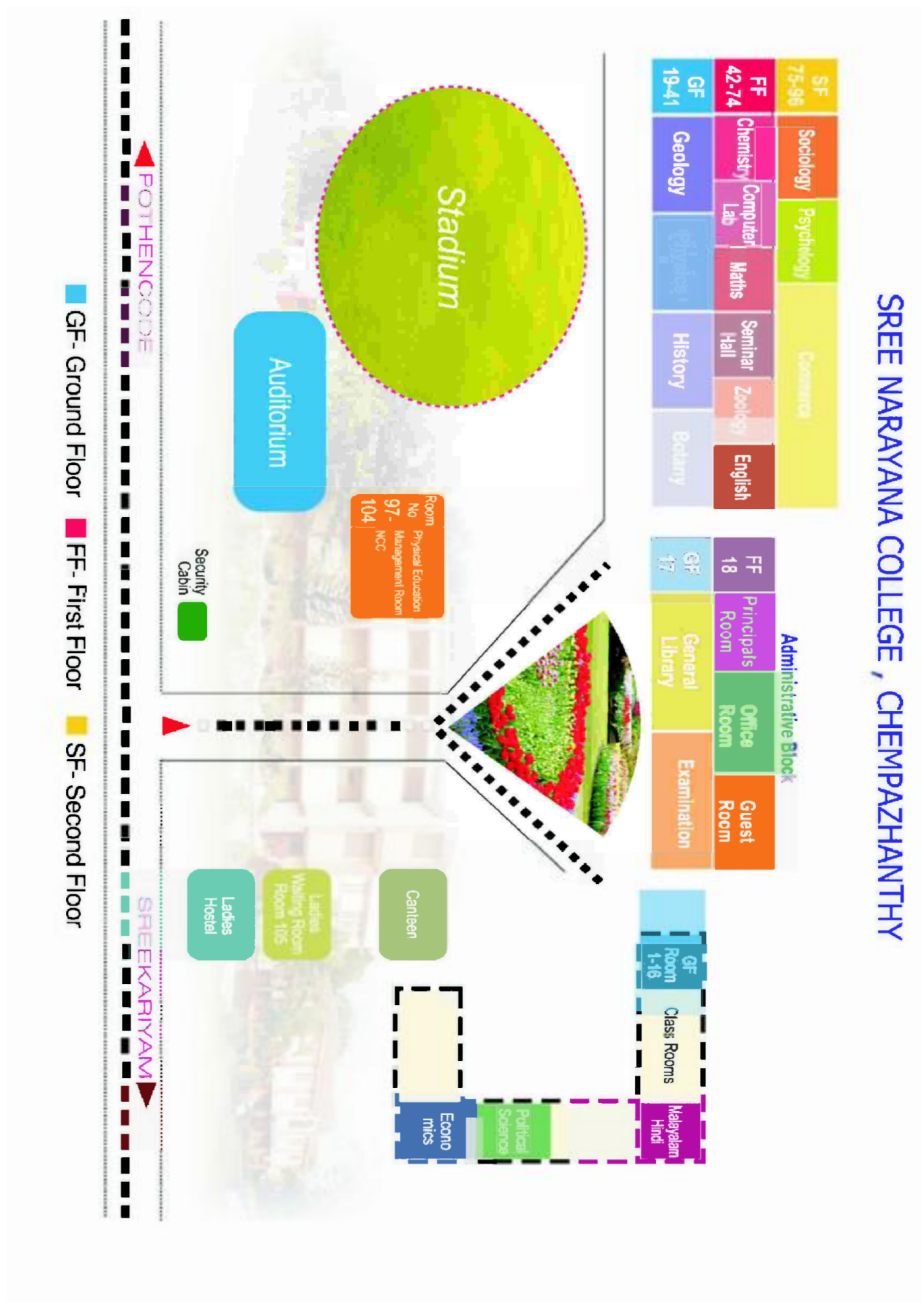




**SREE NARAYANA COLLEGE
CHEMPAZHANTHY
THIRUVANANTHAPURAM**



HANDBOOK & ACADEMIC CALENDAR 2024-25



Official Information and Personal Memorandum

OFFICIAL

Name of the Institution : SREE NARAYANA COLLEGE
Address : Chempazhanthy, Thiruvananthapuram, Kerala-695587
Year of Establishment : 1964
Ownership and Management: Sree Narayana Trusts, Kollam
Phone :
Affiliated to : The University of Kerala
Principal : Prof. (Dr.) Raakhee A. S.
Phone No.:
- College Office : 0471-2592077
- Principal : 0471-2596629

E-mail : snc.org@gmail.com
Website : www.sncollegechempazhanthy.ac.in

PERSONAL MEMORANDUM OF THE STUDENT

Name :

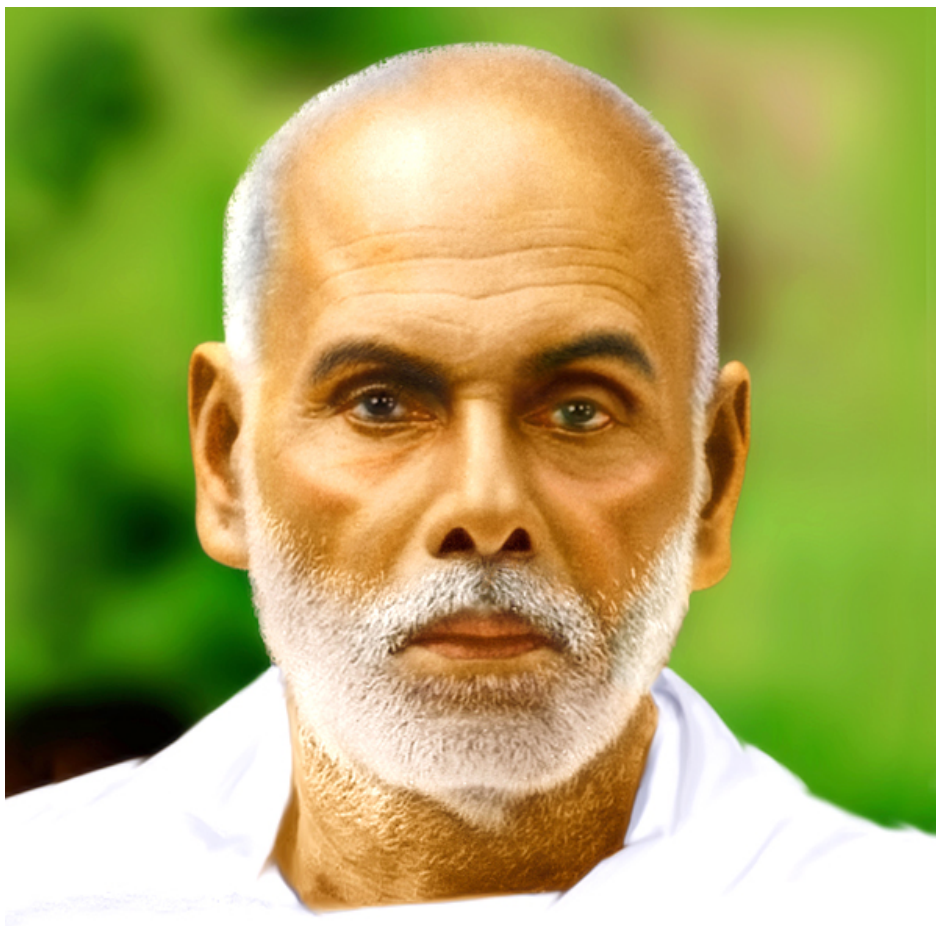
Address :

Admission No: Name of Programme:

Class: Blood Group: Signature:

Name of Parent/Guardian:

Ph. No.: Signature of Parent:



Sree Narayana Guru – Beacon of Wisdom

ദൈവദശകം

- ശ്രീനാരായണഗുരു

1

ദൈവമേ! കാത്തുകൊൾകങ്ങു
കൈവിടാതിങ്ങു ഞങ്ങളേ;
നാവികൻ നീ ഭവാബ്ധിക്കോ-
രാവിവൻതോണി നിൻപദം.

2

ഒന്നൊന്നായെണ്ണിയെണ്ണി ഞ്ഞാ-
ടെണ്ണും പൊരുളൊടുങ്ങിയാൽ
നിന്നിടും ദൃക്കുപോലുള്ളൊ
നിന്നിലസ്ഥമാകണം.

3

അന്നവസ്ത്രാദി മുട്ടാതെ
തന്നു രക്ഷിച്ചു ഞങ്ങളെ
ധന്യരാക്കുന്ന നീയൊന്നു-
തന്നെ ഞങ്ങൾക്കു തമ്പുരാൻ.

4

ആഴിയും തിരയും കാറ്റും-
ആഴവും പോലെ ഞങ്ങളും
മായും നിൻ മഹിമയും
നീയുമെന്നുള്ളിലാകണം.

5

നീയല്ലോ സൃഷ്ടിയും സ്രഷ്ടാ-
വായതും സൃഷ്ടിജാലവും
നീയല്ലോ ദൈവമേ, സൃഷ്ടി-
യ്ക്കുള്ള സാമഗ്രിയായതും

6

നീയല്ലോ മായയും മായാ-
വിയും മായാവിനോദനും
നീയല്ലോ മായയെന്നീക്കി -
സ്സായുജ്യം നൽകുമാര്യനും.

7

നീ സത്യം ജ്ഞാനമാനന്ദം
നീ തന്നെ വർത്തമാനവും
ഭൂതവും ഭാവിയും വേദ-
ല്ലോതും മൊഴിയുമോർക്കിൽ നീ.

8

അകവും പുറവും തിങ്ങും
മഹിമാവാർന്ന നിൻ പദം
പുകഴ്ത്തുന്നു ഞങ്ങളങ്ങു
ഭഗവാനേ, ജയിയ്ക്കുക.

9

ജയിയ്ക്കുക മഹാദേവ,
ദീനവന പരായണാ,
ജയിയ്ക്കുക ചിദാനന്ദ,
ദയാസിന്ധോ ജയിയ്ക്കുക.

10

ആഴമേറും നിൻ മഹസ്സാ-
മാഴിയിൽ ഞങ്ങളാകവേ
ആഴം വാഴണം നിത്യം
വാഴണം വാഴണം സുഖം



Sri. R. Sankar
Founder Manager
Sree Narayana Colleges

സദാചാരം - ശ്രീനാരായണഗുരു

നല്ലതല്ലൊരുവൻ ചെയ്ത നല്ലകാര്യം മറപ്പത്
നല്ലതല്ലാത്തതുടനെ മറന്നീടുന്നതുത്തമം

ധർമ്മം സദാ ജയിക്കുന്നു, സത്യം
ജയിക്കുന്നിങ്ങു സർവ്വദാ
അധർമ്മവും ജയിക്കുന്നി-
ല്ലസത്യവുമൊരിക്കലും.

നെല്ലിന്നു നീരു വിട്ടീടിൽ
പുല്ലിനും പോയിടുന്നത്
കല്ലിലത്രേ ജലം, നെല്ലിൽ -
ചെല്ലും വഴി ചെറുക്കുകിൽ.

പേരും പ്രതിഭയും നല്ലോ-
രാരുമേ കൈവിടില്ലത്,
നേരറ്റ കൃപണർക്കൊട്ടും
ചേരാ, നേരേ വിപര്യയം.

ഒന്നുണ്ടു നേരു, നേരല്ലി-
തൊന്നും, മർത്ത്യർക്കു സത്യവും
ധർമ്മവും വേണമായുസ്സ്
നിൽക്കുകില്ലാർക്കുമോർക്കുക.

ദത്താപഹാരം വംശ്യർക്കു
മത്തലേകീടുമെന്നതു
വ്യർത്ഥമല്ല പുരാഗീരി-
തെത്രയും സത്യമോർക്കുക.

കൊടുത്തതു തിരിച്ചങ്ങോ-
ട്ടെടുക്കുന്നവനെത്രയും
നിസ്വനാമവനെക്കാളും
നിസ്വനില്ലാരുമൂഴിയിൽ.



