MANNAM MEMORIAL NSS COLLEGE

Kottiyam P.O., Kollam (Dist) - 691 571 Ph: 0474 - 2530522

e-mail: mmnssc@yahoo.com





HAND BOOK 2023 - 2024

MANNAM MEMORIAL N S S COLLEGE

KOTTIYAM - 691 571

Phone: 0474-2530522 E-mail : mmnssc@yahoo.com Website : www.mmnsscollege.ac.in



HAND BOOK 2023-2024



MANNAM MEMORIAL NSS COLLEGE

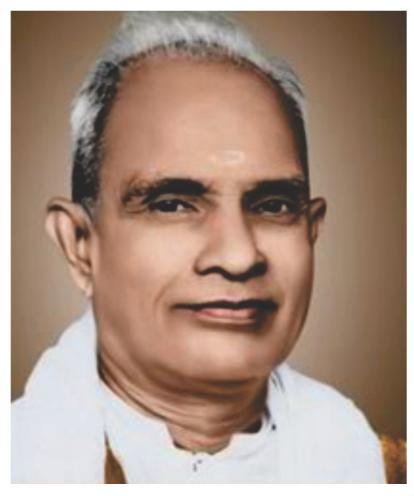
KOTTIYAM P.O., Kollam-691571

Phone: 0474-2530522

E-mail:mmnssc@yahoo.com Website: www. mmnsscollege.ac.in

STUDENT'S COLUMN

NAME	
PROGRAMME	
ADMISSION No	CLASS No
DATE OF BIRTH	BLOOD GROUP
ADDRESS	
TELEPHONE No	
GROUP TUTOR	
CONTACT DETAILS IN CA	SE OF EMERGENCY
NAME OF GUARDIAN	
TELEPHONE No	
MOBILE No	



SREE MANNATHU PADMANABHAN
FOUNDER

NAIR SERVICE SOCIETY 1878-1970

പ്രാർത്ഥന

സർവ്വങീവ പ്രകാശമാവുന്ന സച്ചിതാനനുത്താനമേ

> ഹർഷഭാവന ലോലതന്തുവിൽ തൂവുംസാര സുഗന്ധമേ

സത്യവും ധർമ്മ നിതികാക്കുന്ന വിശ്വരക്ഷക രൂപദമ വിശ്വരക്ഷക രൂപദേ

> സർവ്വങീവ പ്രകാശമാവുന്ന സച്ചിതാനന്ദത്താനമേ

നിതൃവും നിന്റെ പാദപങ്കും തൊട്ടുവന്ദിച്ചു വാഴ്ത്തുന്നു.

ആചാര്വാനുസ്മരണം

വന്ദേ ശ്രീധരാ തൃപെരുന്നയമരും ശ്രീ പത്മാനഭപ്രഭോ.... വന്ദേ ശ്രീധരിം പാർവ്വതി പ്രിയസുതം ആചാര്യതേ വന്ദനം വന്ദേ ഭാരതകേസരീന്ദ്ര സുമതേ കാരുണ്വവാരാനിധേ വന്ദേ ഹൃത്തടപത്മമധ്വസുലസൽ ആചാര്വതുഭ്വം നമഃ ആചാര്വതുഭ്വം നമഃ



CONTENTS

- Pledge
- · Motto, Vision and Mission
- National Anthem
- Management
- · List of Principals
- Our College
- Faculty 2023-24
- Administrative Staff 2023-24
- · Courses offered
- Choice based credit and semester system (UG,PG)
- Departments
- · Programmes and Courses
- College Council
- Administration
- · Procedure for Admission
- · Payment of Fees
- · Caution Deposit
- College Working Hours
- Attendance
- Prohibition of Politics
- Procedure for Punishment
- Prohibition of Raggining, Property damage
- IQAC
- NAAC
- RUSA
- Planning Forum
- Purchase Committee



- Examination
- CLMC
- DLMC
- · Accadamic Committee
- · Decipline Committee
- · Mobile Squad
- Tutorial System
- · Remedial Coaching
- N.S.S.
- N.C.C.
- ASAP
- Y.I.P.
- Electoral Literacy Club
- S.S.P.
- Medical Inspection
- College Union
- PTA
- Alumni Association
- Magazine Committe
- Centre for Gandhian Studies (CGS Club)
- · Bhoomithrasena Club
- Sports Club
- Computer Club
- Legal awareness and Gender Sensitization Ccll
- Guidance and Counseling
- ASAAD Sena
- ASRAYA Club
- Debate Club



- Standards Club (BIS)
- Film and Media Club
- Health Club
- · Human Rights Club
- Nature club
- Entrepreneurship Development
- · Energy and Environmental Conservation Club
- Forestry Club
- Quiz Club
- Science Club
- Staff Club
- Red Ribbon Club
- · Career Guidance and Placement Cell
- Research Cell
- Student's Grievance Cell
- · Anti Ragging Cell
- Women's Study Unit (WSU)
- Anti-narcotic cell
- Library Committee
- Stock Verification Committee
- · Ethics Committee
- Internal Complaint Committee
- Equal opportunity Cell
- Public Information Officer
- Library and Reading Room
- College Canteen
- Various Application Forms

PLEDGE

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

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

I shall always strive to be worthy of it.

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

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

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

MOTTO

न हि ज्ञानेन सद्दशं पवित्रमिह विद्यते In this world there is no purifier like knowledge

VISION

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

MISSION

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

ദേശീയഗാനം

ജന ഗണ മന അധിനായക ജയ ഹേ ഭാരത ഭാഗ്യ വിധാതാ പഞ്ചാബ സിന്ധു ഗുജാറാത്ത മറാഠാ ദ്രാവിഡ ഉത്കല ബംഗാ വിന്ധ്യ ഹിമാചല യമുനാ ഗംഗാ ഉച്ഛല ജലധി തരംഗാ തവ ശുഭ നാമേ ജാഗേ തവ ശുഭ ആശിഷ മാഗേ ഗാഹേ തവ ജയ ഗാഥാ ജന ഗണ മംഗള ദായക ജയ ഹേ ഭാരത ഭാഗ്യ വിധാതാ ജയ ഹേ ജയ ഹേ

Management

PRESIDENT:

Dr. M. SASIKUMAR

GENERAL SECRETARY:

Sri G. SUKUMARAN NAIR

SECRETARY, NSS COLLEGES CENTRAL COMMITTEE:

Sri. G. SUKUMARAN NAIR

PRINCIPAL IN-CHARGE:

Dr. LEKSHMY S.



Succession list of Principals

	Name	From	То
1.	Prof. P. Balakrishna Panicker	1981	1982
2.	Prof. N. Rajan Thampan	1982	1985
3.	Prof. N. Chandradathan Nair	1985	1988
4.	Dr. M. N. Sreedharan Nair	1988	1990
5.	Prof. V Ramachandran Nair	1990	2000
6.	Prof. V. Sreedharan Nair	2000	2001
7.	Prof. A. G. Vijayakumar	2001	2003
8.	Dr. M. T. Sulekha	2003	2004
9.	Dr. C. R. Suseela Devi	2004	2005
10.	Dr. Kumari K. Prema	2005	2008
11.	Dr. G. Jayakumar	2008	2009
12.	Dr. P. Vijayakumar	2009	2011
13.	Dr. C. J. Mohanakumar	2011	2014
14.	Dr. G. Girijakumari	2014	2015
15.	Dr. S.B. Syamala	2015	2016
16.	Dr. G.Girija Devi	2016	2019
17.	Dr. Sujatha T. S.	2019	2020
18.	Dr. Beena S.	2020	2021
19	Dr. Satheesh E. N.	2021	2023
20	Dr. Lekshmy S. (In-charge)	2023	

OUR COLLEGE

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

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

The college was recognized by University Grants Commission and is included under the 2(f) of UGC and is eligible for the UG and PG grants of UGC. The college celebrated its silver jubilee in 2006-07. It has been accredited by NAAC with a grade point of 2.94 and 'B++' grade in 2018. The institution has 6 UG courses and 1 PG course.

The College keeps abreast its vision, mission and goals in all its relationship with the society and the country at large.



