mr. Jithin Thomas | ..... | 8182304378 |
|----------------------|-------|------------|

### **LIBRARY ASSISTANT**

|                   |       |            |
|-------------------|-------|------------|
| 1. Ms. Rincy Poul | ..... | 9744755179 |
|-------------------|-------|------------|

## LAB ASSISTANT

|                     |            |
|---------------------|------------|
| 1. Mr. Dayas Mathew | 8281817401 |
| 2. Ms. Alby Mathew  | 9495450677 |
| 4. Mr. Bins T.K.    | 9605151794 |

## COMPUTATION DIVISION (ADHOC)

|                          |                          |            |
|--------------------------|--------------------------|------------|
| 1. Mr. Bobby Mathew      | System Administrator     | 9946442820 |
| 2. Ms. Jisha George      | B.A D.D.T.P              | 9544918856 |
| 3. Mr. Siby Joseph       | Graphic Designer         | 9539490339 |
| 4. Ms. Chinchu Augustine | Plus Two, DTP.           | 9544461845 |
| 5. Ms. Shiji George      | DCA                      | 9961993848 |
| 6. Mr. Jibin Joy Abraham | Polytechnic, Electronics | 8075988430 |
| 7. Mr. Jomon Joy         |                          | 9526964793 |

## N.T.S. MCA SECTION (ADHOC)

|                       |                             |                          |
|-----------------------|-----------------------------|--------------------------|
| 1. Sr. Ancy John FCC  | BA,B.Ed.(Administrator)     | 8547968808               |
| 2. Ms. Nisha Thomas   | B.Com., M.LiSc. (Librarian) | 9633558342               |
| 3. Mr. Tomy James     | (Accountant)                | 9744989472, 0485 2289856 |
| 4. Mr. Shaji Jacob    | (LGS)                       | 9847409280               |
| 5. Ms. Minimal George | (LGS)                       | 9745766324               |

## SUPPORTING STAFF (ADHOC)

|                            |                   |            |
|----------------------------|-------------------|------------|
| 1. Mr. Joby Xavier         | (LabAssistant.)   | 9447606812 |
| 2. Mr. Nijo Varghese       | (LabAssistant.)   | 9946113331 |
| 3. Mr. Jijo Jolly          | (OfficeAssistant) | 9947088158 |
| 4. Mr. Johnson Jordy       | (OfficeAssistant) | 8301088192 |
| 5. Mr. Manu N.P.           | (OfficeAssistant) | 9496577244 |
| 6. Ms. Amrutha Mani        | (OfficeAssistant) | 8943076933 |
| 7. Mr. Edwin Baby          | (OfficeAssistant) | 9188870659 |
| 8. Ms. Bindu Wilson        | (LGS)             | 9747918259 |
| 9. Ms. Syamala Omanakuttan | (LGS)             | 8606045420 |
| 10. Ms. Smitha Aji         | (LGS)             | 9048738493 |
| 11. Ms. Sujatha Sivankutty | (LGS)             | 7560975374 |
| 12. Ms. Rosamma Paulose    | (LGS)             | 7594066435 |
| 13. Ms. Minu Dojins        | (LGS)             | 8594065708 |
| 14. Ms. Sheela Madhu       | (LGS)             | 9745426601 |

## LIBRARY WARDEN

|                        |            |
|------------------------|------------|
| 1. Fr. Francis Michael | 9447900957 |
|------------------------|------------|

## HOSTEL WARDENS

|                                 |                         |               |
|---------------------------------|-------------------------|---------------|
| 1. Little Flower Hostel (girls) | Rev. Sr. Rani S. H.     | 0485 2832264  |
| 2. St. Joseph's Hostel (girls)  | Rev. Sr. Philomina S.H. | 0485 2834832  |
| 3. Alphonsa Hostel (girls)      | Rev. Sr. Angelic S.H.   | 0485 2832635  |
| 4. Nirmala Hostel (girls)       |                         | 0485 286 3636 |
| 5. Sports Hostel Warden (Boys)  | Dr. Santhosh J.         | 9447370103    |
| 6. Jeeva Jyothy Hostel (Boys)   | Fr. Francis Michael     | 9447900957    |

**IGNOU STUDY CENTRE (CODE:14127)- 9496377247**

1. Ms. Seema Joseph (Co-ordinator) .....9495736322
2. Mr. Bobby Mathew (Joint. Co. ordinator) .....9946442820

**NIRMALA CENTRE FOR EDUCATIONAL, SPIRITUAL AND THEOLOGICAL TRAINING (NESTT) 0485 2830033**

1. Rev. Dr. George Karakunnel (Director) .....9895587450
2. Rev. Fr. Cyriac Njaloor (Asst. Director) .....9526865579

**NIRMALA CIVIL SERVICE ACADEMY**

1. Rev. Fr. Zacharias Kallidukil (Administrator) .....
2. Dr. Boney Bose M.Com., Ph.D., NET (Faculty incharge) .....9446666383
3. Mr. Nibin Jose .....9744767608
4. Mr. Jesvin Sunny .....8848852367

**DIRECTORATE OF STUDENTS WELFARE**

1. Prof. Saji Joseph M.Sc.B.Ed (Director) .....9446608921
2. Dr. Vinod K.V. M.Sc. Ph.D. (Joint Director) .....9495015774

**CENTRE FOR EXTENSION SERVICES**

1. Mr. Shaimon Joseph M.A. (Director) .....9847949448
2. Dr. Albish K. Paul M.Sc., Ph.D .....9847729031
3. Dr. Sr. Noel M.A., B.Ed., Ph.D, NET .....9497366767,0484 2590556

**NIRMALA ACADEMY FOR RESEARCH & PUBLICATION (NARP)**

1. Dr. Gigi K. Joseph M.Sc., Ph.D. ( Joint Director) .....9447432891
2. Mr. Shaimon Joseph M.A., B.Ed, NET, .....9847949448

# X- CLASS TUTORS

Each class is entrusted to the care of one teacher. (Mentor) The class teacher is the local guardian. Students are advised to seek his/her help in all their needs.

## English

- I CE - Ms. Julia Augustine
- II CE - Ms. Poorna Pushkala A.
- III CE - Mr. Arun Geo Augustine
- IV EL - Dr. Sr. Armila Antony
- V EL - Ms. Anu Joy Chemparathy

## Malayalam

- IBA - Fr. Francis Michael
- IIBA - Sr. Lovely Abraham
- IIIBA - Ms Seema Joseph
- IMA - Dr. Annie Thomas
- II MA - Dr. Sr.Biji M P

## Hindi

- IH - Dr. Jeena Mary Jose
- II H - Dr. Anjaly Joseph
- III H - Dr. G. Sujida
- IV H - Dr. Sreeja G.R.
- V H - Ms. Jasmine Mary P.J.

## Mathematics

- IM - Mr. Dani Joy
- II M - Ms. Merin Manuel
- III M - Mr. Arun George
- IVM - Mr. Baby Joseph
- VM - Ms. Lipiya Vijayan

## Statistics

- IV S - Dr. Albin Paul
- V S - Dr.T. M. Jacob

## Physics

- IP - Ms. Anjaly Jose
- IIP - Dr. Rajeshkumar B.
- IIIP - Dr. George James T.
- IPV - Titu Thomas
- IIPV - Dr. Radhu S.
- IIIPV - Dr. Dinu Alexander

## Chemistry

- IC - Dr. Jijo V.J.
- IIC - Dr. Albish K Paul
- IIIC - Mathews K Manayani
- IVC - Sr. Ermi Tomy
- VC - Ms. Liz George

## Botany

- IB - Dr. Geena George
- II B - Sindhu Rachel Joy
- III B - Dr. N Shibin Mohanan

## Zoology

- IZ - Dr. Gigi K Joseph
- IIZ - Ambily Elizabeth George
- IIIZ - Dr. Vinod K V

- IVZ - Ms. Jaya S
- VZ - Dr. Ani Kurian

## Economics

- IE - Ms. Alphonsa K Joy
- IIE - Ms. Deepa Abraham
- IIIE - Mr. Shaimon Joseph
- I'VE - Ms. Liji George
- VE - Dr. Meera R.

## Commerce

- IK - Dr. Boney Bose
- IIK - Sr. Jinto John
- IIIK - Dr. Suby Baby
- IVK - Dr. Raju VP
- VK - Dr. Sony Kuriakose

## Commerce (Self)

- IKX - Ms Harasha Haridas
- IKC - Ms RakhyaRajan
- IKM - Ms. Telsa Tom
- II KX - Mr. Ajith A M
- IIKC - Ms. Meenu Ann Joseph
- IIKM - Ms. Swapna Shaji
- IIIKX - Ms. Priya K Dev
- IIIC - Ms. Christy Mathew
- IIIKM - Ms. Ann Maria George
- IV KS - Mr. Prasad T. Gopi
- VKS - Ms. Ninu Jose

## BCA

- IBCA - Ms. Niby Babu
- IIBCA - Ms. Neenu Jose
- IIIBCA - Ms. Preethy George

## MCA

- I MCA B1 - Mr. Sherin Mathew G
- II MCA B2 - Ms. Deepa liza Alex
- III MCA - Ms. Shija Paul
- V MCA - Mr. Raison J. Mathews

## BTTM

- I BTTM - Ms. Jayamol J. Moozhiyankal
- II BTTM - Ms. Ancy John
- III BTTM - Ms. Sabitha P.S.
- I MTTM - Mr. Sankar PD
- II MTTM - Ms Revathy S. Nair

## MHRM

- I MHRM - Ms. Dinna johnson
- II MHRM - Ms. Chinchu Louis

## B.Voc Logistics Management

- I B.Voc - Ms. Soumya T.K.
- II B.Voc - Ms. Ambily V.R.
- III B. Voc - Mr. Binny Mathews

# XI- TEAM MATES

## GENERAL ADMINISTRATION

1. Manager : Mgr. (Dr) Pius Malekandathil
2. Secretary : Fr. Paul Nedumpuram
3. Principal : Dr. Thomas K.V.
4. Vice Principal : Prof. Saji Joseph
5. Bursar : Fr. Jestin K. Kannadan
6. Administrator MCA Coordinator : Fr. Zacharias Kalidukkil
7. Self Financing F Coordinator : Prof. Jose Karikunnel
8. Liaison Officer for the Management: Prof. Jose Karikunnel
9. IQAC Co-ordinator : Dr. Sony Kuriakose
10. Staff Secretary : Dr. Meera R.
11. Jr. Superintendent : Smt. Lovely Varghese
12. Campus Discipline : Prof. A. J. Emmanuel
13. Academic Coordinator : Dr. T. M. Jacob
14. Public Information Officer : Dr.Suby Baby

## ACADEMIC MONITORING CELL

1. Dr. Thomas K.V. : Principal
2. Prof. Saji Joseph : Vice Principal
3. Dr. T.M. Jacob : Academic Coordinator
4. Prof. A.J. Emmanuel : Member
5. Dr. George James T. : Member
6. Dr. Sony Kuriakose : IQAC Coordinator
7. Dr. Meera R. : Member
8. Mr. Saharshan P. M. : Students Representative PG
9. Anet Paul : Students Representative PG

## I. CURRICULAR ASPECTS

Co-ordinators: Dr. Juliya Emmanuel & Dr. Gigi K. Joseph

1. Co-ordinator, CBCSS : Mr. Mathews K. Manayani
2. Value Education : Fr. Francis Micheal, Sr. Emy Tomy,  
& Dr. Jasmine Jose
3. Handbook & Calendar : Dr. Annie Thomas & Ms. Jasmin Mary P.J.
4. Open Courses : Mr. Mathews K. Manayani & Dr. Geena George
5. Prospectus : Dr. Rajesh Kumar B. & Sr. Jinto John
6. Website : Mr. Prince Samuel Joseph  
Mr. Raison J Mathews & Ms. Dinna Johnson
7. Nirmala Stars : Dr. Vinod K.V.

8. B. Voc. Programme : Dr. Suby Baby
- 10 Add on Course on Computer Applications (DCA) : Mr. Jose Karikunnel
11. Additional Skill Acquisition Programme (ASAP) : Mr. Shaimon Joseph
12. Scholar Support Programme : Ms. Anu Josy Joy
13. Walk with Scholar (WWS) : Dr. Manu C. Skaria
15. UGC-NET Coaching : Dr. Sr. Biji M.P., Ms. Alphonsa K. Joy  
Dr. Boney Bose & Dr. Sangeetha Nair
16. Civil Service Coaching : Dr. Vinod K.V.
17. Online Courses (like MOOC, Moodle and Swayam) : Dr. T.M. Jacob
18. Newsletter : Ms. Anu Joy Chemparathy
19. Advanced Diploma in Logistics and Retail Management : Mr. Jose Karikunnel
20. CMA Programme : Mr. A.J. Emmanuel
- 21 IGNOU : Ms. Seema Joseph
22. Curriculum Feed Back : Dr. T.M. Jacob & Dr. Juliya Emmanuel
23. Induction Programme : Dr. Sony Kuriakose, Dr. Sanish P.B.  
Mr. Prince Samuel Joseph, Ms. Dinna Johnson  
& Mr. Mathews K. Manayani
24. Skill Development & Life Learning Centre : Dr. N. Shibin Mohanan

## II. TEACHING, LEARNING & EVALUATION

Co-ordinators: Dr. Anu Jossy Joy & Dr. Vinod K.V.

1. Superintendent of Examinations : Prof. Saji Joseph
2. Senior Asst. of Examinations : Mr. Titu Thomas
3. Co-ordinators of Internal Assessment Examinations : Dr. Annie Thomas, Dr. Anjaly Joseph,  
Dr. Dinu Alexander, Dr. Jijo V.J.  
Ms. Ann Maria George  
& Dr. Anns Maria Thomas
4. Result Analysis : Dr. Sony Kuriakose & Dr. Meera R.
5. Online Teacher Evaluation : Ms. Deepa Abraham & Ms. Jasmin Mary P.J.
6. Convener, Grievance Redressal Cell (CIE) : Dr. Ani Kurian, Ms Soumya T.K. & Dr. Raju V.P.
7. Course Plan : Dr, Sony Kuriakose & Dr. Manu C. Skaria
8. Feedback from Parents : Ms. Jasmine Mary P.J.
9. P.B.A.S. : Mr. A.J. Emmanuel & Ms. Divya Rajan
10. Teacher Performance Record : Dr. Nibu Thomson

- |                                 |   |   |
|---------------------------------|---|---|
| 11. Mentoring                   | : | Dr. Vinod K.V.                                  |
| 12. Remedial Teaching           | : | Dr. Anu Jossy Joy & Ms. Ambily Elizabeth George |
| 13. Peer Teaching               | : | Dr. Nibu Thomson & Dr. T.M. Jacob               |
| 14. Bridge Courses              | : | Dr. Manu C. Skaria                              |
| 15. Outcome based education     | : | Dr. Anu Jossy Joy & Dr. Jijo V.J.               |
| 16. Innovative Teaching methods | : | Dr. T.M. Jacob & Dr. Raju V.P.                  |
| 17. Academic Calendar           | : | Ms. Jasmine Mary P.J. & Ms. Chinchu Louis       |
| 18. Time Table                  | : | Sr. Emy Tomy & Anns Maria Thomas                |
| 19. Zero hour                   | : | Mr. Prince Samuel Joseph                        |
| 20. Course File                 | : | Dr. Sony Kuriakose                              |
| 21. Course Evaluation           | : | Dr. Sony Kuriakose                              |

### **PBAS COMMITTEE**

- |                      |   |                      |
|----------------------|---|----------------------|
| 1. Dr. Thomas K.V    | : | (Principal)          |
| 2. Mr. Saji Joseph   | : | (Vice Principal)     |
| 3. Mr. A.J. Emmanuel | : | (Co-ordinator)       |
| 4. Dr. Radhu S.      | : | (Joint Co-ordinator) |
| 5. Dr. Ligi George   | : |                      |

### **INTERNAL EVALUATION (CBCSS)**

Monitoring Committee:-

- |                            |   |                        |
|----------------------------|---|------------------------|
| 1. Dr. Anikurian           | : |                        |
| 2. Mr. Mathews K. Manayani | : | (College Co-ordinator) |
| 3. Dr. Jijo V.J.           | : |                        |

## **III. RESEARCH INNOVATION AND EXTENSION**

Co-ordinators: Dr. Nibu Thomson, Dr. Radhu S. & Dr. Jyothish Kuthanappillil

### **RESEARCH CENTRES & GUIDES IN THE COLLEGE**

**Chemistry (U.D No. Ac. A. II (II)/505/88dt. 29-01-1988)**

Dr. Padma P.

Dr. Jyothish Kuthanappillil

**Commerce (U.O. No. A.VI/3323/RC/98dt. 18-11-1999)**

Dr. Gireeshkumar G. S.

Dr. Sony Kuriakose

Dr. Suby Baby

**Malayalam (U.O. No. Ac A. VI/2/3185/RC/2000 dt. 08-02-2001)**

Dr. Sr. Seelia Thomas P.

Dr. Lissy Joseph

Dr. Jose George

Dr. Beenamma Mathew

Dr. Joshy Varghese

Dr. Annie Thomas

Dr. (Sr.) Biji M.P.

Dr. Shaju Varghese

**Hindi (U.O. No. Ac. A. VI/2/1023/ RC/04dt.03-06-2005)**

Dr. Suja C.

Dr. Merly K. Punnoose

**Zoology (U.O. No.7349/A VI/1/RC/1569/2016/AC/dt12-12-2017)**

Dr. Gigi K. Joseph

Dr. Vinod K.V.

Dr. Arun A.U.

Dr. Selven S.

**Statistics (U.O. No. Ac. A. VI/1/1565/RC/2009/02-04-2009)**

Dr. Johny Scaria

Dr. Seethalekshmi V.

Dr. Jacob T.M.

Dr. E.S. Jeevanand

**English (U.O.No. 7649/AVI/2/RC/1263/2018/Ac dt. 27-10-2018)**

Dr. Amstrong Sebastian

Dr. Nibu Thomson

Dr. Shima Mathew

## **RESEARCH GUIDES IN OTHER CENTRES**

### **Physics**

Dr. Rajesh Kumar B. : Newman College, Thodupuzha

Dr. Radhu S : Newman College, Thodupuzha

### **Mathematics**

**Dr. Thomas K.V.** : Bharata Mata College, Thrikkakara

## **EXTENSION AND CONSULTANCY SERVICES**

1. Consultancy Service : Dr. T.M Jacob & Dr. Radhu S.
2. Media & Public Relations : Dr. P.B. Sanish & Ms. Anu Joy
3. FLAIR : Dr.N. Shibin Mohanan
4. Mar Mathew Pothanamuzhi  
Intercollegiate Elocution : Dr. Nibu Thomson & Dr. G. Sugida
5. Rev. Dr. John Vallamattam  
Intercollegiate Debate : Ms. Jaya S. & Ms. Diya Mathew
6. Civil Service Academy : Dr. Vinod K.V.
7. Director, Publication Division : Dr.Gigi K. Joseph
8. Science & Society (Journal) : Dr. Gigi K. Joseph
9. Heritage Museum : Dr. P.B. Sanish
10. Yoga Centre : Dr. George James T. & Dr. Sreeja G.R.
11. Ozone Day Observance : Ms. Anjaly Jose & Ms. Ambily Elezabeth goerge
12. Plastic Shredding Unit : Sr. Emy Tomy & Ms. Anns Maria Thomas
13. DRC Testing : Dr. Jyothish Kthanappillil

14. Price Projection Consultancy Service to Rubber Board : Dr. T.M. Jacob
15. Coconut yield Projection consultancy service to Coconut Board : Dr. T.M. Jacob
16. Water Testing : Sr. Emy Tomy & Dr. Gigi K. Joseph
17. Butterfly Park : Ms. Jaya S.
18. Wall Calendar : Dr. Jijo V.J.
19. Crash Course on German Language : Fr. Jestin K. Kuriakose
20. Audio/Video Recording : Dr. George James T. & Mr. Prince Samuel Joseph
21. Campus Studio : Mr. Prince Samuel Joseph
22. Nirmala Darshan : Mr. Prince Samuel Joseph
23. Unnat Bharat Abhiyan (UBA) : Dr. Suby Baby & Dr. Albish K. Paul
24. Commerce Lab : Mr. Ajith A.M.
25. Central Instrumentation Centre : Dr. N. Shibin Mohanan
26. Media Lab : Mr. Prince Samuel Joseph & Dr. Nibu Thomson

## **PUBLIC LECTURES**

1. Msgr. Thomas Nedumkallel Memorial Lecture : Dr. Annie Thomas & Ms. Jasmin Mary P.J.
2. Msgr. Mathew Palamattam Memorial Lecture : Ms. Alphonsa K. Joy.
3. Fr. John Vallamattam Memorial Lecture : Dr. Sr. Biji M.P. & Juliya Emmanuel
4. Monthly Lecture Series : Dr. P.B. Sanish & Dr. Ligi George
5. Foundation Day Lecture Series : Dr. Vinod K. V. & Dr. Anu Jossy Joy
6. Mar Mathew Pothanamuzhi Memorial Lecture : Dr. Nibu Thomson & Ms. Anitha J. Mattam
7. Dr. Shaju Thomas & Dr. Sasikala K. Joseph Endowment Lecture : Ms. Ambily Elizabeth George
10. Annual Alumni Lecture : Ms. Deepa Abraham & Ms. Alphonsa K. Joy
11. Rev. Dr. Mathew Thottiyil Endowment Lecture : Dr. Jyothish Kuthanappillil & Ms. Anns Maria Thomas
12. World Environment Day Lecture : Dr. N. Shibin Mohan
13. Science Day Lecture : Dr. Rajeshkumar B. & Ms. Jaya S.
14. Merit Day Lecture : Sr. Emy Tomy, Ms. Jaya S, Ms. Liz George & Ms. Deepa Abraham
15. Annual Day Lecture : Ms. Jaya S. & Sr. Lovely Abraham
16. Alumni Lecture Series : Ms. Alphonsa K. Joy & Ms. Deepa Abraham
17. Diamond Jubilee Memorial Lecture : Mr. A.J. Emmanuel & Dr. Annie Thomas

## **RESEARCH COMMITTEE**

The Committee promotes research activities, helps in submitting research projects and supervises the Ph.D. programme of the institution

1. Dr. Thomas K.V. : (Chairman)
2. Mr. Saji Joseph : (Convener)
3. Dr. Nibu Thomson : (Coordinator)
4. Dr. Giji K Joseph : (Joint Coordinator)
4. Dr. Sony Kuriakose
5. Dr. Jyothish Kuthanappillil
6. Dr. Vinod K.V.