Sri. Vellappally Natesan
Manager
Sree Narayana Colleges



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

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

*Sree Narayana College, Chempazhanthy
Chempazhanthy, Dist. Thiruvananthapuram, affiliated to University of Kerala,
Kerala as
Accredited*

*with CGPA of 3.01 on four point scale
at A grade
valid up to December 26, 2027*

Date : December 27, 2022



S.C. Ram
Director

BC(SIC)/137/3rd Cycle/KLCOGN11324

IMPORTANT TELEPHONE NUMBERS

Kerala University Officials

Vice Chancellor	2306634
Pro-Vice Chancellor	2308532
Registrar	2305631
Controller of Examinations	2305946
Director, College Development Council	2304045
Public Relations Officer	2305738
University Enquiry	2305994
Director, Academic Staff College, Kariyavattom	2418989
Director, Department of Student Services	2302923
Programme Co-ordinator, National Service Scheme	2307427
University Employment Information and Guidance Bureau	2304577
Finance Officer	2307176

Other Important Numbers

SN Trust Office, Kollam	0474-2742932, 2742340,2747713
Director, Collegiate Education, Tvpm	2303107
Dy.Director, Collegiate Education, Kollam	0474-2744378
Director, Jansikshan Sansthan	2479809
City Police Commissioner	2320579
Medical College Hospital	2444270
Kazhakuttom Police Station	2418231
Kerala Police Helpline	0471-3243000
Police	100
Fire Force	101
Ambulance	108

Important Libraries in Thiruvananthapuram

Public Library	2322895
University Library	2477644
Centre for Development Studies Library	2448881

SREE NARAYANA COLLEGE CHEMPAZHANTHY

OVERVIEW

Sree Narayana College, Chempazhanthy was established by the Sree Narayana Trusts, Kollam, in memorial obeisance to the great social reformer and seer, Sree Narayana Guru. Chempazhanthy is a village of historical importance, as it is hallowed by the birth of the Guru (1855). It was the revolutionary vision of this great sage that metamorphosed the state of Kerala, which was called a lunatic asylum by Swamy Vivekananda, into one of the most progressive states of India. Chempazhanthy, the birth place of the Guru, is ten kilometers away from Thiruvananthapuram city. The Guru sowed the seeds for a radical change in the society of Kerala and launched a campaign against social evils and morbid traditions. The philosophy and the reformatory of the Guru changed the lives of the downtrodden and marginalised people more than the activities of all other social reform movements in India put together.

The Sree Narayana College, Chempazhanthy situated in an undulating verdant campus of thirty acres, was formally inaugurated on 20 July 1964, by Sri. R. Sankar, then Chief Minister of Kerala. Prof. T.C. Rajan, noted social scientist, was the first Principal. This college was established for providing educational opportunities to the young men and women of Kerala especially the members of the socially and educationally backward community. It extends its service to the members of the other communities also to the possible extent irrespective of caste or creed. The college imparts education and training to more than 2000 students every academic year by offering degree courses in History, Economics, Commerce, Political Science, English Language & Literature, Sociology, Psychology, Geology, Physics, Chemistry, Mathematics, Zoology and Botany. With the introduction of a postgraduate degree course in History in 1982–83, the college was elevated to the status of a postgraduate institution. This was followed by the commencement of the M.Sc. programme in Chemistry in 1998–99 and the M.A. English programme in 2013–14. The Departments of History and Chemistry were elevated to the status of Research Centres under the University of Kerala in 2010. During the academic year 2020–21, a new-generation postgraduate programme—M.Sc. Botany with specialization in Ethnobotany and Ethnopharmacology—was introduced. Keeping pace with technological advancements and the expanding frontiers of knowledge, the institution undertook the computerization of all departments, the general library, and the administrative offices. A well-equipped computer laboratory with internet access, functions for the benefit of the students, teachers and researchers.

Conscious of its inception obligation to imbibe and disseminate the revolutionary ideal of one caste, one religion, one god, the college thrives for the extirpation of communalism, sectarianism and provincialism. It stands for enlightenment through education and endeavours to mould a humane, intellectually accomplished, morally awakened and socially committed fraternity of young men and women.

Sree Narayana College, Chempazhanthy continuously strives to internalize and institutionalize excellence by enhancing the quality of its services and upgrading infrastructural facilities. The college underwent its third cycle of evaluation and assessment by the National Assessment and Accreditation Council (NAAC), an autonomous body under

the University Grants Commission, in December 2022. Based on its academic performance, infrastructural facilities, student support services, and other parameters, the NAAC Executive Committee awarded the college an **'A' Grade** with a Cumulative Grade Point Average (CGPA) of 3.01. The post-accreditation period has witnessed remarkable progress in academic initiatives and the creation of career opportunities. The college stands for academic excellence, development of skills and character formation based on the philosophy of Sree Narayana Guru.

The motto of the college is "Enlightenment through Education."

THE COLLEGE MANAGEMENT

The management of the College is vested with the Sree Narayana Trusts, Kollam. The Executive Committee of the Trusts constitutes the Managing Committee of the College.

MANAGING COMMITTEE

1. Dr. M.N. Soman (Chairman)
332-B/VI, Kalpaka Lane
Thottakkattukara, Aluva
2. Sri. Vellappally Natesan
(Secretary)
Vellappally,
Kanichukulangara.P.O.
Cherthala
3. Sri.V.N.Thushar
(Asst.Secretary) Vellappally,
Kanichukulangara.P.O
Cherthala
4. Dr. G. Jayadevan
(Treasurer) Job Dale,
Keralapuram, Kollam
5. Sri. Melamcode Sudhakaran
Rohini Sadanam, Melamcode,
Nemom P.O., Trivandrum
6. Sri. D.Prema Raj
Heera Kinara Classic 2 A-3
Kesavadasapuram
Pattom P.O
Thiruvananthapuram
Sri. Aji.S.R.M.
Saji Nivas, Vadasserykonam
Varkala
8. Sri. Mohan Sankar Lekshmi
Nivas, Kollam
9. Sri. N. Rajendran
Gouri Vihar, Kadappakkada,
Kollam
10. Sri.P.Sundaran
Lakshmi Prabha
(Sree Nagar -14)
Kadappakkada. P.O, Kollam
11. Sri. K. Padmakumar
Lekshmi Vilasom,
Pramadom P.O., Mallassery,Pathanamthitta.
12. Sri. A. Somarajan
Karthika Madom, Namparuvikala,
Alumkadavu P.O., Karunagappally
13. Sri.K. Asoka Panikar Kunnathukattil
Pothen Palliram Kumarapuram Karthikapally
Alappuzha Dist
14. Dr. A.V.Ananda Raj Viswanatham
Mamkamkuzhy. P.O Mavelikara-690 558
15. Sri.A.G.Thankappan
Aakkulathil Guru Nivas Manarkadu.P.O,
Kottayam-19
16. Sri. P.N. Natarajan
Pandikariyil Vayalar, Cherthala
Sri.P.V. Binesh
Plathanath Ullala
Thalayazham.P.O Vaikom
17. Adv.Sangeetha Viswanathan Valiyaparambil
House Vadookkara P.O, Thrissur
18. Sri. K.R.Gopinathan Kozhiparamba,
Vadakkanthara P.O., Palakkad
19. Sri. P.M. Raveendran Pookandy Malayil,
Near Sree Narayana Guru Mandiram,
Mappayil P.O, Vadakara-673104
20. Sri. Santhosh Arayakandy Arayakandy,
Chettankoon, Thalassery

**VISIONARIES OF THE PAST
MANAGERS' GALLERY**

1.	Sri. R. Sankar	1952-1964
2.	Adv. P.S. Karthikeyan	1964-1965
3.	Sri. R. Sankar	1965-1972
4.	Adv. P.S. Karthikeyan	1972-1983
5.	Sri. K.T. Achuthan	1983-1984
6.	Sri. Chandrabhanu IAS	1983-1984
7.	Sri. P.K. Gopalakrishnan	1983-1984
8.	Adv. M.K. Raghavan	1984-1991
9.	Sri. Vellappally Natesan	1996 onwards

RDC Office Bearers
Sri. D. Prema Raj
Management Representative

COLLEGE COUNCIL

The College Council is the chief advisory body of the College. It is constituted as per the Kerala University statutes.

President

Prof. (Dr.) Raakhee A.S. (Principal)

Council Secretary

Dr. Rakhee Viswambaran - Political Science

Members (HoDs)

1. Dr. Manu Remakant - English
2. Smt. Lilin V Bhaskaran - Malayalam
4. Dr. Prathibha P. R. - History
5. Dr. Rakhee Viswambaran - Political Science
6. Dr. Suchithra Devi S. - Economics
7. Dr. J. S. Nishima - Psychology
8. Smt. Aiswarya A.S. - Sociology
9. Dr. Dhanya S.R. - Mathematics
10. Dr. Aranya.S - Physics
11. Dr. S. Suja - Chemistry
12. Dr. Usha S. S. - Botany
13. Dr. Leji J - Zoology
14. Dr. S. Saji - Geology
15. Dr. Soju S - Commerce
16. Dr. Sujith Prabhakar - Physical Education

Elected Faculty Members

17. Dr. Raji Raveendran- Economics
18. Mr. Ramesh Chandran B R – Physics

Librarian

19. Dr. Jinu S. Rajan

Office Superintendent

20. Smt. K. Deepa

Student Member

21. Chairman, College Union

HUMAN RESOURCES

TEACHING FACULTY

PRINCIPAL

Prof. (Dr.) Raakhee A. S. M.A., Ph.D.

Professor

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Assistant Professor

‘Thirumangalath’

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Mannanthala PO

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12. Dr. Anu S M.A., NET, PhD
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DEPARTMENT OF MALAYALAM

1. Smt. Lilin V. Bhaskaran M.A., M.Phil.
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2. Smt. Preetha V.K. M.A.
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DEPARTMENT OF HINDI

1. Dr. Sreechithra V S.,
Sreesylam
Vattakarikkakam, Panthalacode PO, TVM 28
Mob: 9495665987
Email: chithra27sree@gmail.com
2. Dr. Ajithra R. S., M.A, PGDT, Ph.D
Assistant Professor on contract
Mythreyam, Kidarakuzhi
Venganoor P.O., Thiruvananthapuram
Mob: 9495448129
E-mail: ajithramadhu@gmail.com

DEPARTMENT OF HISTORY

1. Dr. Prathibha P. R., M.A., B.Ed., Ph.D.
Assistant Professor, Vrindavanam,
Peringamala, Kalliyur PO., Thiruvananthapuram Mob: 9400920630,
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2. Mr. Rishy N. MA, NET
16A1, Artech Celestia
Y M R Junction, Kowdiar PO TVM 03
Mob: 9745841445
Email: rishynirmal89@gmail.com
3. Dr. Vysakh A.S., M.A., M.Phil., Ph.D.
Assistant Professor
Swagath, Arashummoodu, Anayara P.O., Thiruvananthapuram,
Mob: 8891406159
E-mail: padmasreevysh@gmail.com
4. Dr. Preetha Raj D., M.A., M.Phil., Ph.D.
Assistant Professor
Edakuzhivilakathu Veedu, Parottukonam, Nalanchira P.O, Thiruvananthapuram,
Mob: 8547432096
E-mail: preetharajd@gmail.com
5. Dr. Liji L.T., M.A., B.Ed.
Assistant Professor
Charutha, 1.B. Powerlinks apartment,
Pothujanam lane, Kumarapuram
Mob: 9645415142
E-mail: lijichayamukhi@gmail.com

6. Dr. Giftson A.W. M.A., B.Ed., M.Phil., PhD., PDF
Assistant Professor
Kallara kadu, Thalachanvila Kulappuram P.O., K K Dist.
Mob: 9526671145
e-mail: awgiftson@gmail.com

7. Dr. Ajitha A, MA, Mphil., PhD
Assistant Professor on Contract
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ACADEMIC PROGRAMMES OFFERED FOUR YEAR UNDER GRADUATE PROGRAMME

English	Geology
History	Mathematics
Political Science	Physics
Economics	Chemistry
Sociology	Botany
	Zoology
BCom	Psychology

POST GRADUATE PROGRAMMES

1. M. A. History
2. M.A. English
3. M.Sc. Chemistry
4. M.Sc. Botany (Specialization: Ethnobotany&Ethnopharmacology)

RESEARCH DEPARTMENTS

1. Department of History
2. Department of Chemistry

ADD-ON / CERTIFICATE PROGRAMMES

Department	Courses offered
Economics	Foundations Of Human Resource Management
	Economic Essentials for Everyday Life
	Contemporary Global Economic Issues And Challenges
Sociology	Life Skill
	Exploring the Social world of Sports
Geology	GIS
Physics	Astronomy
	Data Analysis with Microsoft Excel
Chemistry	Lab Safety Rules And Methods
Botany	Gardening technique
Psychology	Yoga and Stress Management

E-learning Centre

The college functions as the E-learning centre of the following programmes.