FACULTY 2023-24

No	Name	Designation	Phone No. & Email
1	Dr. LEKSHMY S. MSc, Mphil, PhD	Principal	99618 02411
	Anoor House Edavattom Karuvelil P.O., Kollam	In-Charge	lekshmyms129@gmail.com

Department of English

2	Dr. Meera KG MA, Mphil, PhD Nandanam Bharath Nagar-170 Ramankulangara, Kavanadu P O,Kollam-3 Mr. Jayakrishnan R. MA Roshni Bhavan Mamood, Chandanathope P. O. Kollam - 691 014	Assistant Professor & HOD Assistant Professor	0474-2798031 9447043549 meeravayala@gmail.com 9895837301 jayakrishnan@gmail.com
3	Mrs. Gayathri Devi Pillai MA, NE CVRA 35, Continental Gardents Kowdiar P O Thiruvananthapuram 695 003	T (JRF) Assistant Professor	8137003880 gayathrideveipillai@ gmail.com
4	Mrs. Arya Lekshmi L. MA, M.Phi Puthenpurayil Vadakkumbhagom Chavara South P.O.,Kollam69584	Guest Faculty	8078440904 aryalekshmi464@gmail.com
5	Mrs.Fakiha S., MA, Bed., NET Panayara House Kilikolloor P.O. Kollam - 691 004	Guest Faculty	8891300291 fakihasajeed@gmail.com
6	Mrs. Afsana A.K. MA, NET with Valiyath Veedu Thattamala P.O. Kollam	JRF Guest Faculty	8078768530 afsana1023@gmail.com
7	Mrs. Meera A.S. MA, B.Ed., NE Sree Vilas, Thattamala P.O. Kollam-691 020	T, SET Guest Faculty	8089606067 meerajayeshnair @gmail.com

Department of Political Science

8	8 Mr. Harikrishnan R.S., MA, NET - JRF		
	Kunjikutty Mandiram	Guest	7034453215
	Chery Kshetra Nagar-148 Kilikolloor, Kollam.	Faculty	rsh1729@gmail.com

Department of Malayalam

9	Dr.Lalu S. Kurup MA B.Ed., MPhil,	PhD.	
	Dip.Epigraphy,Dip. Archival studies Kalapatharu,Maruthanadu, KPAC Jn. Kallummoodu, Kayamkulam	Assistant Professor & Research Guide	9497671721 lalusmudra@gmail.com
10	Dr. Sreeja S., MA, MPhil, PhD. Sreepadmanabham Nedungolam P.O., Kollam	Guest Faculty	99959 57569 sreejaayiroor@gmail.com

Department of Hindi

1	1 Dr. Rajimol S., MA., B.Ed. MPhil,	PhD.	8136980936
	Varaprasadam	Guest	vijayakumarvaraprasadam123
	Parayathukonam P. O.	Faculty	@gmail.com
	Kizhuvilam - 695 104		

Department of Mathematics

12	Ms. Karthika M.G., M.Sc., M.Phil, NET Pandarazhikam, Muthupilakkadu East, Muthupilakkadu P. O., Kollam	Assistant Professor	9846070776 karthikamohan009@gmail.com
13	Ms.Amrutha V., M.Sc., B.Ed. Amruthalayam Aylara P. O., Aylara Kollam. (Dist.)	Guest Faculty	8086888008 amrutha.v.002@gmail.com



Post Graduate Department of Physics

14	Dr. Sutheertha S.Nair MSc, MPhil,PhD TC 55/1096/ Nandanam Anand Nagar 21 Neeramankara Thiruvananthapuram 3	Assistant Professor & HOD	9446555263 sutheerthanair@gmail.com
15	Dr. Ratheesh Kumar V MSc, MPhil, PhD Avittam, Kovoor, Arinalloor P O, Kollam – 690538	Assistant Professor & Research Guide	0476-2083728 9744868256 rkvratheeshkumar@gmail.com
16	Mrs.Anusha M.G. MSc,B.Ed,MPhil Athira, C. P. Junction Thazham, Chathannoor P. O. Kollam-691 572	Assistant Professor	0474-2592053 9495983361 anushagnair@gmail.com
17	Dr. Pabitha B. Nair MSc, B.Ed., PhD Karthika TC 9/832-10, VJRA A 15, Jawahar Lane, Vellayambalam Sasthamangalam, TVM.	Assistant Professor & Research Guide	9446453489 prabibnair20@gmail.com
18	Dr. Smitha S. L. M.Sc., M.Phil, Ph.D. TC21/719 Nedumcaud, Karamana Thiruvananthapuram	Assistant Professor	9446388539 smithasnair18@gmail.com
19	Mr. Nair G. Krishnaprasad M.Sc., B.Ed., NET, SET Lekshmi Vihar, Vilakadu Madavoor	Assistant Professor	9447888495 nairgkrishnaprasad @gmail.com
20	Ms. Resmi V.S., M.Sc., NET S. V. Sadanam Mudapuram P. O. Chirayinkil - 695 304	Assistant Professor	9633125178 resmivsdharam@gmail.com



Department of Chemistry

21	Dr. Prakash Chandran R. M.Sc , Ph.D. Mavelil Kattilkadavu P. O. Adinadu South, Karunagappally	Assistant Professor & H.O.D., Research Guide	9497617113 chandranprakash@gmail.com
22	Dr. Syamkrishnan K. M.Sc, PhD. Sreevilasom Pullikkanakku P. O. Kayamkulam	Assistant Professor & Research Guide	9946608571 krissyam@gmail.com
23	Dr. Athira C. J. M.Sc, PhD. Vaishnavam TRA - 58 Thekkevila P. O. Kollam - 691 016	Assistant Professor & Research Guide	9744954612 aathira.ajoy@gmail.com
24	Dr. Surya R. M.Sc, NET, PhD. Thanal Mathilil P. O., Kadavoor	Guest Faculty	8547008072 suryar864@gmail.com
25	Dr. Meena B.Nair M.Phill, B.Ed., Ph.D. Madhavam Parippally P. O	Guest Faculty	7560806396 drmeenabnair@gmail.com
	Department	t of Zoolo	gy
26	Dr. Lekshmy S. M.Sc., M. Phil, Ph.D. Anoor House Edavattom, Karuvelil P. O. Kollam - 691 505	Assistant Professor & H.O.D	9961802411 lekshmys2005@yahoo.co.in
27	Dr. Sreeja V. M Sc, B Ed, Ph. D. Mannoor Kizhakketharayil Menampally, Mukundapuram P O Chavara - 691 585	Assistant Professor	8921865124 sreejaaqb@gmail.com.
28	Dr. Geethu G. M.Sc., B.Ed. Ph.D. Sreelekshmy Mampallilkunnam Chathannoor P O, Kollam-691 572	Guest Faculty	9400594968 geethumidhun.gk@gmail.com

	Department of Botony						
29	Dr. Jayalekshmi R., M.Sc, B.Ed, SET,	Assistant		1474 2552114			
	Ph.D, M. A. English	Professor		9562076875			
	PG Diploma in Counseling & Family Therapy		jayaleks	hminilamel@gmail.com			
-	Biju Nivas, Inchavila P. O., Kollam	Guide					
	Department of Commerce						
30	Dr. Kavitha L. MCom, M.Ed., Ph.D.	Assistant	C	474-2794878			
	Saikrishna,	Professor		9946790612			
	Thirumullavaram P. O	&	kavith	aleela@gmail.com			
	Kollam-12	HOD					
31	Mrs. Mahima C.V.M.Com, B.Ed.,NET, JRF	Assistant		9947582938			
	Sreelayam, Mayyanad Road	Professor	mahir	nacv09@gmail.com			
	Kottiyam - 691571			- 0			
32	Ms. Vidhu V. L. M.Com, BEd., MEd.	Assistant		9446287011			
	Madathilazhikam	Professor	vidh	ujani@gmail.com			
	Adichanalloor P.O., Kollam- 691 573			, -0			
33	Ms. Nishana A. MCom, BEd., NET, SI	7 (9207772599			
	Plavilathekkathil, Neeravil	Guest Faculty	nisha	na164@gmail.com			
	Perinad P.O., Kollam - 691 601	racuity					
24							
34	Adv. Sooranadu Raveendran Pillai P.R. B.A., LLM	Assistant Professor		9447462610 1474-2797833			
	Nayanam,	(Part-time)		4/4-2/3/033			
	Anandavalleeswaram Nagar, Kollam	(,					
			•				
	Department	oi Econor	nics				
35	Mrs. Vijayalekshmi P. J.	Asst.					
	M. A., B.Ed., NET	Professor		9387093159			
	Sarayu Nagar, 164/A,	&	vijayalel	shmi1357@gmail.com			
	Lekshmi Nivas, Asramam, Kollam	HOD					
36	Dr. Maneesh B. M.A., B.Ed., NET	Asst.		0046204020			
	SET, Ph.D., DACA Sarovaram.	Professor & Research	man	9946304039 bpillai@ gmail.com			
	Pampalil, Perinad	Guide	IIIdii	bpiliai@ giliali.com			
37	Ms. Diana Louis M.A.	Guest		8078027320			
	Aaramam	Faculty	agape.jmj@ gmail.com				
	Kakkottumoola ,Mayyanad						
	Department of Ph	ysical Ed	ucatio	n			
38	Dr. Vrinda Kumari T. M.P.E.,M.Phil	Associate Pr		9633149991			
	Ph.D & Diploma in Coaching from NSNIS Bangalore			vrindaraj69@ gmail.com			
	Karthika, TC 29/2262, House No. 296,	96,					
	CMS Nagar, Edappuzhanji, TVM 10						