## **SOCIAL ACTION FORUM (Nirmala Hastham)**

1. Dr. Thomas K.V. : (Chairman)
2. Mr. Saji Joseph : (Vice Chairman)
3. Fr. Jestin K. Kuriakose
4. Mr. Shaimon Joseph
5. Dr. Albish K Paul
6. Dr. Rajesh Kumar B.
7. Ms. Seema Joseph

## **NARP – OFFICE BEARERS**

1. Dr. Thomas K.V. (President)
2. Mr. Saji Joseph (Vice President)
3. Fr. Jestin K. Kuriakose (Management Representative)
4. Mr. Shaimon Joseph (Secretary)
5. Dr. Gigi K. Joseph (Chief Editor- 'Science & Society')
6. Dr. Sr. Biji M.P.
7. Dr. Raju V.P. (Treasurer)

## **INSTITUTIONAL INNOVATION COUNCIL**

1. Dr. Thomas K.V.
2. Dr. Radhu S.
3. Dr. N. Shibir Mohanan
4. Mr. Mathews K. Manayani
5. Dr. Vinod K.V.
6. Dr. Jijo V.J.
7. Mr. Sharukh Yoosef
8. Aiswarya Lakshmi S

## **IV. INFRASTRUCTURE AND LEARNING RESOURCES**

Co-ordinators: Dr. George James T. & Mr. Mathews Manayani

1. Electronic Equipment Maintenance  
& Stock Register : Dr. George James T. & Mr. Bobby Mathew

- |                          |  |
|--------------------------|--|
| 2. Solar Power System    | : Dr. George James T.  |
| 3. Campus Beautification | : Dr. Sr. Biji M.P., Dr. Meera R. & Dr. Albish K. Paul   |
| 4. Display Boards        | : Dr. Boney Bose & Mr. Shaimon Joseph  |
| 5. CCTV                  | : Mr. Titu Thomas & Mr. Bobby Mathew   |
| 6. Digital Display Unit  | : Mr. Bobby Mathew   |
| 7. Smart Class Rooms     | : Dr. T.M. Jacob & Dr. Rajesh Kumar B.   |
| 8. Computer Labs         | : Dr. T.M. Jacob, Dr. George James T. ,<br>Mr. Bobby Mathew, Mr. Leo Kuriakose<br>Mr. Manu N.P. Ms. Preethy George &<br>Christy Mathews, Mr. Jibin Joy Abraham |
| 9. Digital Theatre       | : Dr. George James T. & Mr. Manu N.P.  |
| 10. Health Centre        | : Sr. Jinto John & Ms. Alby Mathew   |
| 11. Gender Audit         | : Dr. Ani Kurian & Dr. Meera R.  |

### **BUILDING COMMITTEE**

- |                              |               |
|------------------------------|---------------|
| 1. Dr. Thomas K.V.           | (Chairman)    |
| 2. University Representative |               |
| 3. Mr. Saji Joseph           | : (Secretary) |
| 4. Fr. Jestin K. Kuriakose   |               |
| 5. Ms. Lovely Varghese       |               |

### **PLANNING BOARD**

- |                                  |                   |
|----------------------------------|-------------------|
| 1. Dr. Thomas K.V.               | (Chairman)        |
| 2. Mr. Saji Joseph               |                   |
| 3. Fr. Jestin K. Kuriakose       |                   |
| 4. Mr. Emmanuel A. J.            |                   |
| 5. Dr. Juliya Emmanuel           |                   |
| 6. Fr. Francis Michael           |                   |
| 7. Dr. T.M. Jacob                |                   |
| 8. Ms. Sindhu Rachel Joy         |                   |
| 9. Dr. Ani Kurian                |                   |
| 10. Dr. Meera R.                 |                   |
| 11. Dr. Sony Kuriakose           |                   |
| 12. Dr. Santhosh J.              |                   |
| 13. Dr. George James T.          | (Secretary)       |
| 14. Ms. Shylet Peter             | (Head Accountant) |
| 15. Representative of University |                   |

### **PURCHASE COMMITTEE**

- |                            |            |
|----------------------------|------------|
| 1. Dr. Thomas K.V.         | (Chairman) |
| 2. Mr. Saji Joseph         |            |
| 3. Fr. Jestin K. Kuriakose |            |

4. Dr. Sony Kuriakose
5. Dr. T.M. Jacob
6. Dr. George James T.
7. Dr. N. Shibir Mohanan (Secretary)
8. Mr. Shaimon Joseph

#### **CAMPUS DEVELOPMENT COMMITTEE**

1. Fr. Jestin K. Kuriakose : Convener
2. Dr. Thomas K.V.
3. Mr. Saji Joseph
4. Dr. T. M. Jacob
5. Sr. Jinto John
6. Dr. Sony Kuriakose

#### **CAMPUS ECOLOGICAL COMMITTEE**

1. Dr. Thomas K.V. (Chairman)
2. Fr. Jestin K. Kuriakose (Vice Chairman)
3. Dr. Gigi K. Joseph (Convener)
4. Ms. Sindhu Rachel Joy
5. Dr. Vinod K.V.

#### **LIBRARY ADVISORY COMMITTEE**

1. Dr. Thomas K.V. (Principal)
2. Mr. Saji Joseph (Vice Principal)
3. Fr. Jestin K. Kuriakose (Bursar)
4. Mr. Jomy Jose (Librarian)
5. Dr. Nibu Thomson
6. Fr. Francis Michael
7. Dr. Biji M.P.
8. Dr. T. M. Jacob
9. Dr. V.P. Raju
10. Mr. Shaimon Joseph
11. Dr. Sony Kuriakose
12. Dr. Gigi K Joseph
13. Saharshan P.M. (Student Representative)

### **V. STUDENT SUPPORT AND PROGRESSION**

Coordinators: Mr. Shaimon Joseph & Sr. Jinto John

1. Staff Advisor : Dr. Vinod K.V.
2. Returning Officer : Mr. A.J. Emmanuel
3. Asst. Returning Officer : Dr. Vinod K.V.

4. Convener Grievance Redress Committee : Mr. Shaimon Joseph
5. Observer, Union Election : Dr. George James T.
6. N.C.C. Officer : Dr. Albish K Paul
7. NSS Programme Officers : Dr. Sr. Biji MP & Dr. Rajesh Kumar B.
8. Arts Club & Arts Festival : Dr. Vinod K.V., Ms. Ligi George  
Mr. Shaimon Joseph, Ms. Liz George,  
Ms. Anu Joy Chemparathy,  
& Mr. Prasad T. Gopi
9. Remedial Coaching Classes : Dr. Anu Jossy Joy
10. Coaching Classes for Entry into Services & Competitive Examinations (Nirmala Institute of Competitive Studies) : Mr. Saji Joseph & Mr. Emmanuel A.J.
11. Coaching Classes for NET : Mr. Shaimon Joseph & Ms Alphonsa K. Joy
12. Scholarships & Grants : Dr. Manu C. Skaria, Ms liz George & Sr. jinto John
13. Endowments & Awards : Sr. Emy Tomy & Ms. Deepa Abraham
14. Student Uniforms : Dr. Juliya Emmanuel
15. C.S.M. / Jesus Youth / Prayer Meetings : Sr. Lovely Abraham, Sr. Emy Tomy & Dr. Sr. Armila Antony
16. College Magazine : Dr. Sr. Biji M.P., Dr. Anjaly Joseph & Dr. Nibu Thomson
17. ASAP : Mr. Shaimon Joseph
18. News Reports & Notifications : Fr. Francis Michael
19. Computer Literacy : Ms. Arya S. Nair & Ms. Divya Rajan
20. Onam Celebration : Dr. Sangeetha Nair & Mr. Shaimon Joseph
21. Christmas Celebration : Dr. Jeena Maria Jose, Mr. Shaimon Joseph & Mr. Prince Samuel Joseph
22. Caretakers of Students living in Private lodges : Ms. Seema Joseph
23. Merit Day : Ms. Jaya S., & Sr. Emy Tomy
24. Talent Day : Ms. Jaya S., Sr. Emy Tomy & Sr. Jinto John
25. Canteen : Mr. Shaimon Joseph
26. Students with Special Needs : Ms. Ambly Elizabeth George
27. Language Lab : Dr. Sr. Armila Antony & Mr. Augustine Benny
28. Computer Lab : Mr. Bobby Mathew, Mr. Leo Kuriakose & Mr. Manu M.P. & Jibin Joy
29. ICT enabled Education : Dr. T.M. Jacob
30. Internet Facility : Dr. George James T. & Mr. Bobby V. Mathew & Mr. Jibin Joy
31. Common Room for Ladies : Dr. Ani Kurian & Sr. Jinto John

- |   |  |
|---|--|
| 32. Students Charter                          | : Mr. Shaimon Joseph   |
| 33. Model Parliament                          | : Mr. Shaimon Joseph   |
| 34. Business Innovation and Incubation Centre | : Dr. Radhu S., Mr. Shaimon Joseph<br>Mr. Mathews K. Manayani & Dr. Vinod K.V. |
| 35. Self-Defence Classes for Girls            | : Dr. Ani Kurian & Ms. Meera R.  |
| 36. Yoga Centre                               | : Dr. Goerge James T. & Ms. Anjaly Joseph                                      |
| 37. Student Satisfaction Survey               | : Dr. TM. Jacob  |
| 38. Life Guidance Students                    | : Sr. Lovely Abraham & Sr. Emy Tomy  |

### **ETHICS COMMITTEE**

The College aims at the total development of students based on religious and moral ideals. It fosters the feelings of love and tolerance to lead a peaceful life.

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Dr. Thomas K.V.         | (Convener)                         |
| 2. Fr. Jestin K. kuriakose | (Management Representative)        |
| 3. Dr. Albish K. Paul      | (NCC Officer)                      |
| 4. Dr. Sr. Biji M.P        | (NSS Programme Co-ordinator)       |
| 5. Dr. Liji George         | (Co-ordinator, Anti-narcotic Cell) |
| 6. Fr. Francis Michael     | (Faculty Representative)           |

### **ANTI-RAGGING COMMITTEE**

- |   |   |
|---|---|
| 1. Principal                                  | Chairman                                |
| 2. RDO, Muvattupuzha                          | Representative of Civil Administration  |
| 3. Sub Inspector of Police                    | Representative of Police Administration |
| 4. Sub Editor,<br>Deepika Daily, Muvattupuzha | Representative of Local Media           |
| 5. Secretary, KCYM,<br>Nirmala College Unit   | Non - governmental organisation         |
| 6. Mr. Saji Joseph                            | Convener, Anti-ragging squad            |
| 7. Dr. Ani Kurian                             | Women Cell Co-ordinator                 |
| 8. Dr. Meera R.                               | Representative of Teaching Staff        |
| 9. PTA Vice President                         | Representative of Parents               |
| 10. Mr. Muhammed Salim                        | Representative of of Senior Student     |
| 11. Ms. Bessy Maria                           | Representative of of Junior Student     |
| 12. Ms. Lovely Varghese                       | Representative of Non Teaching Staff    |

### **ANTI-SEXUAL HARASSMENT COMMITTEE**

- |                          |                    |
|--------------------------|--------------------|
| 1. Dr. Ani Kurian        | (Chairperson)      |
| 2. Ms. Meera R.          | (Vice Chairperson) |
| 3. Mr. Saji Joseph       |                    |
| 4. Dr. Radhu S.          |                    |
| 5. Ms. Jasmine Mary P.J. |                    |
| 6. Ms. Deepa Abraham     |                    |

### **CANTEEN COMMITTEE**

1. Mr. Shaimon Joseph (Chairman)
2. Fr. Jestine K. Kuriakose (Bursar)
4. Dr. Thomas K.V. (Principal)
5. Mr. Saji Joseph (Vice Principal)
7. Dr. Santhosh. J

### **INTERNAL COMPLAINTS COMMITTEE**

1. Dr. Ani Kurian (Presiding Officer)
2. Mr. Emmanuel A.J. (Member)
3. Ms. Sindhu Rachel Joy (Member)
4. Ms. Lovely Varghese (Office Supt., Member)
5. Mr. Antony P.C. (Member)

### **DISCIPLINE COMMITTEE**

1. Mr. Saji Joseph (Chairman)
2. Fr. Jestin K. Kuriakose (Vice Chairman)
3. Mr. A.J. Emmanuel
4. Fr. Francis Michael
5. Dr. Santhosh J
6. Dr. Nibu Thomson
7. Mr. Shaimon Joseph
8. Dr. Albish K. Paul
9. Dr. Juliya Emmanuel
10. Sr. Jinto John
11. Sr. Lovely Abraham

### **ANTI-RAGGING SQUAD**

1. Principal Nodal Officer
2. Mr. Saji Joseph Convener
3. Sr. Jinto John
4. Dr Ani Kurian Women Cell Co-ordinator
5. Dr. Meera R. Representative of Faculty

### **CLUBS**

General Convener: Dr. P. B. Sanish

### **NATURE CLUB**

1. Dr. Gigi K. Joseph (Chairman)
2. Ms. Jaya S.
3. Mr. Sankar P.D.

### **ORATORY & DEBATING CLUB**

1. Dr. P.B. Saneesh (Chairman)
2. Dr. Sangeetha S. Nair
3. Dr. Sr. Armila Antony

### **QUIZ CLUB**

1. Dr. Boney Bose (Chairman)
2. Dr. Jeena George
3. Mr. Sherin Mathew
4. Mr. Ajith A.M.
5. Ms. Diya Mathew

### **ENTREPRENEURSHIP DEVELOPMENT CLUB & MONDAY MARKET**

1. Dr. Ani Kurian (Chairman)
2. Dr. Radhu S
3. Ms. Alphonsa K Joy
4. Mr. Raison J Mathews

### **BLOOD DONATION & YOUTH RED CROSS**

1. Dr. Albish K Paul (Chairman)
2. Mr. Linto Joseph
3. Dr. Rajeshkumar B.
4. Mr. Antony P.C.

### **HUMAN RIGHTS CLUB**

1. Dr. Raju V.P. (Chairman)
2. Dr. Anns Maria Thomas

### **BIO DIVERSITY CLUB**

1. Ms. Ambili Elizebath George (Chairman)
2. Dr. Gigi K. Joseph
3. Dr. Geena George

### **MEDIA CLUB**

1. Mr. Prince Samuel Joseph (Chairman)
2. Ms. Swapna Shaji

### **FILM & DRAMATIC CLUB**

1. Dr. Nibu Thomson (Chairman)
2. Dr. Manu C. Skaria,
3. Mr. Augustine Benny
4. Ms. Ligi George
5. Mr. Leo Kuriakose

6. Dr. G. Sugida

### **TOURISM CLUB**

1. Mr. Sanker P.D. (Chairman)
2. Dr. Gigi K. Joseph

### **THEATRE CLUB**

- 1 Dr. Manu C. Skaria (Chairman)
2. Dr. P. B. Sanish
3. Mr. Augustine Benny
4. Mr. Leo Kuriakose

### **FOLKLORE CLUB**

1. Dr. P.B. Sanish (Chairman)
2. Dr. Sr. Armila Antony

### **ANTI NARCOTIC CLUB**

1. Dr. Thomas K.V (Principal)
2. Smt.Shari Sadasivan (PTA President)
3. Rajesh P. (Ward Member)
4. Dr. Gigi K. Joseph (Convenor Teacher)
5. Adithya Krishna (President, Student)
6. Rintu Maria Saji (Vice President, Student)
7. Rijo Jose (Secretary, Student)
8. Ajanya K. A. (Joint Secretary, Student)
9. Amal O.S. (Committee Members, Student)
10. Aswin Sajan (Committee Members, Student)
11. Ardra Lakshmi P.S. (Committee Members, Student)
12. Anjo James (Committee Members, Student)
13. Gayathri Prasad (Committee Members, Student)
14. Manikandan Sajeev (Committee Members, Student)
15. Sourave Saji (Committee Members, Student)
16. Beema Siraj (Committee Members, Student)
17. Akshara S. Nair (Committee Members, Student)
18. Anisha Mohan (Committee Members, Student)

### **ENCON CLUB**

1. Dr. N. Shubin Mohanan (Chairman)
2. Mr. Mathews K. Manayani

### **MUSIC CLUB & MONDAY MELODIES**

1. Ms. Ambily Elizabeth Goerge (Chairman)
2. Sr. Lovely Abraham

3. Ms. Chinchu Louis
4. Ms. Ninu Jose

### **HEALTH CLUB**

1. Dr. Santhosh J. (Chairman)
2. Dr. Annie Thomas

### **ROAD SAFETY CLUB**

1. Mr. Linto Joseph (Chairman)
2. Dr. Lincy Tom

### **SPOKEN HINDI CLUB**

1. Dr. Juliya Emmanuel (Chairman)
2. Dr. N. Shibin Mohanan

### **LITERATURE CLUB**

1. Dr. Manu C. Skaria (Chairman)
2. Dr. P.B. Sanish
3. Mr. Arun Geo augustine
4. Dr. Jeena Mary Jose

### **YOGA CLUB**

1. Dr. George James T. (Chairman)
2. Dr. Sreeja G.R.
3. Ms. Anjaly Joseph

### **DANCE CLUB**

1. Ms. Jasmin Mary P.J. (Chairman)
2. Mr. Shaimon Joseph
3. Ms. Liz George
4. Ms. Swapna Shaji
5. Ms. Telsa Tom
6. Ms. Anu Joy

### **COLLOQUIUM**

1. Dr. P.B. Sanish (Chairman)
2. Dr. Suby Baby
3. Dr. Sangeetha nair

### **PETS CLUB**

1. Dr. Raju V.P. (Chairman)
2. Dr. Boney Bose
3. Dr. Sreeja G.R

### **CULINARY CLUB & FOOD FEST**

1. Dr. Ani Kurian (Chairman)
2. Dr. Albish k. Paul
3. Ms. Anu Maria John
4. Mrs. Preethy George

### **VARNASHALA**

1. Dr. P.B. Sanish (Chairman)
2. Ms. Poorna Pushkala S.
3. Mr. Prasad T. Gopi
4. Mr. Dayas Mathew

### **CHESS CLUB**

1. Dr. Santhosh J (Chairman)
2. Dr. Albin Paul

### **ENTREPRENEURSHIP DEVELOPMENT CLUB & MONDAY MARKET**

1. Dr. Ani Kurian (Chairman)
2. Mr. Mathews K. Manayani
3. Dr. Radhu S.
4. Ms. Alphonsa K. Joy
5. Mr. Raison J. Mathews

### **SAMVAADA SANDHYA (AN INTERDISCIPLINARY ACADEMIC FORUM)**

1. Ms. Ambily Elizabeth George (Chairman)
2. Ms. Anjaly Jose
3. Ms Deepa Abraham
4. Dr. Jasmin Jose

### **PARIPAALANA (LIBRARY CLUB)**

1. Mr. Jomy Jose (Chairman)
2. Mr. Mathews K. Manayani
3. Ms. Jaya S.

### **CONSTITUTION AWARENESS CLUB**

1. Mr. Shaimon Joseph (Chairman)
2. Dr. Jeen Maria Mathews
3. Dr. Jasmin Jose

### **CENTRE FOR WOMEN EMPOWERMENT**

1. Dr. Ani Kurian (Chairman)
2. Ms. Meera K.R.

### **EZHUTHUKOOTTAM**

1. Sr. Dr. Biji M.P (Chairman)
2. Ms. Juliya Augustine
3. Dr. Sangeetha Nair

### **SAHRUDAYAKOOTTAM**

1. Dr. Annie Thomas (Chairman)
2. Dr. Dinu Alexander
3. Dr. Jeena Maria Jose

## **SOCIAL OUT REACH PROGRAMMES**

General Convenor: Dr. Suja G.R.

### **CAREER GUIDANCE & PLACEMENT**

1. Ms. Dinna Johnson (Chairman)
2. Dr. Boney Bose

### **ANTI RAGGING CELL**

1. Dr. Vinod K.V. (Chairman)
2. Dr. Raju V.P.

### **STUDENTS QUALITY ASSURANCE CELL**

1. Mr. Saji Joseph
2. Dr. Manu C. Skaria

### **COUNSELLING CELL**

1. Sr. Jinto John (Chairman)
2. Sr. Sheen Maria
3. Dr. Boney Bose

### **SC/ST CELL**

The Cell is functioning to monitor the welfare and training programmes to the socially backward students.

1. Dr. Thomas K.V. (Chairman)
2. Mr. Saji Joseph (Vice Principal)
3. Dr. Ani Kurian (Faculty Member)
4. Dr. G. Sujida (Faculty member)
5. Ms. Lovely Varghese (Office Supdt.)

### **IPR CELL**

1. Dr. Jyothish Kuthanappillil (Coordinator)
2. Dr. Nibu Thomson
3. Dr. Radhu S.

4. Dr. T.M. Jacob
5. Dr. Gigi K. Joseph
6. Dr. N. Shibin Mohanan

### **GRIEVANCE REDRESS CELL FOR STUDENTS**

The Cell takes care of the various grievances and discipline of the campus

1. Dr. Thomas K.V. Principal
2. Mr. Saji Joseph ( Chairman)
3. Dr. Vinod K.V. (Vice Chairman)
4. Dr. Giji K. Joseph (PTA Exicutive Committee Member)
5. Ms. Anns Maria Thomas (Internal Assessment Joint Co-ordinator)
6. Dr. Ani Kurian (Co-ordinator – Women's Cell)

### **MINORITY CELL**

1. Dr. Ani Kurian (Convener)
2. Dr. Annie Thomas ( Joint Convener)
4. Dr. Gigi K. Joseph
5. Ms. Alphonsa K. Joy

### **OBC CELL**

1. Dr. Vinod K.V
2. Dr. Rajeshkumar B
3. Dr. Juliya Emmanuel

## **VI. GOVERNACE, LEADERSHIP AND MANAGEMENT**

Co ordinators: Dr. T.M. Jacob & Dr. Nibu Thomson

1. Staff Secretary : Dr. Meera R.
2. IQAC Co-ordinator : Dr. Sony Kuriakose
3. Dean of Students Welfare : Dr. Giji K. Joseph
4. UGC Coordinator : Dr. Radhu S.
5. Coordinator All Function Auditorium : Fr. Francis Michael
6. Internal & External Financial Audit : Prof. Jose Karikunnel & Mr. Mathews K Manayani
7. Documentation : Dr. T.M. Jacob, Dr Sony Kuriakose Mr.Leo Kuriakose & Mr Prince Samuel Joseph
8. FIST : Dr. T.M. Jacob & Dr. Rajeshkumar B.
9. AIACHE & Xavier Board Programmes : Sr. Jinto John,
10. e-Resources Cell : Dr.T.M. Jacob
11. Staff Tour : Mr. Shaimon Joseph & Sr. Lovely Abraham

12. Onam Celebration for Staff : Dr. Sangeetha Nair & Mr. Shaimon Joseph  
 13. Christmas Celebrations for Staff : Dr. Jeena Mary Jose & Mr. Shaimon Joseph  
 14. Faculty Development Programme : Dr. Sony Kuriakose & Dr. T.M. Jacob  
 15. Staff Day :  
 16. Annual Retreat : Sr. Emy Tomy  
 17. Annual Administration Report : Dr. Nibu Thomson  
 18. NIRF : Dr. T.M. Jacob  
 19. TCS Software : Mr. Saji joseph  
 20. Statistical Data & AISHE : Dr. Sony Kuriakose  
 21. Nodal Officer for KSCSTE Programmes : Ms. Jaya S.