1. SWAYAM NPTEL (Co-ordinator: Ms. Vani Girish)
2. IIRS - ISRO Outreach programme

Design of the UOK-FYUGP

The UOK-FYUGP has a student centric approach in which the student can choose their own pathway for learning. On successful attainment of 133 credits (credit- the value assigned to a course which indicates the level of instruction; One-hour lecture per week equals 1 Credit, 2 hours practical class per week equals 1 Credit) in a three-year period, a student shall be awarded an Undergraduate Degree. In a four-year period, the student can successfully attain 177 credits and shall be awarded with either Undergraduate Honours Degree or Undergraduate Honours with Research Degree (Students who secure at least 75 % of marks in all the six semesters can choose Undergraduate Honours with Research stream in the fourth year). The students can acquire credits through the following categories of courses (subjects).

1. **Discipline Specific Core (DSC) Courses**
2. **Discipline Specific Elective (DSE) Courses**
3. **General Foundation Courses**
 - 1) Multi-Disciplinary (MDC) Courses
 - 2) Ability Enhancement Courses
 - 3) Value Addition Courses
 - 4) Skill Enhancement Courses

Discipline Specific Core (DSC) courses are the core credit courses in a particular discipline. Students may choose DSC courses as their major or minor course of study.

Discipline Specific Elective (DSE) Courses are a pool of credit courses in a particular discipline. These courses offers specialisation to students in a particular discipline. It can be a major or minor course of study.

Multi-Disciplinary Courses (MDC) are Generic Elective courses meant to ensure multi-disciplinary/interdisciplinary education to students. Every Discipline has to offer MDCs.

Ability Enhancement Courses (AEC) are courses offered by language and Literature Disciplines to ensure enhancement of language proficiency among students.

Value Addition Courses (VAC) are meant to inculcate ethics, constitutional values, soft skills, sports and such similar values to students. Every discipline may offer VACs.

Skill Enhancement Courses (SEC) are skill based courses in all disciplines which may inculcate skill, competencies and hands on training.

General Foundation Courses

It is mandatory for all the students who enrol for a four-year UG programme to acquire 39 credits from 13 general foundation courses which are classified into four different sub categories. Each general

foundation course has 3 credits. The general foundation courses should be completed in the first three years of FYUGP.

Table 1 General Foundation Courses

Sl No	Course	Credit for each course	No. of Courses	Total Credit	Disciplines Offering Course
1	Multi-Disciplinary Course (MDC)	3	3	9	All Disciplines
2	Ability Enhancement Course (AEC)	3	4	12	English Other Languages
3	Value Addition Courses (VAC)	3	3	9	All Disciplines
4	Skill Enhancement Course. (SEC)	3	3	9	All Disciplines
Total Courses and Credits			13	39	

In the first three semesters of the UoK FYUGP, the student should learn one Multi-Disciplinary Course (MDC) each from a discipline other than the Major and Minor disciplines already chosen. The first and second MDC (MDC1 and MDC2), respectively in the first and second semesters, can be offered by all departments. The third MDC (MDC3) in the third semester is common to all the students, with Kerala-specific content (KS), and offered by English (E) and Other Language (OL) departments. Each MDC has 3 credits. Total 9 credits shall be earned from MDC.

The four Ability Enhancement Courses (AEC) are to be offered by English and Other language departments. Out of the total 4 Courses, the student has to Choose two from English department and another two from any of the Other languages department.

VAC and SEC shall be offered by all Disciplines

Exit Points and Credit Requirements

On Completion of 3 Years (6 Semesters) the student has an option to exit the programme with 133 credits and shall be awarded with a bachelors degree. The Maximum credit a student can acquire in three year period is limited to 150. On Completion of 4 years of study (8 Semesters) by acquiring 177 credit the student shall be awarded with a Bachelors (Honours) Degree or Bachelors (Honours with Research) Degree.

There shall be a fast track mode to enable students to complete the programme in N-1 Semesters.

- One semester is defined as 90 working days and an academic year is divided into two semesters and an optional summer fast track semester.
- In addition to the 90 working days, 10 working days in a semester shall be used for co-curricular activities .
- An academic year shall consist of 200 working days.
- One semester consisting of 18 weeks with 5 working days per week.
- In each semester 15 days (3week) should be kept aside for examinations including internal examination evaluation and other academic activities.
- The maximum available weeks for curriculum transactions should be fixed as 15 in each semester.
- Minimum of 5 teaching/tutorial hours could be made available for a day in a 5-day week .
- A 4-year Degree with (Honours/Research) program shall have a minimum credit requirement of 177.
- A 3-year exit option (Bachelor's Degree) is given to a student completing 133 credits.
- A student shall get an option for acquiring a maximum of 150 credits for a 6 Semester UG programme.
- A student shall get an option for acquiring a maximum of 200 credits for a 4 year (8 semester) UG program
- For a 4-credit lecture course 60 hrs of lecture/tutorial class should be ensured as a mandatory requirement for the completion of that course.
- Students can choose a fast track mode to acquire 133/177 credits and complete the programme

in N-1 Semester.

The Major, the Minor and the Academic Pathway

The UoK FYUGP offers choice to the students in the first two semesters in different disciplines through Major, Minor and MDC. The student also has the choice of attending online courses in any discipline from repositories approved by the Board of Studies. At the end of the second semester, the student has the choice of changing the Major and Minor disciplines, and the academic pathway chosen at the time of admission.

Table 2 PATHWAYS AND CREDIT REQUIREMENTS

Sl. No.	Academic Pathway	Major (4 credits)	Minor/ Other Disciplines (4 credits)	MDC (3 credits)	Foundation Courses AEC-4 SEC-3 VAC-3 (3 credits)	Internship (2 credits)	Total Credits	Example
1	Single Major(A)	68	24	9	30	2	133	Major: Physics +A set of six courses in different subjects
2	Major (A) with Multiple Disciplines (B, C)	68	12+12	9	30	2	133	Major: Physics + Mathematics and Chemistry
3	Major(A) With Minor	68	24	9	30	2	133	Major: Physics Minor: Mathematics
4	Major(A) with Vocational Minor(B)	68	24	9	30	2	133	Major: Physics Minor: Data Analysis
5	Double Major (A1, A2)	A1:48 A2:44	The 24 credits in the Minor stream are distributed between the two Majors 2 MDC, 2SEC, 2VAC and the internship should be in Major A1. Total credits in Major A1 should be 48+20=68(50% of 133) 1 MDC,1 SEC and 1VAC should be in Major A2. Total credits in Major A2 should be 44+9=53(40% of 133) 1. (36+12+18+2=68) 2. (32+12+9=53)				133	Physics and Chemistry Double Major

A student shall be admitted in a discipline which offers DSC course in a college. During the first two semesters the course distribution for all the students admitted in a college will be as follows:

Table 3 Course Distributions during the First Two Semesters (First Year)

(Level of Courses: 100 – 199 Foundation / Introductory courses shall be designed.)

Sem	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
1	DSC1 in A1*		AEC 1 (P)(E)		MDC 1		6	21	23

	DSC2 in B1/C.. DSC3 in C1/D..		AEC 2 (P)(OL)						
2	DSC4 in A2 DSC5 in B2/C.. DSC6 in C2/D..		AEC 3(P)(E) AEC 4 (P)(OL)		MDC 2		6	21	23

*Student sought admission in Discipline A

AEC 1 (P)(E) Ability Enhancement Course 1 (With Practicum) (English)

AEC 2 (P)(OL) Ability Enhancement Course 2 (With Practicum) (Other Language)

At the end of the 2nd semester, the student may switch their major and minor discipline. The student can choose any of the DSC or MDC course as their major course of study.

By carefully choosing the courses of study, the student shall have the following academic pathways in Three Year Degree (Non-Science)

1. **Single Major:** The 6 Courses together in B and C can be in different Disciplines
2. **Major with Multiple Disciplines:** B and C represent two different disciplines.
3. **Major with Minor:** B and C represents the same minor Discipline.
4. **Major with Vocational Minor:** B and C represent the same vocational minor discipline

Table :4 Course Distribution During third and fourth semester (Second Year)

(Level of Courses: 200 – 299 Intermediate level courses shall be designed.)

Sem	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
3	DSC7in A3 DSC8in B3 DSC9in C3	DSE1 in A			MDC 3 (KS)(P) E/OL	VAC 1 (P)	6	22	24
4	DSC10 in A4 DSC11 in A5	DSE2 in A		SEC 1(P)		VAC 2 (P) VAC 3 (P)	6	21	24
Summer Internship								2	----

Table :5 Course Distribution During Fifth and Sixth Semester (Third Year)

(Level of Courses: 300 – 399 Higher level courses shall be designed.)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
5	DSC12 in A6 DSC13in A7 DSC14in A8	DSE3 in A DSE4 in A		SEC 2(P)			6	23	24
6	DSC15 in A9 DSC16in A10 DSC17 in A11	DSE5 in A DSE6 in A		SEC 3(P)			6	23	24

Total Courses Major A =17 (11 DSC + 6 DSE Minor B =3, Minor C =3)

Student can exit the programme with 133 credits or she/he can proceed to UG Honours/UG Honours with Research programme. Examples:

1. *Single Major* BA Economics Major, BCom Commerce Major
2. *Major with Multiple Disciplines Pathway*
BA Economics Major with History and English
BCom Commerce Major with Economics and Statistics
3. *Major with Minor* BA Economics Major with Commerce Minor
4. *Major with Vocational Minor*
BA English Major with Journalism Minor

Students who proceed to the fourth year shall have to acquire credits in the following pathway.(Non Science Discipline)

Table : 6 Course Distribution During Seventh and Eighth Semester (Fourth Year)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
7	DSC18 in A12# DSC19in A13# DSC20 in B/C/D* DSC21 in B/C/D* DSC22in B/C/D*						5	20	20
8	DSC23 in A14** DSC24in A15**	DSE7in A#	Mandatory Research Project for UG Honours with Research. Internship Project for UG Honours				3 + Project	12+12= 24	---

#Capstone/Advanced Courses in the level 400 - 499

*Mandatorily from minor or from other disciplines to ensure multi disciplinarity @level 300).

**Online/Distance learning mode

The student shall be awarded UG Honours/UG Honours with Research Degree on successful attainment of 177 credits.

Table:7 Course Distribution for Students who Opt Double Major Pathway(Non Science)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
1	DSC1 in A1* DSC2 in A2 DSC3 in B1		AEC 1 (P)(E) AEC 2 (P)(OL)		MDC A		6	21	23
2	DSC4 in A3 DSC5 in B2 DSC6 in B3		AEC 3 (P)(E) AEC 4 (P)(OL)		MDC A		6	21	23
3	DSC7 in A4 DSC8in B4 DSC9in B5	DSE1 in A			MDC B	VAC A(P)	6	22	23
4	DSC10 in A5 DSC11 in B6	DSE2 in A		SEC A(P)		VAC A(P) VAC B(P)	6	21	24
Summer Internship								2	----
5	DSC12 in A6 DSC13in A7 DSC14in B7	DSE3 in A DSE4 in B		SEC A			6	23	23
6	DSC15 in A8 DSC16 in A9 DSC17 in B8	DSE5 in B		SEC B			6	23	23

		DSE6 in B							
Total	Major A :12 Major B :11		4	3	3	3	36	133	135

Exit with Degree/Proceed to fourth Year with 133 Credits

The Fourth year structure shall be same for all pathways

Academic Pathways for Science Students

Table:8 Course Distribution During the First Two Semesters (First Year)

(Level of Courses: 100 – 199 Foundation / Introductory courses shall be designed.)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/Week
1	DSC1 in A1*(P) DSC2 in B1(P)/C.. DSC3 in C1(P)/D. .		AEC 1 (P)(E) AEC 2 (OL)		MDC 1		6	21	25
2	DSC4 in A2(P) DSC5 in B2(P)/C.. DSC6 in C2(P)/D.		AEC 3 (P)(E) AEC 4 (OL)		MDC 2		6	21	25

At the end of the 2nd semester, the students can choose their major and minor discipline. The student can choose DSC course as their major course of study, provided they have earned at least 4 credits in that particular course during the first two semesters.