ADMINISTRATIVE STAFFS 2023-24

No.	Name	Designation	Phone No. & E-mail
1.	Mr. Dhanesan G. Vadakkevariya Veettil Thekkepure, Iverkala East Puthoor (via), Kollam	Junior Superintendent	9446920359 dhanesannamasivayam @gmail.com
2.	Mr. Pradeep K. Vazhuvelil House Manthanam P.O., Kunnamthanam (via), Thiruvalla, Pathanamthitta	Head Accountant	9947729898
3.	Mr. Sanal Kumar K. R. Sreevilasam, Kureepuzha P O, Perinadu, Kollam	Clerk	9447282141 sanalsreevilas@gmail.com
4.	Mr. Rajesh C. Sreevalsam Karali Junction P. O. Sasthamcotta - 690521	Senior Clerk	9745303075 rajeshcnss@gmail.com
5.	Mr. Unnikrishnan R. Chukkachezhikom Olayil, Thevally P. O. Kollam	Clerk	9447094544 unniminu2000@gmail.com
6.	Mrs. Sindhu S. Ayyappa Nivas Vallikeezhu, Kavanadu P.O. Kollam - 691 003	Librarian	9495591772 sindulib@gmail.com
7.	Mr. Kannan K. S. Kannambalath Kada Perumon P. O, Panayam, Perinad	Lab Assistant	9567745338 kannanksperumon@gmail.com
8.	Mr. Adarsh A.S.Thampy Earathu thumpara Earam, Karamkodu P.O. Chathannoor, Kollam	Lab Assistant	9961339855 adarshthampy2012@gmail.com
9.	Mr. Sanalkrishnan R. S. Santhosh Bhavan Mylakkadu P. O. Mylakkadu, Kollam	Office Attendant	8089909449 sanalkrishnan30@gmail.com



No.	Name	Designation	Phone No. & E-mail
10	Mr. Sanil Kumar R. Madathil Veedu Kappil P.O., Edava Pin - 695 311	Office Attendant (Temp)	9947729898
11.	Mr. Nithin V. A. Nambozhil Veedu Chermoodu, Vellimon P.O. Kundara, Kollam	Lab Assistant (PTA Temp. Staff)	9847300716 adarshthampy2012@gmail.com
12.	Mr. Harikumar J. Gowrinandanam Vadakkevila P. O. Pattathanam	Office Attendant (Temp)	9895307271
13.	Mr. Anil kumar S. Karuvakunnathu Veedu Perayam, Mulavana P. O. Kollam.	Office Attendant (Temp)	7594097241
14	Mrs. Deepa A Kalluvila Veedu Near N.S.S. College Kottiyam, Kollam	Part time / Office Attendent	9539212075



Important Telephone Numbers

No.	Department	Phone Office	Residence
1	NSS Head Office, Perunna	0481-2420604	
2	NSS, President	0481-2421673	0468-2222880
3	NSS, General Secretary	0481-2420944	0481-2422270
4	NSS, Secretary, NSS College Central Committee	0481-24200604	
1	Director, Collegiate Education	0471-2303548	
2	Dy. Director, Collegiate Education, Kollam	0474 – 2744378	
3	Sub- Treasury, Chathannoor	0474 - 2593296	
	Arts & Science Colleges		
1	V.T.M.N.SS. College, Dhanuvachapurar	n 04	71 2232240
2	M.G. College, Thiruvananthapuraam	04	71 2541039
3	N.S.S. College for Women, Thiruvananthapuram C		71 2490543
4	N.S.S. College, Nilamel	04	74 2433246
5	M.M.N.S.S. College, Kottiyam	04	74 2530522
6	N.S.S.College, Pandalam	04	734 452221
7	N.S.S. College, Cherthala	04	78 2813226
8	N.S.S. Hindu College, Changanacherry	04	81 2420090
9	S.V.R.N.S.S. College, Vazhoor	04	81 2456227
10	N.S.S. College, Rajakumari	04	868 245370
11	N.S.S. College, Ottappalam	04	925 244382
12	N.S.S. College, Nenmara	04	923 243265
13	N.S.S. College, Manjeri	04	95 2766136
14	P.R.N.S.S. College, Mattannur	04	90 2471747
15	Sree Vyasa N.S.S. College, Wadakkanc	hery 04	87 2432249
16	Sree Ayyappa College for Women, Nag	garcoil 04	651 230980
17	N.S.S. Arts College for Women, Perunt	hanni 04	71 2453461

Professional and Technical Institutions

1	N.S.S.Training College, Pandalam	04734 452252
2	N.S.S. Training College, Changanacherry	0481 2429481
3	N.S.S. Training College, Ottappalam	04925 244359
4	N.S.S. Polytechnic, Pandalam	04734 2596346
5	N.S.S. Engg. College, Palakkad	0491 2555255
6	Athurasramam N.S.S. Homeo Medical College, Chingavanam	0481 2430362
7	N.S.S. Co-operative Training College, Kottayam	0481 2582852
8	N.S.S Law College, Kottiyam	0474 2530581

Kerala University Officials

1	Vice Chancellor	2306634	-
2	Pro-Vice Chancellor	2308532	6576722
3	Registrar	2305631	0472-2832002
4	Controller of Examinations	2305946	9447136368
5	Director, College Development Council	2304045	
6	Public Relations Officer	2305738	2553464
7	University Enquiry	2305994	_
8	Director, Academic Staff College, Kariyavattom	2418989	_
9	Director, Department of Student Service	2302923	_
10	Programme Co-ordinator National Service Scheme	2307427	_
11	University Employment. Information and Guidance Bureau	2304577	_
12	Finance Officer	2307176	2362312
13	Director of Physical Education	2306485	-

COURSES OFFERED B.A / B.Sc / B.Com

First Degree Programme Under CBCSS

1.Common Course : English

2.Additional Language : Malayalam/Hindi

3. Core Course : Core subjects and Open Course

(as per choice)

4. Complementary Course: Two Subjects

I. CBCSS (UG Programme)

Core Subject	Complementary subjects	Open Course	Sanctioned strength	Courses started
B.A. 1. English	History of English Literature & Political Science	Communicative Applications in English	50	1993
2.Economics	Political Science & Maths	Human Resource Management	43	2014
B.Sc. 3. Physics	Chemistry& Maths	Astronomy & Astro Physics	40	1991
4.Chemistry (2016 onwards Chemistry as Main Subject)	Physics & Maths	Essentials of Chemistry	32	1995

es jee	

5. Zoology	Chemistry & Botany	Human Health & Sex Education	24	1999
6. B.Com	Option: Computer Application	Fundamentals of Financial Accounting	24	1999
7. Physical Education		Health & Fitness Edn.		
II.Two year I (Semester S M. Sc. Phy	12	2013		

CHOICE BASED CREDIT & SEMESTER SYSTEM (UG) (2010 Onwards)

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



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

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

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

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

DEPARTMENTS, PROGRAMMES AND COURSES Department of English

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

B. A. English (2020 Admission onwards)

Semester I

Language course I - EN1111.1 Language Skills Additional Lang I- Hindi/Malayalam Prose & Grammar (HN 1111.1) മലയാള കവിത (ML 1111.1)

Foundation course 1 - Writings on Contemporary Issues (EN 1121) Core course- Introduction to Literary Studies

(EN 1141)
Complementary - Popular Literature and culture (EN 1131)

Complementary - Political science I - Introduction to the Political Science (PS 1131)

Semester II

Language course II- EN 1211.1

Language course III- Ability Enhancement compulsory Course: Environmental Studies and Disaster Management EN 1212.1

Language course IV English Grammar, Usage and Writing

Additional Lang II-Hindi / Malayalam Fiction, Short story, Novel(HN 1211.1) / ശദ്വസാഹിത്വം (ML 1211.1)

Core Course II - Introduction to Literary Studies (EN 1241)

Complementary -Art and Literary Aesthetics (EN 1231)

Complementary - Political Science II - Indian Government and Politics (PS 1231)

Semester III

Language course III - Writing and Presentation Skills (EN 1311.1) Additional Lang III- Hindi/Malayalam

ദൃശ്യകലാസാഹിത്വം (ML 1311.1)

Core Course III- Narratives of Resistance (EN1331)

Core Course - Evolution of the English Language (EN1321)

Complementary - British Literature I (EN 1341)

Complementary - Political Science III
Public Administration (PS 1331)

Semester IV

Language course - Reading in Literature (EN1411.1)

Additional Lang IV- Hindi / Malayalam ആശയവിനിമയം, സർഗാത്മകരചന, ഭാഷാവബോധം (ML 1411.1)

Core Course III - Literature of the 20th Centuary (EN 1442)

Foundation course- British Literature II (EN 1441)

Complementary - Philosophy for Literature (1431)

Complementary - Political Science International Politics (PS 1431



Semester V

Core Course VILiterary Criticism (EN 1541)
Core Course VII- Indian Literature in
English (EN 1542)
Core Course VIII - Film Studies
(EN 1543)
Core Course XI- Linguistics &
Phonetics (EN 1544)
Core Course XII-Post colonial
Literatures in English (EN 1545)
Open course- Communicative
Applications in English
EN 1551.1)

Semester VI

Core Course XI -World Classics (EN 1641)

Core Course XII - Methodology and Perspectives of Humanities (EN 1642)

Core Course XIII-English for the media (EN 1643)

Core Course XIV -

Women's Writings (EN 1644)

Elective Course -

Translation studies (EN 1661.1)

Project work- EN 1645)