### **ACADEMIC REVIEW COMMITTEE**

1. Msgr. (Dr) Pious Malekandathil : Chairman  
 2. Fr. Dr. Paul Nedumpuram : Secretary  
 3. Dr. Thomas K.V. : Principal  
 4. HoDs Concerned  
 5. Dr. Sony Kuriakose

### **UGC COMMITTEE**

1. Dr. Thomas K.V. : (Principal)  
 2. Mr. Saji Joseph : (Vice Principal)  
 3. Dr. Radhu S. : (Co-ordinator)  
 4. Dr. George James T.  
 5. Dr. N. Shubin Mohanan  
 6. Dr. Vinod K.V.  
 7. Dr. Juliya Emmanuel  
 8. Dr. Nibu Thomson  
 9. Dr. Sony Kuriakose  
 10. Dr. Ani Kurian

### **RUSA PROJECT MONITORING COMMITTEE**

1. Dr. Thomas K.V. : (Chairman)  
 2. Dr. Suby Baby : (Vice Chairman & Nodal Officer)  
 3. Mr. Saji Joseph  
 4. Fr. Jestin K. Kuriakose : (Management Representative)  
 5. Dr. George James T.  
 6. Dr. N. Shubin Mohanan  
 7. Dr. Vinod K.V.  
 8. Mr. Shaimon Joseph  
 9. Mr. Mathews K . Manayani

### **GRIEVANCE REDRESS CELL FOR STAFF**

1. Msgr. (Dr) Pious Malekandathil : Manager
2. Fr. Dr. Paul Nedumpuram : Higher Education Secretary
3. Dr. Thomas K.V. : Principal
4. Prof. Saji Joseph : Vice Principal
5. Fr. Jestin K. Kuriakose : Bursar
6. Dr. Meera R. : Staff Secretary
7. Dr. Vinod K.V. : Staff Adviser
8. Dr. Meera R. : Women's Cell Co-ordinator

### **CAMPUS COORDINATION COMMITTEE**

1. Dr. Thomas K.V. : Principal
2. Mr. Jose Karikunnel
3. Fr. Jestin K. Kuriakose : Bursar
4. Fr. Jose Mathai Mylediath
5. Prof. Saji Joseph : Vice Principal
6. Dr. Meera R. : Staff Secretary

### **PTA EXECUTIVE COMMITTEE**

1. Dr. Thomas K.V., Principal (President)
2. Mr. Saji Joseph
3. Sr. Lovely Abraham (Secretary)
4. Dr. Manu C. Skaria (Joint Secretary)
5. Fr. Jestin K. Kuriakose (Management Representative)
6. Dr. Gigi K. Joseph (Teacher Representative)
7. Mrs Dr. Shari Sadasivan
8. Mr. Binu Baby Mannoor (Parent Representative)
9. Adv. K.V. Alias (Parent Representative)
10. Mr. Bijumon George (Parent Representative)
11. Mrs. Geetha R. (Parent Representative)
12. Mrs. Indu Sabu (Parent Representative)

### **QUALITY ADVISORY COMMITTEE (QAC)**

1. Dr. Thomas K.V. (Principal & Chairman)
2. Prof. Saji Joseph (Vice Principal)
3. Fr. Jestin K. Kuriakose (Bursar)
4. Dr. T.M. Jacob
5. Dr. Sony Kuriakose
6. Dr. Nibu Thomson
7. Dr. George James T.
8. Dr. Juliya Emmanuel
9. Dr. Gigi K. Joseph

### **ALUMNI ASSOCIATION EXECUTIVE COMMITTEE**

1. Dr. Thomas K.V. : (Ex-Officio President)
2. Mr. Thomas Mathew : (Working President)
3. Adv. Tomy Kalambattuparambil : (Vice President)
4. Sr. Jinto John : (Secretary)
5. Dr. Meera R. : (Joint. Secretary)
6. Mr. Jose Karikunnel : (Treasurer)

### **PUBLIC RELATION CELL**

1. Dr. P.B. Sanish : (Convener)
2. Mr. Shaimon Joseph : (Joint Convener)
3. Dr. Vinod K.V.
4. Dr. Jyothish Kuthanappillil
5. Ms. Jaya S.

### **STAFF WELFARE COMMITTEE**

1. Dr. Thomas K.V. : (Convener)
2. Mr. Saji Joseph
3. Mr. Emmanuel A.J. : (Joint Convener)
4. Mr. Titu Thomas
5. Dr. N. Shibir Mohanan

### **CRISIS MANAGEMENT COMMITTEE**

1. Fr. Paul Nedumpuram (Chairman)
2. Dr. Thomas K.V.
3. Mr. Saji Joseph
4. Fr. Jestin K. Kuriakose

### **ADMISSION COMMITTEE**

1. Dr. Thomas K. V. Principal
2. Mr. Saji Joseph Vice Principal
3. Fr. Jistine K. Kuriakose Bursar
4. Prof. Jose Karikunnel Coordinator SF Programmes
5. Mr. Mathews K. Manayani Admission Coordinator
6. Sr. Jinto John Admission Joint Coordinator
7. Ms. Lovely Varghese Senior Administrative Officer
8. Ms. Alphonsa K. Joy
9. Dr. Jeena Maria Jose
10. Sr. Lovely Abraham
11. Dr. Jeena George
12. Dr. Jijo V.J.
13. Ms. Anjaly Jose

14. Dr. Dinu Alexander
15. Dr. Gigi K. Joseph
16. Dr. Boney Bose
17. Dr. Santhosh J.
18. Dr. Annie Thomas
19. Dr. Sr. Armila Antony
20. Dr. Sreeja G.R.
21. Dr. Ligi George
22. Sr. Emy Tomy
23. Ms. Jaya S.
24. Dr. Raju V.P.
25. Dr. Albin Paul
26. Ms. Rakhy Rajan
27. Ms. Telsa Tom
28. Ms. Harsha Haridas
29. Mr. Sankar P.D.
30. Ms. Niby Babu
31. Ms. Soumya T.K.
32. Ms. Preethy George
33. Ms. Dinna Johnson
34. Ms. Lipiya Vijayan

#### **NSS ADVISORY COMMITTEE**

1. Dr. Thomas K.V. : Chairman
2. Mr. Saji Joseph
3. Fr. Jestin K. Kuriakose
4. Mr. Shaimon Joseph
5. Ms. Seema Joseph
6. Dr. Sr. Biji M.P. : Convener
7. Dr. Rajesh Kumar B.

#### **RIGHT TO INFORMATION CELL**

1. Public Information Officer : Dr. Suby Baby
2. Asst. Public Information Officer : Mr. Reji S. Xavier
3. Appellate Authority : Dr. Thomas K.V.

#### **COLLEGE STAFF CO-OPERATIVE SOCIETY DIRECTOR BOARD**

1. Dr. Vinod K.V. : President
2. Mr. Emmanuel A.J. : Secretary
3. Mr. Saji Joseph : Board Member
4. Mr. Shaimon Joseph : Board Member
5. Ms. Seema Joseph : Board Member

6. Ms. Shylet Peter
7. Mr. Jimmy Mathew
8. Mr. Jolly T. Joseph
9. Ms. Alice John

## VII. INSTITUTIONAL VALUES AND BEST PRACTICES

Co-ordinator: Dr Gigi K Joseph & Mr Titu Thomas

1. Plastic Shredding Unit : Sr. Emy Tomy
2. DRC Testing : Dr. Jyothish Kuthanappilly
3. Rain Water Harvesting : Dr. Gigi K. Joseph
4. Swach Nirmala : Dr. Gigi K. Joseph
5. Nirmala Hastham : Mr. Shaimon Joseph
6. Business Incubation Centre : Dr Vinod K.V. & Dr. Raju V.P.
7. Alumni Lecture Series : Ms. Alphonsa K. Joy
8. Butterfly Garden : Ms. Jaya S.
9. Botanical Garden : Ms. Sindhu Rachel Joy & Dr. Geena George
10. Food fest : Ms. Anjaly Jose & Mr. Shanker P.D.
11. Department Magazine : Ms. Seema Joseph
12. Mushroom Farm : Ms. Sindhu Rachel Joy
13. Facilities for the Physically Challenged : Dr. T.M. Jacob & Ms. Ambily Elizabeth George
14. Alternative Energy Initiative : Dr. Rajeshkumar B.
15. Bio diversity Park : Dr. Gigi K. Joseph & Dr. Vinod K.V.
16. Herbal Garden : Ms. Sindhu Rachel Joy
17. Organic Vegetable Farm : Dr. Albish K. Paul & Dr. Sr. Biji M.P.
18. Waste Management : Ms. Ambily Elizabeth George & Dr. Ani Kurian
19. Electronic Workshop : Dr. George James T.
20. Monthly Lecture Series : Dr. P. B. Sanish
21. Vermi Compost Plant : Ms. Sindhu Rachel Joy & Ms. Jasmine Mary P.J.
22. Aqua Culture Pond : Ms. Jaya S. & Ms. Ambily Elizabeth George
23. Campus Radio : Mr. Prince Samuel Joseph & Dr. P. B. Sanish
24. Monday Melodies : Sr. Lovely Abraham & Ms. Ninu Jose & Ms. Chichu Luice
25. Spoken English Course : Dr. Manu C. Skaria
26. Spoken Hindi Course : Dr. Juliya Emmanuel
27. Nirmala Stars Programme : Dr. Vinod K.V.
29. Heritage Museum : Dr. P.B. Sanish
30. Biogas Plant : Dr. Gigi K. Joseph
31. Award for best outgoing student : Dr. Radhu S.
32. Yoga Centre : Dr. George James T., Dr. Sreeja G.R.
33. "Jaivagramam" Project : Dr. Gigi K. Joseph
34. Digital literacy : Dr. George James T.

35. Apiculture Unit : Dr. N. Shibin Mohanan  
36. Gift a Book: Lift a Life : Fr. Francis Michael  
37. Digi Campus : Dr. T.M. Jacob

**NSS ADVISORY COMMITTEE**

1. Dr. Thomas K.V.
2. Mr. Saji Joseph
3. Fr. Jestin K. Kuriakose
4. Dr. Ani Kurian
5. Dr. Sony Kuriakose
6. Dr. Vinod K.V.

## XII- RULES AND REGULATIONS

Nirmala College is your foster mother, the campus is your home. Apart from your parents, the teachers are the most concerned about you and the most interested in your future. Do your best to preserve the calm academic atmosphere of the campus. Everyone in the College shall behave with respect for God and love for the country. They shall pay special attention to good manners, gentlemanly behaviour, modest dress, order and cleanliness and shall do everything to maintain the dignity of human person and the good name of the institution. They shall respectfully follow the instructions issued by the Principal and other competent authorities, from time to time.

Every member of the College should carefully note the following rules and accepted traditions and try to respect them both in letter and in spirit.

1. The Principal is the ultimate disciplinary authority in the college.
2. Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. (Any incident of ragging will be dealt with seriously.) The culprits will be dismissed from the college and a case will be filed with the local police authorities.
3. The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus. Students indulging in and involving themselves in any kind of political activity in the college campus are liable to be punished.
4. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phone on the campus. Teacher can impound such mobile phones in case misuse.
5. Students should keep decency and decorum in dressing and behaviour.
6. Students shall compulsorily wear the prescribed college uniform on all working days except Wednesdays. Uniform symbolises unity and uniformity. It also indicates equality and a sense of belonging to the institution. (Uniform provides a special identity. Hence it is a source of pride and responsibility). Parents are to make sure that the uniform and hairstyle of their wards are in tune with the dignity of each Nirmalite.
7. Uniforms is compulsory on occasions like college union inauguration, college day, arts day, sports day and other designated festival days, even if it falls on Wednesdays.
8. No celebration shall be arranged in the campus without the written permission of the Principal. All celebrations in the campus will be under the supervision of the Principal or the staff designated by him/her.

9. Programmes by External agencies / professional groups/paid programmes such as D J, musical events shall not be permitted inside the campus. No type of fund raising by the students will be permitted, (as these practices lead to extortion and misuse of funds.)
10. Bike race / motor car race / elephant procession/ similar activities are not permitted inside the campus / Hostel premises.
11. Vehicles of students shall be parked in the the designated parking area. Students are not allowed to bring their vechiles beyond the parking slot as per the order of the Hon. High Court and Govt. Students have to register their vehicle number, give RC book details and a copy of licence to the college office. Parking permits will be issued to students and they have to park their vehicles at the area allotted.
12. The Security Personnel / designated college staff are authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.
13. To mitigate the menace of road accidents and air pollution, all staff members and students of the college shall rules on public transport on every second Tuesday of the month, which is observed by the college community as "No Own Vehicle Day".
14. In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student in case of any misconduct.
15. Misconduct shall include:
  - a) Staying away from classes without sufficient reason.
  - b) Disrespectful behaviour towards the staff.
  - c) Provoking students to strike and or participating in strike, dharna etc. on the college campus.
  - d) Loitering in the verandas during free hours and creating disturbance to classes in progress.(During free hours the students are expected to make use of the library)
  - e) Disorderly behaviour in the class.
  - f) Organizing tours without the permission of the Principal.
  - g) Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
  - h) Blocking gates/doors or passages which would restrict the mobility of staff and students in the college.
  - i) Involvement in manhandling or harassing fellow students.
  - j) Disturbing any function on campus by shouting, howling or dancing.
  - k) Resorting to any kind of malpractice in the examinations.

- l) Collecting money from staff or students without the permission of the Principal.
  - m) Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
  - n) Scribbling offensive, abusive or obscene words or figures on black boards, our faces or places in the college or on campus.
16. Discourtesy towards any member of the staff or any act, which affects the discipline and tone of the college, will be seriously viewed and in extreme cases they are sufficient reason for dismissal from college. Immorality, grave insubordination, contempt for authority, wilful damage to college property, are sufficient reasons for immediate dismissal.
  17. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal charges will be against those found under the influence of alcohol or narcotic drugs within the campus.
  18. For acts of misbehavior, the Principal may impose such punishment as fines, cancellation of attendance, withholding of certificates, forfeiture of educational concession and scholarship, suspension and expulsion.
  19. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.
  20. The college is not responsible for the loss of textbooks, note books, tiffin boxes, clothes, money, ornaments etc in the campus.
  21. Students should carry at all times the college identification card and shall be shown to the staff and the watchman when demanded.
  22. Students should occupy their seats by the second bell at the commencement of morning and afternoon sessions. The teachers will be present in the class before the third bell. During the morning prayer and National Anthem observance of silence is compulsory.
  23. Teachers hold the responsibility of maintaining discipline in their classes.
  24. If the teacher is absent, the class leader should inform the Head of the Department / Principal for alternative arrangements.
  25. Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class.
  26. In any case, late comers will not be given attendance.
  27. Parents/ guardians are expected to respond to the calls from the college authorities, from time to time.
  28. Any unavoidable movement on the verandahs (to the library, laboratory, auditorium, activity rooms etc.) during class hours have to be in silence. (This is to avoid disturbance to neighbouring classes).

29. No Student shall enter another class room without prior permission.
30. Every student has to participate in atleast two of the co-curricular activities offered in the college.
31. No programme shall be conducted in the college auditorium after 5 pm.
32. No Student is allowed to remain in the campus after 5.30 p.m.
33. No student shall leave the campus during the working hours without permission of the Principal. (He/She shall not be sent home without the written request by the parent/guardian)
34. Strict silence must be observed in the Chapel and Library. Chapel and its premises are used only for prayer.
35. A Call to the auditorium or conference halls for any programme must be promptly and strictly responded to. No one is to remain in the classrooms or elsewhere on such occasions.
36. Discipline and decorum is expected from the students during programmes convened in the auditorium or else where.
37. Prior permission from the Principal is essential to take part in inter – collegiate competitions and any other programmes. (representing the college)
38. It is the responsibility of the student to earn a conduct certificate. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.
39. The Principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the students or the guardian at any time during the programme of his /her study in the college without assigning any specific reason.
40. The Principal or other duly constituted college or hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character regulating the conduct of students within and outside the college and the Hostel Premises order to maintain the credit and reputation of the college and the hostels.
41. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and door-ways. Students shall desist from disfiguring the class rooms, furniture, compound walls and buildings or any part of the college campus by pasting posters fixing nails or writing on them. They shall also desist from disfiguring the compound walls of neighboring buildings.
42. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property Act 1984.
43. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
44. Students guilty of going over to other colleges or institutions to take part in acts of

indiscipline such as organizing demonstrations or strikes will be deemed culpable and be punished accordingly.

45. The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter class rooms.
46. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal. Students should not facilitate the entry of outsiders into the campus and instigate violence on the campus.
47. Strict disciplinary action will be taken against students bringing outsiders to the college campus without prior permission of the Principal.
48. Students from other institutions and outsiders disrupting any academic activity or functioning of the college office or any unit thereof shall be treated as infringing on the rights of the college authorities to run the institution in a good manner (for the public interest.) All such deeds will be treated as infringement of the rights of students especially those belonging to, SC/ST's and other backward communities to have uninterrupted education. Legal action including contempt of court will be initiated in all such cases.
49. There shall not be any discrimination against any community or category of students of the college. Immediate and stringent action will be taken against the erring students / officials/ faculty members.
50. Outsiders including police and media shall not enter the campus without the permission of Principal.
51. Without the permission of principal students shall not use the emblem / Photo of the college in any transaction of the social media (Facebook, WhatsApp etc)
52. Photography / video / audio recording and playing a part form playground in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
53. The members of the College Union are chosen from among the class representatives (one boy and one girl) who are directly elected from each class.
54. The College Council and Parent Teacher Association can advice Principal on internal matters of the college.
55. Complaints of students will be looked into if they are presented through proper channel. Students and staff can make use of the grievance redressal mechanism available in the college.
56. The Principal or the college management reserves the right to amend, interpret and alter the Rules and Regulations (at par with the timely requirements.) the rules and regulations in the best interest of the institution.

57. It is the responsibility of the students and staff to be informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not an excuse for non compliance.
58. Students shall be punctual and earnest in attending classes and other academic, co-curricular and extra curricular activities.
59. Students who happen to have no classes are not to loiter about during class hours; they must be in the Library. (Outside class hours and Library hours, lady students must always remain in the waiting rooms. )
60. Students shall prudently avoid bad company which leads to failure in study, character and life.
61. Students may enter into the department staff rooms, offices etc. with permission.
62. Lingering on the College roads, the courtyard and the corridors is to be meticulously avoided in order to enable free passage and smooth functioning of the college. Ill-mannered noise-making in the college premises is to be avoided.
63. The campus is plastic free. Plastic glasses, plates etc. are not permitted in the campus.
64. Students shall not collect money for any purpose from any other student or public without the permission of the Principal.
65. No student shall enter or leave a class without the permission of the teacher during class time . Students should submit Leave Application to the Class Teacher when they absent themselves for a day or more.
66. No information may be submitted for publication in News papers, Magazines, Journals or other media in the name of the college without the permission of the Principal. Comments and statements against any student, staff or college shall not be published in social media.
67. Students are forbidden to organize or attend any meeting in the college campus, circulate any notice or petition of any kind, display posters, banners or boards, use megaphone / loudspeaker and paste or write anything in the college campus and premises without the permission of the Principal. No student, on any account, shall make chalk or pencil mark or drawing on walls and furniture.
68. No student of the college shall stage or indulge in any activity like dharna, gherao and obstruct entry to the college campus, class rooms, office or other places inside the campus. This shall be treated as misconduct.
69. No student shall shout slogans inside the campus, class rooms and verandah and disrupt the classes in the college campus. Strict disciplinary action will be taken against students violating this regulation as per Orders issued by the M.G. University (No. 162/2004/2/Elen dated 16-2-2005)
70. Any student who is persistently insubordinate, who is repeatedly or wilfully

mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

71. For unbecoming activities and serious offences, punishment may range from heavy fines, to suspension from classes, withholding term certificate, and in extreme incorrigible cases expulsion from the college. Any destruction to properties will be compensated from the student. If the culprit could not be identified, a common fine will be levied.

## **COVID 19 ADVISORY**

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in the college at all times:

1. Physical distancing of at least 6 feet to be followed as far as feasible.
2. Use of face covers/masks to be made mandatory.
3. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of hand sanitizers (for at least 20 seconds) can be done wherever feasible.
4. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
5. Self-monitoring of health by all and reporting any illness at the earliest.
6. Spitting is strictly prohibited.
7. Individuals who have either been exposed to someone with COVID-19, or have themselves been confirmed positive for COVID-19, are presumed positive, or who have symptoms consistent with COVID-19 such as fever, cough, or shortness of breath should not come to College.
8. All Students must take Covid-19 Vaccine as instructor by the state Govt.

## **(I) CODE OF CONDUCT**

### **PRINCIPAL**

1. Behave in such a manner to earn respect by upholding integrity, dignity, decorum and efficiency at all levels.
2. Be impartial in decisions with members of the staff.
3. Maintain tolerance while dealing with burning issues among students and subordinates.

4. Do not discriminate the faculty members and students on grounds of gender, colour, and creed.
5. Do not interfere with the free participation of colleagues in the affairs of their association Do not deliberately distort evaluation of colleagues.

## **TEACHERS**

### **A. Commitment to the Profession**

1. Devote full working time to your profession
2. Refrain from engaging in external jobs that hamper your teaching.
3. Continuous effort should be made for professional development.
4. Involve in research activities
5. Keep your subject knowledge up to date
6. Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
7. Take pride in the teaching profession and treat other members of the profession with respect and dignity.

### **B. Commitment to Colleagues**

1. Treat your colleagues as professional equals, regardless of their status.
2. Refrain from making untested allegations against colleagues or higher authorities.
3. Avoid making unpleasant statements about colleagues, especially in the presence of students, other teachers, officials or parents.
4. Respect the professional opinions of your colleagues.
5. Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession
6. Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups
7. Support the noble ventures of colleagues that are useful for the institution, students and the society.
8. Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.

### **C. Attendance, Leave, Absence**

1. Be regular and punctual and should report on time for classes. Teachers should be available on campus from 9:30 AM to 4:30PM unless they are assigned duties elsewhere.
2. Teachers can leave the campus during working hours only with the permission of the Principal.

3. Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
4. No period should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of another teacher.
5. Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

#### **D. Commitment to Students**

1. Teachers should demonstrate to students their commitment to excellence in work, good manners and achievement.
2. Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
3. Teachers should uphold human dignity and promote equality of gender, religion and ethnicity
4. Encourage students to maintain discipline.
5. Help students to develop a sense of responsibility, self-reliance and independence.
6. Encourage students to show respect to teachers, parents and authorities.
7. Help students to develop democratic and constitutional values.
8. Encourage patriotic spirit among the students.
9. Help students to differentiate right from wrong and justice from injustice.
10. Encourage students to show respect and appreciation for personal and public property.
11. Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs.
12. Instill a feeling of pride in self, institution and community.
13. Strive to develop mutual courtesy and respect between teachers and students.
14. Treat each student with courtesy and consideration.
15. Work towards developing and promoting good human relations and qualities.
16. Do not encourage undue familiarity with students.
17. Do not smoke, drink or eat during teaching sessions in the presence of students.
18. Do not involve in any activities that are likely to corrupt student.
19. Do not make students part of any activity that involve the personal interests of the teachers.
20. Stimulate the spirit of enquiry in students.
21. Encourage the students to balance their academic and co-curricular fields.

22. Constantly pursue the improvement of learning facilities and opportunities.
23. Develop anti-narcotic attitude among the students.
24. Encourage research oriented learning.
25. Make responsible efforts to protect students from conditions harmful to their health and safety.