By carefully choosing the courses of study, the student shall have the following academic pathways in Three Year Degree (Science)

1. **Single Major:** The 6 Courses together in B and C can be in different Disciplines
2. **Major with Multiple Disciplines:** B and C represent two different disciplines.
3. **Major with Minor:** B and C represents the same minor Discipline.
4. **Major with Vocational Minor:** B and C represent the same vocational minor discipline

Table:9 Course Distribution During third and fourth semester (Second Year)

(Level of Courses: 200 – 299 Intermediate level courses shall be designed.)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
3	DSC7 in A3(P) DSC8 in B (P) DSC9 in C(P)	DSE1 in A			MDC 3 (KS) E/OL	VAC 1	6	21	25
4	DSC10 in A5(P) DSC11 in B5(P)	DSE2 in A(P)		SEC 1		VAC 2 VAC 3	6	21	25
Summer Internship								2	----

Table:10 Course Distribution During Fifth and Sixth Semester (Third Year)

(Level of Courses: 300 – 399 Higher level courses shall be designed.)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
5	DSC12 in A6(P) DSC13 in A7 DSC14 in A8	DSE3 in A(P) DSE4 in A		SEC 2			6	23	25
6	DSC15 in A9(P) DSC16 in A10 DSC17 in A11	DSE5 in A(P) DSE6 in A		SEC 3			6	23	25

Student can exit the programme with 133 credits or she/he can proceed to UG Honours/UG Honours with Research programme.

Examples:

1. *Single Major:* BSc Physics Major
2. *Major with Multiple Disciplines Pathway:* BScPhysics Major with Chemistry and English
BScChemistry Major with Physics and Statistics
3. *Major with Minor:* BSc Geology Major with Physics Minor
4. *Major with Vocational Minor:* BScPhysics Major with Computer Applications Minor

Students who proceed to fourth year shall have to acquire credits in the following pathway. (Science Discipline)

Table:11 Course Distribution During Seventh and Eighth Semester (Fourth Year)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
7	DSC18 in A12(P)# DSC19in A13(P)# DSC20 in B/C/D*(P) DSC21 in B/C/D*(P) DSC22in B/C/D*(P)						5	20	25
8	DSC23 in A14** DSC24in A15**	DSE7in A(P)#	Mandatory Research Project for UG Honours with Research. Internship Project for UG Honours.				3+Proje ct	12+12=24	---

#Capstone/Advanced Courses in the level 400 - 499

*Mandatorily from minor or from other disciplines to ensure multi disciplinarity @level 300).

**Online/Distance learning mode

The student shall be awarded UG Honours/UG Honours with Research Degree on successful attainment of 177 credits.

Table:12 Course Distribution for Students who Opt Double Major Pathway (Science)

Se m	DSC Credit 4	DSE Credit 4	AEC Credit 3	SEC Credit 3	MDC Credit 3	VAC Credit 3	Total Course	Total Credits	Total Hours/ Week
1	DSC1 in A1(P)* DSC2 in A2(P) DSC3 in B1 (P)		AEC 1 (P)(E) AEC 2 (OL)		MDC A		6	21	25
2	DSC4 in A3(P) DSC5 in B2(P) DSC6 in B3 (P)		AEC 3 (P)(E) AEC 4 (OL)		MDC A		6	21	25
3	DSC7 in A4(P) DSC8in B3(P) DSC9in B4(P)	DSE1 in A			MDC B	VAC A	6	22	25
4	DSC10 in A5(P) DSC11 in B5(P)	DSE2 in A(P)		SEC A(P)		VAC A VAC B	6	21	25
Summer Internship								2	----
5	DSC12 in A6 DSC13in A7 DSC14in B7(P)	DSE3 in A(P) DSE4 in B		SEC A			6	23	25
6	DSC15 in A8(P) DSC16 in B8 DSC17 in B9	DSE5 in A DSE6 in B(P)		SEC B			6	23	25
Tot al	Major A :12 Major B :11		4	3	3	3	36	133	148
Exit with Degree/Proceed to fourth Year with 133 Credits									

The fourth year structure shall be same for all pathways.

ASSESSMENT AND EVALUATION

1. The assessment shall combine a Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE).
2. 30% weightage shall be given for CCA. The remaining 70% of the weight shall be for the ESE.

3. CCA will have two sub-components: Formative Assessment (FA) and Summative Assessment (SA). Each of these components will have equal weightage and will be conducted by the faculty/course coordinator handling the course.
4. FA refers to various methods teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. FA encourages students to build on their strengths rather than fixate or dwell on their deficits. FA can help clarify and calibrate learning expectations for students and parents. FA will help students become more aware of their learning needs, strengths, and interests to take greater responsibility for their educational growth. FA will be the course coordinator's prerogative based on the student's specific requirements.
5. Suggestive methods of FA are as follows: (anyone or in combinations as decided by the faculty/course coordinator)
 - a. Practical Assignment
 - b. Observation of practical skills
 - c. Viva voce
 - d. Quiz
 - e. Interview
 - f. Oral presentations
 - g. Computerized adaptive testing
 - h. In-class discussions
 - i. Group Tutorial work
 - j. Reflection writing assignments
 - k. Home assignments
 - l. Self and peer Assessments
 - m. Any other method as may be required for a specific course/student by the faculty/course coordinator
6. Summative assessments (SA) evaluate student learning, skill acquisition, and academic achievement after a defined instructional period- typically at the end of a unit, module, course or semester. SA may be a class test, assignment, or project to determine whether students have learned what they were expected to know. It will be based on evidence collected using single or multiple ways of assessment. The systematically collected evidence shall be kept in the record by the faculty/course coordinator, and the marks shall be displayed on the college notice board before the end-semester examinations.

The method of SA will be as follows: (anyone as decided by the faculty/course coordinator)

 - a. Written test
 - b. Open book test
 - c. Laboratory report
 - d. Problem-based assignments
 - e. Individual project report
 - f. Case study report
 - g. Team project report
 - h. Literature survey
 - i. Standardized Test
 - j. Any other educational approach designed for a particular course by the faculty/course coordinator.
7. A Student may repeat the summative assessment only if for any compulsive reason, which is why the student could not attend the assessment.
8. The prerogative of arranging a CCA lies with the faculty/course coordinator, with the Principal's approval through the department head to which the student is admitted based on justified reasons.
9. The Course Coordinator shall be responsible for evaluating all the components of CCA for the course in question. However, the University may occasionally involve any other person (External or internal) to evaluate any or all the components as the Syndicate decides if any grievances are raised.

10. Written tests shall be precisely designed using a variety of tools and processes (e.g., constructed responses, open-ended items, multiple-choice), and the students shall be informed about the evaluation modalities well in advance.
11. The faculty may provide options for students to improve their performance through continuous assessment mode.
12. Theory and Practical examinations will be at the end of each semester.
13. Regarding evaluation, one credit may be evaluated for 20 marks in a semester; thus, a 4-credit course will be evaluated for 80 marks, and 2-credit courses for 40 marks.
14. The evaluation of the foundation-level courses and introductory-level courses shall be conducted at the college level.
15. 50% of the CCA of the Discipline Specific Major and Minor Course, Discipline Specific Elective courses and Discipline Specific Capstone courses must be allotted from the module designed by the faculty in the HEI who is offering the course. This assessment can be conducted as a class test.
16. Individual Learning Plans (ILPs) and specific assessment arrangements may be implemented for differently abled students. Suitable evaluation strategies approved by BoS, including technology-assisted examinations/ alternate examination strategies, may be designed and implemented for differently abled students.
17. Odd-semester evaluations must be done in the HEI itself. At the time of the end- semester evaluation, the University of Kerala shall depute an observer from another HEI to monitor the odd-semester examinations conducted at colleges.

Practical Examination

1. Continuous evaluation of practicals by the teacher-in-charge shall carry a weightage of 40%. 2. The end-semester practical examination, viva voce, and evaluation of practical records shall be conducted by the teacher in charge and an internal examiner appointed by the Department Council (60% weightage).

The scheme of evaluation of practical courses will be as given below:

Table 08: Scheme of Evaluation of Practical Courses

Components of Evaluation of Practical Courses	Weightage
Continuous evaluation	40%
The end-semester practical examination	60%

3. Only those who have completed the continuous evaluation will be permitted to appear for the end-of-semester practical and viva voce.
4. The University has the right to request all the records of teachers' continuous evaluation for grievance redressal purposes.
5. Duration of end-semester practical examination can be decided by respective Board of studies. 4.5 Duration of examination

Table 09: Table showing types and duration of exams

Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	1	1.5
Open Book	1	2
Any Other Mode	1	2

Table 10: Mark Distribution Table

Course	Credit		Marks		Lecture			Practical		
	Lecture	Practical	Lecture	Practical	CCA (30%)		ESE (70%)	CCA (40%)		ESE (60%)
					SA (50%)	FA (50%)		SA (50%)	FA (50%)	
4 Credit Course	4	0	80	0	12	12	56	0	0	0
	3	1	60	20	9	9	42	4	4	12
	2	2	40	40	6	6	28	8	8	24
	1	3	20	60	3	3	14	12	12	36
	0	4	0	80	0	0	0	16	16	48
3 Credit Course	Lecture	Practical	Lecture	Practical	SA (50%)	FA (50%)	ESE (70%)	SA (50%)	FA (50%)	ESE (60%)
	3	0	60	0	9	9	42	0	0	0
	2	1	40	20	6	6	28	4	4	12
	1	2	20	40	3	3	14	8	8	24
	0	3	0	60	0	0	0	12	12	36

Table 11: Table showing Grades and Grade Points

Letter Grade	Grade Point	Percentage of Marks (Both Internal & External Marks put together)	Class
O (Outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	Above 75% and below 85%	
B+ (Good)	7	Above 65% and below 75%	First Class
B (Above average)	6	Above 55% and below 65%	
C (Average)	5	Above 45% and below 55%	Second Class
P (Pass)	4	Above 35% and below 45% Aggregate (external and internal put together) with a separate minimum of 35% in external and internal	Third Class
F (Fail)	0	Below a separate minimum of 35% in external and internal	Fail
Ab (Absent)	0		Fail

SCHEME OF EXAMINATION (PG)

M.A. HISTORY

	Papercode	Subject	Marks		
			CA	ESA	Total
I	HY2.1.1	Historical Method-1	25	75	100
	HY2.1.2	Indian History I upto 600 AD	25	75	100
	HY2.1.3	Kerala History I upto 20th CAD	29	75	100
	EC2.1.4 B	Elective Ancient Greece and Rome	25	75	100
II	HY2.2.1	Historical Method II	25	75	100
	HY2.2.2	Indian History II (From 600-1700 AD)	25	75	100
	HY2.2.3	Kerala History II from 1201-1800 AD)	25	75	100
	EC2.2.4 A	Elective History of Medieval Europe	25	75	100
III	HY2.3.1	Issues in Historiography	25	75	100
	HY2.3.2	Indian History III colonialism and struggle for independence (1701-1947)	25	75	100
	HY2.3.3	Kerala History III	25	75	100
	HY 234A	Modern Revolutions English, American, French	25	75	100
IV	HY2.4.1	Oriental Historiography	25	75	100
	HY2.4.2	Indian History IV	25	75	100
	HY2.4.3	Kerala History IV	25	75	100
	EC 2.4.4 C	20th Century Revolutions Russia, China, Vietnam and Cuba	25	75	100
		Project work		80+20	100
		Comprehensive VIVA - Voce		100	100

M.Sc Botany (Specialization: Ethnobotany and Ethnopharmacology)

	Papercode	Subject	Marks		
			CA	ESA	Total
I	BE 211	Ethnobotany & Ethnopharmacology	25	75	100
	BE 212	Indigenous traditional knowledge Histology, Micro technique & Histo chemistry, Biophysics, Biostatistics	25	75	100
	BE 213	Phycology, Mycology, Bryophytes & Pteridophytes	25	75	100
	BE 214	Practical I	25	75	100
II	BE 221	Gymnosperms, Morphology and Angiosperm taxonomy	25	75	100
	BE 222	Pharmacognosy, Phytochemistry	25	75	100
	BE 223	Reproductive Biology, Plant Physiology	25	75	100
	BE 214	Biochemistry	25	75	100
	BE 224	Practical I	25	75	100
	BE 224	Practical II	25	75	100
III	BE 231	Submission I (I A + I B)	25+25	50	50
	BE 231	Genetics, Cell and Molecular Biology, Immunology	25	75	100
	BE 232	Environmental Biology, Forest Botany, Plant Biotechnology, Evolution	25	75	100
	BE 233	Microbiology, Plant Pathology, Plant Breeding, horticulture	25	75	100
IV	BE 234	Practical III	25	75	100
	BE 241	Special Paper- Herbal technology, Bioinformatics & in silico drug designing	25	75	100
	BE 242	Special Paper II- Ethnopharmacology, Phyto pharmaceutical drug development, IPR and Patents	25	75	100
	BE 243	Practical III	25	75	100
	BE 244	Practical IV	25	75	100
	BE 245	Dissertation	25	75	100
	BE 246	Submissions II	50	50	50
	BE 246	Comprehensive Viva Voce	25	75	100

