



CALENDAR AND HAND BOOK 2021-22

Patron : Very. Rev. Fr. Francis Chittinappally CST

Manager : Rev. Fr. Abraham Panikulangara CST

Principal : Dr. V.V. Georgekutty

Vice Principal : Rev. Dr. Tony Thomas CST

Bursar : Rev. Fr. Jobin Penattukunnel CST

**KANCHIYAR P.O., LABBAKKADA
KATTAPPANA, IDUKKI DT. - 685511**

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An establishment of the St. Joseph's Province of CST Fathers



പ്രാർത്ഥനാ ഗാനം

തുണവരിയേ നീ തുരുവാകണം
 തുണയായി നീ തണലാകണം
 അറിവേ വെളിച്ചം നിറവേ തെളിച്ചം
 അവിരാമം അകതാരിൽ കുടികൊള്ളണം
 സത്യം ധനം ജ്ഞാനം ബലം
 സ്നേഹം അഖിലാണ്ഡ ജീവോദയം
 ഉണരുമ്പോൾ ഉദയത്തിൻ കണിയാകണം
 ഉടലിലെ ശ്രീകോവിൽ നീയാകണം
 അമ്മയായും അച്ഛനായും
 ദുരേയും ചാരേയും കൂട്ടാകണം
 സത്യം ധനം ജ്ഞാനം ബലം
 സ്നേഹം അഖിലാണ്ഡ ജീവോദയം
 ഉലകിലെ നോവുകൾ നീ തേടുവാൻ
 അലിവെഴും മാനസം നൽകേണമേ
 സ്നേഹമായും ദാനമായും
 ദുരേയും ചാരേയും കൂട്ടാകണം
 സത്യം ധനം ജ്ഞാനം ബലം
 സ്നേഹം അഖിലാണ്ഡ ജീവോദയം



PERSONAL DETAILS

Affix your recent Passport size Photograph

Name of the student :

Date of Birth :

University Register Number :

Class No :

Course :

Duration :

Address for Communication :

..... Pin

Mob:

Permanent Address :

..... Pin

Mob:

Father's Name :

Occupation: Educational Qualification :

Mother's name :

Occupation: Educational Qualification :

Contact Number of Parent/Guardian :

Signature of Father :

Signature of Mother :

Brother(s) and Sister(s) details

Sl. No.	Name	Qualification	Other Details

Bring this Hand Book on all working days

John Paul Memorial Educational and Charitable Trust

Reg. No: 248/IV/2009

College Council

Dr. V.V. Georgekutty (Principal)	-	Chairman
Dr. Fr. Tony Thomas CST (Vice Principal)	-	Vice Chairman
Fr. Jobin Penattukunnel CST	-	Bursar
Mr. Jobins Joy (HoD Commerce)	-	Secretary
Ms. Anju Varkey (HoD, English)	-	Member
Ms. Priyamol C.D. (Dept. of Malayalam/Hindi)	-	Member
Mr. Sobin Mathew (HoD, Computer Science)	-	Member
Mr. Abhinand C.S. (HoD, Tourism Studies)	-	Member
Ms. Priya K. (HoD, Management Studies)	-	Member
Mr. Joy Augustine (HoD, Economics)	-	Member
Ms. Reshma Elizabeth Cheriyan (HoD, Social Work)-	-	Member
Ms. Theertha T. (Librarian)	-	Member
Mr. Tomson Joseph	-	Member
Mr. Jithin Joy Jose	-	Member
Mr. V.G. Manojkumar (Office Superintendent)	-	Member

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MG UNIVERSITY TELEPHONE NUMBERS

Vice Chancellor	- 0481-2731003
Pro. Vice Chancellor	- 0481 2731005
Controller of Examinations	- 0481 2731000
N.S.S. Programme Coordinator	- 0481 2731029
PRO	- 0481-2731020
Enquiry	- 0481 2731000,2731020

COLLEGE PHONE NUMBERS

Office - Arts and Science College	- 04868 259236
Mobile	- 9562034555
Principal	- 9446197139
Manager	- 9539304624
Vice Principal	- 9447777965
Bursar	- 8281504661
Dillingen Women's Hostel	- 9131939564
	-

St. Therese of Lisieux

St Joseph's Province of the CST Fathers is one among the four Provinces of the Little Flower Congregation which has its origin on 31st march 1931 at Mookkannur, in Ernakulam-Ankamaly archdiocese. Very Rev. Fr. Basilius Panat CST is the Founder of the Congregation. The Patron Saint of the Congregation is St. Therese of the Child Jesus of Lisieux. She was a French Catholic Discalced Carmelite nun who is widely venerated in modern times. She is popularly known as "The Little Flower of Jesus", or simply "The Little Flower." St. Joseph's Province is dedicated to proclaim God's love to the poor and needy and serves humanity with unconditional love and constant care to empower them meeting their needs. As envisioned by the founder and rooted in the Charism of "Be Little and Serve the Little", the members in this congregation involve in an integral village developmental activities. At present the Congregation runs 59 educational institutions all over the country enlightening 64410 students.


St. John Paul II


St. John Paul II, the Bishop of Rome and head of the Roman Catholic Church (1978-2005) was one of the most memorable Popes in the modern age. Pope lived through the centuries most turbulent times and offered a clear moral stance and direction to the Catholic Church. As part of his effort to promote greater understanding between nations and between religions, he undertook numerous trips abroad, traveling far greater distances than had all other popes combined, and he extended his influence beyond the Church by campaigning against political oppression and criticizing the materialism of the West. More generally, John Paul used his influence among Catholics and throughout the world to advance the recognition of human dignity and to deter the use of violence.


VISION

To be a locally relevant and globally acclaimed centre of holistic education; moulding the children of a largely marginalized region into self-reliant, responsible, morally upright and socially committed citizens.

MISSION

 To impart quality education to the children of the largely marginalized, tribal and migrant families.

 To provide comprehensive training, enabling students to live and flourish in the digital world.

 To conduct programmes promoting ethical values, self-esteem, responsibility, secularism, patriotism and faith in God.



To accelerate inductive education by providing higher education opportunities to the weaker sections and minority communities of the land-locked region.



To train and mentor students to realise and develop entrepreneurial skills, intellectual and physical capabilities with a view to promoting innovation.



To organize outreach programmes promoting gender sensitization, emotional maturity and social commitment.

Students are given comprehensive training to live and flourish in the digitalized world and to leave a legacy that others can emulate.

LOCATION

The sylvan ambience of the college is highly relaxing and conducive to spiritual, intellectual and emotional growth. Situated in Kanchiyar Grama Panchayat on the Kottayam - Kattappana State Highway; the College is easily reachable and it has state of art facilities for effective learning.




HISTORY OF JPM COLLEGE

JPM College is the result of the dream of a group of fathers of the St. Joseph's Province of CST Fathers Aluva, to provide education to the economically and educationally less advantaged people of the Highranges. In 2005 upon the request of neighbouring parents, priests in the Ashram arranged tuition programme in front of the Little Flower Ashram Chapel. Later the demands of the people lead them to start a private open regular junior college which later metamorphosed in the form of Private Degree College and later to the functioning of UG and PG courses affiliated to MG University, Kottayam in 2008.

JPM campus consists of JPM Arts and Science College, John Paul Memorial B.Ed College, and JPM Junior College overlooking to the busy Kattappana-Kuttikkanam stretch of the Kattappana Kottayam state highway. JPM Arts and Science College has been maintaining excellent results in university examinations since its inception. In order to enhance the quality of teaching and learning process, the college regularly conducts national seminars, add-on-courses, department-wise and intercollegiate fests, industrial visits, training programmes etc... The college is keen in maintaining high standards of discipline in the campus which will go a long way in fine tuning the potential of learners. The college also provides excellent lab and library facilities for its students and subscribe various magazines, national and international journals, books and materials of competitive exams such as Civil Service, UPSC, SSC etc...

JPM Arts and Science College was granted Minority Status by Central Government of India on 28/06/2013 and was given the number 1230/2013/7078 in their official records. In connection with the decennial celebration of the college (2005-2015) JPM Career Academy- coaching centre for competitive examinations was started in October 2015. In the same year college became the first ISO - 9001:2008 certified college in Idukki district. In 2016 'JPM' became a registered trademark. In 2017 regular study centre of Indira Gandhi National Open University (IGNOU) started to function on the campus.

Milestones in the history of JPM Educational Institutions

-  2005 JPM Junior College started (Plus two Open Private School). Rev. Fr. Paul Vettikkattu named the college as John Paul Memorial College
-  B.Com (Private) started.
-  June 28, Rev. Fr. Paul Vettikkattu submitted an application for Affiliation under Mahatma Gandhi University.
-  2006 BA English (Private) started.
-  2008 June 02, Sanction obtained from MG University to start B.Com CA, BCA, and BTS programmes.
-  Rev. Fr. Paul Vettikkattu, appointed first Principal of the College.
-  Rev. Fr. Johnson Mundiath appointed Bursar.
-  Off Campus Centre of Bharathiyar University started with BBM, B.Com, BA English, BCA and MBA programmes.
-  Rev. Fr. Joseph Kattackal CST appointed Manager.
-  2009 Prof. Johnny Thomas, Assistant Professor (Rtd), Dept. of Commerce, St. George College, Aruvithara appointed principal.
-  Fr. Anish Angadiath appointed Bursar.
-  Fr. Joby Chully appointed Manager of JPM Institutions.
-  2010 BA English Language and Literature and BBA courses were sanctioned by MG University.
-  2011 MA English and Literature and M.Com Finance started.
-  Fr. Tony Adukuzhiyil appointed Bursar.
-  2013 B.Com Co-operation started.