Department of Economics

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

B. A. Economics

Semester I

Language course I - EN1111.1 Language Skills Additional Lang I- Hindi/Malayalam Prose & Grammar (HN 1111.1) മലയാള കവിത (ML 1111.1) Foundation course 1 - Writings on

Contemporary Issues (EN 1121)

Core Course I- Introductory Micro Economics (EC 1141)

Complementary Course I- Introduction to Political Science (PS 1131)

Complementary Course II- Mathematics for Economics I (MM 1131.5)

Semester II

Language course II- EN 1211.1
Language course III- Ability Enhancement
compulsory Course: Environmental Studies
and Disaster Management
Language course IV - EN 1212.1
English Grammar, Usage and Writing
Additional Lang II-Hindi / Malayalam

Fiction, Short stories, Novel (HN1211.1) / ഗദ്വസാഹിത്വം (ML 1211.1)

Core Course II -

Intermediate Micro Economics (EC 1241)

Complementary Course III- Indian Government and Politics(PS 1231)

Complementary Course IV- Mathematics for Economics II (MM 1231.5)



Semester III

English Lang IV- Writing & Presentation Skills (EN 1311.1)

Additional Lang III- Hindi/Malayalam

Poetry and Grammar (HN 1311.1) /

ദൃശ്യകലാസാഹിത്വം (ML 1311.1)

Foundation Course II Informatics (EC 1321)

Core Course III

Introductory Macro Economics II (EC 1341)

Complementary Course V

Public Administration (PS 1331)

Complementary Course VI
Mathematics for Economics III

(MM 1331.5)

Semester IV

English Lang V-

Readings in Literature (EN 1411.1)

Additional Lang IV-

Drama, Translation & correspondnce (HN 1411.1) /

ിതിരയ സർശാതാരം

ആശയവിനിമയം, സർഗാത്മകരചന,

ഭാഷാവബോധം (ML 1411.1)

Core Course IV

Basic tools for Economics - 1 (EC 1441)

Core Course V

Macro Economics I (EC 1442)

Complementary Course VIII

International Politics (PS 1431)

Complementary Course VII

Mathematics for Economics IV (MM 1431.5)

Semester V

Core Course VI Methodology & Prespective of Social Money and Modern Banking Science (EC 1541)

Core Course VII Statistical methods for Economics Macro Economics II (EC 1542)

Core Course VIII
Reading in Political Economy
Economics of growth and devlopment
(EC 1543)

Core Course IX
Economic growth and Development
Inidan Economy (EC 1544)

Core Course X - Public Economics International Economics (EC 1545)

Open Human Resource Management (EC 1551-2)

Semester VI

Core Course XI

Kerala Economy

Indian Economics (EC 1641)

Core Course XII

Financial Economics

Banking and Finance (EC 1642)

Core Course XII

Basic Tools for Economics

Public Economics II(EC 1643)

Core Course XIV

Environment Economics and

Disaster Management

International Economics (EC 1644)

Open Course II

Kerala Economy (EC 1661.1)

Project / Disertation (EC 1645)

Post Graduate Department of Physics

The Department started functioning in the year 1991. The department offers programme in B. Sc and M.Sc. Physics. The CBCSS was introduced for UG in the year 2010. The complementary subjects for B.Sc. Physics are Mathematics and Chemistry. The open Course offered by the department is Astronomy & Astrophysics. The elective course offered is Nanomaterial Science. The M Sc. Physics programme was started in 2013.

B. Sc Physics

Semester I

Language course I - EN1111.1
 Language Skills
Additional Lang I- Hindi/Malayalam
Prose & Grammar (HN 1111.1)
 உய்றத் கவிரை (ML 1111.1)
Foundation course 1 - Writings on
Contemporary Issues (EN 1121)
 Core Course I Basic Mechanics &
Properties of Matter (PY 1141)
Complementary Course ICalculus with Applications in
 Physics I (MM1131.1)
Complementary Course IITheoretical Chemistry (CH1131.1)

Semester II Language course II- EN 1211.1

Language course III- Ability Enhancement compulsory Course : Environmental Studies and Disaster Management EN 1212.1
Language course IV English Grammar, Usage and Writing
Additional Lang II-Hindi / Malayalam
Fiction, Short stories, Novel (HN 1211.1) / ທອງຫວາດໃຫງເ (ML 1211.1)
Foundation Course II–
Heat and Thermodynamics (PY 1241)
Complementary Course IIICalculus with Applications in
Physics II (MM 1231.1)
Complementary Course IVPrinciples of Chemistry I (CH 1231.1)



Semester III

English Lang IV Writing & Presentation Skills (EN 1311.1)
Additional Lang III-Hindi/Malayalam
Poetry and Grammar (HN 1311.1) /
ദൃശ്യകലാസാഹിത്വം (ML 1311.1)
Core Course IIElectrodynamics
Complementary Course VTheory of equations, Differential
equations & Theory of Matrices
(MM 1331.1)
Complementary Course VI
Physical and Inorganic

Semester IV

English Lang V Readings in Literature (EN 1411.1) Additional Lang IV Drama, Translation & correspondence (HN 1411.1) / ആശയവിനിമയം, സർഗാത്മകരചന, ഭാഷാവബോധം (ML 1411.1)

Core Course III

Classical & Relativistic Mechanics (PY 1441)

Core (Pract I)IV

Mechanics , Properties of matter
heat & acoustics (PY 1442)

Complementary Course VII- Complex

analysis, Fourier Series and transforms (MM 1431.1)

Complementary Course VIII- Physical & Inorganic Chemistry II (CH 1431.1)

Complementary (Pract) IXChemistry Practical(CH 1432.1)

Semester V

Chemistry I (CH 1331.1)

Core Course V

Methodology in Physics and

relativistic mechanics (PY 1541)

Core Course VI

Quantum Mechanics (PY 1542)

Core Course VII-

Electronics (PY 1543)

Core Course VIII

Atomic and Molecular Physics (PY 1544)

Open Course

Astronomy & Astrophysics (PY 1551.1)

Semester VI

Core Course IX

Solid state Physics ((PY 1641)

Core Course X

Nuclear & Particle Physics (PY 1642)

Core Course XI

Classical & Modern Optics (PY 1643)

Core Course XII

Computer Science (PY 1644)

Core (Pract II) XIII

Optics, Electricity & Magnetism (PY 1645)

Core (Pract III) XIV

Electronics & Computer Science

(PY 1646)

Elective Course- Nanomaterial science

(PY 1661.1)

Project and Research (PY 1647) Institute or Science Museum Visit

M. Sc Physics

Semester I

Classical Mechanics (PH 211)

Mathematical Physics (PH 212)

Basic Electronics (PH 213)

General Physics (Practicals) (PH 251)

Electronics & Computer Science

(Practicals) (PH 252)

Semester II

Modern Optics & Electromagnetic Theory (PH 221)

Thermodynamics, Statistical and basic Quantum Mechanics (PH 222) Computer Science & Numerical Techniques (PH 223)

General Physics (Practicals) (PH 251) Electronics & Computer Science (Practicals) (PH 252)

Semester III

Advanced Quantum

Mechanics (PH 231)

Advanced Spectroscopy (PH 232)

Advanced Electronics-

Elective I (PH 233)

Advanced Physics

(Practicals) (PH 261)

Advanced Electronics (Practicals)-

Special Subject (PH 262)

Semester IV

Modern Optics & Electromagnetic
Theory (PH 221)

111001y (1111221)

Thermodynamics, Statistical and basic

Quantum Mechanics (PH 222)

Computer Science & Numerical

Techniques (PH 223)

General Physics (Practicals) (PH 251)

Electronics & Computer Science

(Practicals) (PH 252)

Department of Chemistry

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

B.Sc. Chemistry

Semester I

Language course I - EN1111.1
 Language Skills
Additional Lang I- Hindi/Malayalam
Prose & Grammar (HN 1111.1)
 வய்ற்ற கவிரை (ML 1111.1)
Foundation course 1 - Writings on
Contemporary Issues (EN 1121)
 Core Course IInorganic Chemistry I (CH1141)
 Complementary Course I
Calculus with Applications in chemistry I
 Complementary Course II
Rotational dynamics & properties of
matter

Semester II

Language course II- EN 1211.1 Language course III- Ability Enhancement compulsory Course : Environmental Studies and Disaster Management EN 1212.1 Language course IV English Grammar, Usage and Writing

Additional Lang II-Hindi / Malayalam Fiction, Short stories, Novel (HN 1211.1) / ഗദ്വസാഹിത്വം (ML 1211.1)

Foundation Course II- Chemistry its
Origin Methodology & Impacts (CH 1221)
Complementary Course III- Calculus with
Applications in Chemistry II
Complementary Course IVThermal Physics

Semester III

English Lang IV
Writing & Presentation Skills (EN 1311.1)
Additional Lang III- Hindi/Malayalam
Poetry and Grammar (HN 1311.1) / ദൃശ്യകലാസാഹിത്വം (ML 1311.1)
Core Course II- Inorganic Chemistry II
(CH 1341)

Complementary Course V- Theory of equations, Differential equations & theory of Matrices