M.Sc CHEMISTRY

	Papercode	Subject	Marks		
			CA	ESA	Total
I	CH211	Inorganic Chemistry-1	25	75	100
	CH212	Organic Chemistry-1	25	75	100
	CH213	Physical Chemistry-1	25	75	100
	CH214	Practical -1			
	CH215	Inorganic Chemistry Practical -1			
	CH216	Organic Chemistry Practical -1 Physical Chemistry			
II	CH 221	Inorganic Chemistry -II	25	75	100
	CH212	Organic Chemistry-II	25	75	100
	CH213	Physical Chemistry-II	25	75	100
	CH214	Practical -II			
	CH215	Inorganic Chemistry Practical -II	25	75	100
	CH216	Organic Chemistry Practical -II Physical Chemistry	25	75	100
III	CH231	Inorganic Chemistry-III	25	75	100
	CH 232	Organic Chemistry -III	25	75	100
	CH233	Physical Chemistry-III	25	75	100
IV	CH 241	Chemistry of Advanced materials (a) Inorganic Chemistry IV (b) Organic Chemistry IV (c) Physical Chemistry IV	25	75	100
	CH234	Inorganic Practical II			
	CH235	Organic Practical II			
	CH236	Physical Practical II			
	CH243	(A) Dissertation		70	70
	CH243	(B) Visit to R & D centre Comprehensive viva voce		5 25	5 25

RESEARCH COMMITTEE

A Research committee functions with a clear objective of fostering and co-ordinating all our research activities. This committee consist of Principal as the Chairperson, a senior faculty member as convenor, Heads of all PG Departments and all research guides. The committee formulates quality action plans in consultation with IQAC.

Convenor: Dr. Suja S, Dept. of Chemistry.

Recognised Research Guides From the College

No.	Name	Department	University
1.	Dr. Saritha S R.	History	University of Kerala
2.	Dr. Vysakh A.S.	History	
3.	Dr. Prathibha P R	History	
4.	Dr. Suja S.	Chemistry	
5.	Dr. Asha S. Kumar	Chemistry	
6.	Dr. R. Biju	Chemistry	
7.	Dr. Sivakala S	Chemistry	
8.	Dr. Ambili Raj D. B	Chemistry	
9.	Dr. Kavitha K.R.	Botany	
10.	Dr. Suchithra Devi S.	Economics	
11.	Dr. Uthara Soman	Sociology	
12.	Dr. Lekha N. B.	Sociology	
13.	Dr. Anjana R.	Psychology	
14.	Dr. Ajilal P.	Psychology	
15.	Dr. Raakhee A S	Psychology	
16.	Dr. Raakhi Viswambharan	Political Science	
17.	Dr. Joshy P M	Political Science	
18.	Dr. Aranya S S	Physics	

FACULTY ADVISORS

Department	FYUGP (Sem 1 & 2)	UG CBCSS(Sem 3 & 4)	UG CBCSS(Sem 5 & 6)
English	Ms. Indu K	Athira M Raj	
Economics	Veena C.	Dr. Suchithra Devi	Dr. Raji Raveendran
Political Science	Dr. Raakhi Viswambharan	Dr. Joshy P.M.	Abhilash. T.
History	Dr. Vysakh A. S. Dr. Preetha Raj	Dr. Giftson A W	Liji L. T.
Sociology	Aiswarya A. S	Dr. Kavitha V.	Dr. Lekha N. B.
Psychology	Dr. Ajilal P	Dr. Anjana R.	Dr. Nishima J. S.
Mathematics	Dr. Bijila B. R.	Dr. Abisha R	Dr. Dhanya S.R.
Chemistry	Dr. Ashalatha A	Dr. Haripriya Anand	Dancy Surendran
Zoology	Dr. Preethi S	Dr. Binushma Raju	Dr. Leji J
Physics	Aiswarya Mol N S	Dr. Vipin C Bose	Dr. Jayasree K
Geology	Dr. Saji S	Akhil Ajay	Ms. Abhirami
Botany	Dr. Kavitha K.R.	Dr. Rajeswari. S	Dr. Usha S. S
Commerce	Ms. Aiswarya Manoj	Dr. Nishad A	Dr. Lakshmi A J

PG Departments

Department	Sem 1 & 2	Sem 3 & 4
English	Ms. Indu K	Anu Jayapal
History	Mr. Rishi N	Dr. Prathibha P.R
Botany	Dr. Rajeswari. S	Dr. Kavitha K R
Chemistry	Reshmi Jaya Raveendran	Dr. S Sivakala

MONITORING OF FYUGP

College Level FYUGP Academic Committee Members

The Principal (Chairman)

Dr. S Sivakala (CLAC Convenor).

Dr. Bijila B R. (Chief Superintendent of Examinations)

All the Heads of Departments in the college

Ms. Preetha V. K.,

Ms. Reshmi Jaya Raveendran,

Dr. Ajilal P,

Ms. Jayasree K

Industry experts

Functions of the FYUGP Academic Committee

The College Level FYUGP Academic Committee (CLAC) shall scrutinise, approve/recommend to the University all the proposals submitted by the Department committee about the FYUG degree programme, such as academic pathway, allowed syllabi enrichment/ updating, Online courses, Blended teaching, Course offering to the students of other colleges, panel of examiners, summative and formative evaluation tools proposed by the faculty members, new courses and syllabus proposed by the faculty members as signature courses etc. The Academic Committee can differ on any proposal. It shall have the right to return the matter for reconsideration to the Department Committee concerned or reject it after giving sufficient reasons.

CLAC will propose to the college governing council the initiation of innovative programmes, utilising the adaptability and comprehensive approach of the FYUG curriculum framework.

FYUGP Department Committee

- Coordinate research, teaching, extension and other academic activities in the department/college.
- Overall monitoring of the UoK-FYUG degree programme and preparing suggestions for its betterment.

QUALITY ENHANCING SYSTEMS

Internal Quality Assurance Cell (IQAC)

As per the 12th Plan guidelines of University Grants Commission an Internal Quality Assurance Cell (IQAC) is established, for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the college, with the following members.

Chairperson: Dr. Raakhee A.S.
Principal

Coordinator: Dr. Ambili Raj D.B.
Assistant Professor, Dept. of Chemistry

Faculty Members:

1. Dr. Ajilal P.
Assistant Professor,
Dept. of Psychology
2. Dr. Aranya S.
Assistant Professor,
Dept. of Physics
3. Sri. Ramesh Chandran B.R. Assistant Professor,
Assistant Professor
Dept. of Physics
4. Smt. Indu K.
Assistant Professor,
Dept. of English
5. Dr. Leji J

6. Associate Professor
Dept. of Zoology
Smt. Remya C. R.
Assistant Professor
Dept. of English
7. Mr. Rishy N
Assistant Professor
Dept. of History

Alumni Representative: Dr. Kavitha K R
Associate Professor
Dept. of Botany

Administrative Officials: Smt. K. Deepa
Office Superintendent

Management Representative: Dr. R. Raveendran
(Former Principal, Special Officer SN Trust)

Local Body Representative : Sri. Chempazhanthy Udayan
Councillor, Chempazhanthy

Student Representative : Mr. Gokul G
II MSc Chemistry

CLUB & COMMITTEES 2024-25

Sl. No	CLUB/ COMMITTEE	CONVENER	CO-CONVENORS
1.	IQAC	Dr. Ambili Raj D B	Dr. Ajilal P, Dr. Aranya S, Mr. Ramesh Chandran B R, Ms. Indu K, Dr. R. Biju,
2.	Academic Monitoring Committee	Dr. Soju S	Dr. Nishima J S, Dr. Suchithradevi Dr. Ambili Raj D B
3.	Research, Development	Dr. Suja S	Dr. Aranya S, Dr. Joshy P M, Dr. Suchithradevi Dr. Vysakh A. S, Dr. Lekha N B
4.	IPR Cell	Dr. Manu Remakant	Dr. Suja S, Dr. Lakshmi A J
5.	Internal Examination Committee	Dr. Veena C	Dr. Rakhee Viswambharan, Dr. Sivakala S, Ms. Reshmi Jaya Raveendran
6.	University Examination Committee	Dr. Bijila B R (Chief Supdt.) Dr. Raji Raveendran (Asst. Supdt)	Dr. Preetharaj D, Dr. Sivakala S
7.	CLMC	Dr. Suchithra Devi S	All HoDs , Ms. Resmi Jaya Raveendran, Dr. Binushma Raju
8.	CLAC	Dr. Sivakala S	All HoDs, Ms. Preetha V. K., Dr. Bijila B R, Ms. Reshmi Jaya Raveendran, Dr. Ajilal P, Ms. Jayasree K

9.	Internship/Research Internship Committee	Dr. Sivakala S	HODs of All Departments
10.	Campus Discipline Committee	Dr. Sreechithra V S	All HoDs, Ms. Preetha V K, Dr. Jinu S Rajan, Ms. Jayasree K, Dr. Ajilal P, Dr. Nishad A, Dr. Soju S, Dr. Biju R, Dr. Saji S, Dr. Vipin C Bose, Mr. Ramesh Chandran B R, Dr. Vysakh AS, Dr. Giftson A W, Dr. Joshy P M, Mr. Abhilash T, Dr. Praveen R
11.	Internal Complaints Committee (GSCASH)	Dr. Kavitha K R	Adv. External member Dr. Liji L T, Dr. Giftson A W, Mr. Milan K, Office Superintendent Student Representatives
12.	Grievance Redressal Cell	Ms. Preetha V K	Dr. Prathibha P R, Mr. Rishi N, Ms. Athira M Raj Office Superintendent Student Representative
13.	Career Guidance & Placement Cell	Ms. Remya C R	Dr. Suchithradevi, Dancy Surendran, Ms. Vani Girish
14.	Counselling Cell & Jeevani	Dr. Nishima J S	Jeevani counsellor, Dr. Raakhee A S, Dr. Ajilal P, Dr. Anjana R
15.	Library Advisory Committee	Dr. Jinu S Rajan	Ms. Lilin V Bhaskaran, Mr. Rishi N, Dr. Manu Remakant
16.	Canteen Committee	Dr. Bijila B R	Ms. Veena C, Sri. Abhilash T, Ms. Jaysree K
17.	Purchase Committee	Mr. Ramesh Chandran B R.,	Dr. R Biju, Dr. Aranya S, Dr. Jinu S Rajan
18.	Hostel Committee	Dr. Bhavya Prakash	Ms. Amaya S Kumar, Ms. Lilin V Bhaskar, Ms. V. K. Preetha
19.	Scholarship Committee	Dr. Dhanya S R	Dr. Binushma Raju, Ms. Aiswarya A S
20.	Green Protocol, Environment Conservation & Campus Cleanliness Committee	Ms. Indu K	Mr. Abhilash T, Dr. Kavitha K R, Dr. Giftson A W, Ms. Hima S S, Dr. Preetha Raj D
21.	Tutorial and Mentoring System	Ms. Parvathy Ramachandran	Dr. Raji Raveendran, Ms. Anu Jayapal, Dr. Lakshmi A J
22.	Yoga Club	Dr. Ajilal P	Dr. Giftson A W, Dr. Anjana R
23.	NCC	Ms. Hima S S	
24.	NCC	Dr. Giftson A W	
25.	NSS	Mr. Abhilash T, Dr. Preetharaj D.	
26.	Admission Committee	Mr. Ramesh Chandran B R (UG) Dr. Ambili Raj D B (PG)	Dr. Nishima J S, Dr. Preetharaj D, Ms. Indu K., Dr. Sreechithra V S, Ms. Preetha V K, Mr. Praveen R
27.	Planning Board	Dr. Raakhee A S	Dr. Ambili Raj D B, Dr. R Biju, Dr. Saji S, Ramesh Chandran B R, Dr. Soju S., Dr. Prathibha P. R.