-  Prof. V.J Peter, Principal (Rtd), Pavanatma College, Murikkassery appointed Principal.
-  Minority Status was granted to JPM Arts and Science College by Government of India on 28/06/2013. The status number is 1230/2013/7078.
-  2014 B.Com Finance & Taxation and M.Sc. Computer Science started.
-  International seminar held in the college auditorium on "Environmental Protection and Human Rights" in view of Gadgil Report.
-  New Building of JPM Arts and Science College was blessed by Mar. Mathew Arackal on 7th March.
-  2015 M.Com Banking and Insurance sanctioned.
-  Dillington Ladies Hostel of Franciscan Sisters, blessed and inaugurated by Mar Mathew Arackal.
-  Dr. K. M Mathew, HOD and Professor (Rtd), St. Thomas College, Pala took charge as Principal.
-  Career Academy- coaching centre for competitive exams was started in October in connection with the decennial celebration of the college (2005-2015) with a view to train students for PSC, UPSC, and Bank jobs.
-  A Motor Driving School started to help students secure Driving Licence.
-  The college became the first ISO 9001:2008 certified college in Idukki district 2017 Regular Study Centre of Indira Gandhi National Open University (IGNOU) started to function in this campus.
-  2018 Fr. Jobin Koonamparayil appointed Bursar.
-  2019 Fr. Joby Vellapackal appointed Manager.
-  2020 July 01 - Dr. V. V. Georgekutty, former Controller of Examinations, University of Calicut took charge as Principal.
-  2020 Started MSW
-  2021 June Rev. Fr. Abraham Panikulangara appointed Manager.
-  2021 Rev. Fr. Jobin Penattukunnel appointed Bursar.
-  2021 Started BSW.
-  2021 Application for NAAC Accreditation

Date	Day	
1	Tue	Syllabus orientation & Field work orientation-Dept. of Social Work
2	Wed	
3	Thu	Mini Project Orientation For 3 rd year BCA
4	Fri	English Skill Club Inauguration (English Dept.), International day of innocent and children victim of aggression (Dept. of Social Work)
5	Sat	Tree Sapling Planting by NSS Volunteers, Environment Day (planting trees, cleaning the surroundings and poster making)-NCC, Environment day celebration - Awareness video launch-Nature Club, Environmental Day: Haiku Competition-English Dept., Observation of world environment day observational visit begins, Puzzle Game-Commerce, Add-on Course DCA-CS Dept.
6	Sun	Poster Designing and Cartoon Making Competition as part of Environment Day-Dept. of Computer Science, World Food Safety Day - Food Safety Awareness Video-Dept. of Tourism Studies
7	Mon	World food safety day celebration - Awareness video launch-Green Gen Nature Club, Starting of Add-on course- Dept. of Management Studies, Remedial Class for 6 th Sem B. Com-Dept. of Commerce, Remedial Class for 6 th Sem BA-Dept. of English
8	Tue	Remedial Class for 6 th Sem B. Com-Dept. of Commerce, Remedial Class for 6 th Sem BA-Dept. of English
9	Wed	Remedial Class for 6 th Sem B. Com-Dept. of Commerce, Remedial Class for 6 th Sem BA-Dept. of English
10	Thu	Remedial Class for 6 th Sem B. Com-Dept. of Commerce, Remedial Class for 6 th Sem BA-Dept. of English, Webinar- Kerala Budget 2021 Analysis Dept. of Economics, Add-on course - Life Skills-Dept. of Management Studies, Add-on course - Entrepreneurship and IP Strategy-Dept. of Economics
11	Fri	Remedial Class for 6 th Sem B. Com-Dept. of Commerce, Remedial Class for 6 th Sem BA-Dept. of English, PTA for II Sem MA English-Dept. of English, Cartoon Competition-Dept. of Commerce.
12	Sat	World day against child labour-Dept. of Social Work
13	Sun	Observing Dry Day-Dept. of Commerce
14	Mon	Digital Poster Designing Dept. of English, Cell to Excel Meeting for II Sem MA English-Dept. of English, PRA training-Dept. of Social Work, Remedial Classes for 6 th Sem BCA, BBA & BTM-Dept. of Computer Science, Management Studies and Tourism Studies
15	Tue	Online IT Quiz-Dept. of Computer Science, PRA training-Dept. of Social Work
16	Wed	Anaemia Awareness-NSS, Inauguration of Women Development Cell

Date	Day	
		(WDC)-WDC & Dept. of Social Work-Visiting Faculty Lecture Series-6-Dept. of English, Social Mapping-Dept. of Social Work
17	Thu	PTA for II & V Sem BA, PTA for V Sem B. Com Finance & Taxation, PTA for BBA, Art out of Reusable Plastic-Dept. of English, Monsoon Photography Competition-Dept. of Management Studies
18	Fri	National Webinar by Dr. Suraj ES (Professor, Naipunnya Business School, Angamaly)-Dept. of Management Studies, Online Payment Workshop-Dept. of Computer Science, PTA for V Sem B. Com Co-operation-Dept. of Commerce- Autistic Pride Day-Dept. of Social Work
19	Sat	National Reading Day Awareness Video-NSS, Vayanadinam -Book Review Competition-Basilius Central Library, Observational Visit-Dept. of Social Work Photo caption Contest-Dept. of Commerce
20	Sun	Plus-Two Students Meet - Essay Writing & Pencil Drawing Competition-IQAC, Problems of Affiliated Colleges-Dept. of Economics
21	Mon	International Yoga Day:Yoga Day Celebration-Dept. of Computer Science, Awareness Programme and Yoga Demonstration-NSS, PTA-I BTM (II Semester)-Dept. of Tourism Studies, PTA for V Sem B. Com Computer Application-Dept. of Commerce, First Internal for II Sem M. Com & MA Economics-Dept. of Commerce & Economics.
22	Tue	PTA for II Sem M. Com Finance (A), Quiz Competition
23	Wed	PTA for II Sem M. Com Finance (B) Dept. of Commerce
24	Thu	Inauguration of Soft Skill Club-Soft Skill Development Club, PTA for II Sem B. Com Computer Application-Dept. of Commerce.
25	Fri	Webinar Be Safe-Dept. of Management Studies, DCA 1st Paper Examination Communicative English-Dept. of Tourism Studies, PTA for II Sem B. Com Co-Operation-Dept. of Commerce
26	Sat	Anti-drug Awareness Programme-NSS, Observation of International Day Against Drug Abuse and Illicit Trafficking-NCC Observation of International Day Against Drug Abuse-Dept. of Social Work, PTA for II Sem B. Com Finance & Taxation-Dept. of Commerce
27	Sun	
28	Mon	First Internal for II Sem MA English & MSW-Dept. of English & Social Work
29	Tue	Alumni connect-Alumni interaction (Mr. Cinol Mathew)-Dept. of Management Studies, Webinar-Dept. of Tourism Studies
30	Wed	Department Level Webinar 1 Impact of Covid-19 on IT Sector-Dept. of Computer Science, Seminar on National Education Policy-JPM Teacher Empowerment Cell, To hear the services of professional placement officer Career Development & Placement Cell, Commerce Dept. Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

Year Planner 2021-22 July 2021

Date	Day	
1	Thu	Selection of Association Representatives from the classes and forming of commerce association, Accounting Quiz, Status Making competition-Commerce Dept., DCA II Semester Class-Tourism Dept., English Skill Club Activity-1: Group Discussion Forum , Essay Writing- Doctor's Day, Film Review-English Dept.
2	Fri	Commerce Association Meeting-Dept. of Commerce, Visiting Faculty Lecture Series-7-Dept. of English , National Webinar Capital Market- Dept. of Management Studies
3	Sat	Notebook Challenge-UNAI, Observational Visit-Dept. of Social Work
4	Sun	
5	Mon	Video Creation Competition-Soft Skill Development Club, KAPS Meeting-Dept. of Social Work, The Creative Writing Club Activity -1: Online Poetry Recitation of Dickinson's Poems-Dept. of English
6	Tue	Workshop on Research Studies for academic purpose for B.com Final Years-Dept. of Commerce, National Webinar on New Horizons of Career Opportunities in Economics-Dept. of Economics, Webinar on Emotional challenges in online learning environment-Dept. of Social Work, Project Methodology Class for II Sem PG and V Sem BA students-Dept. of English
7	Wed	Budding Teachers' Community Activity-1: Session on Teaching Aptitude-Dept. of English, JACS & IT Club Association Inauguration-Dept. of Computer Science
8	Thu	The Creative Writing Club Activity -2: Poetry Writing Competition-Dept. of English, PTA for II Sem MA English-Dept. of English
9	Fri	Campus Bamboo Forest Project 'Mulavanam'-NSS, Career Development Workshop-Dept. of Management Studies, World Population Day - Cartoon Competition-Dept. of Computer Science, Peer Teaching -Dept. of Tourism Studies
10	Sat	Observational Visit-Dept. of Social Work
11	Sun	World Population Day: Pencil Drawing Competition-Dept. of Economics
12	Mon	Webinar Pandemic Situation-WDC & Dept. of English, Workshop on Counselling-Dept. of Social Work, Commerce Association Meeting-Dept. of Commerce, Alumni Interaction-Dept. of Computer Science, Cartoon Contest as part of World Population Day-Dept. of Tourism Studies, Remedial Class for II & V Sem BBA-Dept. of Management Studies.
13	Tue	Mobile Phones & Notebook Challenge-NSS, Budding Teachers' Community Activity-2: Session on Teaching Aptitude-Dept. of English
14	Wed	Remedial Class for BTTM for III Sem Exams-Dept. of Tourism Studies, Career Orientation for Plus Two students-IQAC, Webinar on Research Methodology-Dept. of Social Work
15	Thu	World Youth Skill Day: Collage Competition-Dept. of Economics, Debate Competition-Dept. of English, Exhibition of Skills- World Youth Skill Day, Peer