### **E. Commitment to the Community**

1. Perform the duties of citizenship, and participate in community activities with due consideration.
2. Discuss controversial issues from an objective point of view to keep your class free from biased opinions and comments.
3. Encourage the involvement of students in social service activities.
4. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
5. Develop respect for the cultural diversity of India among students.
6. Avoid taking part in such activities that hamper democratic ideals.
7. Promote collaboration with external agencies that help social interaction.
8. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.

### **ADMINISTRATIVE STAFF**

1. The administrative staff must be present in the office from 9:30 AM to 4:30 PM. There is no provision to leave the campus during this time.
2. They should work sincerely for the effective administration of the institution.
3. Their behaviour should be polite and accommodative towards students and teachers.

### **STUDENTS**

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she greet him/her.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and note books required for the classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the Library and read, or retire to their hostels.

6. Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.
7. Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
8. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
9. Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
10. Students are expected to keep decency and decorum in their behaviour, dress, hair style etc.

### **(ii) KERALA RAGGING PROHIBITION ACT 1998**

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

- (2b) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him / her.
  - (1) It can be any harassment like insulting, teasing, bullying or manhandling.
  - (2) It can also be forcing upon him / her to do something which he/she voluntarily won't dare to do normally.
- (3) Prohibition of Ragging: Ragging is prohibited both inside and outside an educational institution.
- (4) Punishment for Ragging: Any student involved in ragging/ persuades others for ragging or advocates ragging either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000.
- (5) Dismissal of a Student: A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his / her dismissal order.
- (6) Suspension of a Student: If a student / parent / guardian or any teacher of the institution forwards a written complaint to the head of the institution, he has to make

an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings.

As is said in sub-section 1, if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.

- (7) Abetting: If the head of the institution refuses to take action in the manner described under section 6 or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished under section 4.

### **WHAT CONSTITUTES RAGGING ?**

Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **ANTI - RAGGING CELL**

Nirmala College traditionally maintains and fosters healthy and friendly relations among students. If any grievance arises from students especially from freshers, regarding the violation of rules in this regard, the anti-ragging cell will take necessary steps.

### **(iii) GRIEVANCE REDRESS CELL**

There is provision for the redress of grievance at three levels. Complaints shall be brought to the notice of the teacher concerned in the first instance. If the student is not satisfied with the decision, he/she may appeal to the Departmental Grievance Redress Cell, which has as members the Head of the Department, the Class-teacher and the teacher concerned. The student will also have the freedom to make further appeal to the College Level Grievance Redress Cell.

### **(iv) ADMISSION RULES**

From the academic year 2011-12, Mahatma Gandhi University introduced Centralised Allotment Process (CAP) for admission to the undergraduate programmes in addition to CAP for PG admissions. Under this Single Window System, applications are submitted by online registration. At the beginning of every academic year, the University will announce the relevant information by online (website [www.mgu.ac.in](http://www.mgu.ac.in))/ newspapers/media, regarding the same. The admission norms are:-

1. Selection of students will be made on the basis of merit, taking into account their good conduct and character.
2. Applicants who are being favourably considered, will be called for an interview. The applicant accompanied by his/her parent/guardian is to report to the Principal for interview and produce the records called for.
3. Students who have passed their qualifying examinations under other Universities/Bodies have to produce:- 1. Migration Certificate 2. Application for recognition 3. Application for registration as matriculate of this university.
4. In all admissions 50% of the seats will be filled in on the basis of merit. 20% of the seats are reserved for SC/ST candidates (SC 15%, ST 5%). Unfilled SC/ST seats will be allotted to the OEC/OBC applicants. 20% of the seats are filled in by the Management and the remaining 10% reserved for Catholic students of the diocese on the basis of merit.
5. One seat each in each degree course and one for every 20 seats in the PG section will be reserved for candidates with at least district level sports records. One per cent of the general merit seats will be allotted to the physically handicapped in the Degree sections.
6. NCC/NSS students will get bonus marks of 15 for admission to Degree course and five marks for PG admission. Holders of A, B & C certificates of N.C.C are entitled to

an additional bonus of 3,5,7 marks respectively. Children of Ex-Service men are entitled to 15 marks bonus for admission to Degree Course.

7. A handicap of 10 marks for every successive attempt after the first attempt to pass the qualifying examination will be imposed.
8. Those selected for admission will be intimated. Admission process will be complete on payment of the first instalment of fees and submission of the necessary records .
9. Pass certificates once deposited, will not be returned to the student except when leaving the college. In extraordinary cases, students may borrow them for a short period on special application after paying the fees due. Students are advised to keep attested copies of pass certificates.
10. Parents and guardians shall accept all the regulations prevailing in the college. They are recommended to visit the college at least once in a semester to ascertain the progress of the student in the college.

### **(v). FEE RULES**

1. The year is divided into two semesters, viz.,  
Odd Semester - June to October  
Even Semester- November to March
2. Fee for the whole semester will be levied from the students who leave the College without completing the semester.
3. Each instalment of fees shall be paid on the date notified in the college calendar/notice board. All cash transactions in the office will be closed at 3.00 p.m.
4. Any student seeking admission shall have to pay the prescribed fee before his/her name is enrolled. No student shall be enrolled after the beginning of a semester unless he/she has paid all the instalments of fees from the beginning of the semester.
5. A receipt signed by the cashier shall be issued for every payment made, which the student shall preserve and produce whenever required by the Principal.
6. Mistakes if any, in the receipts issued for payments made should be pointed out, then and there, and get corrected on the spot. Complaints made later will not be entertained.
7. Tuition fees will be collected in convenient instalments, the first instalment including the special fees prescribed will be collected at the time of admission. The first instalment will be collected from students of senior classes within a period of seven consecutive working days commencing from the re-opening of the College after the summer vacation. Particular days will be allotted to each class.
8. Subsequent instalments beginning from August to February shall be collected on or before the 7th consecutive working day of the month. Particular days will be allotted to each class.
9. If any student fails to pay the fees or special fees on the due dates, he/she shall be

liable to pay a fine of Rs. 5/- along with the fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

10. If the fee with the fine of Rs.5/- is not paid on or before the tenth day after the due date, an additional fine of Rs. 5/- will have to be paid and the fee and fine should be paid on the eleventh day after the due date. Rs. 50/- will be imposed as re-admission fee from those who fail to remit the tuition fee before the last opportunity given for payment.
11. The students, who fail to settle the dues to the college till the last date prescribed, will not be sent up for the University Examination or promoted to the next higher class as the case may be. The last opportunity for clearing one instalment will be at the date previous to the due date for the succeeding instalment. A student will be admitted to the next semester only if he/she clears the dues of the previous semester before the commencement of the semester.
12. Every student is liable to pay the prescribed fee for the whole semester, if his/her name is on the rolls of the college, no matter he/she attended only a part of the semester.
13. The Caution Deposit at the rates prescribed is to be paid on admission. Refund of caution deposit may be applied for along with the receipt of the same on completion of the course or on leaving the college on transfer certificate. The caution deposit will be refunded usually on Saturdays after adjusting dues, if any, on cancellation of identity cards. Caution deposit remaining unclaimed after six months of the due date will be forfeited.

## XIII- FEE DETAILS

Tuition fee and special fee are payable in full at the commencement of each academic year as shown in the college Handbook. Charts 1 and 2 provide the details relating to the fee payable by a student during an academic year.

### CHART 1

| Fee Structure**  | I DC  | II DC | III DC | I PG | II PG |
|--|-------|-------|--------|------|-------|
| 1 Tuition Fee  | 1050* | 1050  | 1050   | 1890 | 1890  |
| 2 Admission Fee  | 80    | -     | -      | 160  | -     |
| 3 Library Fee  | 105   | 105   | 105    | 105  | 105   |
| 4 Stationery Fee   | 55    | 55    | 55     | 55   | 55    |
| 5 Medical Insp. Fee  | 10    | 10    | 10     | 10   | 10    |
| 6 Athletic Fee   | 105   | 105   | 105    | 105  | 105   |
| 7 Calendar   | 35    | 35    | 35     | 35   | 35    |
| 8 Magazine   | 55    | 55    | 55     | 55   | 55    |
| 9 Association  | 50    | 50    | 50     | 50   | 50    |
| 10 Uty.StudentsWelfare Fund  | 35    | 35    | 35     | 35   | 35    |
| 11 Uty.Union   | 50    | 50    | 50     | 50   | 50    |
| 12 Audio Visual  | 30    | 30    | 30     | 30   | 30    |
| 13 Group Accident Policy   | 23    | 23    | 23     | 23   | 23    |
| 14 Sports Affiliation  | 315*  | 315   | 315    | 315* | 315   |
| 15 Student Aid Fund  | 10    | 10    | 10     | 10   | 10    |
| 16 Matriculation   | 250   | -     | -      | -    | -     |
| 17 Uty. Affiliation fee  | 550   | -     | -      | 750  | -     |
| 18 Caution Deposit   | 360   | -     | -      | 600  | -     |
| 19 Women's study   | 10    | 10    | 10     | 10   | 10    |
| 20 Laboratory Fee  |       |       |        |      |       |
| Mathematics  | 160   | 160   | -      | -    | -     |
| Physics  | 420   | 420   | 420    | -    | -     |
| Chemistry  | 420   | 420   | 420    | 1260 | 1260  |
| Phy.Electronics  | 520   | 520   | 520    | -    | -     |
| Botany   | 580   | 580   | 580    | -    | -     |
| Zoology  | 580   | 580   | 580    | 1260 | 1260  |
| * Physics (Vocational): ` 3150/-    ** Subject to Periodical Changes |       |       |        |      |       |

## CHART 2

| COURSE                           | I Sem               |                     | II Sem              | Spl.Fee<br>(Rs) | Total |
|----------------------------------|---------------------|---------------------|---------------------|-----------------|-------|
|                                  | Tuition<br>Fee (Rs) | Spl.Fee+<br>CM (Rs) | Tuition<br>Fee (Rs) |                 |       |
| <b>I DC</b>                      |                     |                     |                     |                 |       |
| B.A.,B.Com                       | 1050                | 710+360             | -                   | -               | 2120  |
| B.Sc.Mathes                      | 1050                | 870+360             | -                   | -               | 2280  |
| B.Sc. Phy.Chem.                  | 1050                | 1130+360            | -                   | -               | 2540  |
| B.Sc. Phy. Electronics           | 3150                | 1230+360            | -                   | -               | 4740  |
| B.Sc. Bot., Zoo.                 | 1050                | 1290+360            | -                   | -               | 2700  |
| B.A Comm.Eng., B.Com, BTTM       | 11800               | 1500                | 11800               | -               | 25100 |
| B.Com., Tax, OMSP                | 9450                | 1500                | 9450                | -               | 20400 |
| BCA                              | 19690               | 1500                | 19690               | -               | 40880 |
| B. Voc.                          | 3150                | 710+360             |                     |                 | 4220  |
| <b>II DC</b>                     |                     |                     |                     |                 |       |
| BA, B.Com                        | 1050                | 878                 | -                   | -               | 1928  |
| B.Sc.Maths                       | 1050                | 1038                |                     |                 | 2088  |
| B.Sc. Phy.Chem.                  | 1050                | 1298                | -                   | -               | 2348  |
| B.Sc. Phy. Electronics           | 3150                | 1398                | -                   | -               | 4548  |
| B.Sc. Bot., Zoo.                 | 1050                | 1458                | -                   | -               | 2508  |
| B.A Comm.Eng., B.Com., BTTM      | 11250               | -                   | 11250               | -               | 22500 |
| B.Com., Tax, OMSP                | 9000                | -                   | 9000                | -               | 18000 |
| BCA                              | 18750               | -                   | 18750               | -               | 37500 |
| B.A/B.Sc./B.Com (KPCR)           | -                   | 23                  | -                   | -               | 23    |
| B.A/B.Sc./B.Com.(SC/ST/OEC)      | -                   | 23                  | -                   | -               | 23    |
| B. Voc                           | 3150                | 1398                |                     |                 | 4548  |
| <b>III DC</b>                    |                     |                     |                     |                 |       |
| B.A./B.Sc/B.Com., B.Sc. Maths    | 1050                | 888                 | -                   | -               | 1938  |
| B.Sc. Phy.                       | 1050                | 1308                | -                   | -               | 2358  |
| B.Sc.Bot., Zoo.                  | 1050                | 1468                | -                   | -               | 2518  |
| B.Sc. Chem.,                     | 1050                | 1308                |                     |                 | 2358  |
| B.Sc. Phy.Electronics            | 3150                | 1408                | -                   | -               | 4558  |
| B.A Com.Eng., B.Com Com.,BTTM    | 11250               | -                   | 11250               | -               | 22500 |
| B.Com. Tax, OMSP                 | 9000                | -                   | 9000                | -               | 18000 |
| BCA                              | 18750               | -                   | 18750               | -               | 37500 |
| B. Voc                           | 3150                | 1408                |                     |                 | 2558  |
| <b>I PG</b>                      |                     |                     |                     |                 |       |
| MA., M.Com                       | 1890                | 790*+600            | -                   | -               | 3190  |
| M.Sc. Chem., Zoo.Stat            | 1890                | 2050+600            | -                   | -               | 4540  |
| M/Com. M.Sc., Maths, MTTM (Self) | 19690               | -                   | 19690               | -               | 39380 |
| MHRM                             | 19690               |                     | 19690               |                 | 39380 |
| <b>II PG</b>                     |                     |                     |                     |                 |       |
| M.A., M.Com.                     | 1890                | 878                 | -                   | -               | 2768  |
| M.Sc.Chem., Zoo., Stat.          | 1890                | 2138                | -                   | -               | 4028  |
| M/Com., M.Sc., Maths (Self)      | 18750               | -                   | 18750               | -               | 37500 |
| MHRM, MTTM                       | 18750               | -                   | 18750               | -               | 37500 |

\* Subject to Periodical Changes

### CHART 3. UNIVERSITY EXAMINATION FEES\*

| COURSE             | I Year<br>Fee+CV camp |         | II Year<br>Fee+CV camp |                 | III Year<br>Fee+CV camp |             |
|--------------------|-----------------------|---------|------------------------|-----------------|-------------------------|-------------|
|                    | I Sem.                | II Sem. | III Sem.               | IV Sem.         | V Sem.                  | VI Sem.     |
| B.A. Economics     | 325+150               | 325+150 | 325+150                | 325+150         | 325+150                 | 425+150+240 |
| B.A. Hindi         | 320+150               | 375+150 | 325+150                | 325+150         | 325+150                 | 425+150+240 |
| B.A. Malayalam     | 375+180               | 375+180 | 325+150                | 325+150         | 325+150                 | 425+150+240 |
| B.A. English Lit.  | 325+150               | 325+150 | 325+150                | 325+150         | 325+150                 | 425+150+240 |
| B.Com.             | 325+180               | 375+180 | 375+180                | 375+180         | 325+150                 | 425+150+240 |
| B.Com. Voc.        | 375+180               | 375+180 | 375+180                | 375+180         | 325+150                 | 525+150+240 |
| B.Sc. Mathematics  | 375+180               | 425+180 | 325+150                | 375+180         | 325+150                 | 425+150+240 |
| B.Sc. Physics      | 375+180               | 475+180 | 325+150                | 425+150         | 325+150                 | 625+150+240 |
| B.Sc. Phy. (Voc.)  | 375+180               | 475+180 | 325+150                | 475+150         | 325+150                 | 625+150+240 |
| B.Sc. Chemistry    | 375+180               | 475+180 | 325+150                | 425+150         | 325+150                 | 625+150+240 |
| B.Sc. Botany       | 375+180               | 525+180 | 325+150                | 475+150         | 325+150                 | 625+150+240 |
| B.Sc. Zoology      | 375+180               | 525+180 | 325+150                | 475+150         | 325+150                 | 625+150+240 |
| B.C.A.             | 375+150               | 375+150 | 375+150                | 375+150         | 375+120                 | 425+90+240  |
| BTTM               | 325+150               | 325+150 | 375+180                | 475+180         | 375+150                 | 475+150+240 |
| M.Sc. Statistics   | 625+200               | 625+200 | 625+200                | 625+200+350+125 |                         |             |
| M.Sc. Chemistry    | 525+160               | 975+160 | 525+160                | 875+120+350+125 |                         |             |
| M.Sc. Zoology      | 675+160               | 675+160 | 825+160                | 725+120+350+125 |                         |             |
| M.A./M.Com         | 625+200               | 625+200 | 625+200                | 625+200+350+125 |                         |             |
| M.Sc. Maths . Self | 625+200               | 625+200 | 625+200                | 625+200+350+125 |                         |             |
| MHRM               | 925+200               | 925+200 | 925+200                | 725+200+350+125 |                         |             |
| MTTM               | 775+200               | 775+200 | 775+200                | 625+200+350+125 |                         |             |
| B.Com III Tax      |                       |         |                        | 425+150+240     |                         |             |

\* Subject to Periodical Changes

## **FEE CONCESSIONS / STIPENDS**

1. Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C. including Kudumbis and converts from them are eligible for full fee concession, lumpsum grant for purchase of books, actual boarding and lodging charges in College hostels or other Government Hostels or monthly stipend at the rate fixed by the Government from time to time. (This concession shall be granted by the Department of Development for Scheduled Castes and Tribes on proper application with necessary certificates which have to be submitted at the prescribed time, to the Harijan Welfare Department through the Principal.)
2. Harness Fee Concession:- Students who are children of Kerala Government servants who died in harness or within six months after retirement will be eligible for full fee concession for one year in each class, subject to their annual family income.
3. Educational Concession to the Children of Political Sufferers:- Awarded to the children and grand children of political sufferers provided the annual income does not exceed Rs. 15,000.00
4. Students who are bonafide subjects of Kerala are eligible for full fee concession as per Kumara Pillai Commission Report (KPCR), if their parent's annual income does not exceed Rs. 1,00,000
5. Students in the SC, OEC, OBC, SEBC and FC communities and under KPCR who Scholarship/grants can apply online and check the status of their grants/stipends etc. in the website: [www.e-grantz.kerala.gov.in](http://www.e-grantz.kerala.gov.in)

## **XIV- ATTENDANCE AND ABSENCE**

### **ATTENDANCE**

1. The working day is divided into two sessions, the fore-noon session of three periods and the after-noon session of two periods.
2. Attendance will be marked at the beginning of each period by the teacher engaging the period.
3. Late comers will be denied attendance for the period.
4. For the purpose of attendance, all working days irrespective of the number of working periods shall be considered as full working days.
5. Benefit of attendance may be granted to students attending curricular/cocurricular activities by treating them as present on the days of absence, on condition that prior concurrence from the Principal is obtained for such absence and on production of participation/attendance certificates from concerned authorities within two days, it

shall be endorsed by the head of the Institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

## **ABSENCE**

1. Absence from one hour in any session will be considered as half day's absence.
2. The certificate of attendance and progress required for admission to university examination and promotion shall not be given unless the applicant has attended at least 75% of the working days of the semester and the Principal is satisfied with the student's progress and conduct.
3. Leave for one hour may be obtained from the lecturer in charge. Application for longer leave should be made to the Principal. Application for sick leave for more than three days should be supported by a reliable medical certificate. Application for leave along with supporting documents should be submitted to the Principal immediately after availing such leave.
4. Before taking leave from the class, leave application should be submitted to the concerned class teacher.
5. Leave for absence in college internal examination should be obtained from the Principal after being recommended by the Lecturer-in-Charge.
6. Absence for ten consecutive working days will result in the removal of the students name from the rolls.

## **XV- COLLEGE HOSTELS & RESIDENCE**

1. Students not residing with parents may reside in the college hostel or approved lodges. They may, however, reside with local guardians approved by the Principal. Students are forbidden from residing in unapproved private lodgings. Approved lodges will be subject to inspection by the staff member appointed for the purpose.
2. They should submit full information regarding their residence to the college office at the time of admission. Any subsequent change in residence may be made only with intimation to the Principal.

Little Flower Hostel for Girls  
St. Joseph's Hostel for Girls  
Alphonsa Hostel for Girls  
Nirmala Girls Hostel

Assissi Hostel for girls  
Jeeva Jyothi Hostel for Boys  
Sports Hostel for Sportspersons

3. Hostel accommodation is available for both boys and girl students. Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office. Admission is confirmed only after remitting the admission fee and the

first instalment of fee. Hostel fee has to be paid on a monthly basis. Clearance of Hostel dues is essential for issuing Hall ticket, T.C and other certificates.

4. Admission is only for one academic year. The warden reserves the right to grant or deny admission/readmission, without assigning any reason.
5. Parent/Guardian should be present at the time of admission/re admission.
- 6.. Residents are bound to comply with all the rules of the hostel set down by the respective wardens.
7. Residents should strictly observe the study time (6.00 pm to 8.00 pm and 9.00pm to 10.30pm).
8. Residents are not permitted to receive or entertain guests including their class/college mates without the prior written permission from the warden.
9. Residents should return to the hostel by 5.30pm after their classes.
10. Use of mobile phone is strictly controlled in the hostel. Residents are directed to use mobile phone between 8.00pm 9.00 pm only.
11. Attendance position of the residents will be periodically checked and those who are found to be irregular in the class will not be permitted to continue in the hostel.
12. Residents will not have the choice to select their room and room mates. The room and room mates will be changed and shuffled after each semester.
13. It is the responsibility of the residents to ensure that the room allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. Residents will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.
14. Attitude and relationship of the residents with the employees of the hostel should be cordial and positive.
- 15 Residents shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
16. Residents who wish to stay in the hostel during vacation should get prior permission from the Warden.
17. Hostel dues of each month should be cleared before 10<sup>th</sup> of next month. Defaulter names will be removed from the hostel roll.
18. Readmission will strictly be on the basis of performance in the University/College level examinations, percentage of attendance for the previous semester and their character and behavior in the hostel and the college.
19. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
20. Grievances, Complaints, Suggestions by the residents can be brought to notice of the Warden.
21. Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.
22. Decision of the Warden pertaining to all matters of the hostel will be final.

## **XVI- IDENTITY CARDS & CERTIFICATES**

1. While in the campus Students should always wear Identity Cards in a visible manner and produce them on demand for inspection by any member of the staff. Identity cards are essential for taking Library books, voting at college union election, refund of caution deposit etc. Duplicate cards will be issued only in extra-ordinary circumstances on formal application establishing the loss of the original and on payment of a fine of Rs 150
2. Students in need of any certificate shall apply in the prescribed form. Applicants for unusual certificates shall pay service charge of ` 50.
3. A student who has paid all dues to the college only is entitled to a Transfer Certificate (T.C.).
4. Application for the issue of any certificate shall be made in the prescribed form obtainable from the office. Application for T.C. shall ordinarily be countersigned by the parent or approved guardian. Fee prescribed for such certificates will be published separately.
5. Generally a notice of 24 hours is necessary for the issue of certificates.
6. No certificate will be mailed unless the postage is remitted.
7. The qualifying certificates submitted by students on admission will be returned to them only on completion of their respective University Examination and in no case during the course of study.
8. Transfer certificates (T.C.) may be applied for after a week of the last date of one's examinations.
9. Transfer Certificates of students expelled from the college will be sent to the Registrar and the matter reported to the guardians. Duplicate T.C. will be issued only on extra-ordinary circumstance and would be charged Rs. 100.