Complementary Course VI –

Optics, magnetism & electricity

Semester IV

English Lang V Readings in Literature (EN 1411.1) Additional Lang IV- Hindi / Malayalam Drama, Translation & correspondence (HN 1411.1) / ആശയവിനിമയം, സർഗാത്മകരചന, ഭാഷാവബോധം (ML 1411.1) Core Course III -Organic Chemistry I (CH 1441) Core Course IV (Pract I) – (Inorganic Qualitative Analysis) (CH1442) Complementary Course VII- Complex analysis, Fourier Series and transforms Complementary Course VIII- Atomic physics, Quantum mechanics & Electronics Complementary (Pract) IX-Physics Practical

Semester V

Core Course V

Physical Chemistry I (CH 1541)

Core course VI

Inorganic chemistry III (CH 1542)

Core Course VII

Organic Chemistry II (CH 1543)

Open course: Essentials Of Chemistry

Core Course VIII (Pract II) Inorganic

Volumetric Analysis (CH 1544)

Core Course IX (Pract III) Physical

Chemistry Experiments (CH 1545)

Semester VI

Core Course X

Physical Chemistry II (CH 1641)

Core Course XI

Organic Chemistry III (CH 1642)

Core Course XII

Physical Chemistry III (CH 1643)

Elective Course:

Polymer chemistry (CH1651.3)

Core Course XIII (Pract IV) Organic

Chemistry experiments (CH 1644)

Core Course XIV(Pract V)Gravimetric experiments (CH1645)

Industrial Visit, Project (CH 1646)

Department of Zoology

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

B. Sc. Zoology

Semester I

Language course I - EN1111.1

Language Skills

Additional Lang I- Hindi/Malayalam Prose & Grammar (HN 1111.1)

മലയാള കവിത (ML 1111.1)

Foundation course 1 - Writings on

Contemporary Issues (EN 1121) Core Course I-

Animal Diversity I (ZO 1141) Complementary Course I

Theoretical Chemistry

Micro Technique

Complementary Course II – Micro Technique Angiosperm BO 113 / anatomy. Reproductive Botany (B)1131)

Semester II

Language course II- EN 1211.1

Language course III- Ability Enhancement compulsory Course: Environmental Studies and Disaster Management EN 1212.1

Language course IV English Grammar, Usage and Writing

Additional Lang II-Hindi / Malayalam

Fiction, Short stories, Novel (HN 1211.1) / ഗദ്വസാഹിത്വം (ML 1211.1)

Animal Diversity II (Zo1241)

Complementary III - Inorganic and Bioinorganic chemistry

Complementary IV Phycology, Mycology, Lichenology, Bryology, Pteridology, Gymnosperms & Plant Pathology. (B O 1231)



Semester III English Lang IV

Writing & Presentation Skills (EN 1311.1)
Additional Lang III- Hindi/Malayalam
Poetry and Grammar (HN 1311.1) /
ஆஞ்சுப்ஸ் வினு (ML 1311.1)
Core Course III- Experimental Zoology
Instrumentation Biostatistics and Bio
Informatics (ZO 1341)
Complementary Course V
Organic and Biophysical chemistry
Complementary Course VI
Systematic Botany, Economic Botany,

Semester IV

English Lang V
Readings in Literature (EN 1411.1)
Additional Lang IV- Hindi / Malayalam
Drama, Translation & correspondnce
(HN 1411.1) / ആശയവിനിമയം, സർഗാത്മക
ചെന, ഭാഷാവബോധം (ML 1411.1)
Core Course IV –Ecology, Habitat
destruction and diaster Management
(ZO 1441)
Core Course (Practical) Instrumentation,
Animal Diversity I + Animal Diversity II
(ZO1442)
Complementary Course VII- Chemistry

Semester V

Ethno Botany & Plant Breeding

(BO 1331)

Cell and Modecular Biology (ZO 1541)

Genetics and Biotechnology

(ZO 1542)

Immunology & Microbiology (ZO 1543)

Open Course:

Human Health and Sex Education (ZO 1551.2)

Semester VI

Complementary Course VIII- Plant

Physiology, Ecology, Plant

Biotechnology and Horticulture (B0 1431)

Complementary Course IX(Pract)

Complementary Course X (Pract

Physiology and Biochemistry (ZO1621)
Developmental Biology & Experimental
Embryology (ZO 1642)

Ethology Evolution & Zoo Goography

Ethology, Evolution & Zoo Geography (ZO 1643)

Practical II- Cell Biology, Genetics, Bio Informatics, Biotechnology, Immunology and Microbiology (ZO 1643)

Practical III- Physiology and Biological Chemistry, Molecular Biology and Bio Statistics (ZO 1645)

Practical IV- Developmental Biology, Ecology, Ethology, Evolution and Zoo geography (ZO 1645)

Open Course Economic Zoology: Vermiculture & Apiculture (ZO 1651.1) Project/ Field study (ZO 1647)

Department of Commerce

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

B. Com

Semester I

Language Course I EN1111.2 Language skills

Language Course II- Hindi/ Mal

Prose Commercial Hindi & Letter Writing (HN 1111.2)/ നോവൽ, നാടകം,

സഞ്ചാരസാഹിത്വം, തിരക്കഥ (ML1111.2)

Foundation Course I-Methodology and Perspectives of Business Education (CO 1121)

Core Course I
Environment studies (CO 1141)
Core Course II- Management Concepts

and Thoughts) (CO 1142)

Complementary Course I- Managerial

Economics (CO 1131)

Semester II

EN 1212.2

Language Course III- English Grammar, usage and writing

Language Course IV-Hindi/Mal

Poetry, Translation, Technical Terminology & Communication (HN 1211.2)/

കവിത, കഥ, ഉപന്വാസം, വിവർത്തനം (ML 1211.2)

Foundation Course II- Informatics and Cyber Laws (CO 1221)

Core Course III- Financial Accounting (CO 1241)

Core Course IV- Business Regulatory Frame work (CO 1242)

Complementary Course II- Business Mathematics (CO 1231)

Semester III

Language Course V – Writing and Presentation Skills (EN 1311.2)

Core Course V- Entrepreneurship Development(CO 1341)

Core Course VI- Advanced Financial Accounting(CO 1342)

Core Course VII – Company Administration (CO 1343)

Complementary Course III-e-Business(CO 1331)

Elective Course I- Computer Application for Publication (CO 1361.5)

Semester IV

Language Course VI- Reading in Literature (EN 1411.2)

Core Course VIII- Indian Financial Markets (CO 1441)

Core Course IX - Banking and Insurance (CO 1442)

Core Course X – Corporate Accounting (CO 1443)

Complimentary Course IV-Business statistics (CO 1431)

Elective Course II- Software for Data Management (CO-1461.5)



Semester V

Semester VI

Icore Course XIV
Auditing (CO 1641)
Core Course XII
Applied Costing (CO 1642)
Core Course XIII
Management Accounting (CO 1643)
Open Course II
Strategic Management (CO 1651.3)
Elective Course IV
Computerised Accounting
(CO 1661.5)
Project

COLLEGE COUNCIL

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

Secretary, College Council : Dr. Prakash Chandran R. Elected Members : Ms. Anusha M. G., Dr. Syam Krishnan

ADMINISTRATION

The College Office, headed by the Head Accountant, co-ordinates all the functions of the non-teaching staff. The various departments maintain their official relations and transactions with the University, U.G.C. and other external organizations through the college office. For just and speedy administration and services to the student community and to the staff the office organization is arranged into divisions such as General Administration, Service Section, Account Section, Examination Section and the like. Students profile, Admision Register, Transfer Certificate, etc. are computerised using software.

PROCEDURE FOR ADMISSION

- 1. Admission to First Degree Programme under CBCS system in the Arts and Science colleges affiliated to the University of Kerala is made on the basis of Online Centralized Allotment. The allotment of the candidates to the various programmes and colleges is on the basis of merit strictly following the rules and regulations regarding reservation. The marks at the Plus Two/Higher Secondary level would be the basic criteria for admission to the First Degree Programme. Seats available in the College are mainly classified as Merit Seats, Community Seats, Management Seats and Reservation seats.
 - (a) Merit Seats: These seats are filled by the University through Online Centralized Allotment process purely on the basis of merit.
 - (b) Community Seats: These seats are filled by the Management of the college, on the basis of merit among the community candidates.
 - (c) Management Seats: These seats are filled by the Management of the college.
 - (d) Reservation Seats: The seats under quota for Persons with Disabilities/SC & ST are filled by the University through online allotment process.

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

- 2. Application for admission to seats under Management and Community quota must be made in the prescribed form available at the college office on payment of the prescribed application fee. Registration of application does not guarantee admission. Application for admission to seats under quota for sports persons must be made in the prescribed form available in the University website and submit the same with relevant documents to the Principal's Office for further admission procedure.
- 3. The provisional rank lists for the various quotas will be published

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

- 4. A student from another university is required to produce migration certificate and eligibility certificate.
- 5. Identity Card will be issued to every student on enrolment. All transactions in the college will be carried out only on production of the Identity Card. The student is bound to produce the card on demand by any member of the staff.
- 6. Any Candidate found to have obtained admission with false documents shall be summarily dismissed and is liable for prosecution.
- 7. Fee concession will be effected on the basis of the certificate of caste and income submitted at the office as approved by Govt.
- 8. A student applying for T.C shall clear all his dues including the term fees and special fees before he gets the same.
- 9. A late fee of Rs. 15 /-is levied by the govt. from those who apply for T.C one year after leaving the college. Duplicate T.C will be issued with a fee of Rs 30/-,only when the Principal is convinced of the irrecoverability of original T.C. Normally, an affidavit signed by the First Class Magistrate is required for the same.
- 10. Transfer certificate will be issued only after seven days of submission of application.