Date	Day	
		Teaching. Akhila Thomas-Dept. of Management Studies, Article Writing Competition-Dept. of Computer Science
16	Fri	Awareness programme on Thesis preparation for PhD-JPM Teacher Empowerment Cell, Webinar Human Rights- Dept. of Management Studies, Film Quiz-Dept. of Commerce, Article writing Competition, Malayalam Speech Competition-Dept. of Computer Science, Remedial Class for V Sem BCA-Dept. of Computer Science
17	Sat	World Emoji Day - Drawing Competition-Dept. of Computer Science, Observational Visit-Dept. of Social Work
18	Sun	
19	Mon	Conflux of High Fliers-Dept. of Commerce, Model Examination for II Sem & Internal Examination for V Sem BBA & BCA-Dept. of Management Studies & Dept. of Computer Science, Internal examination for M.Sc. Computer Science-Dept. of Computer Science
20	Tue	Interactive Session-Dept. of Commerce
21	Wed	Essay Writing Competition-Dept. of Commerce, Remedial Class for I Sem BTTM-Dept. of Tourism Studies
22	Thu	Budding Teachers' Community Activity-3: Session on Research Aptitude-Dept. of English, PTA Meeting - MSW-Dept. of Social Work, Lectureship Contest-Dept. of Commerce, Photography Competition-Dept. of Computer Science
23	Fri	Certificate programme on anchoring-MGSSNP, Lockdown creations (bottle art, craft etc.)-Dept. of Computer Science, Go Digital-Dept. of Commerce
24	Sat	Digital Literacy Programme Webinar-NSS
25	Sun	Pencil Drawing Kargil Diwas-Dept. of Management Studies
26	Mon	2 nd Internal for II Sem & 1 st Internal for V Sem BA-Dept. of English
27	Tue	Budding Teachers' Community Activity-4: Session on-Research Aptitude-Dept. of English, Poster Design Competition-Dept. of Computer Science
28	Wed	Faculty Development Program-Dept. of Computer Science, Observation of World Nature Conservation Day-NCC, Quiz Competition World Nature Conservation Day-Dept. of Tourism Studies
29	Thu	Awareness Video International Tiger Day-Dept. of Tourism Studies, Online panel discussion: "Challenges to inclusion-COVID 19"-Dept. of Social Work
30	Fri	Commerce Association Inauguration-Dept. Of Commerce, Conflux of High-Fliers-Dept. of Economics, Book Review competition (exclusively for 2nd year BBA)-Dept. of Management Studies, Workshop on Career Counselling for Banking Careers-Dept. of Management Studies, Career Development Workshop (3rd Year BCA)-Dept. of Computer Science
31	Sat	Commerce Dept. Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

*Year Planner 2021-22***August 2021**

Date	Day	
1	Sun	
2	Mon	2 nd Internal for II Sem MA English-Dept. of English, Internal examination for V Sem B. Com-Dept. of Commerce, 2 nd Internal for II Sem BTTM-Dept. of Tourism Studies, Remedial Class for IV Sem BTTM Exams-Dept. of Tourism Studies, Starting of UG III Sem Classes , Good Food for Good Health N C C Field Work Block Placement 25 Days Begins-Dept. of Social Work, Brain test-Dept. of Commerce, Card to Friend- Friendship Day-Dept. of English
3	Tue	Entry Level Test for I Sem BA-Dept. of English
4	Wed	PTA for V Sem BA-Dept. of English, Webinar on Importance of Intellectual Property Rights IPR Cell Webinar on Mental Wellbeing During Pandemic-Dept. of Social Work, Seminar for Final year BBA IPR-Dept. of Management Studies, Peer Teaching-Dept. of Computer Science
5	Thu	Redefining teaching Methodology for Today: Suitable teaching methodologies during online classes and how to cope up with struggles of online education during pandemic-FDP Cell & Dept. of English
6	Fri	Conflux of High Fliers-Dept. of Computer Science, Awareness programme on financial plans and schemes suitable for farmers-MGSSNP, Placement orientation webinar for final year students-Career Development & Placement Cell
7	Sat	Parade-NCC
8	Sun	
9	Mon	Starting of III Sem PG Classes, Awareness programme on first aid and its importance-MGSSNP, Photo Caption Contest-Dept. of Computer Science, Webinar on COVID communication and relationship-Dept. of Social Work, Model Exam for 2nd Sem B. Com & M. Com-Dept. of Commerce, Internal Examination for V Sem BTTM-Dept. of Tourism Studies
10	Tue	Webinar Series-Dept. of Economics, Webinar on 'The Art of Speaking'-Rhetoric Club & Readers Forum and Dept. of English, Panel Discussion: Independence of India-Dept. of English, Elocution Competition-Dept. of English
11	Wed	Seminar on Counselling Practices to Teachers-JPM Teacher Empowerment cell, Budding Teachers' Community Activity-5: Session on Comprehension-Dept. of English
12	Thu	
13	Fri	English Association Inauguration-Dept. of English, Handicraft Exhibition-Dept. of English, Cartoon Competition as part of Independence Day-Dept. of Management Studies, International Webinar-Dept. of Management Studies, Freedom Quiz-Dept. of Computer Science
14	Sat	Webinar - Psycho Social Council-WDC & Dept. of Tourism Studies, Mission

Date	Day	
		green (Planting and take care of trees)Green Gen Nature Club-ParadeNCC
15	Sun	Independence Day - Flag Hosting and Honouring services of health workers and policemen-NSS, Independence Day Celebration-NCC, Independence Day Quiz-Dept. of English, Independence Day Quiz-Dept. of Management Studies, Our Vegetable Garden-Dept. of Commerce, Essay Writing Competition-Dept. of Tourism Studies
16	Mon	Webinar on 'How to develop entrepreneurial traits'-ED Club, Bridge Course for I BA students-Dept. of English, Poster making Competition-Dept. of Commerce, Drawing Competition as part of Independence Day-Dept. of Computer Science
17	Tue	Bridge Course for I BA students-Dept. of English, Film Review as an entry for all students of the College-Film Club, Pencil Drawing Competition-Dept. of Commerce
18	Wed	Inauguration of Economic Association-Dept. of Economics, Bridge Course for I BA students-Dept. of English, Onam Quiz for Plus Two Students-Dept. of Computer Science, Onam Celebration
19	Thu	Starting Onam Holidays
20	Fri	Budding Teachers' Community Activity-6: Session on Comprehension-Dept. of English
21	Sat	3 Day NSS CampNSS
22	Sun	Paper Presentation Competition-Dept. of Economics
23	Mon	Storyteller Competition- Dept. of English, Cricket winner Prediction, Business quiz- Commerce Dept.
24	Tue	Budding Teachers' Community Activity-7: A mock test on Teaching Aptitude, Research Aptitude and Comprehension-Dept. of English, UG Internal Mini Project Valuation-Dept. of Computer Science
25	Wed	
26	Thu	Quiz Competition-Dept. of English, The Creative Writing Club Activity -3: Online seminar on Creative Writing and Publishing-Dept. of English
27	Fri	Programme Organized by Green GEN Nature Club-Dept. of Tourism Studies
28	Sat	Parade-NCC
29	Sun	
30	Mon	College Re-opening after Onam Holidays, Resonate the Soul- Translation Contest-Dept. of English, Entry Level Test for Newcomers-Dept. of Management Studies, PTA meeting V Sem BTTM-Dept. of Tourism Studies, Model examination for 2 nd Semester M.Sc. Computer Science-Dept. of Computer Science.
31	Tue	Driving school facility for students and teachers-MGSSNP, Field Works Ends-Dept. of Social Work, Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

Year Planner 2021-22

September 2021

Date	Day	
1	Wed	Orientation programme for first year UG students-Code of Conduct Committee, 2 nd Internal for II Sem MA Economics-Dept. of Economics, Bridge Course for Newcomers-Dept. of Computer Science, Remedial Classes for II-year BBA-Dept. of Management Studies
2	Thu	Budding Teachers' Community Activity-8: Session on Communication-Dept. of English, Observation of World Coconut Day-NCC, English Skill Club Activity-2: Mock Interview-Dept. of English
3	Fri	Cashless India - Webinar-NSS, Onam Celebrations & Competitions-WDC & Dept. of Computer Science, Submission of Field Work Reports-Dept. of Social Work, Skill -Up- Peer Teaching Ms. Geethu Soma-Dept. of Management Studies
4	Sat	Parade NCC
5	Sun	Teachers Day - Poetry Writing Competition- Dept. of English, Teachers day Creative Video, Card Making Competition-Dept. of Commerce
6	Mon	Field Work Presentation-Dept. of Social Work, 1 st Internal for III Sem MA English & M.Sc. Computer Science, 2 nd Internal for V Sem BA, 1 st Internal for III Sem BBA & BCA-Dept. of English, Management Studies & Computer Science, Bridge Course for Newcomers-Dept. of Management Studies, PTA For 3rd B.com C A-Dept. of Commerce
7	Tue	Green Challenge- Tree Planting Mission-Dept. of English, Certificate programme on NET/JRF coaching-MGSSNP, De-Bugging Competition- Dept. of Computer Science, PTA For 3rd B.com Co-Op-Dept. of Commerce, JPM - Junior Lecturer Contest-Dept. of Tourism Studies
8	Wed	PTA For 3rd B.com Tax-Dept. of Commerce, Observation of International literacy day, Field Work Viva-Dept. of Social Work
9	Thu	
10	Fri	Spelling Marathon-Dept. of English, Recognizing World Suicide Prevention Day-NCC, Webinar - Career Orientation-Career Development & Placement Cell, National Level Webinar-Dept. of Computer Science
11	Sat	Parade NCC
12	Sun	Webinar on Leadership Skills-Soft Skill Development Club, Film Review Competition Series among the students of film club-Film Club
13	Mon	1st Internal Examination - III Sem BTM-Dept. of Tourism Studies, 2 nd Internal Examination MSW-Dept. of Social Work, Blackout Poetry-Dept. of English, Cartoon Competition-Dept. of Commerce, Alumni Connect -Alumni Teaching-Dept. of Management Studies
14	Tue	Visiting Old Age Home-JPM Helping Hand, 'Why Do You Love the Book the Most'- Essay Writing-Dept. of English, Alumni Interaction-Dept. of Computer Science
15	Wed	Library Orientation program for 1 st Year Students-Basilus Central Library, Conflux of High Fliers-Dept. of Commerce, Certificate programme on mask making and hand embroidering-MGSSNP, Webinar Series on Basic and Advanced Econometrics-Dept. of Economics, International Peace Day - Pencil Drawing Competition-NSS, Budding Teachers' Community Activity-9: Session on