## **XVII- LIBRARY & RESEARCH CENTRE**

The Golden Jubilee Memorial Library is located in the main campus on three floors with a total area of 1517.04 Sq.M, spacious with a total seating capacity of 300. An extension of the main library is functioning in MCA block. Nirmala College Library offers students an excellent selection of books, journals and magazines on all subjects and internet facilities. Hardbound volumes of the back issues of the leading journals and magazines are also available. The Library has a collection of over 72048 volumes.

The Library subscribes 156 journals and magazines both national and international. Book Bank facilities are provided by the Departments. The Library is fully computerised with circulation, information retrieval and Online Public Access Catalogue (OPAC) {Refer Library manual}.

The library is kept open on all working days from 8 a.m. to 6 p.m. On all Saturdays except second Saturdays and during vacation, the working hours are fixed from 9.30 am to 4.00 pm

## LIBRARY AND INFORMATION SERVICES

The following services are provided in the library:-

- a) Book Loan service
- b) Book Search (OPAC)
- c) Literature Search
- d) Reference Service
- e) Compilation of Bibliographies
- f) Reprographic Services
- g) CD/DVD ROM Search
- h) Internet Services

## LENDING OF BOOKS

The number of books that can be borrowed at a time is follows:

| SL NO | CATEGORY             | NO. OF BOOKS | PERIOD  |
|-------|----------------------|--------------|---------|
| 1     | UG Students          | 3 books      | 14 days |
| 2     | PG Students          | 8 books      | 14 days |
| 3     | Teaching Staffs      | 10 books     | 30 days |
| 4     | Administrative Staff | 3 books      | 30 days |
| 5     | Research Scholars    | 8 books      | 30 days |

## LIBRARY LAYOUT

Ground Floor: Rare Books Collection, Dissertations UG/PG, Weed out section, Binding Section, Newspaper Archives, Magazine Archives.

First Floor (Right Side) : Circulation Counter, OPAC -Book Searching, Section for differently-abled persons, Office-Librarian, Technical Processing Section, Career Book Section, Reference Section, Reading Area, CD Collection, Reprographic Section, News House, Periodical Section, Dissertations Ph.D, New Arrivals Display

First Floor (Left Side): Network Resource Centre-Digital Library, NLIST-INFLIBNET, DELNET, Gandhian Literature, Collections, Faculty Publications

Second Floor: General Stacks of Books – Subject covers like Social Science, Political Science, Economics, Education, Linguistics, Management, Malayalam Literature, Sanskrit Literature.

Third Floor: Bound Volumes of Journals, Reading Area, General Stacks of Books- Subject covers like Pure Sciences, Mathematics, Physics, Chemistry, Life sciences, Botany, Zoology, Hindi Literature, History and Biography.

## **INSTRUCTIONS TO THE LIBRARY USERS:**

1. While entering the library, footwear should be left outside in the space provided.
2. Personal belongings are not allowed inside the Library or News House or Network Resource Centre–Digital Library. It may be deposited at the property counter. White paper/Notebooks may be taken inside for the purpose of taking notes.
3. Use of Mobile Phone is not be allowed inside the Library.
4. All persons entering the Library should enter their details in the Entrance/Gate Register.
5. While entering the Library students should wear their ID cards in the proper position so as to enable the staff to identify them.
6. Books of the Reference section will not be lent out but they may be consulted in the Library.
7. Strict silence shall be observed within the Library premises.
8. Readers will be responsible for any damage caused to books or any library property while in their usage. To be safe, when a book is issued to a reader, he/she must point out to the Librarian any defect noted concerning the book. Otherwise it will be presumed that the book was quite intact when issued.
9. If a book is damaged or lost by a member, he/she has to replace it, or pay the cost of the book including postage etc. within the time frame fixed by the librarian. If one volume of a set is damaged or lost by a member he/she must replace it by a copy of the same edition. If such a copy is not available, he shall replace the whole set within the time frame fixed by the Librarian. If a student happens to recover a lost volume after having replaced it or paid the value thereof, he/she will not be allowed to return it to the library and get back the new copy or its price.
10. To borrow a book from the Library, find out the required book by searching the catalogue or with the assistance of the Library staff.
11. The teaching staff who fails to return the library books on or before the due date also entails to pay the fine (Rs.1/- per day)
12. For loss of books, the following procedure will be followed.
  - I. If the copies of the book is available with the suppliers, the book has to be replaced with a new one.
  - II. If it is not available for replacement, the value of the lost book will be realized at the following rates.
    - a. Ten times the face value of the books which were published prior to 1946.
    - b. Six times the face value of the books which were published prior to 1970 and after 1946.
    - c. Three times the face value of the books in all other cases.
    - d. If the book value cannot be ascertained from the library stock registers, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

13. Before borrowing books and other reading materials students should produce their Identity Cards and Borrowers' Tickets.
14. Books will be issued on all working days as per schedule. There will not be any return of books during the Noon Interval.
15. Queue system is to be followed at the circulation counter.
16. Books will be issued to the members of the staff from the Circulation Counter as per the norms. No member of the staff is allowed to keep with him more than 10 books at a time. All the books should be returned or renewed on or before the due date.
17. Exchange of books between the students will not be allowed.
18. The period of loan is 14 days for students and 30 days for others including the date of issue after which period a fine of Rs.1/- per day per book will be levied. Overdue charges should be remitted at the time of Return of books. Any book which is in special demand may be lent for shorter periods as determined by the Librarian.
19. All the books borrowed from the central library by students and members of teaching and nonteaching staff must be returned by the first of March of every year for the annual physical stock verification of the library.
20. Transfer Certificate will be issued and caution deposit be refunded only after the clearing of all dues to the library.
21. A member of staff who proceeds on leave or is transferred must return all books borrowed from the library before proceeding on leave/transfer.
22. The Principal and the Librarian have the right to call back any book at 24 hours' notice.
23. Periodicals should be replaced in the same display portion of the racks after use.
24. Books should not be misplaced. If the exact position is not clear, it can be kept on the table meant for the purpose.
25. All outgoing students should return the books borrowed from the Library as well as their Library cards before the closing of the academic year.
26. Loss of Borrowers' Ticket should be reported to the Librarian immediately. Duplicate Borrowers' Ticket will be issued only after verification and on payment of a fine of Rs.50. Borrowers Tickets should be returned along with the no-due certificate application.
27. Activities of the users will be under the surveillance of cameras in the library.

## **NETWORK RESOURCE CENTRE AND DIGITAL LIBRARY (NRC - DL)**

The college maintains a digital library for providing up to date and current information to the users. The library provides open text books, classic literature, on - line books, text books, on - line library, National Digital Library, Project Gutenberg, textbooks to students in developing nations, subject wise E - journals, English, History, Mathematics, Physics, Politics, Statistics and Zoology. An institutional repository is also part of the digital library. Institution Repository provides the intellectual output of different research development

Web OPAC: The digital library provides link to the Web OPAC of the library. It also provides university question paper for the academic community. The digital library also provides bibliographic databases, Directory of Open Access Journals ( DOAJ ), e PG Pathasala, Full text online library of over 2 million articles, Google Scholar, African Journals online, Bantham Open Access and many more.

The website address of Nirmala College Digital Library is <https://nirmaladigital.libsoft.org/> and its username is ' nirmala ' and password is ' library. Users can use the library through the library login provides in the college website also.

Users should register their name, class / dept., membership number and log in time before using the digital resources in the Digital Library and should write log out time. No. of the system used and signature at the time of leaving Digital library. Educational Infotainment CDs are available in the library. The activities of the users will be monitored by the Digital Library staff and through CCTV.

## **LIBRARY BLOG**

Nirmala college central library provides information via its library blog. It covers the following categories:

College Magazine pdfs, Dissertation samples pdf , Details of E-Resources, FAQ, Inter Library Loan, Library Gallery, News-clips etc. The blog address is : <https://nirmalacollegelibrary.blogspot.com/>

## **NLIST- INFLIBNET FACILITY**

Nirmala college is registered for the N-LIST programme, which is an initiative of Ministry of Human Resource Development (MHRD) under the National Mission on Education through ICT. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at INFLIBNET Centre. The authorized users from college can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. The academic library focus of student centred teaching learning process enhanced by the introduction of N-LIST.NLIST Programme provides access to 6000+ journals, 1,64,300+ e-books through N-LIST and 6,00,000 e-books through National Digital Library(NDL). The access is available to registered college users through login id assigned to individual users of colleges enabling anytime anywhere access.

NLIST website address is <https://nlist.inflibnet.ac.in/>

## **DELNET**

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. DELNET has launched a new discovery portal for member libraries. Through this portal users can access Research Articles, e-books, e-journals, Thesis, Books and millions of bibliographic records.

The DELNET website address is <http://www.delnet.in/>

For NLIST and DELNET Membership, Username and Password contact the Nirmala College library staff.

## **NEWS HOUSE**

News House is meant for referring newspapers. Users should observe strict silence in the News House and do not take away the newspapers from the stands. Users should switch off fans / lights after use.

## **XVIII- CAMPS & EXCURSIONS/STUDY TOURS**

Camps may be organized only with the prior permission of the Principal. If the camp is jointly for men students and women students there should be separate accommodation for both sections and a woman teacher or lady approved by the Principal should stay with the women students throughout the camp. Permission will be granted only after the above mentioned arrangements are ensured by the staff member in-charge.

Excursion parties arranged should be accompanied by the members of the staff and the expenses of these members of the staff shall be borne by the party of students. Where women students go on excursions either alone or in company with men students there should be a lady teacher or at least one senior lady approved by the Principal to accompany them. Principal's permission should be obtained before making plans for excursions. The completed application forms should reach the Principal at least 48 hours before the journey starts.

Study tours conducted by the College are part of the academic programme. The following instructions should be strictly followed by the students with regard to study tours:

1. Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
2. Study tours will be organized by the respective Departments.
3. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.

4. A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
5. No student from another class will be permitted to join a class going on excursion.
6. For a batch of students having a strength of more than 20, two regular teachers shall accompany the team.
7. A lady escort (regular teaching faculty) is compulsory in case there are any girl student in the tour team.
8. For any tour programme exceeding 12 hours, it is obligatory upon the parents of the batch concerned to depute their representative to the tour party, so as to enable the protection of parental interests.
9. As far as possible, study tours shall be conducted during the months of November and December.
10. Final year students are allowed to organize study tours for a maximum period of 60 hours.
11. Junior class students are allowed to organize study tours for a maximum period of 12 hours in a year only on holidays.
12. No tour be organized without the prior permission of the tutor, Head of the Department and the Principal
13. Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the teachers in charge.
14. The students shall obey all the directions given by class teacher / teachers accompanying them.
15. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
16. The use of alcohol, drugs and tobacco is strictly prohibited while on tour.
17. When the tour party returns at night, the approximate time of arrival should be intimated to the night watcher.
18. The Principal has the right to cancel or to make any modification in the tour programme at any time.

## **XIX- CHOICE BASED CREDIT - SEMESTER SYSTEM AND GRADING (CBCS)**

### **1. TITLE**

- 1.1. These regulations shall be called “**MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017**”

### **2. SCOPE**

- 2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.
- 2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.
- 2.3 Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.
- 2.4 The provisions supersede all the existing regulations for the Regular/Distance/Private Undergraduate programmes to the extent herein prescribed.

### **3. DEFINITIONS**

- 3.1. ‘*Academic Week*’ is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.
- 3.2. ‘*Choice Based Course*’ means a course that enables the students to familiarize the advanced areas of core course.
- 3.3. ‘*College Coordinator*’ is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4. ‘*Common Course I*’ means a course that comes under the category of courses for English.
- 3.5. ‘*Common Course II*’ means additional language.
- 3.6. ‘*Complementary Course*’ means a course which would enrich the study of core courses.

- 3.7. **'Core course'** means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.
- 3.8. **'Course'** means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).
- 3.9. **'Credit'** is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- 3.10. **'Department'** means any teaching department in a college.
- 3.11. **'Department Coordinator'** is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.
- 3.12. **'Department Council'** means the body of all teachers of a department in a college.
- 3.13. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.
- 3.14. **Grace Marks** shall be awarded to candidates as per the University Orders issued from time to time.
- 3.15. **'Grade'** means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/ Semester/Programme.
- 3.16. **'Grade Point'** (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
- 3.17. **'Institutional Average (IA)'** means average mark secured (Internal + external) for a course at the college level.
- 3.18. **'Open Course'** means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.
- 3.19. **'Parent Department'** means the department which offers core course/courses within an undergraduate programme.
- 3.20. **'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.

- 3.21. *'Semester'* means a term consisting of a minimum **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- 3.22. *'University Average (UA)'* means average mark secured (Internal + external) for a course at the University level.
- 3.23. *'Vocational Course' (Skill Enhancement Course)* means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
- 3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

#### **4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS**

- 4.1 Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

#### **5. DURATION**

- 5.1 The duration of U.G. programmes shall be **6 semesters**.
- 5.2 There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May.
- 5.3 No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

#### **6. REGISTRATION**

- 6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.
- 6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within **45** days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional

- 3.21. *'Semester'* means a term consisting of a minimum **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- 3.22. *'University Average (UA)'* means average mark secured (Internal + external) for a course at the University level.
- 3.23. *'Vocational Course' (Skill Enhancement Course)* means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
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- 6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional

7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

## 8. PROGRAMME STRUCTURE

### Model I BA/B.Sc.

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

### Model I/II B.Com

|   |   |             |
|---|---|-------------|
| a | Programme Duration  | 6 Semesters |
| b | Total Credits required for successful completion of the Programme                 | 120         |
| c | Credits required from Common Course I   | 14          |
| d | Credits required from Common Course II  | 8           |
| e | Credits required from Core and Complementary/Vocational courses including Project | 95          |
| f | Open Course   | 3           |

|   |                             |     |
|---|-----------------------------|-----|
| g | Minimum attendance required | 75% |
|---|-----------------------------|-----|

### **Model II BA/B.Sc.**

|   |   |             |
|---|---|-------------|
| a | Programme Duration  | 6 Semesters |
| b | Total Credits required for successful completion of the Programme                 | 120         |
| c | Credits required from Common Course I   | 16          |
| d | Credits required from Common Course II  | 8           |
| e | Credits required from Core + Complementary + Vocational Courses including Project | 93          |
| f | Open Course   | 3           |
| g | Minimum attendance required   | 75%         |

### **Model III BA/B.Sc./B.Com**

|   |   |             |
|---|---|-------------|
| a | Programme Duration  | 6 Semesters |
| b | Total Credits required for successful completion of the Programme                 | 120         |
| c | Credits required from Common Course I   | 8           |
| d | Credits required from Core + Complementary + Vocational Courses including Project | 109         |
| e | Open Course   | 3           |
| f | Minimum attendance required   | 75%         |

## **9. EXAMINATIONS**

**9.1** The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

**9.2.** The internal to external assessment ratio shall be 1:4.

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

All papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below:-

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

## 10. CREDIT POINT AND CREDIT POINT AVERAGE

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

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

**Semester Grade Point Average (SGPA)** of a Semester is calculated using the formula:-

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

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

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

**Grade Point Average (GPA)** of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$$GPA = \frac{TCP}{TC}, \text{ where } TCP \text{ is the Total Credit Point of a category of course.}$$

*TC is the total credit of that category of course*

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

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

## **11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNA EVALUATIONS**

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

**11.1 For all courses without practical**

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

| Components of Internal Evaluation of theory | Marks     |
|---|-----------|
| Attendance                                  | 5         |
| Assignment /Seminar/Viva                    | 5         |
| Test papers (2x5=10)                        | 10        |
| <b>Total</b>                                | <b>20</b> |

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

For all courses with practical

a) Marks of external Examination : 60

b) Marks of internal evaluation : 15

| Components of Internal Evaluation | Marks     |
|-----------------------------------|-----------|
| Attendance                        | 5         |
| Assignment /Seminar/Viva          | 2         |
| Test papers (2 x 4)               | 8         |
| <b>Total</b>                      | <b>15</b> |

**(c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10**

| Components Internal evaluation of Practical | Marks |
|---|-------|
| Attendance                                  | 2     |
| Test paper (1 x 4)                          | 4     |

|              |           |
|--------------|-----------|
| Record*      | 4         |
| <b>Total</b> | <b>10</b> |

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

All three components of internal assessments are mandatory.

### 11.3 For projects

- a) **Marks of external evaluation** : **80**  
 b) **Marks of internal evaluation** : **20**

c)

| <b>Components of External Evaluation of Project</b> | <b>Marks</b> |
|---|--------------|
| Dissertation (External)                             | 50           |
| Viva-Voce (External)                                | 30           |
| <b>Total</b>  | <b>80</b>    |

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

| <b>Components of internal Evaluation of Project</b> | <b>Marks</b> |
|---|--------------|
| Punctuality   | 5            |
| Experimentation/data collection                     | 5            |
| Knowledge   | 5            |
| Report  | 5            |
| <b>Total</b>  | <b>20</b>    |

### Attendance Evaluation for all papers

| <b>% of attendance</b> | <b>Marks</b> |
|------------------------|--------------|
| 90 and above           | 5            |
| 85 – 89                | 4            |
| 80-84                  | 3            |
| 76-79                  | 2            |

(Decimals are to be rounded to the next higher whole number)

### **13. ASSIGNMENTS**

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

### **14. SEMINAR/VIVA**

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

### **15. INTERNAL ASSESSMENT TEST PAPERS**

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

#### **15.1 Grievance Redressal Mechanism**

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

#### **Level 1: Department Level:**

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

#### **Level 2: College level**

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

#### **Level 3: University Level**

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

**15.2** The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

**15.3** The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

## **16. External Examination**

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

**16.1** Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.

**16.2** All students are to do a **project in the area of core course**. This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

- 16.3** There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/improvement for other semesters the students can appear along with the next batch.
- 16.4** A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- 16.5** A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- 16.6** A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
- 17.** All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

## **18. PATTERN OF QUESTIONS**

Questions shall be set to assess knowledge acquired, standard and 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. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

## **19. RANK CERTIFICATE**

The University publishes rank list of top 10 candidates for each programme after the publication of 6<sup>th</sup> semester results. Rank certificate shall be issued to candidates who secure positions from 1<sup>st</sup> to 3<sup>rd</sup> in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

## Pattern of questions Papers

### (a) Without practical

| Sl. No. | Pattern                   | Marks | Choice of questions | Total marks |
|---------|---------------------------|-------|---------------------|-------------|
| 1       | Short Answer/problem type | 2     | 10/12               | 20          |
| 2       | Short essay/problem       | 5     | 6/9                 | 30          |
| 3       | Essay/problem             | 15    | 2/4                 | 30          |
| Total   |                           |       |                     | 80          |

### (b) With practical

| Sl. No. | Pattern                   | Marks | Choice of questions | Total marks |
|---------|---------------------------|-------|---------------------|-------------|
| 1       | Short Answer/problem type | 1     | 10/12               | 20          |
| 2       | Short essay/problem       | 5     | 6/9                 | 30          |
| 3       | Essay/problem             | 10    | 2/4                 | 20          |
| Total   |                           |       |                     | 60          |

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees.

## 19. MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information:

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Undergraduate Programme
- (d) Name of the Semester
- (e) Name and Register Number of the student
- (f) Date of publication of result
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.

- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
- (i) The total credits and total credit points in the semester.
- (i) Semester Grade Point Average (SGPA) and corresponding Grade.
- (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
- (l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

**20.** There shall be **3 level monitoring** committees for the successful conduct of the scheme. They are -

- 1.** Department Level Monitoring Committee (DLMC), comprising HOD and two senior-most teachers as members.
- 2.** College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
- 3.** University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

**21. TRANSITORY PROVISION**

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

- 22.** The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

## Annexure I – Model Mark cum Grace Card

### Mahatma Gandhi University

Section:

Priyadarshni Hills P.O.

Student ID:

Kottayam

Date:

### MARK CUM GRADE CARD

Name of candidate :

Name of College :

Permanent Register Number (PRN) :

Degree:

Name of the Programme :

Name of Examination :

First Semester Examination Month and Year

Date of publication of result :

| Course Code | Course Title              | Marks       |         |             |         |                 |         | Percentage of total marks | Grade awarded (G) | Grade point (GP) | Credit point (Cx GP) | Result |
|-------------|---------------------------|-------------|---------|-------------|---------|-----------------|---------|---------------------------|-------------------|------------------|----------------------|--------|
|             |                           | External    |         | Internal    |         | Total           |         |                           |                   |                  |                      |        |
|             |                           | Awarded (E) | Maximum | Awarded (I) | Maximum | Awarded (E + I) | Maximum |                           |                   |                  |                      |        |
|             | Common Course I           |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Common Course II          |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Core Course               |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Complementary Course I    |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Complementary Course II/  |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Vocational Course         |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Total                     |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Total credit points (TCP) |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Total credit (TC)         |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | SGPA:                     |             |         |             |         |                 |         |                           |                   |                  |                      |        |
|             | Grade:                    |             |         |             |         |                 |         |                           |                   |                  |                      |        |

## Annexure II – Model Mark cum Grace Card (VI Semester)

**Mahatma Gandhi University**

Section:

Priyadarshni Hills P.O.

Student ID:

Kottayam

Date:

### MARK CUM GRADE CARD

Name of candidate :

Name of College :

Permanent Register Number (PRN) :

Degree:

Name of the Programme :

Name of Examination :

First Semester Examination Month and Year

Date of publication of result :

| Course Code | Course Title   | Credit (C) | Marks       |         |             |         | Percentage of total marks | Grade awarded (G) | Grade point (GP) | Credit point (Cx GP) | Result |                 |
|-------------|--|------------|-------------|---------|-------------|---------|---------------------------|-------------------|------------------|----------------------|--------|-----------------|
|             |  |            | External    |         | Internal    |         |                           |                   |                  |                      |        | Total           |
|             |  |            | Awarded (E) | Maximum | Awarded (I) | Maximum |                           |                   |                  |                      |        | Awarded (E + I) |
|             | Core 9<br>Core 10<br>Core 11<br>Core 12<br>Choice Based Course<br>Project<br>SGPA<br>Grade |            |             |         |             |         |                           |                   |                  |                      |        |                 |

|  |  | Credit | GPA | Grade | Month & Year | Result |
|--|--|--------|-----|-------|--------------|--------|
|  | Semester I<br>Semester II<br>Semester III<br>Semester IV<br>Semester V<br>Semester VI  |        |     |       |              |        |
|  | Common Course I<br>Common Course II<br>Complementary<br>Course I<br>Complementary<br>Course II<br>Core Course<br>Open Course |        |     |       |              |        |
|  | Overall programme<br>CGPA:   |        |     |       |              |        |

### Annexure III

#### Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS)

##### Description of the Evaluation Process

##### Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1.