28.	Website Monitoring committee	Ms. Jayasree K	Ms. Resmi Jaya Raveendran, Dr. Sujith Prabhakar, Dr. Abisha A
29.	RUSA & PFMS Monitoring Committee	Dr. R Biju	Dr. Ajilal P, Dr. Ambili Raj D B,
30.	Anti Ragging Cell	Ms. Athira M Raj	MS. Lilin V Bhaskaran, Dr. Sivakala S Smt. Liji L.T
31.	Public Information Officer	Dr. Aranya S	
32.	Gender Sensitization Committee	Ms. Anu Jayapal	Ms. Parvathy Ramachandran, Dr. Bijila B. R
33.	Energy Conservation Cell	Dr. Mini S	Dr. Haripriya Anand, Dr. Saji S
34.	Technology Monitoring Cell	Dr. Abisha A	Dr. Lekha N B, Mr. Ramesh Chandran B R
35.	Gurusanthwanam & Institutional Distinctives Committee	Dr. Vysakh A S	Ms. Indu K, Dr. Mini S
36.	Internal Auditing Cell	Dr. Lakshmi A J	Ms. Aiswarya Mol N S, Dr. Ashalatha A, Dr. Soju S
37.	Remedial Coaching Committee	Dr. Ashalatha A	Ms. Parvathy Ramachandran, Dr. Dhanya S R
38.	Add-on Course Committee	Ms. Vani Gireesh	Dr. Ashalatha A, Ms. Aiswarya A S, Dr. Leji J
39.	Feedback Committee	Dr. Leji J	Dr. Nishima J S, Dr. Prathibha P R, Dr. Ambili Raj D B
40.	SC/ST Cell OBC Cell & Minority Cell	Ms. Resmi A	Dr. Joshy P M, Dr. Vysakh A S,
41.	Divyanggan Cell	Ms. Amaya S Kumar	Ms. Anu Jayapal, Dr. J. S. Nishima, Ms. Vani Gireesh, Ms. Aiswarya A S
42.	Institution's Innovation Cell	Dr. Rakhee Viswambharan	Dr. Sivakala S, Dr. Lekha N B, Dr. Lakshmi A J, Dr. Nishima J S, Dr. Binishma Raju, Dr. Ashalatha A, Dr. Usha S S, Dr. Manu Remakant, Dr. Abisha, Dr. Prathibha P R, Dr. Aranya S, Smt. Vani Girish
43.	PTA	Dr. Sujith Prabhakar, Dr. Vipin C Bose	Ms. Dancy Surendran, Dr. Vysakh A S, Dr. Biju R, Dr. Saji S, Dr. Liji L T., Dr. Sivakala S, Dr. Binushma Raju
44.	Commemorative Days Observance, Celebrations monitoring & Documentation Committee	Ms. Reshmi Jaya Raveendran	Dr. Bhavya Prakash
45.	Staff Advisor	Ms. Jayasree K.	

46.	Competitive Exam Coaching Committee (Public Service club By KAS Mentor)	Mr. Rishi N	Smt. Dancy Surendran, Dr. Usha S S, Dr. Suchithra Devi, Dr. Saji S, Ms. Sangeetha Hariharan
47.	Extension & Outreach Programme Committee	Dr. Haripriya Anand	Ms. Indu K, Dr. Saji S., Dr. Anjana R. Dr. Soju S
48.	Anti Narcotic Club & Vimukthi	Ms. Aiswarya A S	Mr. Rishi N., Dr. Suchithra Devi, Dr. Jinu S Rajan
49.	Electoral Literacy Club	Dr. Abhilash T	Ms. Liji L T, Dr. Preetha Raj D
50.	Human Rights Awareness Forum	Dr. Joshy P M	Dr. Rakhee Viswambharan, Dr. Sreechithra V S
51.	Health Club	Ms. Dancy Surendran	Ms. Preethi S, Ms. Aiswarya Mol, Mr. Praveen R
52.	Tourism Club	Ms. Preethi S	Ms. Veena C, Dr. Kavitha K R
53.	SPIC MACAY Heritage Club (Performing Arts & Music Club)	Dr. Anjana R	Ms. Anu Jayapal, Ms. Sangeetha Hariharan, Dr. Lekha N B., Dr. Rakhee Viswambharan, Dr. Abisha R
54.	Media Club	Dr. Manu Remakant	Ms. Liji L T, Ms. Sangeetha Hariharan, Ms. Hima S S
55.	Community-Based Activities (Sree Narayana Study Centre)	Dr. Prathibha P R,	Lilin V Bhaskaran, Dr. Sreechithra V S
56.	Sports Club & Gymnastic Club	Mr. Praveen	Dr. Sujith Prabhakar
57.	Science Club	Dr. Saji S	Ms. Dancy Surendran, Dr. Leji J, Dr. Suja J
58.	Bhoomithra Sena Club	Dr. Binushma Raju	Dr. Mini S., Dr. Raji Raveendran
59.	Theatre & Film Club	Ms. Sangeetha Hariharan	Mr. Rishi N, Ms. Preetha V K, Ms. Remya C R
60.	Literary & Debate Club	Ms. Lilin V Bhaskaran	Dr. Sreechithra V S, Dr. Manu Remakant, Ms. Athira M Raj, Dr. Jinu S Rajan
61.	Women's Study Unit	Dr. Bhavya Prakash	Dr. Preetha Raj D, Dr. Kavitha K R, Ms. Hima S S
62.	Gandhian Study Centre	Dr. Liji L T	Dr. Joshy P M
63.	Entrepreneurship Development Club	Dr. Nishad A	Dr. Lakshmi A J, Ms. Preethi S, Dr. Soju S
64.	Skill Enhancement Club	Dr. Lekha N B	Dr. Mini S, Ms. Aiswarya Mol N S
65.	Planning Forum	Dr. Raji Raveendran	Dr. Suchithra Devi, Ms. Veena C
66.	Forum for Democracy & Social Justice	Dr. Preetha Raj D	Mr. Abhilash T, Dr. Giftson A W
67.	Nature Club	Dr. Kavitha K R	Dr. Dhanya S R, Ms. Amaya S Kumar
68.	General Convenor	Ms. Aiswarya Mol N S	
69.	Standard Club	Ms. Aiswaryamol N S	Ms. Jayasree K, Dr. Dhanya S R, Dr. Bijila B R
70.	AISHE	Dr. Lekha N B	IQAC Members
71.	NIRF	Dr. Aranya S S	IQAC members

72.	ARIA/ATAL	Dr. Lakshmi A J	IQAC members

FACULTY MEMBERS IN UNIVERSITY BODIES

Prof. Dr. Raakhee A.S. Member, Board of Studies (PG) in Psychology, University of Kerala	Dr. Ajilal P. Member, Board of Studies (UG) in Psychology, University of Kerala
Dr. Nishima J.S. Member, Board of Studies (Pass) in Psychology, University of Kerala	Smt. Bijila B.R. Member, Board of Studies (UG) in Mathematics, University of Kerala
Dr. Kavitha K.R. Member, Board of Studies (Pass) in Botany, University of Kerala	Dr. Lekha N. B. Member, Board of Studies (UG) in Sociology, University of Kerala
Dr. Suja S Member, Board of Studies (PG) in Chemistry, University of Kerala	Smt. Aiswarya A.S. Member, Board of Studies (UG) in Sociology, University of Kerala
Dr. Suchithra Devi.S. Member, Board of Studies (PG) in Economics, University of Kerala	Dr. Saji S. Member, Board of Studies (UG) in Geology, University of Kerala
Smt. Veena.C Member, Board of Studies (UG) in Economics, University of Kerala	Sri. Abhilash T. Member, Board of Studies (UG) in Political Science, Kannur University
Dr. Soju S Member, Senate, University of Kerala	Dr. Soju S Member, General Council of the Kerala Agricultural University
Dr. Soju S Joint Coordinator, FYUGP Implementation Committee, University of Kerala	Dr. Leji J Member, Board of Studies (UG) in Zoology

GOOD MANNERS AND CODE OF CONDUCT FOR STUDENTS

- Adhere to the Vision and Mission of the Institution imbibing the preaching of Sree Narayana Guru
- Uphold the values of Gender sensitivity and Environment protection.
- When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her
- When a teacher enters a class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself occupies his/her seat
- Students should keep with them texts and note books required for the classes they attend
- No student shall leave the classroom during a lecture without the permission of the teacher
- Proper academic decorum has to be maintained inside the classroom and as a part of ensuring discipline, boys and girls are expected to be seated in segregated rows during the class hours.
- Students who happen to have no class should not loiter in the corridors of the campus during the class hours
- Misuse of mobile phones inside college campus shall lead to confiscation of the device, imposition of fine and other legal measures.
- Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice of petition or paste it anywhere in the college premises without any written sanction of the Principal

- Students should always be respectful to seniors and superiors, polite and courteous to all
- Habitual negligence in college work, dishonesty, obscenity in word or any other acts of misconduct will result in severe disciplinary action
- Students are forbidden from making any graffiti (Marking as initials or slogans) on the furniture or on the walls of the college
- Students are expected to maintain decency and decorum in dress and behaviour.
- Nobody shall disrupt the academic atmosphere of the college under any circumstances – such misconduct would entail major punishment including expulsion from college, and if necessary, criminal prosecution also will be invoked
- Students should wear duly signed identity cards and show them whenever the authorities demand
- The educational concession extended and the scholarships awarded are liable to be forfeited for misconduct
- Smoking and use of illicit drugs are strictly prohibited in the campus. Use of intoxicants like liquor, pan masala, etc., is strictly banned. Offenders will have to face strict disciplinary action
- Any complaint of misbehaviour will be seriously dealt with. Resorting to use of vulgar words and comments to opposite sex will cause serious action
- Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the roll
- All legal and reasonable grievance of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective faculty advisor of the Students' Grievance Redressal Cell
- Students should not misuse social media for tarnishing the reputation of the Institution /other students/ teachers / non-teaching staff.
- Abusive usage of mobile phones is strictly prohibited; violation of the same shall attract stringent disciplinary action based on the gravity of the crime.
- Library rules and Laboratory instructions should be strictly complied by the students and they should act in a responsible manner.

PREVENTION OF RAGGING

(Vide No. F.1- 16/2007 (CPP-II) dt 13 April 2009)

- Ragging in all its forms is prohibited in the College campus, including the departments, all its premises (academic, residential, sports, canteen, hostel, restrooms, etc.), within the campus or outside it and all means of transportation whether public or private
- The provisions of the Act of the Central Government and/or the State Governments will consider ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST
- Ragging is prohibited by law. It is a non-bailable criminal offence and punishable with rigorous imprisonment up to seven years
- Students shall not indulge in any of the following activities, which are treated as ragging:
 - Any act that prevents, disrupts or disturbs the regular academic activity of a student
 - Exploiting the service of a junior student by a senior student or a group of senior students
 - Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations
 - Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures
 - Any act of abuse by spoken words, emails, SMS, or any other means
 - Any word or act that causes hurt to the dignity of the individual
 - Entering without permission into any class other than the one assigned to a student

- Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.
- The complaints or information with regard to ragging could be oral or written and even from third parties
- The burden/responsibility of proving his/her innocence rests with the accused
- Complaints can be lodged with the Principal, staff members or any of the members of the Anti-Ragging Committee
- In the event of a student being booked in a criminal offence and being suspended from the college, he / she will be re-instated only after his/her obtaining clearance certificate from the concerned police officer

ETHICS

- Timeliness: Students must follow the calendar of working days and the time schedule of the College.
- Sincerity: Attend every class with attitude and aptitude.
- Cleanliness: Cleanliness is next to Godliness. Keep the campus clean. Don't throw any waste inside the campus. Instead, segregate organic and inorganic waste using respective dustbins kept for the purpose.
- Discipline: After the first bell in the morning, every student must be in the classroom. Observe silence during Prayer. Keep silence in the library. Learn to give respect and take respect.
- Modesty: Maintain modesty in dress.
- Utilize library during lunch break and free hours
- Actively participate in the extra-curricular activities like NSS, NCC, Clubs, Associations, etc.
- Encourage parents to visit the College periodically
- Park students' vehicles in the area provided
- Pay attention to the notifications appearing on the notice boards

MORNING PRAYER AND CLASS HOURS

- Before the commencement of classes in the morning, the Daiva Dasakam (prayer of humanity) is played on the public address system spreading the preaching of Sree Narayana Guru.
- Staff and students shall stand in reverential silence during its soothing and melodious rendering
- The college works under the full day system with two sessions. In between the two sessions there will be a noon interval of 45 minutes.
- Besides lecture classes, there will be seminars, tutorials, group discussions, counselling sessions, etc.