		Mathematical Reasoning and Aptitude-Dept. of English, Captcha typing competition-Dept. of Computer Science
16	Thu	World Ozone Day: Poster Competition-Dept. of Economics, Quiz Competition-Dept. of Commerce, Cartoon Competition Entry level Test for I Sem MA English-Dept. of English, PTA IBCA- Dept. of Computer Science
17	Fri	
18	Sat	
19	Sun	Book Review Rhetoric Club & Readers Forum
20	Mon	Workshop on 'MOODLE'- An Open course software package-JPM Teacher Empowerment Cell, Workshop on Candle Making-ED Club, Photography Competition-Dept. of Commerce, World Peace Day - Logo creation competition-Dept. of Management Studies, World Peace Day - Online Quiz Competition-Dept. of Computer Science, Entry Level Test for First Semester UG & PG-Dept. of Computer Science, SPSS Training-Dept. of Social Work
21	Tue	Budding Teachers' Community Activity-10: Session on Logical Reasoning-Dept. of English, Observation of International Day of Peace-NCC, Webinar Gender Equality-Dept. of Management Studies, Peace Day Awareness Video-Dept. of Tourism Studies
22	Wed	Orientation programme for first year PG students-Code of Conduct Committee, Allotment of Project guide for final year PG Students-Dept. of Commerce
23	Thu	Webinar on Methodological rigour in social science research: Understanding COVID19-Dept. of Social Work, Webinar on Stress Management-Dept. of Commerce
24	Fri	NSS Day-NSS, Conflux of Highfliers-Dept. of Management Studies, Awareness programme on banking literacy and safety measures for electronic banking-MGSSNP, Add-on Course-Participatory Program Planning & Management-Dept. of Social Work, Logo Identification Contest-Dept. of Commerce, Mask making competition-Dept. of Computer Science
25	Sat	1 st Internal for III Sem MA Economics-Dept. of Economics, Parade-NCC
26	Sun	Photography Competition-Dept. of Commerce
27	Mon	Remedial Class for 3 rd Year and 1 st Year BBA-Dept. of Management Studies, Tourism Department Inauguration & Programme with WWF World Wetland Day World Tourism Day, Inauguration of JNEWS Programme-Dept. of Tourism Studies, Webinar on IPR: Emerging Issues and Challenges-IPR Cell, Model Exam MSW-Dept. of Social Work
28	Tue	PTA for III Sem MA English & III Sem BTTM-Dept. of English & Dept. of Tourism Studies
29	Wed	Short story writing-Dept. of English, For the People: Community Visit at Snehasramam-Dept. of English, Drawing competition-'Before and after corona'-Dept. of Computer Science
30	Thu	Translation Competition- World Translation Day-Dept. of English, Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

Year Planner 2021-22

October 2021

Date	Day	
1	Fri	JPM Blood Bank (Extension)-NSS, Add-on Course - Practical Training- Programme for Accounting and Taxation-Dept. of Commerce, Observing International Day of The Older Person-Dept. of Social Work, Webinar Environmental ethics and human rights-Dept. of Management Studies, Walk & Talk for First year M.Sc.-Dept. of Computer Science, Debate Programme Dept. of Tourism Studies,
2	Sat	Gandhi Jayanti - Cleaning activities by NSS Volunteers-NSS, Gandhi Jayanti Celebrations-NCC, Gandhiji in Canvas: Intercollegiate Pencil Drawing Contest-Dept. of English-Poster Designing Competition-Dept. of English, Gandhi Quiz-Dept. of Management Studies, Speech Competition-Dept. of Computer Science
3	Sun	
4	Mon	Bridge Course for Newcomers-Dept. of Tourism Studies, Model examination for 3 rd Sem M.Sc., Model Examination for V Sem BBA, B. Com & III Sem BCA, 1 st internal Examination for I Sem BBA & BCA-Dept. of Management Studies, Computer Science & Commerce, Interdepartmental Work Shop-Dept. of Economics, MS Office suit orientation program for first year UG-Dept. of Computer Science, Webinar on gender equality-Dept. of Social Work
5	Tue	Kasturba Gandhi Quiz for HSS [girls]-WDC & Dept. of Computer Science, Certificate programme on skills for job interview-MGSSNP, Seminar / Webinar - New Innovative Ideas for Computer Start-ups-Dept. of Computer Science
6	Wed	Visiting 'Snehasramam' at Irupathekkar-JPM Helping Hands, One Day International Webinar-Dept. of English, Life Skill Training-Dept. of Social Work-PPT Making Competition-Dept. of Computer Science
7	Thu	
8	Fri	Workshop on Research Studies For academic purpose for PG Final Years-Dept. of Commerce, SPSS Packages-FDP Cell & Dept. of Economics, Webinar - Online selection process Career Development & Placement Cell, Digital Library Club formation-Basilus Central Library
9	Sat	Letter Writing Competition- World Post Office Day-Dept. of English, Letter writing Competition-Dept. of Commerce, Parade-NCC
10	Sun	Seminar on Code of Conduct of Teachers-Code of Conduct Committee
11	Mon	Group Discussion among students-Soft Skill Development Club, Blood Directory Preparation-Red Ribbon Club, Live Lab Tribal Empowerment Project Inauguration-New India Kovilmala Tribal Kingdom, Training on Disaster Management-Dept. of Social Work, Budding Teachers' Community Activity-11: Mock Test on Communication, Mathematical Reasoning and Aptitude and Logical Reasoning-Dept. of English
12	Tue	Online Quiz Competition for college students (women)-WDC & Dept. of Management Studies, Eminence- Management Association and Life Skill Club Inauguration-Dept. of Management Studies
13	Wed	Food Fest - Dept. of Tourism Studies
14	Thu	

15	Fri	Conflux of High-Fliers-Dept. of Social Work, Film review Competition-Dept. of English, Submission and presentation of Research proposal-Dept. of Social Work, Advertisement Making Competition, Essay Writing Competition-Dept. of Commerce
16	Sat	World Food Day: Essay Competition [Topic: Celebration of October 17 as the International Day for the Eradication of Poverty]-Dept. of Economics, Observing World Food Day-Dept. of Commerce, Parade-NCC, Alumni Meet-Dept. of English
17	Sun	Business Plan Competition-Dept. of Commerce, Film Review Competition Series among the students of film club-Film Club
18	Mon	PG 3rd Semester Mini Project Valuation-Dept. of Computer Science, One-day Tour Pre-Tour presentation-Dept. of Tourism Studies, Career Training Programme for 6 d
19	Tue	Awareness Programme on Flipped Classroom-An Instructional Strategy and Blended Learning-JPM Teacher Empowerment Cell, Certificate programme on aerobics-MGSSNP, Webinar-Dept. of Commerce
20	Wed	Awareness on Renewable Energy - Webinar-NSS, Add-on Course - IELTS & Competitive Examination through LSRW-Dept. of English, Budding Teachers' Community Activity-12: Session on Information and Communication Technology-Dept. of English, Photography competition-Dept. of Commerce
21	Thu	'Meet the Entrepreneur'-ED Club, The Creative Writing Club Activity 4: World Poetry Day Celebration-Dept. of English, Skill-Up- Peer Teaching-Dept. of Management Studies, Debate Competition-Dept. of Computer Science, Alumni Interaction-Dept. of Tourism Studies
22	Fri	Literary Quiz-Dept. of English, Slogan writing Competition-Dept. of Commerce, Mock Placement Training for 3rd Year BCA-Dept. of Computer Science, Book Review Competition-Dept. of Tourism Studies
23	Sat	Alumni Connect- Alumni meet-Dept. of Management Studies
24	Sun	UN Day: Logo Designing Competition-Dept. of Economics
25	Mon	1 st Internal for I Sem BA-Dept. of English, 1st Internal for I Sem M.Sc.-Dept. of Computer Science, UN Day Celebration-UNAI, One Day Tour - Destination Research Programme-Dept. of Tourism Studies, Webinar on possibilities of the mind-Dept. of Social Work
26	Tue	
27	Wed	Organic Vegetable Farming Work Camp-New India Kovilmala Tribal Kingdom
28	Thu	Budding Teachers' Community Activity-13: Session on People, Development and Environment-Dept. of English
29	Fri	Entrepreneur meet - Industry expectation Campus-Career Development & Placement Cell, Faculty orientation on social science research-FDP Cell & Dept. of Tourism Studies, English Essay Writing Competition-International Internet Day, Dept. of Computer Science, Hidden Destination Project Destination Visit-Dept. of Tourism Studies
30	Sat	Intercollegiate Creative Writing Competition-Dept. of English, Parade-NCC, Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce
31	Sun	Magazine Release-Dept. of Commerce

Year Planner 2021-22

November 2021

Date	Day	
1	Mon	Kerala Piravi Celebration- WDC & Dept. of Economics, Dept. of Tourism Studies, Add-on Course - Internet & Cyber Security-Dept. of Computer Science, Block Placement -Begins-Dept. of Social Work.
2	Tue	2 nd Internal for III Sem & 1 st Internal for I Sem MA English- Dept. of English, Webinar on the Application of IT in Economics-Dept. of Economics
3	Wed	Budding Teachers' Community Activity-14: Session on Higher Education System - Dept. of English, B Plan competition-Dept. of Management Studies, Logo Identification Competition-Dept. of Computer Science.
4	Thu	Programme organized by JNEWS-Dept. of Tourism Studies
5	Fri	Vegetable Garden-NSS, Awareness programme on waste management - MGSSNP, Activity Inauguration-UNAI
6	Sat	Alumni Connect Alumni Teaching-Dept. of Management Studies, Parade-NCC, Starting Add-on Course Ethical Hacking For First Year BCA (30 Hours)-Dept. of Computer Science.
7	Sun	
8	Mon	1 st Internal for I Sem MA Economics-Dept. of Economics, 1 st Internal for I Sem & 2 nd Internal for V Sem BTTM-Dept. of Tourism Studies, Start Action Cut: Mobile Movie Competition-Dept. of English, Webinar Family Budget (Parents of BBA Students)-Dept. of Management Studies, Start Add-on Course Internet & Cyber Security For Second Year BCA (30 Hours)-Dept. of Computer Science
9	Tue	Departmental Webinar IT & Cyber law-Dept. of Computer Science
10	Wed	Collecting toilet articles and distributing them to 'Snehasramam'-JPM Helping Hands, English Skill Club Activity 3: Extempore-Dept. of English, PTA for I Sem MA English, Poster Design Competition-Dept. of Commerce.
11	Thu	Conflux of High Fliers- Dept. of Commerce, Budding Teachers' Community Activity-15: Mock Test-Dept. of English, Pencil drawing competition-Dept. of Commerce
12	Fri	Management Fest-Dept. of Management Studies, Intrapreneur meet - Career selection and development, Career Development & Placement Cell, PTA First BCA-Dept. of Computer Science, National Park Visit-Green Gen Nature Club, National Park Visit-Dept. of Tourism Studies.
13	Sat	Workshop on Yoga and First Aid-JPM Teacher Empowerment Cell
14	Sun	Celebrating Children's' Day-NCC.
15	Mon	End of III & V Sem UG Classes-Blood Group Survey-UNAI, Add-on Course PDGST-Dept. of Management Studies, Caption Writing-Dept. of English, Santhwanam Outreach Program-Dept. of Management Studies, Conflux of High Fliers-Dept. of Computer Science, National Tour -Pre-Tour Presentations-Dept. of