- 11. Students leaving after admission should pay the fee for the whole term.
- 12. Caution deposit will be refunded at the stipulated time and only on surrendering the fee card.
- 13. Students are advised to keep sufficient number of attested copies of documents surrendered at the time of admission. A student applying for release of any document from the college should have cleared all the dues to the college.
- 14. All students are urged to maintain high moral and ethical standard set by the college in their manner and conduct as the college would be judged by their conduct.
- 15. Students are required to attend the college on all working days and they must also be punctual.

Admission Co-ordinator: Dr. Ratheesh Kumar V.

PAYMENT OF FEES

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

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

CAUTION DEPOSIT

All claims for refund of caution money deposit shall be preferred before the reopening date of the next academic year which follows the academic year in which the course was completed. In case of those who discontinued or left the college during the tenure of course the claim shall be preferred before the reopening date of the next academic year following the academic year in which they would have completed the course, had they continued in the college. The caution deposit amount will be refunded only if the concerned receipt issued from the college is produced along with the application (in the prescribed form) for refund of caution deposit.

COLLEGE WORKING HOURS 09.30 am – 04. 30 pm

ATTENDANCE

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

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

Students are not permitted to absent themselves from classes without leave. Leave applications endorsed by the parent shall be

submitted to the Principal duly recommended by the group tutor/faculty advisor. Application for long leave should be made to the principal through the class tutor and HOD.

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

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

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

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

No concession of attendance will be allowed to College Union Office bearers for organizing college union activities. But attendance to those office bearers of the University Union will be allowed as per University guidelines. If the Principal is satisfied with the character and conduct as well as the genuineness of the reason for absence of a student, he can recommend to the University for Condonation of the shortage of attendance. Application to the University shall be placed at the prescribed time with a fine prescribed by the University. The fine shall be given as Demand Draft in favour of the University along with the medical certificate and recommendation of the Principal showing a calendar statement. Condonation will be granted only once in the full length of a course.

PROHIBITION OF POLITICAL ACTIVITY IN THE CAMPUS

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

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

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

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

PROCEDURE FOR PUNISHMENT

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

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

PROHIBITION OF PROPERTY DAMAGE

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

PROHIBITION OF RAGGING

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

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

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

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

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

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

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

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

IQAC

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

Objectives:

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

Co-ordinator - Mr. Nair G Krishnaprasad

NAAC COMMITTEE

The National Assessment and Accreditation Council (NAAC) is an autonomous body established by the University Grant Commission to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National policy of Education (1986) that lays special emphasis on upholding the quality of higher



education in India. A committee, which consists of seven executive members and all the heads of the departments as Ex-Officio members, is functioning in our college NAAC Committee. The college has been accredited with 'B⁺⁺ grade with a CGPA of 2.94 in 2018.

RUSA

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) or "National Higher Education Mission" is a holistic scheme of development for higher education in India initiated in 2013 by the Ministry of Human Resource Development ,Government of India. The centrally sponsored scheme aims at providing strategic funding to higher educational institutions throughout the country. Funding is provided by the central ministry through the state government and union territories (UT), which in co ordination with the Central Project Appraisal Board will monitor the academic, administrative and financial advancements taken under the scheme.

Convenor: Sri. Jayakrishnan R.

PLANNING FORUM

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

PURCHASE COMMITTEE

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

Co-ordinator: Dr. Sutheertha S. Nair

CLMC

CLMC is a college level monitoring committee with Dr. V. Ratheesh Kumar as the convenor to monitor the various college level activities.

DLMC

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

Academic Committee

The following are the duties of the committee

- a. preparation of a college academic calendar.
- b. preparation of master time table.
- c. preparation of special time table
- d. result analysis, providing suggestions and remedies for weak students

Convenor: Dr. Sutheertha S. Nair

EXAMINATIONS

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

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

Written Tests: Each test paper may have duration of minimum two

hours. For each course there shall be a minimum of

two written tests during a semester.

Assignments: Each student is required to submit two assignments for

a theory course.

Seminar/Viva: For each theory course, performance of a student shall

also be assessed by conducting a viva – voce examination or seminar presentation based on topics

in that course.

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

Chief Superintendent of Examination: Dr. Athira C. J., Department of Chemistry

Code of conduct of students

- · All students must conduct themselves in accordance with best standards of dress, manners and behaviour.
- · Students should wear clean clothes.
- · As a matter of politeness, a student shall greet the teacher when he meets the latter both inside and outside the class room.
- · When the teacher enters the class, the students shall be standing, until the teacher asks them to sit.

- · A student attending class must have the required text books and note books with him.
- · No student shall leave the class room during a lecture without the permission of the teacher.
- Students who have no class during any particular hour shall remain in the reading room.
- · All students should wear their ID cards issued by the college while they are in the campus.
- · Students shall not loiter on the corridors causing distraction to the ongoing classes.
- · Smoking, drinking alcohol or chewing pan are prohibited in the college campus
- · Students shall not bring mobile phones inside the campus
- The students shall not organize or attend meetings other than official ones or collect money for any purpose without the sanction of the Principal
- Students are expected to keep decency and decorum befitting higher education.
- Notices, banners and wall posters shall not be fixed in the premises nor shall the class rooms and premises be littered.
- · Verbal abuse, intimidation and coercion are not allowed in the campus.
- Picnics, Excursions, Study Tours etc shall be under taken only with the consent of the class tutor, department head and the Principal.
- Student's vehicle will be allowed only up to the designated parking area. Entry beyond that area is strictly prohibited.
- Ragging is prohibited by law. Students shall not indulge in any such activities.
- Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal.

DISCIPLINE COMMITTEE

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

Co-ordinator: Dr. Vrindakumari T.

MOBILE SQUAD

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

Co-ordinator: Dr. Vrindakumari T.

TUTORIAL SYSTEM

A group of about 25-30 students will be assigned to a member of the teaching staff who will be the Tutor-in-charge of the group. Each student shall keep himself in touch with his/her Tutor as and when possible. The tutor will watch over his/her progress in studies and his/her conduct and give him/her general advice. Certificates will be issued to students only on the recommendation of the group tutor. The remedial teaching is one of the major efforts of the group tutors. PTA's meeting will be conducted in each semester after model examinations.

Co-ordinator : Dr. Athira C J.

GROUP TUTORS AND THEIR CLASSES

- 1. I B.A English Mrs. Jayakrishnan R.
- 2. II B. A. English Mrs. Fakiha S.
- 3. III B.A English Dr. Meera K.G.
- 4. IB. A. Economics Ms.Diana Louis
- 5. II B. A. Economics Mrs. Vijayalekshmi P. J.
- 6. III B A Economics **Dr. Maneesh B.**
- 7. II B. Sc. Physics Mr. Nair G. Krishna Prasad
- 8. III B. Sc. Physics Mrs. Resmi V. S.
- 9. IB. Sc. Physics Dr. Ratheesh Kumar V.
- 10. II M.Sc. Physics Mrs. Anusha M. G.
- 11. IM.Sc. Physics Dr. Smitha S.L.
- 12. IB. Sc. Chemistry Dr. Prakash Chandran R.
- 13. II B. Sc. Chemistry Dr. Athira C.J.
- 14. III B.Sc. Chemistry **Dr. Syamkrishnan K.**
- 15. IB. Sc. Zoology Dr. Lekshmy S.
- 16. II B. Sc. Zoology Dr. Geethu G.
- 17. III B. Sc. Zoology Dr. Sreeja V.
- 18. I B.Com Mrs. Mahima C. V.
- 19. II B.Com Dr. Kavitha L.
- 20. III B. Com Mr. Vidhu V. L.

REMEDIAL COACHING

Remedial Coaching is an academic device used to improve the students who are weak in their respective subjects. It is an effective way of addressing academic challenges faced by students and increasing their competence.

Convenor: Dr. Athira C. J.

NATIONAL SERVICE SCHEME (NSS)

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

Programme Officers: Dr. Maneesh B., Dr. Jayalekshmi R.

NATIONAL CADET CORPS (NCC)

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

NCC Officer: Dr. Syamkrishnan K.

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

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

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

Co-ordinator: Mrs. Anusha M. G.

YIP (Younger Innovators Programme)

Young Innovation Programme for promoting innovation in schools & colleges is one of the flagship programs of K-Disc (The Kerala Development and Innovation Strategy Council). The programme aims to empower future innovators fo innovate new products, services or models to meet emerging requirements or existing market needs of the society more effectively through an innovative challenge. It aims to certify promising innovations and attaching the young innovators to research institutions in related areas. The program also aims to build a strong pool of mentors to identity, assess and track innovations as well as to provide the young innovators necessary academic domain specific as well as psycho social support necessary through the process.