ATTENDANCE

- Regular attendance is compulsory
- Students have to get prior permission for leave with leave form duly countersigned by the guardian or parent
- Teachers mark the attendance at the beginning of each period. If a student is absent for one period in a session, it will be treated as half day's absence and for another period in the next session same day will be treated as one full day's absence
- Every working day, irrespective of the working periods, shall be considered as a full working day
- Changes will be affected as per the decision of College council
- At the end of each semester, a list will be put up on the general Notice Board, showing the number of days of attendance lost by each student till then.
- The student will not be allowed for registration for examination if he/she fails to secure at least 75% attendance for the semester

COLLEGE IDENTITY CARD

- A College Identity Card will be issued to the student at the time of admission
- It is the responsibility of the student to see that the card is duly attested by the Principal

- The student should wear this card while in the campus and produce the same on demand for inspection by any staff member
- If the card is lost, a duplicate can be obtained on payment of Rs 50/-
- It may be born in mind that the College Identity Card will be required in many occasions such as voting at the College Union Election, claiming hall tickets, mark lists, certificates, scholarships, stipends, etc and hence the same should be maintained with due importance.

COLLEGE CANTEEN

The College Canteen provides vegetarian and non vegetarian food to staff and students at subsidised rates.

COLLEGE HOSTEL

The College provides lodging facilities for girls students in the women's hostel in the campus constructed under the 10th plan of UGC.

FEE STRUCTURE

Tuition fee will be collected in two installments, semester wise. Special fees, caution deposit, etc shall be paid in lumpsum at the time of admission together with the first instalment of tuition fee. Tuition fee is payable on the due dates prescribed. If any students fails to pay fees on the due date he/she shall be liable to pay the fees along with a fine of Rs. 10/- on or before the due date. Defaulters will be removed from the rolls.

B.A. Degree - Registration Fee Rs.50/-, Caution Deposit- Rs.360/-, Special Fee per annum. Rs.500/- Tuition Fee Per annum Rs.1000/-, University Fee Rs. 760/- B. Sc. Degree - Registration Fee Rs.50/-, Caution Deposit- Rs.360/-, Special Fee per annum. Rs.1050/- (Except Mathematics & Geology Rs. 650/-) Tuition Fee Per annum Rs.1000/-, University Fee Rs. 760/- B. Com. Degree - Registration Fee Rs.50/-, Caution Deposit- Rs.360/-, Special Fee per annum. Rs.500/- Tuition Fee Per annum Rs.1000/-, University Fee Rs. 760/- M.A & MSc. Degree - Registration Fee Rs.50/-, Caution Deposit- Rs.600, Special Fee per annum for M.A Rs.570/- and for M.Sc Rs. 1770/- Tuition Fee Per annum Rs.1800/-, University Fee Rs. 710/- Above mentioned fees are subject to periodical revisions by Government/ University.

FEE CONCESSION

Students belonging to SC/ST/OBC/SEBC are eligible for fee concession. Concessions will also be available to forward community (FC) students as per provisions of the Kumara Pillai Commission Report. (Annual income limited to Rs. 1,00,000/- for UG and for PG). Students eligible for fee concession shall submit applications to the Principal within 15 days of their admission.

CAUTION DEPOSIT

As per GO. M.S. No. 58/75/H.Edn. dated 04-04-1975, every student except SC/ST and OEC shall pay the caution deposit prescribed for each course. At the end of the course of study the caution deposit will be refunded on receipt of application, after deducting dues if any.

ISSUE OF TRANSFER AND CONDUCT CERTIFICATE

Transfer Certificate: A student applying for a T.C. shall not be given the certificate except on payment of all fees or other money due or such portion thereof as the principal may see fit to demand for the academic year in which the student was last enrolled.

Transfer Certificates of students who have appeared for a University Examination will ordinarily be issued to them only after the publication of the result of the examination.

Late applicants have to pay a penalty Rs.50/- and a fee of Rs.100/- will be charged for the issue of a duplicate of Transfer Certificate.

Conduct Certificate: Any student who leaves the college without the written permission of the principal before completing his/her course will not be issued a certificate of character. Any student who discontinues his/her study in the college without returning book issued to him/her or without paying any arrears or other dues shall receive no certificate of character or any other certificate. A fee of Re. 10/- one will be charged for the issue of certificates from the college.

COLLEGE OFFICE HOURS

The College Office Functions from 9.30 a.m to 4.30 p.m on all working days.

COLLEGE UNION

Every Year the students elect a College Union Chairman, Vice-chairman, Sree Narayana College, Chempazhanthy Academic Calendar 2022-23. Two University Union Councillors, General Secretary, Arts Club Secretary, Magazine Editor, Lady Representatives, Class Representatives and Secretaries to the various Associations. All the co-curricular activities of the College are organized and conducted by the College Union under the guidance of the staff advisor. The election and activities of the College Union will be as per the Government and University rules.

GENERAL LIBRARY AND READING ROOM

1. There is a full-fledged, well equipped library.
2. All members of the staff are members of the library.
3. Library remains open from 9 am to 4.30 pm on all working days.
4. Silence shall be strictly observed in the library.
5. Mobile phones are strictly prohibited inside the library.
6. Students are required to produce their identity cards to enter the library
7. Issued books shall be returned within a fortnight and they can be re issued for another term. The book shall be recalled at any time even before the expiry date.
8. Periodicals and books in the Reference section will not be lent out. They may be referred inside the library, by submitting the identity card.
9. A student at the degree level will be issued 3 books and 5 books at the P.G level
10. A member can avail books from the library by producing his/her identity card at the issue counter for proper verification.
11. A member will have to put his/her signature in the issue register both at the time of issuing and returning the book.
12. Borrowers will be held responsible for any damage caused to the book. When a book is issued to a member, it is presumed that it is in good condition, unless and otherwise pointed out.
13. Students are not allowed to sub-lend the book.
14. Do not make any marking or underline in the books and periodicals or disfigure them in any other way
15. If a book is damaged or lost by a member, he/she will have to replace it with fine. Defaulter shall pay three times of the cost of the book.
16. A member who fails to return a book on due date will be fined Re.1 per day until the book is returned.
17. All books must be returned to the library at the time of sending certificates for the examinations.
18. Before applying for any certificate from the college, members have to get clearance certificate from the library.
19. Students are liable to forfeit their membership of the library for violating the library rules, indiscipline or misbehaviour.

SCHOLARSHIPS AND ENDOWMENTS

1. **Kerala State Higher Education Council Scholarship:** Eligibility: For SC/ST 45% in Science and 40% in other subjects. For others 50% in Science and 45% in other subjects. Scholarship Amount: For UG Rs. 12000 for first year; Rs. 18000 for second year, and Rs. 24000 for final year per annum. For PG Rs. 40000 for first year and Rs. 60000 for second year.
2. **Post Matric Scholarship (PMS) for minorities :** Eligibility Students belonging to economically weaker sections of minority community (Muslims and Christians). 50% or equivalent grade in the previous final examination and the annual income of the parents/ guardian from all sources should not exceed Rs. 2 lakhs. Scholarship Amount: Rs. 3000 per annum for UG and PG students.
3. **Central Sector Scholarship (CSS):** Eligibility: applicant should have passed the Senior School Certificate Examination conducted by CBSE and have secured the total aggregate marks (in first five subjects) equal or above the following minimum marks as per the stream opted by the applicant. Science: 418 Commerce: 396 Others: 332 (For all categories: SC/ST/ OBC/ UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. Scholarship Amount: For UG Rs. 1000 per month and For PG Rs. 2000 per month.
4. **State Merit Scholarship (SMS):** Eligibility: applicant should have scored 50% or above in the qualifying exam and should be first year student of UG or PG Annual income of the parents/guardian from all

sources should not exceed to Rs. 1 lakh. Scholarship Amount: For UG Rs. 1250 per annum. For PG Rs. 1500 per annum.

5. **Merit Scholarship to the Children of School Teachers (MSCT):** Eligibility: Children of Primary and Secondary School Teachers only are eligible. Scholarship Amount: For UG and PG Rs. 50 per month.
6. **Hindi Scholarship (HS):** Eligibility: Hindi must be one of the subjects in the present studying course. Only I year students are eligible for applying the scholarship. Scholarship Amount: For UG Rs. 500 per month. For PG Rs. 1000 Per month.
7. **Muslim Nadar Girls Scholarship (MNS):** Eligibility: should be first year 79 girl student of UG and should belong to BPL family and Backward Community. Annual income of the parent/guardian should not exceed Rs.18000 per annum. Scholarship Amount: For UG Rs. 125 per annum.
8. **Sanskrit Scholarship (SSE):** Eligibility: Sanskrit must be one of the subjects in the present studying course. Only I year students are eligible for applying the scholarship. Scholarship Amount: For UG and PG Rs.200 per month.
9. **Suvarna Jubilee Merit Scholarship (SJMS):** Eligibility: should be first year students of UG or PG. should belong to BPL family. Should have scored 50% or above in the qualifying examination. Scholarship Amount: For UG and PG Rs. 10000 per annum.
10. **C.H. Muhammed Koya Scholarship (MGS):** Eligibility: should belong to Muslim, Latin, Converted Christian Community and should be a native of Kerala. Should be a girl student studying for the first year graduation or higher courses. Should have scored 50% or above in the qualifying examination. Annual income of the parent/ guardian should not exceed Rs. 4.50 lakhs. Scholarship Amount: For UG Rs. 4000 per annum. For PG Rs. 5000 Per annum.
11. **Blind/PH Scholarship (BPHFC):** Eligibility: Blind/PH/Deaf students studying in UG and PG Financial support Fee Charges for Blind students with family annual income below Rs. 2.5 lakhs. Hostel charges for all PH students who are hostellers and whose family annual income is below Rs. 4.50 lakhs. Boarding charges for all PH students who are day scholars and whose family annual income is below Rs. 4.50 lakhs.
12. **Indira Gandhi Scholarship for Single Girl Child:** Eligibility: Any single girl child, being the only child of her parents, is eligible to apply for the PG scholarship scheme. The scheme is applicable to such a single girl child who has taken admission to the first year master's degree programmes. The age of the girl student should not exceed 30 years at the time of admission. Scholarship Rates: Rs. 2,000/- per month for a period of two years only (10 months in the year) i.e. full duration of a PG course'
13. **Government of India National Scholarship (Merit):** Eligibility : First class in the qualifying examination. Those who top the merit list within the quota allowed to the state will be eligible.
14. **Scholarship to the Physically Handicapped students:** Scholarship amount: Degree students Rs. 1250/- per annum. P.G. Students Rs. 1700 per annum.
15. **Government of India Scholarship to the students from non - Hindi speaking state for Post metric studies in Hindi:** Eligibility: Not less than 70% marks in the qualifying examination in the first attempt. The candidate should study Hindi as one of the subjects. The candidate whose mother tongue is Hindi is not eligible.
16. **State Scholarship:** Scholarship amount for degree students Rs.1625/- per annum. PG. students Rs. 750/. Eligibility : 50% or above marks in the Plus Two or BA/B.Sc Examination. The annual income of the parent / guardian of the student should not exceed Rs 7,500/- (Degree student and Rs. 10,000-(P.G. Student.) The awardees will not be allowed to receive any other scholarship.
17. **Kerala University Merit Scholarship for B.A./B.Sc./B.Com students.** Scholarship amount: Rs. 2500/- per annum and for PG students Rs. 3,000/- Per annum Eligibility: Not less than 60% marks in the qualifying examination. Students enjoying any other scholarship are not eligible.
18. **Student Aid Fund Scholarships from Kerala University Union:** Scholarship amount Rs.750/- per annum for Degree students. Scholarship amount Rs.1,000/- per annum for PG. students. Eligibility: Students of Degree & PG. Classes whose parents' annual income does not exceed Rs. 1 0,000- Per annum.
19. **Harness fee concession:** Eligibility : Children of Kerala Government Servants who die in harness or die within 6 months after retirement are eligible. The deceased should have had at least 5 years service

under the State Government. Students enjoying any other fee concession or stipend except National Loan Scholarship are not eligible.