		Tourism Studies, Internal Examination for III Sem B. Com & M. Com Dept. of Commerce.
16	Tue	Starting IV & VI Sem UG Classes, Budding Teachers' Community Activity-16: Mock Test-Dept. of English, Remedial class for V Sem BTM-Dept. of Tourism Studies.
17	Wed	Short Story Writing-Rhetoric Club & Readers Forum
18	Thu	Inauguration of DAISY-AUDIO library-Basilius Central Library, PTA I Sem BTM-Dept. of Tourism Studies
19	Fri	National Integration Day Awareness Programme-NSS, FDP: Session 1-Teacher's Role in Moulding Entrepreneurship Among Students, Session 2-Emotional Intelligence, FDP Cell & Dept. of Management Studies-Waste material art competition-Dept. of Management Studies
20	Sat	Add-on Course - Tally ERP.9- Dept. of Commerce, Big Data Analysis-FDP Cell & Dept. of Computer Science, Parade-NCC.
21	Sun	Make an Advertisement- World Television Day-Dept. of English, Poetry writing-Dept. of English
22	Mon	Hardware Workshop-Dept. of Computer Science, NCC Day-NCC, Seminar on Trends and Developments of Intellectual Property Rights-IPR Cell, 1 st Internal exam for I Sem B. Com-Dept. of Commerce
23	Tue	Certificate programme on animation-MGSSNP, Budding Teachers' Community Activity-17: Mock Test-Dept. of English
24	Wed	The Creative Writing Club Activity 5: Remembering Shakespeare-Dept. of English, Conflux of Highfliers- Dept. of Management Studies
25	Thu	Conflux of Highfliers-Dept. of Economics, Elocution Competition-Dept. of English, Study Tour for VI Sem BA students-Dept. of English, Webinar-Dept. of Tourism Studies.
26	Fri	
27	Sat	Online Money Management Social Outreach Program-Dept. of Computer Science, Parade-NCC
28	Sun	
29	Mon	1 st Internal for I Sem BA-Dept. of English, Webinar - Resume writing skills-Career Development & Placement Cell.
30	Tue	Ending III Sem PG Classes Field Work Ends-Dept. of Social Work, Skill -Up- Peer Teaching-Dept. of Management Studies, Video Making Competition - International Computer Security Day-Dept. of Computer Science, Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce, Tourism Fest-Dept. of Tourism Studies.

Year Planner 2021-22

December 2021

Date	Day	
1	Wed	AIDS Day Awareness Programme-NSS, AIDS Day Celebration-Red Ribbon Club, AIDS Day Awareness Programme-Dept. of Computer Science, AIDS Day Awareness Programme-Dept. of Commerce, Observing AIDS Day-Dept. of Social Work, Interview Skills-Dept. of Management Studies, Remedial Classes for 1 st & 2 nd Year BBA-Dept. of Management Studies, Industrial Project VI Sem BBA-Dept. of Management Studies
2	Thu	Hai English- Skill Development Programme-Dept. of English, Quote it International Day for abolition of slavery, Essay Writing Competition-Dept. of Commerce, Cartoon Competition-Submission of reports and presentation Dept. of Social Work
3	Fri	Literary Fest-Dept. of English, Certificate programme on ceramic and glass crafts -MGSSNP, Field Work Viva-Dept. of Social Work
4	Sat	Parade-NCC
5	Sun	
6	Mon	Enrolment of First Year NSS Volunteers-NSS, Model Exam for Sem I & III BBA-Dept. of Management Studies, Internal Exam for I Sem M. Com-Dept. of Commerce, Model Exam for I Sem BCA-Dept. of Computer Science, Internal Exam for IV Sem BA-Dept. of English, Internal Exam for VI Sem BCA & IV Sem M.Sc.-Dept. of Computer Science.
7	Tue	Webinar on Resume Writing and Interview Skills-Soft Skill Development Club
8	Wed	
9	Thu	Webinar - Women development-WDC & Dept. of Commerce, Webinar - GD Skills-Career Development & Placement Cell, Interdepartmental Book review Competition-Dept. of English
10	Fri	Photography Contest - World Human Rights Day-NSS, Faculty training programme on modern methods of teaching-FDP Cell & Dept. of Commerce, Essay Writing Competition - World Human Rights Day-Dept. of Economics, Conflux of High Fliers-Dept. of Tourism Studies, Life Skill Development Programme-Dept. of Management Studies
11	Sat	Parade-NCC
12	Sun	
13	Mon	Mock interview session to help students to perform well in Interviews-Soft Skill Development Club, Film Review Competition Series among the students of film club-Film Club, Commerce Quiz-Dept. of Commerce, 2 nd Internal for I Sem MA

		English-Dept. of English, 1 st Internal for IV Sem MSW-Dept. of Social Work
14	Tue	Workshop on 'Swayam'-An Online Education Platform-Follow up-JPM Teacher Empowerment Cell, Certificate programme on Hair styling and its protection-MGSSNP, X' MAS Card Making Competition-Dept. of Commerce
15	Wed	Biltzens- Ball Christmas Card Making Contest-Dept. of Management Studies, BBA Mini Project Final Submission-Dept. of Management Studies, Conflux of High Fliers-Dept. of English
16	Thu	Quiz Competition-Dept. of English, BBA Mini Project Viva voce-Dept. of Management Studies, Internal Exams for II Sem MA Economics-Dept. of Economics
17	Fri	Carol Singing Competition-Dept. of Computer Science
18	Sat	Christmas Celebrations -Dept. of Commerce
19	Sun	Mobile Photography Competition -Dept. of English, Webinar on befriending stress: stress management-Dept. of Social Work, PTA III BCA-Dept. of Computer Science, Christmas Celebrations-Dept. of Tourism Studies
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Starting X'mas Holidays, National Consumer Day Caption Writing Competition-Dept. of Economics
25	Sat	
26	Sun	7 Day NSS Camp-NSS
27	Mon	Model Exam for I Sem UG & PG-Dept. of Computer Science
28	Tue	
29	Wed	Letter to 2022-Dept. of Commerce
30	Thu	
31	Fri	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

*Year Planner 2021-22***January 2022**

Date	Day	
1	Sat	Mobile Photography competition-Dept. of English, Best Manager Competition-Dept. of Commerce, Block Placement Begins-Dept. of Social Work
2	Sun	
3	Mon	Re-opening of College after X'mas Holidays, Narrate a Story-Competition-Dept. of English, Advertisement Collage Competition-Dept. of Management Studies, Internal Exam VI Sem B. Com-Dept. of Commerce, 1 st Internal Exam IV Sem MA English-Dept. of English, 2 nd Internal Exam for I Sem, 1 st Internal Exam for VI Sem & IV Sem BTM-Dept. of Tourism Studies
4	Tue	Yearly E-Waste Management-Dept. of Computer Science, Workshop Interdepartmental-Dept. of Economics, Fenster 2022- IT Fest- Dept. of Computer Science, Remedial Class & 1 st Internal Exam for VI Sem BBA-Dept. of Management Studies
5	Wed	An Honour to Farmers - Honouring Farmers and Awareness talk by a Farmer-NSS, Manuscript Magazine (Kaiyethu Masika) of Govt. Tribal School Students-New India Kovilmala Tribal Kingdom, Seminar on 'How to start a SSI unit'-ED club
6	Thu	Certificate programme on making hand knitted socks and hats-MGSSNP
7	Fri	Stock exchange: Structure and procedures-FDP Cell & Dept. of Economics
8	Sat	Webinar - Interview skills-Career Development & Placement Cell, Parade-NCC
9	Sun	AYUSH- Social Extension Activity-Dept. of Management Studies, Workshop on Copyright and Plagiarism issues-IPR Cell, Add-on Course - Ethical Hacking-Dept. of Computer Science
10	Mon	Model Exams for B. Com & M. Com-Dept. of Commerce
11	Tue	Mock parliament English skill Club-Dept. of English, Webinar on Open Access E-resource-Basilus Central Library, Webinar- Need for Autonomy to College-Dept. of Economics, Add- on Course-Dept. of Management Studies, Road Safety Programme-Dept. of Commerce
12	Wed	National Webinar-Dept. of English, The Great Indian Constitution quiz, Dept. of English, Recycle Recreate-Dept. of Commerce
13	Thu	Conflux of High Fliers-Dept. of Tourism Studies, Alumni Interaction-Dept. of English

14	Fri	Awareness programme on Quality Work Life-JPM Teacher Empowerment Cell
15	Sat	Bharat Paryadan National Tour-Dept. of Tourism Studies, Parade-NCC
16	Sun	Add-on Course - Administration of Human Service Organization-Dept. of Social Work
17	Mon	Peer Teaching Curriculum Inauguration-New India Kovilmala Tribal Kingdom, Debate Competition-Dept. of English, Destination cleaning-Green Gen Nature Club
18	Tue	Webinar Health Problems-WDC & Dept. of English, Alumni Meet Department-Dept. of Computer Science, Photography Competition-Dept. of Management Studies, Internship Travel Agency Training-Dept. of Tourism Studies
19	Wed	Essay Writing Competition-Dept. of Commerce, Film Festival Film Club
20	Thu	
21	Fri	Internal Exam for II Sem BCA-Dept. of Computer Science
22	Sat	Walk with nature-Green Gen Nature Club & Dept. of Tourism Studies, Parade-NCC
23	Sun	
24	Mon	2 nd Internal Exam for I Sem BA-Dept. of English, 1 st Internal Exam for II Sem M.Sc.-Dept. of Computer Science, 1 st Internal for IV Sem & 2 nd Internal for I Sem MA Economics-Dept. of Economics
25	Tue	UNAI Alumni Interaction-UNAI, Declamation contest-Rhetoric Club & Readers Forum
26	Wed	Republic Day Quiz-NSS, Republic Day Celebrations-NCC, Republic Day Quiz-Dept. of Computer Science
27	Thu	Awareness programme on the prospects of home nursing-MGSSNP, Inter Departmental Essay Writing Competition-Dept. of English
28	Fri	Meet the HR Selection process and criteria-Career Development & Placement Cell, Swatch Bharat Destination Cleaning-Dept. of Tourism Studies
29	Sat	Puzzle Competition-Dept. of Commerce
30	Sun	Block Placement- Ends-Dept. of Social Work
31	Mon	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