Co-ordinator: Mrs. Mahima C.V.

SCHOLAR SUPPORT PROGRAMME (SSP)

The Scholar Support Programme (**SSP**) offers personalised additional instructional sessions of 60 hours each in Semesters 1 & 2 to support 50 academically backward students. Six teachers

specialised in six areas of knowledge and a co-ordinator is involved in the successful implementation of the programme. The extra coaching has proved to be highly beneficial to the weaker students who aspire to be successful in life. The state government is gearing up to implement the programme in a more efficient way in 2013-14.

Co-ordinator: Dr. Kavitha L

COLLEGE CANTEEN

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

Convenor: Dr. Syam Krishnan K.

MEDICAL INSPECTION

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

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

Convenor: Dr. Vijayalekshmi P.J.

COLLEGE UNION

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

Convenors: Union Advisor - Dr. Karthika M. G. Arts Club Advisor - Mrs. Vidhu V.L.

PARENTS TEACHERS ASSOCIATION

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

PRESIDENT : Dr. Lekshmy S. (Principal)

VICE PRESIDENT : Shri Reghu Kumar S.

SECRETARY : Dr. Prakash Chandran R.

EXECUTIVE MEMBERS

TEACHING REPRESENTATIVES

PARENT REPRESENTATIVES

Dr. Prakash Chandran R. (Dept. of Chemistry)
 Shri. Reghu Kumar S. (Vice President)

2. Mrs. Anusha M G, (Dept. of Physics) 2. Shri. R. Radhakrishnan

3. Shri. Manilal

4. Smt. Mini K. S.

5. Shri Vijayakrishnan Nair V J

6. Shri. Saju R.

P.T.A AWARDS AND PRIZES

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

ALUMNI ASSOCIATION

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

Chairperson: Nair G. Krishna Prasad

MAGAZINE COMMITTEE

The purpose of the magazine committee will be to publish a regular magazine that highlights students concerns and activities.

Convenor: Dr. Lalu S. Kurup

CLUB Co-Ordinator

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

Co-ordinator: Dr. Vrindakumari T.

CENTRE FOR GANDHIAN STUDIES (CGS CLUB)

This is a new initiative by the University of Kerala to uphold the ideals of the Father of the Nation, Mahatma Gandhi .The main objective of the club is to spread Gandhian ideology through seminars ,workshops, lectures and exhibitions. Gandhiji's philosophy has perennial relevance and the Centre will organize leadership camps based on Gandhian secularism at University level. The centre will also conduct multimedia presentations and debates on freedom movements.

Co-ordinator: Dr. Jayakrishnan R.

BHOOMITHRASENA CLUB

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

Faculty in charge: Dr. Jayalekshmi R.

SPORTS CLUB

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

Co-ordinator: Mr. Nair G. Krishna Prasad

COMPUTER CLUB

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

Co-ordinator: Mrs. Vidhu V. L.

LEGAL AWARENESS AND GENDER SENSITIZATION CELL

The cell was formed as per UGC SAKSHAM Project. The main objective of the cell is to empower the students with the knowledge of their legal rights and duties and ensuring the safety of women by conducting legal awareness programms.

Co-ordinator: Mrs. Karthika M. G.

CIVIL SERVICE CLUB

The Nair Service Society (NSS) has established an academy of Civil Services called NSS Academy of Civil Services (NACS) with a view to moulding the youth to guide the destiny of the nation. In association with NACS, MMNSS College, Kottiyam started a Civil Service Club. The main objects of the club is to provice quality training and infrastructure facilities to the civil service aspirants of our college.

Co-ordinator: Ms. Karthika M. G.

DEBATE CLUB

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

Co-ordinator: Dr. Prabitha B. Nair

FILM & MEDIA CLUB

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

Co-ordinator: Dr. Meera K. G.

HEALTH & YOGA CLUB

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

Co-ordinator: Dr. Maneesh B.

HUMAN RIGHTS CLUB

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

Convenor: Dr. Vijayalekshmi P.J.

LITERARY CLUB

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

Co-ordinator: Mr. Jayakrishnan R.

NATURE CLUB – CORNUCOPIA

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

Co-ordinator: Dr. Sreeja V.

ENTREPRENEURSHIP DEVELOPMENT CLUB

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

Co-ordinator: Dr. Kavitha.L

ENERGY AND ENVIRONMENTAL CONSERVATION CLUB

The objective of the club is to create awareness among the general public and equip them for efficient management of all forms of energy, to promote energy efficiency and energy conservation and to develop new sources of energy as well as novel energy technologies with a view to increase the production and facilitating the use of energy

on a sustainable basis. Also the club is keen to spread this message in the society by conducting awareness programmes to public.

Co-ordinator: Dr. Athira C. J.

FORESTRY CLUB

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

Co-ordinator: Dr. Lekshmy S.

SCIENCE CLUB

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

Co-ordinator: Mrs. Anusha M. G.

STAFF CLUB

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

Secretary: Dr. Syamkrishnan K.

RED RIBBON CLUB & BLOOD DONORS FORUM

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

Co-ordinator: NSS Programme Officers

CAREER GUIDANCE AND PLACEMENT CELL

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

Co-ordinator: Dr. Lalu S. Kurup

GUIDANCE & COUNSELING

The counseling cell intends to empower the students to face the challenges effectively through professional guidance and counseling programmes. To ensure mental health and well being, to overcome examination stress, depression and phobias, to solve emotional and psychological issues, counselling. (The sessions are completely confidential between the student and counsellor)

Co-ordinator: Dr. Jayalekshmi R.

STANDARDS CLUB

The Bureau of Indian Standards (BIS) is lighting up the future of India with a visionary initiative - the creation of standards club in colleges. Standards club aims to instil in young minds the paramount imporance of qulity, standards and generating scientific temperament and to sensitize young members of society about the imporance of standards in improving quality of life

Co-ordinator: Dr. Sreeja V.

AASHRAYA CLUB

It aims to foster an inclusive culture, catering to the needs of specially abled students and provides a stimulating environment for academic and extra curricular success.

Co-ordinator: Dr. Lalu S. Kurup

STUDENT'S GRIEVANCE CELL

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

Co-ordinator: Dr. Sreeja V.

ANTI-RAGGING CELL

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

Co-ordinator: Ms. Mahima C. V.

WOMEN'S STUDY UNIT (WSU)

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

Co-ordinator: Mrs. Resmi V. S.

ANTI NARCOTIC CELL (VIMUKTHI)

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

Co-ordinator: Dr. Syamkrishnan K Members : Dr. Maneesh B. & Dr. Jayakrishnan R.

ANTI DRUG CELL (VIMUKTHI)

As per the decision of the syndicate, University of Kerala, Anti-Alcohol Drug Abuse initiatives in selected college campus, will be implemented through the interventions of National Service Scheme. This will be implemented in association with Kerala Excise Department.

Co-ordinators: Dr. Maneesh B., Dr. Jayalekshmi R.

ASAAD SENA

'Agents for Social Awareness Against Drugs' is a committee constituted under the guidance of Govt. of Kerala, Social Justice Department and Higher Education Department which comprises 20 volunteers, Representitives from LSGD, Exercise and Police Departments. The main goal is reducing adolescent drug use, which is crucial for controlling over all drung use and abuse.

Co-ordinators : Dr. Jayalekshmi R., Dr. Maneesh B.

LIBRARY COMMITTEE

Library committee functions to promote effective and interactive access and use of information resources. It prepares clearly worded rules and guidelines with regard to hours of access, circulation policies and other regulations to offer better services to the users. This committee is vested with the responsibility of recommending, selecting and purchasing books for the library. The committee also puts forward its recommendations regarding the improvement of infrastructure and the efficiency of library functioning.

Co-ordinator: Dr. Kavitha L.

Chair Person: Principal

Committee Members:

Dr. Sreeja V.

Mr. Nair G. Krishna Prasad

Mrs. Anusha M.G.

Dr. Meera K. G.

STOCK VERIFICATION COMMITTEE

This committee is entrusted with the annual stock verification of library and labs. The departments of Physics, Chemistry, Zoology, Botany and Commerce submit their reports to the principal at the end of each academic year.

Convenor: Dr. Ratheesh Kumar V.,

ETHICS COMMITTEE

An ethics committee has been formed in the college as per the instructions of the Government of Kerala to monitor the moral

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

Co-ordinator: Dr. Jayalekshmi R.

Chairperson : Principal Convenor : Dr. Vrindakumari T.

INTERNAL COMPLAINT COMMITTEE

The internal complaint committee to deal with the issue of gender based violence and to conduct gender sensitization programme. The ICC works as per UGC regulation 2015 of prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions.

Co-ordinator: Dr. Vrindakumari T.

EQUAL OPPORTUNITY CELL

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

Co-ordinator: Dr. Meera K G

PUBLIC INFORMATION OFFICER

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

Public Information Officer: Mrs. Resmi V. S. Assistant Public Information Officer: Dr. Dhanesan G.