(Decimals are to be rounded to the next whole number)

**Credit point and Credit point average** Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

**Table 1**

| % of marks            | Grade           | GP |
|-----------------------|-----------------|----|
| Equal to 95 and above | S Outstanding   | 10 |
| Equal to 85 and < 95  | A+ Excellent    | 9  |
| Equal to 75 and < 85  | A Very Good     | 8  |
| Equal to 65 and < 75  | B+ Good         | 7  |
| Equal to 55 and < 65  | B Above Average | 6  |
| Equal to 45 and < 55  | C Satisfactory  | 5  |
| Equal to 35 and < 45  | D Pass          | 4  |
| Below 35              | F Failure       |    |
|                       | Ab Absent       |    |

Credit point (CP) of a paper is calculated using the formula  $CP = C \times GP$ ,

**where C is the Credit; GP is the Grade Point**

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is calculated using the formula  $GPA = \frac{TCP}{TC}$

**where TCP is the Total Credit Point; TC is the Total Credit**

| CPA                    |                        |
|------------------------|------------------------|
| Equal to 9.5 and above | <b>S Outstanding</b>   |
| Equal to 8.5 and < 9.5 | <b>A+ Excellent</b>    |
| Equal to 7.5 and < 8.5 | <b>A Very Good</b>     |
| Equal to 6.5 and < 7.5 | <b>B+ Good</b>         |
| Equal to 5.5 and < 6.5 | <b>B Above Average</b> |

|                        |                       |
|------------------------|-----------------------|
| Equal to 4.5 and < 5.5 | <b>C Satisfactory</b> |
| Equal to 3.5 and < 4.5 | <b>D Pass</b>         |
| Below 3.5              | <b>F Failure</b>      |

**Note:** A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D GRADE** or above within the permitted period.

\* **Subject to Periodical Changes**

## XX- COLLEGE MAGAZINE & ARTS FESTIVAL

1. The College Magazine is published once a year. The students should also contribute their best literary and artistic efforts to keep up its high standard. The editing and publishing of the college magazine require permission of the staff editors, staff adviser and the Principal.
2. The Arts Festival should be conducted under the guidance and supervision of the convener of arts festival, stage directors and staff adviser.

## XXI- ASSOCIATIONS

### 1. SUBJECT ASSOCIATIONS

There are 14 Subject Associations functioning actively in the campus. Head of the department is the President of each Association. These Associations arrange special meetings, seminars, lectures, competitions and social functions. The Associations function for the all-round development of the students of the department concerned. Secretaries of the associations are requested to observe the following rules:

- a. Do not invite speakers to the College without first consulting the President of the association or Staff adviser and the Principal.
- b. Whenever a meeting is arranged in the College, give particulars about it to the Principal sufficiently early. This will also help to avoid clash with the other programmes in the College.
- c. To invite students from other colleges and outside agencies, the details of the performance must be explained to and permission obtained from the Principal.

## **2. PARENT TEACHER ASSOCIATION (PTA)**

There is an actively functioning PTA in our college. The PTA assures the participation and co-operation of the parents and teachers in the all round development of the students of the college. Every year the PTA raises substantial funds meant for the benefit of the student community. Separate parent teacher meetings are held for various departments. The membership fee is collected during the time of admission. Parents are encouraged to meet the staff members in order to facilitate co-operation and collaboration in our educational work. Principal is the Ex-officio president and treasurer of the PTA.

## **3. ALUMNI ASSOCIATION**

The college alumni association aims at promoting lasting relationship between students and their Alma Mater. It organizes get-together, seminars etc. The Association has overseas chapters in Bahrain, Germany and Chicago.

# **XXII- CO-CURRICULAR ACTIVITIES**

## **1. VALUE EDUCATION CLASSES**

Students have the opportunity to attend value education classes from 09.45 am to 10.15 am on the fifth day order. The classes are conducted to inculcate a deep sense of values for life in the students. Awards are given to toppers of each class after the annual value education examination.

## **2. NATIONAL SERVICE SCHEME (NSS)**

The NSS is part of the Development of Youth Affairs and Sports under the Ministry of Human Resources Development, Government of India. It is a voluntary organization for students and the teachers. The NSS has been introduced in colleges and universities all over India in response to the Kothari Commission's recommendation that education should be oriented to the social needs by involving students in service to the community.

A student volunteer who has completed 240 hrs of work and attended a special camp during the course of two years is eligible for NSS Certificate from the University. This certificate gives weightage for higher studies and is an additional qualification for appointment in public services.

## **3. NATIONAL CADET CORPS (NCC)**

The National Cadet Corps is a voluntary organization working under the Ministry of Defence, Government of India. Able bodied male students can seek admission to the NCC unit in the college. The Ladies wing of N.C.C. was started in 2004-2005. Besides imparting a sense of discipline, it helps students to take up career in defence services. A successful completion of the NCC training will be an additional qualification for getting admission for higher studies and for securing jobs.

#### **4. SPORTS AND GAMES**

The college offers sports and games facilities to every student who desires to develop his or her potential abilities and qualities for sportsmanship, team spirit and physique. Facilities for all the major items of games and athletics are provided. All students of the college are expected to take part in sports and games and other physical education activities.

The university will award grace marks to those who distinguish themselves in sports and games. The university will also award a number of scholarships on the basis of the performances of students in sports and games. The department of physical education conducts intercollegiate competitions like Msgr. Nedumkallel Memorial Football Tournament, Prof. George Paul Memorial Volleyball Tournament etc. every year.

#### **5. SCIENCE FORUM**

The Science Forum was established to create awareness and interest among students in science subjects. It motivates students to conduct exhibitions in the various branches of science. The Science Forum conducts Quiz, Debates, Seminars and Talks on various topics in different disciplines of science, especially on the recent developments in the field of science and technology. It also brings in experts in the field to enlighten and guide students on the career options in science.

#### **6. SPIRITUAL ANIMATION PROGRAMMES**

Every academic year, spiritual animation programmes are arranged for teachers and students. Prayer meetings are held on all Wednesdays from 9.00 a.m. to 9.45 a.m. On every First Friday and on Special occasions, there is Holy Mass in the college chapel adjacent to the college, which is attended mostly by the Catholic Students. The chapel is open to everyone for prayer and meditation.

### **XXIII- EXTRA CURRICULAR ACTIVITIES**

#### **1. CATHOLIC STUDENTS MOVEMENT (CSM)**

Catholic Student Movement was started in 1989 in different colleges in Kerala. In 1993 CSM was officially declared by KCBC as the only approved catholic student organization in the catholic colleges of Kerala. All students who are desirous of integral personality development can take membership in this organization. To realize this objective CSM has three dimensional activities, ie spiritual, intellectual and cultural.

#### **2. QUIZ CLUB**

To develop the intellectual capacity of our students and create a healthy competitive spirit in them the quiz club organizes quiz sessions regularly. The activities of the club will surely promote the competitive skill and the general awareness of the students and will step up the information level of students.

### **3. NATURE CLUB**

The Nature club conducts a number of programmes to promote love of nature among the students and make them conscious of the various ways in which they can work effectively to preserve the eco- system. The programmes include Nature Camps, Environment education, wild life surveys, mountaineering etc.

### **4. DEBATING CLUB**

The club has been very active ever since its inception. The club aims at developing the oratory and communicative skills of the students. The club conducts debates and discussion at intervals and resource persons are hired to give training in public speaking.

### **5. CAREER GUIDANCE AND PLACEMENT CELL**

The Career Guidance and Placement Cell helps students to prepare for suitable careers. The Cell conducts workshops and programmes on career orientation, higher study options, self-employment, entrepreneurship management etc. The Cell has a well-equipped career Library with useful books and periodicals. Experienced resource persons give career counselling to students.

### **6. MUSIC CLUB**

It is an attempt to identify and encourage those who are blessed with a mellifluous voice and the gift of melody. Through its activities the club has been able to generate a great deal of enthusiasm among the students especially among the lovers of music.

### **7. ORATORY CLUB**

Articulating one's thoughts in effective language is an art in itself. Mastery over English need not essentially qualify one for effective communication. To help the students convey their ideas impressively, Oratory Club arranges programmes.

### **8. BLOOD DONATION CLUB**

It has a wide membership comprising students and teachers. It maintains the list of donors and the blood group to meet the emergency situations. There are many situations in which our blood donors came to the rescue of the lives of many people in and around Muvattupuzha.

### **9. VARNASALA**

Nirmala promotes a forum- *Varnasala* - for the budding talents to experiment and perfect their penchant for drawing and painting. The art exhibition (*'Chithramela'*) conducted every year under the auspices of *Varnasala* is a time when our young artists display their creative urge and kaleidoscopic vision on paper and canvas using colours and strokes and indeed provide a feast to the eye.

### **10. STUDENTS COUNSELLING CELL**

The cell organizes orientation programmes for students and also provides counselling facility to the needy. Leadership training programmes are conducted.

## **11. WOMEN'S CELL**

To cater to the all round development and well being of lady students, a Women's Cell is at work which urges to think that each woman has to shine out as a light unto herself and unto the world around her. To empower and equip them with confidence and strength of character, plans and programmes are chalked out and effectively implemented. The Women's Day conducted annually is a time when the girls of the college shed out their inhibitions and vie with one another to display their talents.

## **12. ANTI NARCOTIC CELL**

The cell organises seminars and classes to impart awareness against the social evils like AIDS, drugs, smoking etc.

## **13. FOLKLORE CLUB**

In order to preserve and promote the ancient cultural heritage, a Folklore club is functioning in the College. The Nirmala Folklore Club is affiliated to the Kerala Folklore Academy, Kannur. Traditional rituals like Theyyam, Thiriuzhichil etc are annually staged in the college auditorium for the awareness of students. Eminent Folklore artistes are invited to deliver extension lectures for the students.

## **14. TOURISM CLUB**

As per the directions and encouragement of the District Tourism Promotion Council, a tourism club was set up in Nirmala College Muvattupuzha to create proper awareness about tourism among the youth. Tourism club organises quiz programme, periodical seminars and discussions in the college on various topics related to tourism.

## **15. ENTREPRENEURSHIP DEVELOPMENT CLUB**

An entrepreneurship development club has been formed in the college in association with the Department of Industries and Commerce, Government of Kerala. The club aims at inculcating entrepreneurial culture among students and nurturing the latent entrepreneurial talents in them.

## **16. FILM AND DRAMATIC CLUB**

Cinema is a medium for social criticism and the dissemination of ideas. Drama, has also proved itself to be an excellent vehicle for airing, stimulating and thought provoking ideas. The Film and Dramatic Club combines these two noble aspects to imbibe and inculcate the aesthetic ideas and values to the budding artistes of Nirmala to 'become great' in this field.

# **XXIV- EXTENSION ACTIVITIES**

## **1. NIRMALA ACADEMIC AND RESEARCH PUBLICATIONS (NARP)**

This is the publication division of the college. NARP publishes the Research Journal '*Science and Society*', a biannual journal. Besides it publishes books from various departments in the college.

## **2. EDISON CIRCLE**

Nirmala launched its Consultancy Services Division named *Edison Circle* in the academic year 2002-2003. It provides consultancy in areas such as nature conservation, environmental education, statistical data analysis, solid waste management, water quality analysis, mushroom cultivation, investment analysis etc.

## **3. NIRMALA INSTITUTE OF COMPETITIVE STUDIES (NICS)**

NICS provides state of the art coaching for major competitive examinations. It has formulated a scientific methodology for competitive studies with exhaustive printed study materials in modular fashion, extensive seminars/discussions, frequent student presentations, stringent internal assessment and overall personality development and attitudinal restructuring.

The institution offers eminent academic schedules at affordable fees structure. Nirmala College Management offers scholarships and fee concessions for the meritorious and the financially constrained.

## **4. CMA SATELLITE CENTRE**

The Satellite Centre of the CMA Cochin Chapter, functioning in the campus offers Cost and Management Accountancy (formerly ICWA) Programme. The course is run by the Research and PG Department of Commerce. It offers CMA Foundation to the undergraduates and CMA intermediate (Group 1 and 2) to the Under-Graduates and Graduates. Classes will be provided on Saturdays, Sundays and other holidays especially to accommodate the UG and PG students and those who have their own jobs. Besides 100 hour computer training will be provided to the intermediate students in computerized accounting. Admission to the course can be held through online (CMA Kolkatha) or Cochin Chapter or through the Department of Commerce. Placements are provided through the Cochin Chapter.

## **XXV- CAREER ORIENTED (ADD ON) PROGRAMMES**

UGC introduced Career Oriented Programme for vocationalising the undergraduate education. The students, while pursuing their degree programmes, can opt for these courses which will enhance their skills and employment opportunities. At the end of the first year of education, students will be provided with a Certificate, in the second year - a Diploma, and in the third year - an Advanced Diploma along with their conventional degrees. The Certificate/ Diploma/ Advanced Diploma will be awarded by the University. The courses will have progressive approach and will be on credit system. Students can join the Diploma course only on successful completion of Certificate course and for Advanced Diploma course only on successful completion of Diploma course. These courses are interdisciplinary in nature and hence students of any degree programme can opt for the courses.

Following Courses are sanctioned at Nirmala College.

1. Information Technology ( Dept. of Physics). - 30 credits
2. Rural Eco Management.(Dept of Botany) - 30 credits

## **CAREER ORIENTATION COURSES CONDUCTED BY Centre for Continuing Education Kerala, Govt. of Kerala**

### **I. Course Name: DCA (Diploma in Computer Application)**

Duration: 6 Months

Eligibility: SSLC and above

Diploma in Computer Application (DCA) course is approved by Kerala Public Service Commission for applying Various Jobs in Govt. Sector. The Certificate helps the students to attain Government as well as Private sector Jobs in India and abroad. The course describes information Technology, Office Management, Linux and Open office, PC Techniques and Malayalam Computing.

### **II Course Name: ADLRM (Advanced Diploma in Retail and Logistics Management)**

Duration: 12 Months

Eligibility: SSLC and above

Advanced Diploma in Retail and Logistics Management (ADLRM) is a 12 months course which is a highly job oriented program in logistics area like Airport, Shipping Ports, Rail cargo, Transportation area and Super Markets, Retail chains online Marketing companies like Flipkart, Snapdeal across the world. Some of Job opportunities are Ware House Manager, Inventory Manager, Supply Chain Manager, Production Manager, Import and Export Manager, Logistics Manager, Transportation Manager, Purchase Manager, Information Service Manager etc.

### **III IAS Preparatory Classes Offered by Nirmala Civil Service Academy**

The College is Offering facilities for Civil Service aspirants by ALS Satellite Education Pvt. Ltd., New Delhi, the leading IAS Training firm in the Country. The Classes are held in two streams : Regular and week-end. The facility is of great help to Civil Service aspirants in the region.

## **CERTIFICATE COURSES**

| <i>Courses</i>  | <i>Duration</i> | <i>Conducted by</i> |
|---|-----------------|---------------------|
| 1. Computer Applications  | 2 Credits       | Dept. of Commerce   |
| 2. Coaching classes for<br>Competitive examinations                 | 3 Credits       | NICS                |
| 3. Coaching for National Eligibility Test                           | 3 Credits       | NICS                |
| 4. Mushroom Cultivation and<br>Vermicomposting                      | 1 Credit        | Dept. of Botany     |
| 5. Flower Arrangement, Horticultural<br>practices and Bonsai making | 1 Credit        | Dept. of Botany     |

|  |            |                    |
|--|------------|--------------------|
| 6. Folklore and Ayurveda                                       | 2 Credits  | Dept. of Malayalam |
| 7. Yoga and Meditation   | 2 Credits  | Dept. of Malayalam |
| 8. Coaching Classes for ICWAI Examinations Intermediate Course | 16 Credits | Dept. of Commerce  |

## COMPUTER LABS

There are 5 Computer Labs which concentrate on regular curriculum, research & project work and short term computer courses. Internet Labs are also maintained in Library (NRC-DL) and M.C.A.

## LANGUAGE LAB

The language laboratory is of the 'Listen-Respond-Record-Compare-Monitor-Inter Communicate' type, conforming to international specifications of performance and features. The lab is supervised by the department of English. It provides short term course on Spoken English.

## IDEA LAB

It is believed that students have many ideas, but in the absence of infrastructure, including the place and space, they are unable to develop on them. Therefore the college has set up an Idea Lab which provides the opportunity to the students to exchange ideas in deferent areas. It will equip them with an ability to think, concretise the idea, work on it and report the findings.

# XXVI- SUPPORT SERVICES & AMENITIES FOR STUDENTS/STAFF

## 1. IGNOU STUDY CENTRE

The Study Centre of Indira Gandhi National Open University (IGNOU) functioning in the college co-ordinates the distance education courses and services of the University to the students as well as the public.

## 2. NESTT

Nirmala Centre for Educational, Spiritual and Theological Training conducts various residential and non-residential programme for staff and students of the college. These training programme covers academic, Co-curricular and extra-curricular topics. NESTT also act as an interface for colloborative activities of the college with the general public.

## 3. NETWORK RESOURCE CENTRE (NRC)

Network Resource Centre at the Library provides Internet facility for academic purpose to the students and staff at nominal charges.

## 4. MEDIA CENTRE

Media Centre co-ordinates the in-house requirements of publication and information.

The centre designs brochures, newsletters, layout of NARP publications and updating of college websites.

### **5. CAP HELP DESK (ROOM NO. 116)**

A Help Desk is functioning adjacent to Office Annex for helping students in the Centralised Allotment Process of UG/PG admissions.

### **6. HEALTH CENTRE**

A Health Centre is functioning in the main block which provides facility for consulting the Doctor for medical advice. The Health Centre functions as an extension counter of Nirmala Medical Centre which is just one kilometer away.

### **7. HEALTH CLUB**

A well equipped Health Club including Weight lifting apparatus, Tread mill, Weight training apparatus, 12 station multigym etc. is functioning in the Library building.

### **8. STATIONERY STORE**

Stationery articles, note books etc. are available for sale at the Kiosk near the auditorium.

### **9. PHOTOCOPYING CENTRE**

Photocopying facility at subsidized rate is available at the Kiosk near the auditorium.

### **10. POST OFFICE**

The Nirmala College Post Office functioning in the Utility block provides Speed Post, Registration, M.O., telephone facilities etc.

### **11. REPROGRAPHY CENTRE**

DTP and Photostat facility at reasonable rate are provided in the Library building.

### **12. PUBLIC TELEPHONE FACILITY**

Students can use the Public Telephone installed at two places in the main block.

### **13. STATE BANK OF INDIA ATM**

An ATM counter of State Bank of India is functioning at the College gateway building.

### **14. SOUTH INDIAN BANK & ATM**

An extension counter of SIB is functioning in the ground floor of the library block.

### **15. KIOSK**

Facility of refreshment Kiosk is provided near the auditorium and at the Ladies Waiting Room.

### **16. CAFETERIA**

The Cafeteria functioning in the library block serves light refreshments and lunch at a subsidized rate.

## **XXVII- SCHOLARSHIPS & ENDOWMENTS**

Scholarships, Medals etc. are awarded by Union/State Governments, various agencies and persons to deserving students. Scholarships or endowments may be cancelled in case of students whose conduct and progress is not satisfactory. Following are some of the important scholarships and endowments.

### **CENTRAL GOVT./ STATE GOVT./ UNIV. SCHOLARSHIPS**

- 1 National Merit Scholarship
- 2 Merit Scholarship to the Children of School Teachers (MSCT)
- 3 Hindi Scholarship, Govt. of Kerala (HS)
- 4 National Loan Scholarship
- 5 State Suvarna Jubilee Merit Scholarship (SJMS)
- 6 Post Matric Scholarship for minority community students (PMS)
- 7 Central Sector Scholarship (CSS)
- 8 Scholarship for proficiency in sports
- 9 Muslim Nadar Girls Scholarship (MGS)
- 10 State Merit Scholarship (SMS)
- 11 State Higher Education Scholarship (HES)
- 12 University merit scholarship for B.A./B.Sc/B.Com./M.A./M.Sc./M.Com.
- 13 Post Graduate Indira Gandhi Scholarship to Single Girl Child
- 14 Scholarship for Blind /physically handicapped/Deaf students
- 15 Harness fee concession for children of servants who died in harness.
- 16 Political sufferers fee concession for children of political sufferers.
- 17 Concession under KPCR  
For Details visit : [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in), [www.kshec.kerala.gov.in](http://www.kshec.kerala.gov.in)
- 18 Fisheries E-grants (Dept. of Fisheries, Kerala)
- 19 Snehapoorvam Scholarship (Kerala Social Security Mission)
- 20 C H Muhammed Koya Scholarship (Kerala Minority Welfare Department)
- 21 Prof. Joseph Mundassery Scholarship (PJMS) (Kerala Minority Welfare Department)
- 22 Merit-Cum - Means (MCM) (National Scholarship Portal 2.0)
- 23 Post Metric Scholarship for Disabilities (National Scholarship Portal 2.0)
- 24 Prathibha Scholarship (Kerala State Science & Technology)
- 25 Vidhyasamunnathi (KSWCFC)
- 26 Aspire Scholarship (Govt. of Kerala)
- 27 Inspire Scholarship ( Dept. of Science and Technology Govt. of India)
- 28 Sitaram Jindal Foundation Scholarships, Bangalore

### **COLLEGE LEVEL AWARDS**

- 1 Golden Jubilee Gold Medal instituted in the Golden Jubilee year of the College (2003) by Rev. Dr.C. A. Abraham, Former Vice Principal & Prof. of English to the Best Student.

2. Best outgoing student award instituted by Rev. Dr. Vincent Joseph, former principal for the best student selected by a committee in terms of academic and non-academic merits.
3. Sri Jose K. Pulparambil endowment award instituted by the children of Sri Jose K. Pulparambil for the best outgoing students of each self financing programme of Nirmala College, Muvattupuzha.