Date	Day	
1	Tue	Recruitment Drive Begins-Career Development & Placement Cell, Submission of Field Work Reports-Dept. of Social Work
2	Wed	
3	Thu	Alumni Interaction-Dept. of English, Field Work Presentation-Dept. of Social Work
4	Fri	Cancer Awareness Programme - World Cancer Day-NSS, Project Submission BA-Dept. of English, Rough Project Submission B. Com-Dept. of Commerce
5	Sat	Budget Analysis-Dept. of Economics, Parade-NCC, Fieldwork Viva-Dept. of Social Work
6	Sun	
7	Mon	Model Exam for I Sem B. Com & M. Com-Dept. of Commerce, Remedial II & III Year - BBA-Dept. of Management Studies
8	Tue	Slogan Writing Contest-Dept. of English, Starting 2 nd Internal Examination for IV SEM MSW-Dept. of Social Work
9	Wed	Certificate programme on social media marketing-MGSSNP, Community Campaign Kovilmala Annual Publication-New India Kovilmala Tribal Kingdom
10	Thu	Say no Tobacco-Dept. of Computer Science, Blood Donation Camp Red Ribbon Club
11	Fri	
12	Sat	Eye Testing Camp-NSS, Mobile Photography Competition-Dept. of English, Parade-NCC
13	Sun	
14	Mon	Career Corner establishment-Basilus Central Library, Just a Minute Inter Departmental-Dept. of English, Internal Exam for IV Sem BBA, Model Exam for IV Sem BCA & VI Sem BBA-Dept. of Management Studies & Computer Science
15	Tue	Webinar on Web of life: Challenges and opportunities-Dept. of Social Work
16	Wed	

17	Thu	Seminar on Mentoring Practices to Teachers-JPM Teacher Empowerment Cell, Live Reporting-Dept. of English
18	Fri	Conflux of High-Fliers-Dept. of English, Workshop on Intellectual Property Rights and Research Ethics-IPR Cell, Project Submission MA English-Dept. of English, One-person Ad's online Advertisement Contest-Dept. of Commerce, Model Exam for VI Sem BCA & IV Sem M.Sc.-Dept. of Computer Science
19	Sat	
20	Sun	JPM Patriotic Library at Kovilmala-New India Kovilmala Tribal Kingdom
21	Mon	Forest day celebration - Poster designing-Green Gen Nature Club, Workshop on Film making-Film Club, National Tour Report Submission-Dept. of Tourism Studies
22	Tue	Water day celebration - Essay writing competition-Green Gen Nature Club, Mega Job Fair-Career Development & Placement Cell, Add-on Course - Inter Department Course-Dept. of Tourism Studies
23	Wed	The Economist Competition-Dept. of Economics
24	Thu	Career Orientation -Dept. of Tourism Studies
25	Fri	Conflux of High Fliers-Dept. of Social Work
26	Sat	
27	Sun	
28	Mon	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce, 2 nd Internal for VI Sem BA & IV Sem MA-Dept. of English

*Year Planner 2021-22***March 2022**

Date	Day	
1	Tue	Budget Quiz 1 st Years-Dept. of Management Studies, Observing Zero Discrimination Day-NCC, Submission of first draft of Research-Dept. of Social Work, Rough Project Submission M. Com-Dept. of Commerce, Remedial Class for 2 nd Year BBA-Dept. of Management Studies
2	Wed	
3	Thu	Interaction with a woman entrepreneur-WDC & Dept. of Commerce, World Wildlife Day Awareness Video-Dept. of Tourism Studies
4	Fri	Workshop on Numerical aptitude for competitive exam-MGSSNP, Project Submission BCA-Dept. of Computer Science, Project Submission B. Com Dept. of Commerce, Budget Analysis-Dept. of Commerce, Industrial Project Submission - BBA-Dept. of Management Studies
5	Sat	Action Research -Dept. of English
6	Sun	
7	Mon	Project Submission BTTM-Dept. of Tourism Studies-Project Submission M.Sc.-Dept. of Computer Science, Industrial Project Viva Voce- Dept. of Management Studies, Internal Exam for IV & VI Sem BTTM-Dept. of Tourism Studies, 2 nd Internal Exam for IV Sem MA Economics-Dept. of Economics, Model Examination for 2 nd Year BBA-Dept. of Management Studies
8	Tue	Internship Report Submission-Dept. of Tourism Studies, Webinar on Suicide a solution?-Dept. of Social Work
9	Wed	
10	Thu	Cyber Crime and Security Awareness Program-NSS, Submission of second draft of Research-Dept. of Social Work
11	Fri	AIDS Awareness Programme-Red Ribbon Club
12	Sat	
13	Sun	
14	Mon	Remedial Class for IV & VI Sem BTTM-Dept. of Tourism Studies
15	Tue	Best woman entrepreneur of the year award 2021-2022 WDC

16	Wed	Workshop on Statistical Packages-Follow up-JPM Teacher Empowerment Cell, Celebrating World Social Worker's Day-Dept. of Social Work
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Intercollegiate Online Vlog Competition-Dept. of English, Programme with Kerala Biodiversity Board World Forest Day & Water Day-Dept. of Tourism Studies, Model Exam VI Sem B. Com-Dept. of Commerce
22	Tue	Open Stage-New India Kovilmala Tribal Kingdom, Observing World Water Day-NCC, Project Submission M. Com-Dept. of Commerce, Submission of final draft-Dept. of Social Work
23	Wed	Short Film Competition-Film Club
24	Thu	Project Viva Voce BCA & BTM-Dept. of Computer Science & Tourism Studies, 1 st Internal for II Sem MA Economics-Dept. of Economics
25	Fri	Project Viva Voce M.Sc.-Dept. of Computer Science, National tour Report Viva-Dept. of Tourism Studies
26	Sat	
27	Sun	
28	Mon	Internship Viva-Dept. of Tourism Studies
29	Tue	
30	Wed	Send-off for UG & PG Final Years
31	Thu	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce

*Year Planner 2021-22***April 2022**

Date	Day	
1	Fri	Film Blog-Film Club
2	Sat	
3	Sun	
4	Mon	Internal Exams for B. Com & M. Com-Dept. of Commerce
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	Remedial Class for 1 st Year BBA-Dept. of Management Studies
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Model Exam for II Sem M.Sc. & 1 st Year BBA-Dept. of Computer Science & Management Studies, Model Exam for II Sem BCA-Dept. of Computer Science
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	World Book Day: Story Writing Competition-Basilus Central Library, Webinar on Reading in accordance with Shakespeare's Day-Rhetoric Club & Readers Forum
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce
30	Sat	Internal Exam B. Com II Sem & M. Com-Dept. of Commerce

Date	Day	
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	2 nd Internal for II Sem MA Economics-Dept. of Economics
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Model Exam for IV Sem B. Com & M. Com Dept. of Commerce
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

*Year Planner 2021-22***April 2022**

Date	Day	
1	Fri	Film Blog-Film Club
2	Sat	
3	Sun	
4	Mon	Internal Exams for B. Com & M. Com-Dept. of Commerce
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	Remedial Class for 1 st Year BBA-Dept. of Management Studies
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Model Exam for II Sem M.Sc. & 1 st Year BBA-Dept. of Computer Science & Management Studies, Model Exam for II Sem BCA-Dept. of Computer Science
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	World Book Day: Story Writing Competition-Basilus Central Library, Webinar on Reading in accordance with Shakespeare's Day-Rhetoric Club & Readers Forum
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Staff meeting for monthly Evaluation-Dept. of Commerce, Submission of monthly lesson plan for the verification of Principal-Dept. of Commerce
30	Sat	Internal Exam B. Com II Sem & M. Com-Dept. of Commerce

*Year Planner 2021-22***May 2022**

Date	Day	
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	2 nd Internal for II Sem MA Economics-Dept. of Economics
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Model Exam for IV Sem B. Com & M. Com Dept. of Commerce
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

PROGRAMME OF STUDY

UG Programmes

1. BA - English (Language and Literature) Model-I
2. BBA - Bachelor of Business Administration
3. BCA - Bachelor of Computer Application
4. B.Com - Bachelor of Commerce (Model-I Computer Application)
5. B.Com - Bachelor of Commerce (Model-I Co-operation)
5. B.Com - Bachelor of Commerce (Model-I Finance and Taxation)
7. BTTM - Bachelor of Tourism and Travel Management
8. BSW - Bachelor of Social Work

PG Programmes

1. M.Com (Finance and Taxation)
2. MA - English (Language and Literature)
3. MA - Economics
4. M.Sc. (Computer Science)
5. MSW (Medical & Psychiatric Social Work, Community Development, family & child Welfare)

Add - on Courses

1. Diploma in Computerized Accounting - (BTTM)
2. Tally ERP 9 (Commerce)
3. Add on Course on Life Skills (BBA)
4. Add on Course on Getting Basis of IELTS/OET/Competitive Examinations and acquiring four skills of Language (BA English)
5. Internet and Cyber Security (BCA)

COLLEGE FACULTY

PRINCIPAL		
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1.	Dr. Mathew Joseph (Former Vice Principal and HOD of English, St. Thomas College Pala)	
2.	Dr. Thomas Palakeel (Senate Member, Bradley University, Dean Under Graduate Studies, ILLINOIS, USA)	

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Mr. Bijumon K.B.	B.Li.Sc.	7306493368 bijumonkb@jpmcollege.ac.in
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Mr. Robin John	Accountant	8606669368
Mr. Rejoy V. M.	Accountant	9495239591
Mr. Ajumon Thomas	Office Staff	9744242886
Ms. Rincy Roy	Office Staff	9562409384
Ms. Nimmy Mary Mathews	Office Staff (IQAC)	9497855166
Ms. Simi Michele	Office Staff	8281702463
Mr. Tuneesh Mathew	System Administrator	9605350616
Ms. Jessy Joseph	Attender	9562262008
Ms. Ranimol Sreedharan	Attender	9605347388
Ms. Shily Tomy	Attender	9747934362