(Jr. Superintendent)

LIBRARY AND READING ROOM

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

Services and Facilities

- . All students of the college are members of the Library and reading Room. They are expected to make good use of the library facilities. There is a department library for M. Sc. Students.
- 2. Library remains open from 9.30 a.m. to 4.30 p.m. on all working days
- 3. A student can borrow three books at a time from the library.
- 4. Books will be issued from 10.00 a.m. to 4.00 p.m.
- 5. Books taken out by the students shall not be retained for more than two weeks from the date of issue. If the due date falls on a holiday the book must be returned on the next working day. Absence from college will not be accepted as an excuse for not returning books in time.
- 6. Failure to return the book on the due date entails a fine of Re 1/per week or parts thereof for delay of each book.
- 7. Marking of books with ink or pencil, spoiling or causing damage to bindings, underlining of passage, writing of remarks etc on the leaves of the books or illustrations, tearing of pages etc. are absolutely forbidden.
- 8. If any book is lost, damaged or mutilated, borrower shall be required to replace the book with fine or pay such compensation as may be fixed by the Principal.
- 9. If a book belonging to a set or series is lost or damaged and a new volume is not separately available the borrower shall be

required to replace the whole series. The defaced or damaged book set or series will be given to the borrower after its replacement.

- .10. Before leaving the counter the borrowers shall examine the books taken by them and point out any mutilation or defects in any book to the Librarian. Borrower will be held responsible for any damage or mutilation noted when returning the books.
- 11. Transfer or sub lending of books is strictly prohibited.
- 12. Any book may be recalled at any time even the period of loan has not been expired.
- 13. Penal cost regarding the missing books, for non-returning of library books 3 times the face value of the books published.

Reading Room

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

Application Forms

Mannam Memorial NSS College, Kottiyam <u>Application for refund of Caution Deposit</u>

1. Name (in Block Letters)	:
2. Class & Subject	:
3. Admission No. & Class No.	:
4. Year of Study	
5. Amount of Caution Deposit	:
6. No. & Date of receipt received in token of having made the deposit	:
7. Whether TC has already been taken if so, state no. and date of TC obtained	:
8. Address (Permanent home address)	:
Date of Application	Signature of Applicant
RECEIPT	· -
Received from the Principal, M	MNSS College, Kottiyan
the sum of Rs(l	Rupees
	only
being the amount of Caution Deposit due	e to me.
Name	Signature
Admission No. / Class No.	Principal
Subject:	

Application for Leave

- 1. Name :
- 2. Class & Subject :
- 3. Class No. :
- 4. Residential Address :
- 5. No. of days Leave required and date :
- 6. Reason for leave :
- 7. Signature of the Guardian with date
- 8. Recommendation of the Tutor/Head of Dept.:
- 9. Orders of Principal :

Application for Transfer, Course and Conduct Certificate

1.	Name	:
2.	Class & Subject	:
3.	Class No.	:
4.	Admission No.	:
5.	Year of Study	:
6.	Whether all fees and other dues to college have been paid	:
7.	Exam Year and Reg. No	:
8.	Whether any fee concession or Scholarship is received	:
9.	Reason for TC	:
10	. Signature of Student with date	:

Principal



Calendar 2023-2024

June 2023

July 2023

	June 2025			July 2023		
1	Thursday	College re-open	1	Saturday		
2	Friday		2	Sunday		
3	Saturday		3	Monday		
4	Sunday		4	Tuesday		
5	Monday	World Environment day	5	Wednesday		
6	Tuesday		6	Thursday		
7	Wednesday		7	Friday		
8	Thursday		8	Saturday	Bakrid	
9	Friday		9	Sunday		
10	Saturday	Second Saturday	10	Monday		
11	Sunday		11	Tuesday	World Population day	
12	Monday		12	Wednesday		
13	Tuesday		13	Thursday		
14	Wednesday		14	Friday		
15	Thursday		15	Saturday		
16	Friday		16	Sunday		
17	Saturday		17	Monday		
18	Sunday		18	Tuesday		
19	Monday	Reading Day	19	Wednesday		
20	Tuesday		20	Thursday		
21	Wednesday		21	Friday		
22	Thursday		22	Saturday		
23	Friday		23	Sunday		
24	Saturday		24	Monday		
25	Sunday		25	Tuesday		
26	Monday		26	Wednesday		
27	Tuesday		27	Thursday		
28	Wednesday		28	Friday	Karkkidakavavu	
29	Thursday		29	Saturday		
30	Friday		30	Sunday		
			31	Monday		



August 2023

September 2023

1	Tuesday		1	Friday	
2	Wednesday		2	Saturday	
3	Thursday		3	Sunday	
4	Friday		4	Monday	College re-open after Onam Holidays
5	Saturday		5	Tuesday	Teacher's day
6	Sunday	Hiroshima Day	6	Wednesday	Sreekrishana Jayanthi
7	Monday		7	Thursday	World Literacy Day
8	Tuesday	Nagasaki Day/ Muharam	8	Friday	
9	Wednesday		9	Saturday	
10	Thursday		10	Sunday	
11	Friday		11	Monday	
12	Saturday		12	Tuesday	
13	Sunday		13	Wednesday	
14	Monday		14	Thursday	
15	Tuesday	Independence Day	15	Friday	
16	Wednesday		16	Saturday	World Ozone Day
17	Thursday		17	Sunday	
18	Friday		18	Monday	
19	Saturday		19	Tuesday	
20	Sunday		20	Wednesday	
21	Monday		21	Thursday	
22	Tuesday		22	Friday	Sree Narayana Guru Samadhi
23	Wenesday		23	Saturday	
24	Thursday		24	Sunday	
25	Friday	College closes for Onam Holidays	25	Monday	
26	Saturday		26	Tuesday	
27	Sunday		27	Wednesday	Milad-i-sherif
28	Monday	Onam Holidays	28	Thursday	
29	Tuesday	Onam Holidays	29	Friday	
30	Wednesday	Onam Holidays	30	Saturday	
31	Thursday	Sree Narayana Guru Jayanthi			
$\overline{}$					

Working days 14

Working days



October 2023

November 2023

1	Sunday		1	Wednesday	Kerala Piravi
2	Monday	Gandhi Jayanthi	2	Thursday	
3	Tuesday		3	Friday	
4	Wednesday	Mahanavami	4	Saturday	
5	Thursday	Vijayadasami	5	Sunday	
6	Friday		6	Monday	
7	Saturday		7	Tuesday	
8	Sunday	Nabidinam	8	Wednesday	
9	Monday		9	Thursday	
10	Tuesday		10	Friday	
11	Wednesday		11	Saturday	
12	Thursday		12	Sunday	
13	Friday		13	Monday	
14	Saturday		14	Tuesday	Children's Day
15	Sunday		15	Wednesday	
16	Monday		16	Thursday	
17	Tuesday		17	Friday	
18	Wednesday		18	Saturday	
19	Thursday		19	Sunday	
20	Friday		20	Monday	
21	Saturday		21	Tuesday	
22	Sunday		22	Wednesday	
23	Monday		23	Thursday	
24	Tuesday	UN DAY/ Deepavali	24	Friday	
25	Wednesday		25	Saturday	
26	Thursday		26	Sunday	
27	Friday		27	Monday	
28	Saturday		28	Tuesday	
29	Sunday		29	Wednesday	
30	Monday		30	Thursday	
31	Tuesday	NSS Flag Day			

Working days 18

Working days 21



December 2023

January 2024

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

Working days 17

Working days

February 2024

March 2024

	Tebru	ary 2024		maic.	
1	Thursday		1	Friday	
2	Friday	World Wetland Day	2	Saturday	
3	Saturday		3	Sunday	
4	Sunday		4	Monday	
5	Monday		5	Tuesday	
6	Tuesday		6	Wednesday	
7	Wednesday		7	Thursday	
8	Thursday		8	Friday	International Women's Day
9	Friday		9	Saturday	
10	Saturday		10	Sunday	
11	Sunday		11	Monday	
12	Monday		12	Tuesday	
13	Tuesday		13	Wednesday	
14	Wednesday		14	Thursday	
15	Thursday		15	Friday	
16	Friday		16	Saturday	
17	Saturday		17	Sunday	
18	Sunday	Maha Sivarathri	18	Monday	
19	Monday		19	Tuesday	
20	Tuesday		20	Wednesday	
21	Wednesday		21	Thursday	
22	Thursday		22	Friday	
23	Friday		23	Saturday	
24	Saturday		24	Sunday	
25	Sunday	Mannam Samadhi	25	Monday	
26	Monday		26	Tuesday	
27	Tuesday		27	Wednesday	
28	Wednesday	National Science Day	28	Thursday	
29	Thursday		29	Friday	College closes for summer vacation
			30	Saturday	
			31	Sunday	

Working days 20 Working days Total working days

195

Calendar Committee

Dr. LEKSHMY S. Principal in-charge

(Convenor)

Mr. Dhanesan G. Jr. Supt.

Ms. Resmi V. S. Member

Dr. Sreeja V. Member

Dr. Geethu G. Member