## **DEPARTMENT LEVEL AWARDS**

### **DEPT. OF ENGLISH**

- |                                      |   |
|--------------------------------------|---|
| 1 Msgr. Mathew Palamattam Endowment  | Top scorer, B.A/B.Sc Part I English             |
| 2 Prof. K.U. Mathew Endowment        | Top scorer in I DC English                      |
| 3 Prof. P.M. Devasia Endowment       | Top Scorer II B.A./BSc. English                 |
| 4 Dr. Susan Thomas Memorial Award    | Top Scorer in Part I English (B.A/ B.Sc/ B.Com) |
| 5 Prof. Philomina Mathew Endowment   | Best all rounder in BA Comm. English            |
| 6 Prof. Valsa George Endowment       | Top Scorer -BA Comm. English                    |
| 7 Prof. Lissy Josep Endowment Award  |   |
| 8 Prof. Annamma John Endowment Award |   |

### **DEPT. OF MALAYALAM**

- |   |  |
|---|--|
| 1 Msgr. Thomas Nedumkallel<br>Endowment                     | Top Scorer II DC Part II Malayalam<br>(Instituted by Prof. Jose Augustine (English)) |
| 2 Ms. Mary John Manchappilly<br>Endowment                   | Top Scorer II M.A Malayalam  |
| 3 Dr. K.U Chacko Endowment                                  | Top Scorer in Sanskrit, B.A  |
| 4 Prof. Ravivarma Pandala Memorial<br>Merit cum means Award | The Best Student   |
| 5 Msgr. Thomas Malekudy Saphathi<br>Smaraka Award           | Top Scorer II B.A Malayalam  |
| 6 Adv. Joseph Vallamattom Award                             | Top Scorer Degree II Language Malayalam  |
| 7 Cherusseril Kesavan Nair<br>Kumaramangalam Memorial Award | Meritorious Student III B.A Malayalam  |
| 8 Dr. Vincent Maliekal Endowment Award                      | Winners is intercollegiate<br>Recitation Competition                                 |

### **DEPT. OF HINDI**

- |  |                                       |
|--|---------------------------------------|
| 1 Prof. C. P. Ananthalakshmi Endowment | The best student, MA Previous & Final |
| 2 Prof. P.V. Varghese Endowment        | Top Scorer in III B.A.                |
| 3 Dr. Sheela Issac Endowment           | Top Scorer in IIB.A.(Main Papers)     |

### **DEPT. OF MATHEMATICS**

- |                                    |                         |
|------------------------------------|-------------------------|
| 1 Msgr. Thomas Moothedan Endowment | Top Scorer in III B.Sc. |
| 2 Prof. Sr. Benjamin Endowment     | Top Scorer in IIB. Sc.  |

## **DEPT. OF STATISTICS**

- |   |  |
|---|--|
| 1 Rev. Dr. John Vallamattam Endowment<br>(instituted by Mr. T.K Jose IAS) | Top Scorer in III & IV <sup>th</sup> Sem M.Sc. |
| 2 Prof. P.C. Tharu Endowment  | Top Scorer in M.Sc.                            |
| 3 Prof. Denesamma Joseph Endowment Award                                  |  |

## **DEPT. OF PHYSICS**

- |   |  |
|---|--|
| 1 Prof. P. M. Kurian Endowment                    | Top Scorer in III B.Sc.                                      |
| 2 Prof. P.J. Michael Endowment                    | Top Scorer in I, II & III B.Sc.                              |
| 3 Sri. Pathrose Joseph Endowment                  | Winner in Science Quiz                                       |
| 4 Prof. George Kuriakose Merit cum<br>Means Award | The Best student, II B.Sc Physics                            |
| 5 Prof. Sunny Joseph Memorial<br>Endowment Award  | The best outgoing student in<br>Physics Model I and Model II |

## **DEPT. OF CHEMISTRY**

- |  |  |
|--|--|
| 1 Rev. Dr. Mathew Thottiyil Endowment      | Top Scorer in II M.Sc.                           |
| 2 Ms. Mary Joseph Vallamattam<br>Endowment | Top Scorer in III B.Sc. Chemistry                |
| 3 Prof. V.A. Mathew Endowment              | Top Scorer in II M.Sc Chemistry                  |
| 4 Prof. T.M. Mathews Endowment             | Top Scorer in M. Sc. (Prev.)                     |
| 5 Prof. Ceenamma Jacob Endowment           | Top Scorer in Part III Subjects B.Sc.            |
| 6 Dr. Dominic Jacob E. Endowment           | Top Scorer in M.Sc                               |
| 7 Dr. Thomas Francis Endowment             | Top Scorer in Final year M.Sc.                   |
| 8 Rev. Sr. Leenus Endowment                | Top scoring Nun Student of Chemistry Dept.       |
| 9 Michael Faraday Award.                   | The best outgoing student of Chemistry Dept.     |
| 10 Dr. M.K. Dinesan Memorial Award         | Merit. cum-means award for one student from M.Sc |

## **DEPT. OF BOTANY**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 1 Prof. K.V. Joseph Endowment       | Top Scorer in III B.Sc.         |
| 2 Prof. Joseph Puthenpura Endowment | Top Scorer II B.Sc. (Main only) |

## **DEPT. OF ZOOLOGY**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1 Prof. A. M. Joseph Endowment      | Top Scorer in III B.Sc.               |
| 2 Prof. K. K. Emmanuel Endowment    | Top Scorer III B.Sc. Zoology (Pract.) |
| 3 Prof. Cheriachan George Endowment | Top Scorer in M.Sc Zoology            |
| 4 Prof. P.C. Mary Endowment         | Top Scorer in I B.Sc. Zoology (core)  |

## **DEPT. OF ECONOMICS**

- |  |                           |
|--|---------------------------|
| 1 Minister K. M. George Endowment<br>Prof. M.C. Mathew Endowment | Top Scorer in III B.A.    |
| 2 Prof. C.J. Joseph Endowment                                    | Top Scorer in Final M. A. |
| 3 Prof. Sebastian Kachira Endowment                              | Top Scorer in Final M. A. |

## **DEPT. OF COMMERCE**

- 1 Prof. Devassy Manjooran Top Scorer in II B. Com  
Prof. N.M. Paulose Endowment (Part 3 Sub.)
- 2 Prof. K.V. Devassy Endowment Topper in M.Com Advanced Financial Accounting
- 3 Prof. T.J. Francis Xavier Endowment Toppers in B.Com/M.com
- 4 Paily Joseph Nidhiry Memorial Endowment Top Scorer in B.Com. 'Business Laws'
- 5 Merit Cum Means Scholarship Instituted by 1983 B.Com Batch
- 6 B.Com. 1991-94 Batch Endowment Fund for Inter Departmental General Quiz
- 7 B.Com. 1992 batche Endowment: for the physically challenged students of the I year B.Com. batches.

## **DEPT. OF PHYSICAL EDUCATION**

- 1 Prof. N. I. Abraham Endowment Sports champion (Men)
- 2 Prof. Leelamma Jacob Endowment Best Lady Athlete

## **GENERAL AWARDS**

- 1 Adv. Joseph Augustine Award Best orators in English & Malayalam
- 2 Rev.Sr. Rosakutty Kappen Endowment Best Malayalam Poem
- 3 Rev. Dr. John Vallamattam Trophy CSM award for Inter collegiate Debate
- 4 Mr. Jacob Mittathanical Endowment Three top scorers in the essay competition on Human values
- 5 Prof. P.T. Chacko Endowment Best essay in English
- 6 Shiby M. Thomas Endowment Accident Victim
- 7 Mr. K.V. Joseph -Administrative Assistant Award Top Scorer in B.Sc. Zoology (Main Subject only), among Children of NTS, Nirmala College.
8. Prof. George Varghese Endowment Best Association Ever Rolling Trophy and cash prize
9. Joshua Jose Endowment Award- Instituted by Dr. Jose Augustine Best Singers in Monday Melody
- 10 Rev. Dr. George Thanathuparambil Best Innovative Activity Award to Innovative contribution of a student in academics / fine arts / film & dramatics.

## **AWARDS & ENDOWMENT INSTITUTED BY ALUMNI**

1. German Chapter Award
2. Bahrain Chapter Award
3. Mahnami Charitable Trust Award
4. Best User of Library Award for the best user of library books instituted by Mr. K. Gopalakrishnan Nair, First batch alumnus

5. Dr. Thomas V. Thomas Memorial Merit cum Means Award
6. B.Sc. Mathematics 1983-86 Batch Endowment Award

## **SCHOLARSHIPS**

The following scholarships instituted originally for Pre degree students are awarded as study scholarship for one needy student in UG batches from 2003-04 onwards.

- 1 Prof. P. M. Pathrose Endowment
- 2 Prof. A.O. Paily Endowment
- 3 Prof. C. Mathew Endowment
- 4 Prof. P. K. Joseph Endowment
- 5 Bishop Pothanamuzhi Endowment
- 6 Prof. T. M. Joseph Endowment
- 7 Adv. K.N. Krishna Pillai Endowment

## **XXVIII- ENDOWMENT LECTURES AND FOUNDATIONS**

### **1. MSGR. THOMAS NEDUMKALLEL MEMORIAL LECTURES & FOOTBALL TOURNAMENT**

The college owes so much to late Msgr. Thomas Nedumkallel, the Founder Principal and chief architect of Nirmala whose memory, we wish to perpetuate through a series of memorial lectures delivered by eminent people from various walks of life every year. This prestigious endowment lecture was started in 1993 and is carried on with the same fervour and spirit. Together with the Memorial Lectures we conduct State Intercollegiate Football Tournament to commemorate the memory of the great visionary, Nirmala has ever seen.

### **2. BISHOP MAR MATHEW POTHANAMUZHI PRIZE (INTER COLLEGIATE ELOCUTION COMPETITION)**

Bishop Mathew Pothanamuzhi Prize is instituted by Rev. Dr. Thomas Pothanamuzhi in memory of Bishop Mar Mathew Pothanamuzhi the first Bishop of the Diocese of Kothamangalam and the Founder Manager and Patron of Nirmala College.

### **3. REV. DR. MATHEW THOTTIYIL ENDOWMENT LECTURE**

To perpetuate the memory of Rev Dr. Mathew Thottiyil, the former Principal and HOD of Chemistry, an endowment was founded in the academic year 2000-2001. By using the endowment, an endowment lecture is being delivered every year in advanced topics of Chemistry.

#### **4. PROF. GEORGE PAUL SPORTS FOUNDATION**

To perpetuate the loving memory of late Prof. George Paul, Dept. of Physical Education, the foundation was started in August 2000. The main aim of the foundation is to promote sports especially Volleyball and find out promising volley ball players of the colleges under various universities in Kerala. The foundation conducts All Kerala Intercollegiate Volley ball Tournament every year. The Foundation plans to give coaching to Volleyball and Football players and conducting seminars.

#### **5. DR. SUSAN THOMAS MEMORIAL STUDENT ENRICHMENT PROGRAMME**

In fond memory of Late Dr. Susan Thomas, the Dept. of English has instituted a student Enrichment Programme. The endowment money is utilized to arrange Symposia, Seminars or Workshops on topics of literary relevance for the benefit of the student community.

#### **6. BISHOP MAR MATHEW POTHANAMUZZHI ENDOWMENT LECTURE**

The prestigious Bishop Mar Mathew Pothanamuzhi Lecture series organized by the Department of English every year since its inception in the year 2014. This lecture series was instituted by Rev. Dr. Thomas Mathew Pothanamuzhi in the loving memory of Bishop Mar Mathew Pothanamuzhi, first Bishop of the Diocese of Kothamangalam in the year 2014.

#### **8. DR. SHAJU THOMAS AND PROF. SASIKALA K. JOSEPH ENDOWMENT LECTURE SERIES**

This lecture series was instituted for conducting an annual talk by an eminent scientist from Biology for the benefit of the UG and PG. students of Nirmala College, Muvattupuzha. This was instituted jointly by Dr. Shaju Thomas, Former HoD and Prof. Sasikala K. Joseph, former Associate Professor, Department of Zoology, Nirmala College, Muvattupuzha.

#### **9. PROF. VINCENT MALIEKAL ENDOWMENT LECTURE AND INTERCOLLEGIATE RECITATION COMPETITION**

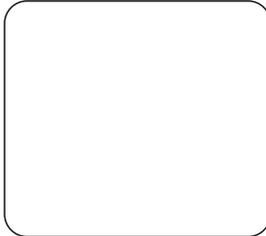
The endowment is instituted by Dr. Vincent Maliekal, former Head, department of Malayalam, for conducting an annual lecture by an eminent personality and to give prizes to the winners of intercollegiate Recitation competition conducted by the Department of Malayalam.



**XXIX-  
ACADEMIC CALENDAR  
2021-2022**

# JUNE 2021

## MONDAY



**7**

- ▶ World Environment Day Webinar - Botany

**14**

**21**

- ▶ Interdepartmental Poster Designing Competition MCA
- ▶ Online Yoga Training International Yoga Day

**28**

## Tuesday

**1**

- ▶ Orientation for Soft skill development Programme -Chemistry

**8**

- ▶ Parents Orientation Programme- MCA

**15**

- ▶ Alumni Laptop bank-Statistics
- ▶ Webinar on Money Management skills-Commerce

**22**

- ▶ Orientation/Induction Programme- Career Guidance

**29**

- ▶ Kabir Jayanthi Invited talk Hindi

## Wednesday

**2**

**9**

**16**

**23**

**30**

# JUNE 2021

| Thursday | Friday  | Sat  | Sun   |
|----------|---|--|---|
| 3        | 4   | 5<br>▶ Environment Day<br>Celebration<br>Malayalam/Hindi/<br>Commerce SF/<br>Nature Club | 6<br>▶ International<br>Lecture Series<br>MCA<br>▶ Environmental<br>Day<br>Quiz Nature<br>Comm. SF<br>▶ Alumni Meet<br>Comm. SF |
| 10       | 11<br>▶ Covid Relief Programme<br>Commerce SF | 12<br>▶ Second<br>Saturday<br>▶ Poster<br>Designing<br>Competition<br>Comm. SF           | 13  |
| 17       | 18  | 19<br>▶ Reading<br>Day<br>Celebration<br>-Com. Eng.<br>Malayalam<br>Hindi                | 20  |
| 24       | 25  | 26   | 27  |

# JULY 2021

| Monday   | Tuesday   | Wednesday   |
|--|---|---|
|  |   |   |
| <b>5</b><br>▶ Association Inauguration-<br>Commerce SF     | <b>6</b>  | <b>7</b>  |
| <b>12</b><br>▶ Indian Economy Lecture<br>Series- Economics | <b>13</b>   | <b>14</b><br>▶ Webinar- Management Studies<br>▶ Webinar on Indian Capital<br>Market- Commerce       |
| <b>19</b>  | <b>20</b><br>▶ Online Certificate Course-<br>Commerce | <b>21</b><br>▶ Soft Skill Training Programme  |
| <b>26</b><br>▶ V Sem UG First Internal Exam                | <b>27</b>   | <b>28</b><br>▶ MCA- Entrance Coaching<br>▶ Career Guidance Webinar on<br>Overseas Education- Botany |

# JULY 2021

| Thursday  | Friday   | Sat  | Sun  |
|---|--|--|--|
| <b>1</b><br>▶ Wild Life Week - Zoology                          | <b>2</b><br>▶ Webinar-<br>Management Studies   | <b>3</b><br>▶ Inauguration<br>Sahrudhaya<br>kootam-<br>Malayalam<br>▶ Hape Zologos-<br>Zoolology | <b>4</b>   |
| <b>8</b>  | <b>9</b>   | <b>10</b><br>▶ Second<br>Saturday<br>▶ Inauguration<br>Ezhuthukootam<br>Malayalam                | <b>11</b><br>▶ World<br>Population<br>Day- Zoology |
| <b>15</b><br>▶ Training for Debate and Elocution-<br>Colloquium | <b>16</b>  | <b>17</b><br>▶ Industry<br>Interaction-<br>Manag.Studies   | <b>18</b>  |
| <b>22</b>   | <b>23</b><br>▶ Online Mind Power Training-<br>Commerce   | <b>24</b>  | <b>25</b>  |
| <b>29</b><br>▶ International Tiger Day-<br>Zoology/Nature Club  | <b>30</b><br>▶ Financial Literacy Programme-<br>Commerce SF<br>▶ Online Quiz Competition-<br>Hindi | <b>31</b>  |  |

# AUGUST 2021

**Monday**

**30**

▶ Debate- Sahrudhayakoottam

**Tuesday**

**31**

▶ Webinar on Economically Important Metabolites in Algae- Botany

**Wednesday**

**2**

**3**

▶ Certificate Course in Bioin for matrices- Botany

**4**

**9**

**10**

▶ Virtual Lab Visit- Botany  
▶ Life Guidance Programme- Economics

**11**

▶ Invited Talk on Feminism -Hindi

**16**

**17**

▶ Programme on COVID- Zoology

**18**

**23**

**24**

**25**

# AUGUST 2021

| Thursday  | Friday   | Sat   | Sun   |
|---|--|---|---|
|   |  |   | <b>1</b><br>▶ Certificate course- Management Studies                      |
| <b>5</b><br>▶ International Seminar- Chemistry<br>▶ Students Capacity Building Programme- Physics | <b>6</b><br>▶ Hiroshima Day- Zoology                 | <b>7</b><br>▶ Second Saturday   | <b>8</b><br>▶ Certificate course- Botany                                  |
| <b>12</b><br>▶ World Elephant Day- Zoology<br>▶ World Youth Day Talk- Womencell                   | <b>13</b><br>▶ Patriotic Song Competition- Malayalam | <b>14</b><br>▶ Virtual Talent Hunt- Botany  | <b>15</b><br>▶ Independence Day Celebration- Malayalam/Hindi/Com. English |
| <b>19</b>   | <b>20</b>  | <b>21</b><br>▶ Soft Skill Training-2  | <b>22</b>   |
| <b>26</b><br>▶ Webinar on Drug Discovery- Botany  | <b>27</b><br>▶ Webinar- Management Studies           | <b>28</b><br>▶ Industrial Visit Management Studies<br>▶ Life Skill Enhancement Training- Commerce | <b>29</b>   |

# SEPTEMBER 2021

| Monday   | Tuesday  | Wednesday  |
|--|--|--|
|  |  | 1  |
| <b>6</b> <ul style="list-style-type: none"><li>▶ Value Added Course-MCA</li><li>▶ Five Day International Virtual Conference- English</li></ul> | <b>7</b> <ul style="list-style-type: none"><li>▶ Ozone Day Observance Webinar- Botany</li></ul>  | <b>8</b> <ul style="list-style-type: none"><li>▶ Invited Lecture and Online Workshop- Zoology</li></ul>                              |
| <b>13</b> <ul style="list-style-type: none"><li>▶ III Sem UG First Internal Exam</li></ul>   | <b>14</b> <ul style="list-style-type: none"><li>▶ Hindi Fortnight Celebration</li><li>▶ Road Safety Awareness Programme - NSS</li></ul>                    | <b>15</b> <ul style="list-style-type: none"><li>▶ Value Added Programme GST -Commerce SF</li></ul>                                   |
| <b>20</b> <ul style="list-style-type: none"><li>▶ Certificate Course- Commerce SF</li></ul>  | <b>21</b> <ul style="list-style-type: none"><li>▶ Two Week Interdisciplinary Course on Research Methodology Collaboration with Ramanujan College</li></ul> | <b>22</b> <ul style="list-style-type: none"><li>▶ Three Day Professional Development Programme- IQAC</li></ul>                       |
| <b>27</b> <ul style="list-style-type: none"><li>▶ ELDQUOR - Comm. English</li><li>▶ Workshop on SDG- NSS</li></ul>                             | <b>28</b> <ul style="list-style-type: none"><li>▶ Five Day Two Tier Induction Programme for UG Students</li></ul>  | <b>29</b> <ul style="list-style-type: none"><li>▶ Habitat Day Celebration- Management Studies</li><li>▶ Online Quiz- Hindi</li></ul> |

# SEPTEMBER 2021

| Thursday   | Friday  | Sat   | Sun   |
|--|---|---|---|
| <b>2</b><br>▶ International Conference- English  | <b>3</b><br>▶ Webinar on Human Rights- Botany   | <b>4</b><br>▶ National Nutrition Week- Culinary Call  | <b>5</b><br>▶ Teacher Day Celebration- Comm. Eng. |
| <b>9</b><br>▶ Self Defence Class- Commerce SF  | <b>10</b><br>▶ The Great Indian Skull Session- Dr. Sasi Tharoor                       | <b>11</b><br>▶ Second Saturday  | <b>12</b>   |
| <b>16</b><br>▶ World Ozone Day Celebration- Chemistry/Physics/Zoology  | <b>17</b><br>▶ Pre Placement Training-MCA<br>▶ Nature Sensitisation Camp- Nature Club | <b>18</b><br>▶ Pre Placement Training-1   | <b>19</b>   |
| <b>23</b><br>▶ Webinar- Management Studies<br>▶ Invited Talk - Spoken Hindi Club   | <b>24</b><br>▶ Value Added Course- Management Studies                                 | <b>25</b><br>▶ Tourism Day Celebration- Manag. Studies<br>▶ Placement Drive- Career Guidance & Placement Cell | <b>26</b>   |
| <b>30</b><br>▶ Certificate Course on Logistics Management Studies<br>▶ International Translation Day (Competition) - English |   |   |   |

# OCTOBER 2021

| Monday   | Tuesday  | Wednesday   |
|--|--|---|
|  |  |   |
| <b>4</b><br>▶ Personality Development Programme Class- Commerce SF | <b>5</b><br>▶ Gandhi Jayanti Speech Competition- Hindi     | <b>6</b><br>▶ One day Seminar- Folklore Club          |
| <b>11</b><br>▶ V Sem UG II Internal Exam                           | <b>12</b>  | <b>13</b>   |
| <b>18</b><br>▶ III Sem PG First Internal Exam                      | <b>19</b><br>▶ Value Added Course- Management Studies      | <b>20</b><br>▶ Curriculum Induction Programme- Botany |
| <b>25</b><br>▶ V Sem UG Model Exam                                 | <b>26</b><br>▶ Invited Talk on Research Methodology- Hindi | <b>27</b><br>▶ Fr. John Vallamattam Memorial Lecture  |

# OCTOBER 2021

| Thursday   | Friday  | Sat   | Sun   |
|--|---|---|---|
|  | <b>1</b><br>▶ Industry Interaction-<br>Management Studies | <b>2</b><br>▶ Cleaning<br>Public Place-<br>Malayalam<br>▶ Intercollegiate<br>Online Quiz<br>Competition | <b>3</b>  |
| <b>7</b><br>▶ World Wildlife Week<br>Celebration - Nature Club                                     | <b>8</b><br>▶ International Seminar-<br>Chemistry         | <b>9</b><br>▶ Second<br>Saturday<br>▶ Training<br>in Public<br>Speaking-<br>Commerce                    | <b>10</b><br>▶ Webinar on-<br>Management<br>Studies                           |
| <b>14</b><br>▶ Alumni Meet-<br>Com. English/Zoology  | <b>15</b><br>▶ Career Guidance Seminar- 1                 | <b>16</b>   | <b>17</b>   |
| <b>21</b><br>▶ Career Development<br>Programme- Commerce SF<br>▶ Webinar on-<br>Management Studies | <b>22</b><br>▶ Career Guidance Webinar-<br>Commerce       | <b>23</b>   | <b>24</b><br>▶ Cartoon<br>Competition-<br>Hindi<br>▶ Alumni Meet-<br>Commerce |
| <b>28</b><br>▶ Visiting Famous Writers-<br>Malayalam   | <b>29</b><br>▶ Yoga Club Inauguraion                      | <b>30</b><br>▶ Think Pink<br>Campaign<br>Womencell  | <b>31</b><br>▶ Alumni<br>Interaction<br>Programme-<br>Economics               |

# NOVEMBER 2021

## Monday

**1**

- ▶ Keralappiravi Celebration- Malayalam
- ▶ III Sem UG II Internal Exam

**8**

- ▶ Samaveda Sandhya Inauguration

**15**

- ▶ Alumni Lecture- Physics
- ▶ International Virtual Conference- Commerce

**22**

- ▶ III Sem UG Model Exam
- ▶ Quiz Club Inauguration

**29**

- ▶ Career Guidance Programme- Chemistry
- ▶ Street Play- Malayalam

## Tuesday

**2**

**9**

- ▶ Research Orientation Programme- Commerce

**16**

- ▶ Programme for Entrepreneurship Development- Economics

**23**

- ▶ Msgr. Mathew Palamattam Memorial Lecture

**30**

- ▶ Workshop on Ethnic Study- Folklore Club

## Wednesday

**3**

- ▶ Film Show- Bio diversity Club

**10**

- ▶ Msgr Thomas Nedumkallel Memorial Lecture

**17**

- ▶ Webinar- Commerce SF

**24**

- ▶ Dance Club Inauguration

# NOVEMBER 2021

| Thursday  | Friday   | Sat   | Sun   |
|---|--|---|---|
| <b>4</b><br>▶ Botany Alumni Meet  | <b>5</b><br>▶ Monthly Lecture Series   | <b>6</b><br>▶ Invited Talk<br>Culinary Club                               | <b>7</b><br>▶ Dr. Shaju Thomas<br>Endowment<br>Lecture-<br>Zoology<br>▶ Cancer<br>Awareness<br>Day- NCC |
| <b>11</b><br>▶ Life Skill Development<br>Workshop- Botany<br>▶ World Migratory Bird Day<br>Celebration- Nature Club | <b>12</b><br>▶ Personality Development   | <b>13</b><br>▶ Second<br>Saturday<br>▶ Endowment<br>Lecture-<br>Chemistry | <b>14</b><br>▶ Childrens<br>Day -NCC  |
| <b>18</b><br>▶ Rev. Dr. Mathew Thottiyil<br>Endowment Lecture   | <b>19</b><br>▶ World Philosophy Day-<br>Two Day Interdisciplinary<br>Workshop- English | <b>20</b><br>▶ Webinar-<br>Management<br>Studies                          | <b>21</b><br>▶ Career<br>Guidance<br>Seminar-2  |
| <b>25</b><br>▶ Workshop on Self Defence<br>for Women- Botany<br>▶ Music Club Inauguration                           | <b>26</b><br>▶ Awareness Programme on<br>Human Right - HR Club                         | <b>27</b><br>▶ Pledge to No<br>Dowry-NCC                                  | <b>28</b>   |
|   |  |   |   |