CLASS IN CHARGE**DEPARTMENT OF ENGLISH**

1	BA-III	Ms. Jyothilakshmi Rajeev
2	BA-II	Ms. Smitha P.
3	BA-I	Ms. Anita Thomas
4	MA-II	Mr. Sailas Mathew
5	MA-I	Ms. Sona Johnson

DEPARTMENT OF COMMERCE

1	B.Com (CA)-I	Mr. Akhilkumar M.
2	B.Com (Co-operation) -I	Ms. Silja P.D.
3	B.Com (Finance & Taxation) -I	Mr. Jithumon Joy
4	B.Com (CA)-II	Mr. Nithin Amal Antony
5	B.Com (Co-operation) -II	Mr. Tomson Joseph
6	B.Com (Finance & Taxation) -II	Ms. Akhila Treesa Cyriac
7	B.Com (CA)-III	Lt. Sajeve Thomas
8	B.Com (Co-operation) -III	Ms. Rosemariya James
9	B.Com (Finance & Taxation) -III	Mr. Jojin Joseph
10	M.Com - I (Finance) A	Ms. Princy Sebastian
11	M.Com - I (Finance) B	Ms. Sreedevi Gopal
12	M.Com -II (Finance) A	Ms. Sanitha R.
13	M.Com -II (Finance) B	Ms. Nimmy Paul

DEPARTMENT OF COMPUTER SCIENCE

1	BCA -III	Mr. Abin K. Markose
2	BCA -II	Mr. Prabin Joseph
3	BCA -I	Ms. Anju C.P.
4	M.Sc.(Computer Science)- I	Mr. Sobin Mathew
5	M.Sc. (Computer Science)- II	Ms. Tiji Tom

DEPARTMENT OF MANAGEMENT STUDIES

1	BBA - III	Mr. Manikandan S.
2	BBA - II	Mr. Sunil Thomas
3	BBA - I	Mr. Jithin Joy Jose

DEPARTMENT OF TOURISM STUDIES

1	BTTM - III	Ms. Chinnu Mary Joseph
2	BTTM - II	Mr. Tibin Thomas
3	BTTM - I	Ms. Abhila S.

DEPARTMENT OF ECONOMICS

1	MA -I
2	MA -II	Mr. Joy Augustine

DEPARTMENT OF SOCIAL WORK

1	MSW- I	Ms. Sreelakshmi Shylajan
2	MSW -II	Mr. Adithya Kumar R.
3	BSW - I	Ms. Shem Maria Cheriyan

RULES FOR ADMISSION

1. College admissions are strictly based on university norms.
2. Application forms and prospectus under management quota can be obtained from the college office on payment of Rs. 500/- for UG Programmes and Rs. 800/- for PG Programmes.
3. Applications incomplete in any respect will be summarily rejected.
4. The principal reserves the right to reject admission/ readmission to any student, without assigning reasons.
5. Any students who take part in any demonstration, Hartal, Agitation or activities of similar nature political or otherwise in and around the premises of the college shall be denied the right to admission for higher learning in this institution without assigning any reason for the same.
6. No change of optional or second language will be allowed after admission.
7. Qualifying certificate and mark list once deposited will not be returned except when the student leaves the college. Hence they are advised to keep sufficient numbers of attested copies of these documents.
8. Fees once remitted shall not be refunded.

ATTENDANCE AND LEAVE

1. Each working day is divided into two sessions, the morning session consisting of three periods and the afternoon session consisting of two periods. (Or as specified by the University/Govt. from time to time)
2. Students must be in their seats by the second bell at the beginning of the session. At the third bell they shall stand up for prayer.
3. Attendance will be marked at the beginning of each period.
4. Late comers should not enter the class nor should any student leave the class without the permission of the Principal /Vice Principal in charge.
5. All working days irrespective of the number of periods shall be considered as full working days.
6. The semestral certificates of attendance and progress required by the university for admission to the university examination will not be granted unless:-
The student has attended not less than three fourths number of working days during the academic year and the principal is satisfied with the progress and conduct of the student.
7. Students are not permitted to absent themselves without leave for the

whole or part of a day.

8. Absence without leave for one period or a session will be considered as half day of absence.
9. Leave for one period or an hour may be granted by the teacher in charge of the class. A student who absents himself/herself for a day or more may be granted leave on submission of application for leave to the Principal with the recommendation of the HOD or the class teacher concerned. Leave shall not be granted on flimsy grounds.
10. Absence without leave from any examination, seminar and lab shall be reported by the respective teachers to the principal.
11. In case of absence from internal examination leave should be obtained from the Principal.
12. A student absenting without leave for more than 10 consecutive days without satisfactory explanation will have his/her name removed from the rolls.
13. A student absenting for a period exceeding 5 working days with or without leave should report himself/herself to the principal on his/her return to the college.
14. Students absenting from internal examination without grave reason will not get further chance, of writing the exam.
15. Students who have less than 75% attendance should obtain permission from the University for writing university examinations. College has no responsibility in this regard.
16. Attendance will be marked and reported to the university as per rules.
17. Each day attendance will be closed at 9.50 am during the first hour. Attendance will be marked at the beginning of all other hours.
18. Students who avail of leave for a period of more than one day will have to submit their request in writing to the Principal with the recommendation of the class teachers.
19. For full day leave of absence, students have to submit their requests with the signed consent of the parent and class teacher. Application for leave must be countersigned by parent & class teacher.

ARRIVAL AND DEPARTURE

1. All students shall be in the class by 9.35 am. No one is permitted to leave the campus without the permission of the Principal.
2. Students are not to hang about in the town and at the bus waiting

shelter. Those who arrive early are to spend their time in the library. Do not loiter on the Verandahs or crowd round near the stair case.

UNIFORMS

1. Wear uniforms on all working days. Shirts are to be buttoned up ID cards are to be worn around the neck. Wear your shirts in a decent manner. Uniform pants must be executive type. It is compulsory for boys to tuck in their shirts. Anybody entering the campus without uniform and ID card will be charged with a fine of Rs. 50. Violation of dress code will be treated as misconduct attracting disciplinary action.

GENERAL RULES AND REGULATIONS

1. It is hoped that the following guidelines/rules will be of help to the students in conducting themselves courteously and in accordance with the highest standards of decency.
2. Every morning, class begins with the prayer song. Come to attention when the song begins and keep standing till it ends. Students who happen to be outside the classrooms, too, are expected to join the prayer.
3. Students shall rise from their seats and greet the teacher when the teacher enters the classroom and remain standing until he/ she takes his/her seat or the students are asked to sit down. They are also expected to stand up and say, "thank you sir"/"madam", when the class is over.
4. No student shall enter or leave the classroom without the permission of the teacher concerned. She/he shall not be sent home without the written request by the parent/guardian.
5. Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandahs or crowd round at the corridors and staircase. They are not permitted to enter class rooms other than their own.
6. Nothing is more appreciated in a student than courteous and mannerly behavior. Show due respect to your teachers and the other staff of the college. Greet them when you meet them inside or outside the campus. Remember, it is rude to enter a room without being asked to, not to say "thank you" when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or a passage without saying "excuse me" or not to say "sorry" when you have

- bumped into someone. Do not 'howl' 'whistle' or 'hoot' during any function in the college.
7. Students are expected to be properly dressed. Showy clothes are to be avoided. Women students are expected to show lady like dignity in their dress and general behavior so called freak styles of dressing, hair dressing are treated as mis-conduct.
 8. Smoking and alcoholism is strictly prohibited in the college campus.
 9. Do not disfigure the walls, doors, windows, furniture etc. with graffiti bills, etc. Learning not to damage property whether public or private is one of the primary requirements of civilized behavior.
 10. Political activism is strictly banned in the campus. Students are forbidden to organize or attend meetings other than those permitted by the principal. Strikes are strictly prohibited in the college campus and its premises. Nobody shall instigate or take part in any strike inside the campus.
 11. In case students have any grievance or complaint they shall approach the class teacher first. If they are not satisfied they may approach the H.O.D and then if needed, appeal to the principal.
 12. 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 the fellow students shall be removed from the rolls.
 13. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phone on the campus. In the event of any violation of this rule, the Principal or the teachers shall seize the phone and impose appropriate punishment as per Government Order.
 14. All students should wear their identity cards when they are in the college campus. They will have to produce and show the same to the Principal, to members of the staff or such other person authorized by the Principal. The student may be asked to leave the campus for not producing the same when requested to do so.
 15. Anyone who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities, or without the prior written permission from the principal.

16. No outsider should be invited to the college without the consent of the principal.
17. All kinds of applications submitted to the office by the staff, students and others must be complete in all respects. Incomplete applications will not be accepted.
18. No one shall engage in or conduct any activity which is detrimental to the reputation and interests of the institution. Publishing posts, comments, news in social media against college, students, teaching staff, non-teaching staff, management etc. are punishable in this regard.
19. No one shall distribute or circulate any notice, pamphlet; leaflet etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written sanction of the principal.
20. In the interests of the institution and for the sake of discipline, the principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any other punitive action on any student for his/her misconduct.
21. Programmes by External agencies / professional groups/paid programmes such as DJ, musical events shall not be permitted inside the campus. No type of fund raising by the students and staff allowed without the prior permission of the Principal.
22. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
23. All catholic students are expected to attend the Holy Mass conducted on First Fridays and the important days.
24. Students shall not use the emblem / Photo of the college in the transaction of the social media (Face book, Whats App etc).
25. Teachers hold the responsibility of maintaining discipline in their classes.
26. A Call to the auditorium or conference halls for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.
27. Strict silence must be observed in Chapel and Library. Chapel and its premises are used only for prayer.
28. Discipline and decorum is expected from the students during programmes convened in the auditorium or elsewhere
29. It is the responsibility of the student to earn a conduct certificate. It is

- not issued as a matter of right. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.
30. The Principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the students or the guardian at any time during the course of his /her study in the college without assigning any specific reason.
 31. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property Act 1984.
 32. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
 33. Students guilty of going over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and be punished accordingly.
 34. There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students / officials/ faculty members.
 35. Outsiders including police, media persons etc. are requested to obtain permission of the Principal to enter the campus.
 36. Photography / video / audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
 37. The Security Personnel / designated college staff is authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.
 38. Complaints of students will be looked into if they are presented through the proper channel. Collective petitions however will not be allowed. Students and staff members can make use of the grievance redressal mechanism available in the college.
 39. The Principal reserves the right to amend and alter the Rules and Regulations at par with the timely requirements.
 40. It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
 41. Students should keep with them the texts and note books required for classes they attend.