20. **Educational Concession to fishermen students Award :** Rs. 400 per annum subject to the date of enrolment. Eligibility: Students of all classes belonging to fishermen community irrespective of income limit. The application forms are available at the office of the Regional Deputy Director of Fisheries, Kollam.
21. **Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts Award :** For Degree students lump sum grant Rs. 950. Stipend : Rs 600/- per month for students who come from places beyond the distance of 8 km. and Rs. 530 per month for students who live within 8 km. PG students – lump sum grant Rs. 675, stipend as above. All students eligible for concession should apply in the prescribed forms with necessary documents within one month of their admission to the college.
22. **Educational concession to Socially and Educationally Backward Communities under KPCR: Award:** Full fee concession for Degree students. Full fee concession, lumpsum grant and stipend for PG Students. Income limit: Rs. 1,00,000 per annum (Degree) and Rs. 1,00,000 per annum (PG). Applications are to be submitted within 15 days from the date of admission.
23. **Educational Concession to the Forward Communities under KPCR Award :** Full fee concession for Degree and PG students. Income limit: Rs. 10,00,00 per annum (Degree) and PG.

DIVYANGJAN INCLUSIVITY POLICY

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In accordance with the Higher Education for Persons with Special Needs scheme started by the University Grants Commission during the Ninth Five-Year Plan, the institution endeavours to provide favourable infrastructure to differently-abled students and to create a conducive environment to enrich the higher education experiences of differently-abled persons or Divyangjans. Realising the social benefits of inclusivity, the institution works on facilitating inclusion of students with disabilities and making their learning environment accessible and sensitive to their individualized needs, reinforcing their confidence, dignity and quality of life.

SCOPE

The policy shall construct a barrier free environment that is conducive to their growth as students and professionals; it will also facilitate an inclusive culture in the campus with reference to students with disabilities, and also promote their living and learning with comfort and dignity.

CUSTODIAN OF THE POLICY

The heads of the departments, tutors and teachers shall ensure the implementation of the policy with regard to the curricular and co-curricular experiences of Divyangjan students. The administrative staff and the management shall work towards the improvement of the infrastructural and learning facilities in the college under the guidance of the Principal.

OBJECTIVES

- ☐ To ensure maintenance of a Divyangjan friendly learning atmosphere in the campus.
- ☐ To provide guidance and counselling to differently-abled students.
- ☐ To create awareness about the needs of differently-abled persons, and other general issues concerning their learning.
- ☐ To assist differently-abled students to gain successful employment in the public as well as private sectors.
- ☐ To ensure admission of as many differently-abled students as possible in the institution.

POLICY

- ☐ Admission of differently-abled students in various courses shall be facilitated and encouraged.
- ☐ Guidance and counselling shall be provided to differently-abled individuals, to guarantee their academic, psychological and emotional well-being.
- ☐ Differently-abled students shall be assisted through career guidance and counselling to gain successful employment in the public as well as private sectors.

- ☐ Government and University orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled students shall be congregated regularly, and timely action would be undertaken to ensure the implementation of the same.
- ☐ The educational needs of differently abled students shall be assessed to determine the types of assistive devices to be procured.
- ☐ The aptitude of differently-abled students in various fields shall be identified, and adequate motivation and coaching will be provided to hone their skills.
- ☐ Students shall be given awareness regarding the psychological, physical and emotional needs of Divyangjan students to inculcate the qualities of tolerance and inclusivity in them.
- ☐ Awareness programmes shall be conducted for teachers about the approaches to teaching, evaluation procedures, etc, which they should adopt in the case of differently abled students.
- ☐ It shall be ensured that all existing structures as well as future construction projects in the campus are made disabled friendly.
- ☐ Special facilities such as ramps, rails and special toilets shall be installed, and other necessary changes shall be made to suit the special needs of differently-abled students.
- ☐ Special learning equipment and software (such as screen reading software in the library) shall be installed and used to augment the learning experience of students with special needs.
- ☐ Assistance provided by the Institution to the differently abled students shall include Ramps & Railings, Assistance for Learning Resources, Medical Assistance, Human Assistance, Scribe facilities and wheel chair friendly Washrooms. Display boards exhibiting the facilities shall be fixed at prime points for information and enquiry.
- ☐ Sensitization and training at various levels for various stakeholders especially peers, teachers and staff shall be ensured in order to better accommodate the needs of differently abled students.

GENDER SENSITIZATION POLICY

Gender sensitization is a basic requirement to understand the sensitive needs of all genders. It helps us to examine our perspectives and question the so-called 'realities' that we have believed for long. The need for this sensitivity has been felt and realised more and more over the years, across the globe. Recent discourses focus upon the need to sensitise gender issues on campus as education is believed to be the catalyst for change. Educational spaces have the power to instil progressive thoughts in young minds, and thus mould dignified individuals who believe in equity and equality among all beings.

SCOPE

All students, teachers, teaching and non-teaching staff shall abide by the policy, and contribute towards the endeavour of the institution to ensure equality among all genders.

CUSTODIAN OF THE POLICY

Gender Sensitization Committee, All Department heads and the Women's Study Unit shall hold the responsibility of implementing the policy, under the guidance of the Principal.

OBJECTIVES

- ☐ To sensitize the students on the issue of gender discrimination.
- ☐ To familiarise the constitutional measures for gender equality to students and staff
- ☐ To create a teaching-learning-working environment which upholds the rights and freedom of all genders.
- ☐ Ensuring equity in opportunity to female and transgender students, teachers and staff and preventing any kind of abuse in the name of gender.

POLICY

- ☐ Equal opportunities shall be provided to male, female and transgender students and staff.
- ☐ The Internal Complaints Committee, Grievance Redressal Cell and Anti Ragging Cell will work stringently on the guidelines set by the UGC and the University to curb and take timely action against any form of violence against female students and staff.
- ☐ Orientation programmes shall be conducted by the departments and various clubs and committees under the leadership of Gender Sensitization Committee and Women Study Cell to impart awareness regarding gender sensitivity.

- ☐ Women empowerment activities shall be conducted by the Women's Study Unit.
- ☐ Higher representation of girl students shall be promoted in admissions to undergraduate and postgraduate courses. A higher female ratio in teaching staff also shall be appreciated.
- ☐ A higher female representation shall be ensured strictly in the College Union Election abiding to University norms. One representative from each class will compulsorily be a female student.
- ☐ Female students shall be encouraged to continue their studies after marriage, and ample motivation and assistance shall be provided to students during and after maternity period.
- ☐ Anti-Dowry campaigns and awareness classes shall be periodically conducted in association with forums of expertise for boys and girls.
- ☐ Psychological counselling shall be provided to female students and staff in need in order to ensure proper mental health and happiness.

INTERNAL COMPLAINTS COMMITTEE

- ☐ The committee shall be constituted comprising of a Convenor (a senior female faculty), at least two female faculty members, two non-teaching employees, a member from an NGO or a person familiar with sexual harassment issues and two student nominees.
- ☐ Convenor or any member of ICC shall receive the complaints of sexual harassment, if any, and shall co-ordinate the deliberations thereafter.
- ☐ On receipt of a complaint ICC shall conduct enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- ☐ The inquiry shall be completed within a period of ninety days from the date of the complaint.
- ☐ ICC shall then submit the enquiry report to the Principal within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- ☐ If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent.
- ☐ ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- ☐ ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- ☐ The victim is assured of absolute confidentiality and privacy while the complaint is being enquired upon.
- ☐ The committee shall abide by the rules prescribed by the University and the UGC to hold meetings, make enquiries and form decisions regarding a complaint.
- ☐ If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the above provisions.

GREEN PROTOCOL

- Use of vehicles inside the campus will be restricted to maintain carbon neutrality.
- Students shall not be allowed to bring their vehicles inside, and are expected to avail the parking space near the gate.
- A systematic waste management system shall be implemented in which wastes are collected, segregated, recycled or disposed suitably, without harm to the environment. Incinerator, biogas plants and waste segregation bins shall be used for the purpose.
- Separate Bins shall be provided in the campus to segregate and collect food waste and non biodegradable waste material.
- Use of reusable food containers instead of paper and plastic will be made mandatory.
- Use of plastic in any form shall be banned inside the campus.
- Use of flex banners and plastic decorations during programmes and celebrations shall not be permitted.
- Water bottle refill stations shall be installed inside the campus to reduce the careless disposal of plastic water bottles.

Parent Teacher Association (PTA)

President: Dr. Raakhee A.S.

Vice President: Dr. Sivakala S

Secretary: Sri. Dr. Sujith Prabhakar, Treasurer: Dr. Vipin C Bose

Joint Secretary: Sri. Ravikiran

Teacher Executives: Ms. Dancy Surendran, Dr. Vysakh A S, Dr. Biju R, Dr. Saji S

Parent Executive: Dr. S. Sivakala, Sri. Ravikiran

The Parent Teacher Association was inaugurated in this college in 1986- 87 with the Principal as its President. The PTA aspires for co- operation and participation of parents in full measure in the all round development of the college. Parental co-operation in creating a healthy campus atmosphere is of utmost importance. An active PTA functions in the college with a Teacher as Secretary and a Parent as Vice President. An Executive Committee of eight members and a general body consisting of all parents and teachers meet occasionally for the healthy and peaceful functioning of the college.

The PTA has been playing an active and important role in the growth and development of the college. It has, inter-alia, been providing basic amenities like pure drinking water; transportation for students and staff; developing infra- structural facilities; supporting financially poor and backward students; encouraging meritorious pupils; supporting sporting activities, distribution of free mid-day meals on special occasion to needy students, distribution of study materials to needy students, and improving the general ambience of the college with an attractive Garden. The financial burden of several academic and other activities were also borne by the PTA.

STUDY TOUR

Study tours are conducted every year. These outings help the students to see different parts of the country, to enjoy companionship, to experience travel and to learn more in their respective areas of study. It can be conducted by

every department after obtaining permission from the Principal. Students are not permitted to organise or conduct Excursions or Picnics without knowledge and consent of the Principal and Department Heads. The following instructions should be observed by students with regards to study tours.

- (1) Teachers who are deputed by the Principal / HoD's should accompany the students.
- (2) A lady teacher is a must if girl students included in the tour party.
- (3) A detailed programme of Travel, stay, places of visit, names of participants etc. should be submitted to the principal before proceeding on a tour.
- (4) Written consent in the prescribed form should be obtained from the parents of all students going on tour.
- (6) Any act of indiscipline while on tour shall be considered as an act of indiscipline committed in the campus. It will invite punitive action.

COLLEGE ATHLETIC ASSOCIATION

The college has an athletic association in order to promote physical educational activities of the college. All students of the college are the members of the association. The executive committee shall consists of:

1. President (Principal)
2. A Staff Representative
3. Secretary (Senior Physical Education Director)
4. Joint Secretary (Jr. Physical Education Director)
5. Sports Secretary (Nominated by the college Union)

Activities: Athletics, Cricket, Football, Hockey, Volley Ball, Badminton, Tennis, Khokho, Kabadi etc.

MEDICAL INSPECTION

Every student of the 1st year Degree and 1st year P.G. Classes will have to undergo medical examinations during the first term of the academic year. Those who are found medically defective and are called upon to undergo treatment should do so. Those who are suffering from contagious

diseases will not be allowed to attend classes until they are completely cured and certificates to that effect is obtained from a recognized Medical Officer.

VARIOUS APPLICATION FORMS

Application for Railway Concession Ticket

Name with initials (In Block Letters) :
Serial number :
Admission Number :
Class & Group/Subject :
Age & date of birth :
Class in which travelling :
Duration of ticket Destination :

Date

Signature

Application for leave

Name with initials (In Block Letters) :
Serial Number :
Admission Number :
Class & Group / Subject :
No. of days & dates of leave required :
Reason :

(State if Medical Certificate or any other document is attached)

Whether there is any test paper or assignment:

Group Tutor :

Date

Signature

Application for Transfer Certificate

Name with initials (In Block Letters) :
Date of Birth :
Serial Number :
Admission Number :
Class, Group, Years of study :
Reg. No. and date of University Exam (final year) :
Details of Passing at first appearance :
(each part to be shown separately) Other Certificates required

Date

Signature

**Application for Refund of Caution
Deposit**

Name with initials (In Block letters) :

Serial Number :

Admission Number :

Class and group / Subject :

Years of study in the college :

Amount of caution deposit to be returned :

No. and date of CD. Receipt :

Whether T.C. has already been taken. If,
so state No. and Date of T.C. obtained:

Date :

Signature