# DECEMBER 2021

**Monday**

**Tuesday**

**Wednesday**

**1**

- ▶ III Sem PG II Internal Exam
- ▶ World Aids Day- NCC

**6**

- ▶ One day Workshop- Varnasala

**7**

- ▶ Media Workshop

**8**

- ▶ Debate Competition Spoken Hindi Club

**13**

- ▶ Quiz Competition HR Club

**14**

- ▶ Field Trip Nature Club

**15**

- ▶ Industrial Visit- Statistics

**20**

- ▶ III Sem PG II Model Exam
- ▶ Exhibition - Media Club

**21**

- ▶ Pre- Placement Training-2

**22**

**27**

**28**

**29**

- ▶ International Day for Biological Diversity- Zoology

# DECEMBER 2021

| Thursday   | Friday   | Sat  | Sun       |
|--|--|--|-----------|
| <b>2</b><br>▶ Auditions for Music Club                                     | <b>3</b><br>▶ Intercollegiate Quiz- MCA  | <b>4</b><br>▶ Theatre Workshop- Drama Club                                 | <b>5</b>  |
| <b>9</b><br>▶ Talk on IPC Basics for Youth Women Cell                      | <b>10</b><br>▶ Observing Human Rights Day- Com. English/NCC<br>▶ ICSSR Sponsored National Seminar- Economics | <b>11</b><br>▶ Second Saturday<br>▶ Research Awareness Programme- Commerce | <b>12</b> |
| <b>16</b><br>▶ Samvaada Sandhya  | <b>17</b><br>▶ SSQ Development Programme- Commerce   | <b>18</b><br>▶ Life Skill Training- Management Studies                     | <b>19</b> |
| <b>23</b>  | <b>24</b>  | <b>25</b><br>▶ National Tourism Day Celebration- Management Studies        | <b>26</b> |
| <b>30</b><br>▶ Webinar- Management Studies<br>▶ Orphanage Visit- Malayalam | <b>31</b><br>▶ Swatch Bharath Cleaning- NCC  |  |           |

# JANUARY 2022

**MONDAY**

**31**

**3**

- ▶ Five Day Faculty Development Programme- English
- ▶ IV & VI Sem UG First Internal Exam

**10**

- ▶ World Hindi Day Celebration- Hindi

**17**

- ▶ Monday Melodies- Music Club

**24**

- ▶ Alumni Lecture- Hindi

**Tuesday**

**4**

- ▶ Talk on Bio Diversity

**11**

- ▶ One day Seminar- Drama Club

**18**

- ▶ Training Programme Quiz Club

**25**

**Wednesday**

**5**

- ▶ Prof. K.V. Joseph Memorial Endowment Lecture- Botany
- ▶ Certificate Course- Media Club

**12**

- ▶ Literary Quiz- Literature Club

**19**

- ▶ Essay Writing Competition HR Club

**26**

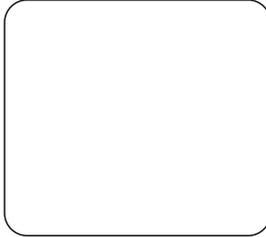
- ▶ Alumni Lecture- Hindi
- ▶ World Environment Education Day- Nature Club

# JANUARY 2022

| Thursday  | Friday  | Sat   | Sun   |
|---|---|---|---|
|   |   | 1   | 2<br>▶ Alumni Meet-<br>Chemistry                                |
| 6<br>▶ Self Defence Training<br>Women Cell      | 7<br>▶ Commerce Fest- SF                            | 8<br>▶ Second<br>Saturday<br>▶ Alumni Day-<br>Physics | 9<br>▶ Leadership<br>Training-<br>Commerce                      |
| 13<br>▶ Career Guidance Programme-<br>Economics | 14<br>▶ Workshop- Dance Club                        | 15<br>▶ Industrial<br>Visit-<br>Commerce SF           | 16<br>▶ Alumni Lecture<br>Series- Botany                        |
| 20<br>▶ Samvaada Sandhya                        | 21<br>▶ Awareness Class-<br>Road Safety Club        | 22<br>▶ Placement<br>Drive                            | 23  |
| 27<br>▶ Media Vist                              | 28<br>▶ Virtual Industrial Tour- UST Global-<br>MCA | 29  | 30<br>▶ KSHEC<br>Sponsored<br>National<br>Seminar-<br>Economics |

# FEBRUARY 2022

## Monday



**7**

- ▶ Workshop (Linkage with PCPL)- MCA
- ▶ IV Sem PG first Internal Exam

**14**

- ▶ Music Concert
- ▶ English Drama with English Department

**21**

- ▶ National Seminar on Democracy- Economics
- ▶ Science Day Celebration- Physics

**28**

- ▶ National Science Day Celebration- Zoology
- ▶ Recitation Competition- Malayalam

## Tuesday

**1**

- ▶ World Wetland Day Celebration- Nature Club

**8**

- ▶ Merit Day Lecture
- ▶ Poster Making Competition- Road Safety Club

**15**

- ▶ Computer- Science Day Competition- MCA

**22**

- ▶ Memorial Lecture- Malayalam
- ▶ Computer Drive-Placement Cell



## Wednesday

**2**

- ▶ Certificate Course Web Technology- MCA
- ▶ Alumni Interaction and Lecture- Commerce

**9**

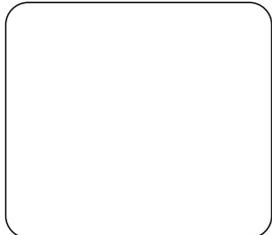
- ▶ Extension Activities to near by Schools- Physics

**16**

- ▶ Painting Exhibition- Varnasala

**23**

- ▶ Annual Drama Festival- English



# FEBRUARY 2022

| Thursday   | Friday  | Sat   | Sun   |
|--|---|---|---|
| <b>3</b><br>▶ Alumni Interaction and Lecture-<br>Commerce  | <b>4</b><br>▶ Literary Workshop-<br>Literature Club | <b>5</b><br>▶ Training on<br>Tally &MS<br>Office-<br>Commerce | <b>6</b>  |
| <b>10</b><br>▶ Industry Interaction-<br>Management Studies | <b>11</b><br>▶ Beautician Course-<br>Commerce SF    | <b>12</b><br>▶ Second<br>Saturday<br>▶ Staff Tour             | <b>13</b>   |
| <b>17</b><br>▶ Samvaada Sandhya                            | <b>18</b><br>▶ MCA Arts Day                         | <b>19</b><br>▶ Field Visit-<br>Bio diversity<br>Club          | <b>20</b><br>▶ Life Guidance<br>Programme-<br>Chemistry |
| <b>24</b>  | <b>25</b><br>▶ Webinar- Management Studies          | <b>26</b>   | <b>27</b>   |
|  |   |   |   |

# MARCH 2022

| Monday   | Tuesday   | Wednesday |
|--|---|-----------|
|  | <b>1</b><br>▶ Placement Training- Commerce  | <b>2</b>  |
| <b>7</b><br>▶ Annual Alumni Lecture<br>▶ IV&IV Sem UG II Internal Exam | <b>8</b><br>▶ Women's Day Celebration-<br>Communicative English                           | <b>9</b>  |
| <b>14</b>  | <b>15</b>   | <b>16</b> |
| <b>21</b><br>▶ World Poetry Day- Competition-<br>English               | <b>22</b><br>▶ Pre- Placement Training-3<br>▶ World Water Day Celebration-<br>Nature Club | <b>23</b> |
| <b>28</b><br>▶ IV&VI Sem UG Model Exam                                 | <b>29</b>   | <b>30</b> |

# MARCH 2022

| Thursday  | Friday   | Sat  | Sun       |
|---|--|--|-----------|
| <b>3</b> <ul style="list-style-type: none"><li>▶ Placement and Training Programme- Commerce SF</li><li>▶ Certificate Course- Management Studies</li></ul> | <b>4</b> <ul style="list-style-type: none"><li>▶ Department Day Celebration- Malayalam</li></ul> | <b>5</b>   | <b>6</b>  |
| <b>10</b> <ul style="list-style-type: none"><li>▶ Career Guidance Programme- Botany</li></ul>   | <b>11</b>  | <b>12</b> <ul style="list-style-type: none"><li>▶ Second Saturday Research Awareness Programme- Commerce</li></ul> | <b>13</b> |
| <b>17</b>   | <b>18</b> <ul style="list-style-type: none"><li>▶ Annual Day Lecture</li></ul>                   | <b>19</b>  | <b>20</b> |
| <b>24</b>   | <b>25</b>  | <b>26</b>  | <b>27</b> |
| <b>31</b>   |  |  |           |

# APRIL 2022

| Monday                                  | Tuesday   | Wednesday |
|---|-----------|-----------|
|   |           |           |
| <b>4</b><br>▶IV Sem PG II Internal Exam | <b>5</b>  | <b>6</b>  |
| <b>11</b>                               | <b>12</b> | <b>13</b> |
| <b>18</b>                               | <b>19</b> | <b>20</b> |
| <b>25</b><br>▶IV Sem PG Model Exam      | <b>26</b> | <b>27</b> |

# APRIL 2022

| Thursday | Friday                                      | Sat   | Sun |
|----------|---|---|-----|
|          | 1   | 2   | 3   |
| 7        | 8   | 9<br>▶ Second Saturday                              | 10  |
| 14       | 15  | 16  | 17  |
| 21       | 22<br>▶ Internship /Project -Placement Cell | 23<br>▶ World Book Day Celebration<br>Comm. English | 24  |
| 28       | 29  | 30  |     |

# MAY 2022

**MONDAY**

**Tuesday**

**Wednesday**

**31**

**2**

**3**

**4**

**11**

**12**

**13**

**18**

**19**

**20**

▶World Bee Day- Zoology

**25**

**26**

**27**

# MAY 2022

| Thursday | Friday  | Sat                    | Sun                                     |
|----------|---|------------------------|---|
|          |   |                        | 1                                       |
| 5        | 6   | 9<br>▶ Second Saturday | 10<br>▶ FDP for School Teachers- Botany |
| 14       | 15<br>▶ International Day for Biological Diversity- Zoology | 16                     | 17                                      |
| 21       | 22  | 23                     | 24                                      |
| 28       | 29  | 30                     | 31                                      |

## XXX- COLLEGE PRAYERS

(1)

കൈതൊഴാം കൈതൊഴാം  
കാരുണ്യസിന്ധോ കൈതൊഴാം  
മണ്ണായ മണ്ണിനും വിണ്ണായ വിണ്ണിനും (2)  
മീതെ വിളങ്ങുന്ന ദൈവമേ  
അജ്ഞരാം ഞങ്ങൾ നിന്നുടെ പാദം  
ആശ്രയമായ് നിനച്ചിടുന്നേ  
അജ്ഞതയിൽനിന്നും എന്നെന്നേയ്ക്കുമായ് (2)  
മോചനം ഞങ്ങൾക്കേകണമേ

(2)

നന്മരുപിയായ ദൈവമേ നിനക്കു വന്ദനം (2)  
ബുദ്ധിയും വിശുദ്ധിയും സ്വഭാവശുദ്ധിയും മഹാ  
ഭക്തിയും വിവേകവും തരണമേ ദയാനിധേ, (നന്മ...)  
ഈ കലാലയം നിനക്കു നിത്യവും വസിച്ചിടാൻ  
എത്രയും മനോജ്ഞമാം സദനമായ് ഭവിക്കണം (നന്മ...)

(3)

പ്രണാമം പ്രണാമം മഹാജ്ഞാനസാര  
പ്രകാശം വിടർത്തുന്ന വിജ്ഞാനസൂര്യ  
തമസ്സിൻ മതിൽ നീക്കി മനസ്സിൽ വരു നീ  
തരു പൊൻ പ്രഭാതം പ്രപഞ്ചം വിളങ്ങാൻ  
അനവദ്യമാംവിദ്യ ഇരുൾ നീക്കുമെങ്ങും  
അനുഭൂതി പൂക്കുന്ന നിമിഷങ്ങളേകും  
ഹൃദയത്തിലുണരുന്ന സ്നേഹാഭിനിത്യം  
വദനങ്ങളിൽ ശാന്തി കിരണങ്ങളാകും  
(പ്രണാമം ...)

(4)

ഓം ജഗദീശ്വര സദാപിചിന്തയ, ജഗദീശ്വര വന്ദേ (2)  
ഓം പരിപൂജിത പരാപരാത്മ പരാപരാത്മ  
അനവരതം വന്ദേ (3)

(5)

ഈശ്വരാ കൈകുപ്പി നിൽപ്പൂ ഞാൻ നിൻമുമ്പിൽ  
ഈറനണിഞ്ഞ മിഴികളോടെ  
കാരുണ്യമെന്നിൽ ചൊരിയണേ ഭൂവിന്  
കാരണനായുള്ള തമ്പുരാനേ

അച്ഛനുമമ്മയുമെന്തു പറഞ്ഞാലും  
 അക്ഷരം തെറ്റാതെന്നുസരിച്ചും  
 ഉള്ളിൽ വെളിച്ചം പകരും ഗുരുവിനെ  
 ഉൺമയിൽ സ്നേഹിച്ചുമാദരിച്ചും  
     കൂടെ പഠിക്കുന്ന കുട്ടികളെ തന്നെ  
     കൂടപ്പിറപ്പുകളായ് നിനച്ചും  
     മാതൃഭൂമിനായ് ജീവൻ ത്യജിച്ചൊരെ  
     മാതൃകയായിട്ടു സ്വീകരിച്ചും  
 സത്യവും ധർമ്മവും നീതിയും ജീവിത-  
 തത്വങ്ങളായി അംഗീകരിച്ചും  
 ജീവിക്കുവാനായ് അന്യഗ്രഹിച്ചീടണേ  
 ജീവാതിനായകാ സർവ്വേശ്വരാ...

(6)  
 Lead kindly light  
 Amid the encircling gloom  
 Lead Thou me on

The night is dark  
 And I am far from home  
 Lead Thou me on

Keep Thou my feet I  
 Do not ask to see  
 The distant scene  
 One step enough for me  
 -Cardinal Henry Newman

(7)  
 This is my prayer to Thee my Lord  
 Strike, strike at the root of penury in my heart  
 Give me the strength never to disown the poor  
 Or bend my knees before insolent might  
 Give me the strength to raise my mind  
 High above daily trifles  
 Give me the strength lightly to bear  
 My joys and sorrows.

-Rabindranath Tagore ('Gitanjali')

**XXXI- NSS ANTHEM**

മനസ്സു നന്നാവട്ടെ  
മതമേതെങ്കിലുമാവട്ടെ...  
മാനവഹൃത്തിൽ ചില്ലയിലെല്ലാം  
മാൺപുകൾ വിടരട്ടെ... (മനസ്സ്)

സൗഹൃദ സിദ്ധികൾ പൂത്താൽ  
സൗവർണ്ണാഭ പരന്നാൽ  
സുരഭിലജീവിത മാധുരിവിശ്വം  
സമസ്തമരുളുകയല്ലോ..... മനസ്സു

സത്യം ലക്ഷ്യമതാവട്ടേ-  
ധർമ്മം പാതയതാവട്ടേ  
ഹൈന്ദവ ക്രൈസ്തവ ഇസ്ലാമികളുടെ  
കൈകളിണങ്ങീടട്ടേ..... (മനസ്സ്)

വത്മികങ്ങൾ തകരുന്നു പുതിയൊരു മാനവനുണരുന്നു  
നവയുഗരചന നടത്തിടാനായ്  
NSS വരുന്നല്ലോ.... NSS വരുന്നല്ലോ.... (വത്മികങ്ങൾ)

ജാതി കോട്ടകൾ തകരുന്നു ഭേദവിചാരമൊടുങ്ങുന്നു  
ഓരോമാനവനുണരുന്നു കർമ്മോത്സുകരായിതീർന്നിടാൻ  
കർമ്മോത്സുകരായി തീർന്നിടാൻ (വത്മികങ്ങൾ)

അണ്ണാൻകുഞ്ഞുമൊരുങ്ങുന്നു തന്നാലായതു ചെയ്തിടാൻ  
ലോകം മുഴുവൻ കുമ്പിട്ടീടും പുതിയൊരു ശക്തി ജനിക്കുന്നു  
പുതിയൊരു ശക്തി ജനിക്കുന്നു. (വത്മികങ്ങൾ)

## XXXII- RETIRED TEACHERS

### English

|                                     |              |               |
|-------------------------------------|--------------|---------------|
| 1. Prof. Cyriac Thomas Valavi       | 04852832120  |               |
| 2. Prof. P.M. John                  | 04829248559  |               |
| 3. Prof. Paily A.O                  | 04852562360  |               |
| 4. Prof. Rosemary Manjooran         | 04222313540  |               |
| 5. Prof. Thomas T.M                 | 04828262921  |               |
| 6. Prof. Xavier Joseph              | 04852834590  | 9605952055    |
| 7. Prof. Devasia P.M                | 04852830457  | 9539601981    |
| 8. Prof. K.M. Joseph                | 04852253375  |               |
| 9. Rev. Dr. Thomas Pothanamuzhi     |              | 9447822014    |
| 10. Dr. George Justine V.           | 04852260470  | 2261443       |
| 11. Prof. Philomina Mathew          | 04852836533  | 9447741502    |
| 12. Prof. Valsa George              | 04852834005  | 9495984005    |
| 13. Rev. Dr. Francis Nambiaparambil |              | 0017187109773 |
| 14. Dr. K. V George                 |              | 9446131997    |
| 15. Prof. Annamma John              | 04852282541  | 9567762541    |
| 16. Prof. Lissy S. Plathottam       | 04852831222  | 9497794297    |
| 17. Dr. Rani Mathew                 | 0485 2835591 | 9947616662    |
| 18. Prof. Leena Mathews             |              | 9497788678    |
| 19. Dr. Armstrong Sebastian         |              | 9744888836    |

### Expired Teachers

1. Msgr. Mathew Palamattam
2. Dr. Susan Thomas
3. Prof Leesamma Mathew
4. Prof Mannuel Thomas
5. Prof. P.T. Chacko
6. Prof. P.M. Pathrose

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| 4. Prof. Sheela Issac        | 04852834350 | 9447822014 |
| 5. Dr. Remani Ammal .A       | 04852836349 |            |
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| 8. Dr. V.C. James            |             | 9447357503 |

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10. Ms. Shini Mathew

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| 12. Prof. P.C. James          | 04862255292 | 9605491988 |
| 13. Prof.Lizamma Abraham K.   | 04852851058 | 9747681428 |
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|----------------------|---------------|--|
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| 18. Mr. Joy Mathew       | 04852261400  | 9447878485 |
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| 20. Dr. James Mathew     |              | 8078168721 |

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| 3. Prof. T.J. Francis Xavier | (1955 - 1987) |  |
| 4. Prof. K.V. Devassy        | (1987 - 1991) |  |

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| 13,Smt. Syamala Devi C K         | 8547626594               |
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| 19, Rev Sr.Thankamma Joseph SABS | 9961565081               |
| 20, Rev Sr.Anice K V SABS        | 8281311793               |
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| 22, Sri T U Joseph               | 9995254650               |
| 23, Sri K K John                 | 9388807006               |
| 24, Sri Mathew Koottumkal        |                          |
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| 27, Smt.Chinnamma P D            |                          |
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| 29, Sri David K                  | 9744950498               |
| 30, Sri Antony A V               | 9847486988               |
| 31, Sri Joy K V                  | 9495159112               |
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| NARP                | : | <a href="mailto:narp@nirmalacollege.ac.in">narp@nirmalacollege.ac.in</a>                           |
| NSS                 | : | <a href="mailto:nss@nirmalacollege.ac.in">nss@nirmalacollege.ac.in</a>                             |
| NCC                 | : | <a href="mailto:ncc@nirmalacollege.ac.in">ncc@nirmalacollege.ac.in</a>                             |
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| 'Science & Society' | : | <a href="mailto:sciencensociety@gmail.com">sciencensociety@gmail.com</a>                           |
| Admission           | : | <a href="mailto:admission@nirmalacollege.ac.in">admission@nirmalacollege.ac.in</a>                 |
| Placement Cell      | : | <a href="mailto:placement@nirmalacollege.ac.in">placement@nirmalacollege.ac.in</a>                 |

## **XXXIV- IMPORTANT GOVT. ORDERS**

### **MAHATMA GANDHI UNIVERSITY STUDENTS' CODE OF CONDUCT– RULES 2005 EXTRACTS**

#### 1. Prohibition on Political Activity inside the campus

- (a) No student of a college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- (b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- (d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- (e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

#### 2. Procedure for imposition of punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- (b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 1 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.

(d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

1. Imposition of fine
2. Issuance of compulsory transfer certificate
3. Dismissal from the college.

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

### 3. Prohibition of damage to property

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

## KERALA RAGGING PROHIBITION ACT - 1998

കേരളസംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 - ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷാകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

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

- (1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേഷപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ; അല്ലെങ്കിൽ
- (2) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ

- ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം : ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
  4. റാഗിംഗിനുള്ള ശിക്ഷ ; ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിന് മേൽ, രണ്ടുവർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയാകാവുന്ന പിഴശിക്ഷയ്ക്കുംകൂടി വിധേയനാകേണ്ടതുമാണ്.
  5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
  6. വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: (1) മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെടുമ്പോൾ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രമർദ്ദിപ്പിച്ച സത്യമുണ്ടെന്ന് കണ്ടാൽ, കുറ്റാരോപണവിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് അധികാരിയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.
  - (2) (1) -ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രമർദ്ദിപ്പിച്ച പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
  7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടി ധൈര്യമായിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

**GOVERNMENT OF KERALA**  
**HIGHER EDUCATION (G) DEPARTMENT**  
**Higher Education - Rules and Regulations for the**  
**Smooth Functioning of the Campus (extracts)**

No. 26433/GI/15/H.Edn.

Dated, Thiruvananthapuram, 12.10.2015.

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



# NIRMALA COLLEGE

Muvattupuzha P. O., Ernakulam Dist., Kerala -686 661

Affiliated to M.G. University