42. The Principal shall be the final authority in the interpretation of the college rules. Matters not covered by the rules mentioned above are left to the discretion of the Principal and his decision shall be final.
43. Internal evaluation is strictly in accordance with university norms-unit tests and model tests are to be conducted for awarding internal marks. Normally college conducts a minimum number of unit tests.
44. Assignments and seminars are valued in accordance with university norms. Assignments are to be written in the assignment record books.
45. All the students must submit the no-due certificate of the semester to issue the hall tickets.
46. All final year students should get the clearance certificate from the librarian, HOD and hostel warden, transport cell convener before receiving the certificates.
47. Students who use vehicle for travel must have the vehicle pass. Those students are requested to follow the instructions regarding vehicle pass.
48. Entry of student vehicle to the campus is prohibited.
49. Any student who is found to exert undue influence on fellow students will be strictly dealt with.
50. The principal shall have the power to declare holiday for the college if he is satisfied that peaceful academic functioning of the college cannot be carried on.
51. Students are duty bound to keep the campus clean. Do not throw the litter the campus.
52. All types of ragging is strictly prohibited.
53. Students and parents are requested to visit the website regularly and take note of all notifications. They are also required to read carefully all Instructions/informations and code of conduct uploaded on the website and follow the same strictly.

INSTRUCTIONS REGARDING VEHICLE PASS

1. Those who bring vehicles should carry their vehicle pass along with the College ID Card.
2. Vehicles are to be parked only in the assigned places.
3. Owners of the vehicles are obliged to follow all the traffic rules set by the government
4. Safety of the vehicle is the responsibility of the owner.
5. To enter the college campus with vehicle, one must obtain prior permission from the authorities.
6. One must renew the vehicle pass if they change the vehicle.
7. Those who bring the vehicle must not cause any inconvenience to the students and travelers.
8. The above mentioned rules are also applicable on the days which the special classes are conducted, days of celebrations and events.
9. One must renew the vehicle pass in each year.
10. One must have the gate pass to take the vehicle out before the class time.
11. The decision of the College Authorities will be final regarding college vehicle rules.

Misconduct shall also include:

- a. *Staying away from classes without sufficient reason.*
- b. *Disrespectful behavior towards the staff.*
- c. *Persuading students to abstain from classes or making them participate in strikes.*
- d. *Loitering on the verandahs or crowding round near the class rooms during free hours and disturbing classes (during free hours the students are expected to make use of the library or the reading room)*
- e. *Disorderly behavior in class.*
- f. *Organizing tours without the permission of the Principal.*
- g. *Bringing or using mobile phones inside the campus.*
- h. *Organizing meetings in the college campus without the written permission of the Principal.*

- i. *Bringing outsiders to the college campus without the permission of the Principal.*
- j. *Scribbling offensive, abusive or obscene words or figures on walls, black boards, desks or on any other places in the campus.*
- k. *Holding meetings political or otherwise without the prior permission of the Principal.*
- l. *Smoking, consumption of alcoholic beverages and use of narcotics.*
- m. *Destruction of college property.*
- n. *Any other objectionable activity or behavior on the part of students.*
- o. *Disturbing the functions in the auditorium by shouting, howling or dancing.*
- p. *Collecting money from staff or students without the permission of the Principal.*

NOTICE BOARD

- 1) Do not paste anything on the notice board without the permission of the Principal.
- 2) Do not overwrite, alter, strike or add anything to the notices exhibited on the notice board.

COLLEGE PROPERTY

Do not damage benches, desks, chairs, blackboards etc and other articles used in the classroom, toilets and the lab. Do not write anything on the walls of the building, desk or benches and do not dirty the walls with writing or footprints. Individual or common fine will be imposed on students to compensate for the damages caused.

IDENTITY CARDS

Students are provided with identity cards and they are expected to wear them round their necks while in the campus and when travelling to and from the college. They should produce their identity cards for inspection whenever they are asked to do so by the members of the staff or the college authorities. It may be noted that the identity card has to be produced on many occasions, for eg. claiming Hall Tickets, Mark Lists, Certificates, Scholarships, Stipends, attending festivities in the auditorium university examinations, internal examinations, entering Lab & Library etc

If the card is lost, a duplicate may be issued at the student's expense of Rs. 100 and with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian.

GRIEVANCE REDRESSAL

Individual grievances of the students can be redressed by meeting the Principal individually.

General grievances if any can be brought to the notice of the Principal by the students' representatives. Crowding in front of the Principal's room or office is strictly prohibited.

LIBRARY AND READING ROOM

1. All members of the staff and students are members of the college library. Every student shall produce his/her identity card before entering the library.
2. The library will be open from **08.30 to 04.30 pm** on all working days.
3. Personal belongings like books, umbrellas etc. are not allowed to be taken inside the library. Files/papers may be taken inside the library for the purpose of taking down notes from reference books.
4. Books of the reference section (including periodicals and text books) will not be lent out but they may be used for reference within the library. After reference the books shall be returned to the librarian.
5. Strict silence should be observed within the library, reading room and the premises.
6. Nobody shall write upon, damage or make any mark upon any book, manuscript or map belonging to the library. When a book is issued to a reader he/she must point out to the librarian any defect noticed concerning the book. Otherwise the presumption will be that the book was intact when issued.
7. If a book is damaged or lost by a member, he/she will have to replace it or pay the present cost of the book including postage etc. within the time fixed by the Principal.
8. If one volume /issue of a set is damaged or lost by a member he/she must replace it by a copy of the same edition. If such a copy is not

- available he/she shall pay for it within the time fixed by the Principal.
9. If a student happens to recover the volume after having replaced it or paid the value there of he/she will not be allowed to return it to the library and to get back the new copy or its price.
 10. Borrower's ticket will be available on payment of Rs.10/-. In case it is lost, a duplicate card will be issued only after one month on payment of a penalty of Rs.20/-.
 11. Queue system is to be followed at the issue counter.
 12. Each student member can borrow 1 book at a time. So long as the membership card remains in the library the student is responsible for the book and when the book is returned the student should get back his/her card.
 13. The period of loan is usually 14 days including the date of issue after which period a fine of rupees 1 per week per book will be levied. Any book, which is temporarily in special demand, may be lent out for shorter periods and the librarian may determine the period of loan. If a book is not returned within one month after the due date it will be considered lost.
 14. Sub lending of books is not allowed. No book prescribed as a textbook shall ordinarily be lent to students during the period for which it is prescribed as a textbook.
 15. Books or periodicals will be lent to the members of the staff on getting their signature in a personal ledger maintained for that purpose.
 16. Members of the staff may keep with the text book for 30 days. They should return all documents at the end of the academic year.
 17. Outgoing students should return their membership card at the end of the academic year. Defaulters will be charged Rs.10 /-each. A member, against whom any overdue or other charge is outstanding, shall not be allowed to borrow books until he/she has paid the dues.
 18. Those who fail to abide by the rules will be deprived of the privilege of using the library.

RESIDENCE OF STUDENTS

Students who want to live in hostels must get the permission of the Principal before hostel is chosen. Students shall forward to the college office, in the prescribed form obtainable in the office, complete information regarding their residence. Any subsequent change in residence can be made only with the written permission of the Principal. Girls are not permitted to get admission other than Dillingen Girl's Hostel.

Dillingen Girl's Hostel

Dillingen Girl's Hostel is managed by the Franciscan Sisters of Dillingen. Franciscan sisters are working in different parts of the country engaged in missionary-social and educational activities. Dillingen hostel is close to JPM Educational Institutions, away from the noise and pollution of the traffic and surrounded by the greenery nature and calm and quiet atmosphere, mainly meant for the students of JPM Arts and Science College, John Paul Memorial B.Ed. College etc.

P.T.A

P.T.A shall function at two levels for administrative ease and effective interaction.

Level 1: The Departmental Parent Teacher Association

There shall be a Departmental Parent Teacher Association for each programme with Principal as the chairman and teachers and the parents of the concerned department as members.

The DPTA shall elect from among them an executive committee. One parent representing each year of the programme and a lady representative elected from among the parents shall be the members of the executive committee. Chairman may nominate not more than two members from among the faculty to the executive committee.

Office bearers shall be as follows.

- 1) Chairman - Principal
- 2) President
- 3) Convener - Head of the Department
- 4) Vice president- Members of the elected committee representing parents elected by and from among the members of the executive committee.

5) Secretary cum Treasurer - Chairman may nominate a member of the executive committee representing teachers.

There shall be at least one meeting of the general body of the DPTA in an academic year. All meeting of the DPTA can be convened only with the concurrence of the principal

Level - 2: GENERAL P.T.A

General body of the P.T.A shall consist of the Principal, Manager, Bursar, Members of the faculty, Administrative assistants, Parents of all students in the rolls of the college register. An executive body shall be constituted for the P.T.A with Manager, Principal, Bursar, two members from DPTAs (one female and one male) conveners of the DPTAs and administrative assistants.

The office bearers shall be as follows.

President: Principal of the College

Vice President: - A parent (preferably a graduate) who is a representative in the executive body elected by and from the members of the executive body.

The Secretary: - A member nominated from the members of the teaching faculty by the Principal

The Treasurer: - A member nominated from the members of the teaching faculty by the Principal.

The executive body shall meet at least once in a year. The President shall preside over the meeting. The Secretary shall convene the meeting with the concurrence of the Principal and will be the custodian of the Minutes book. The executive body of the PTA may authorize the Principal for levying and collection of the developmental financial assistance from the students, parents of the student's alumni or other agencies.

REMEDIAL TEACHING

A Student who scores less than **D Grade** in Internal examinations shall go in for remedial teaching programme for that course. Remedial teaching shall be offered only after the first internal examination of every semester.

A student who does not attend the remedial programme without genuine reasons shall lose attendance of one working day.

Further, absence would be intimated to the parents of the student

MOBILE PHONES ARE BANNED IN THE CAMPUS

Government of Kerala has banned the use of mobile phones, obscene cinematic dances and Fashion shows in educational institutions and has ordered to take strict action in this regard vide government order number 318/10/H Edn Dept dt 16/02/2010.

Government has further decided to constitute surprise inspection squads and Ethics committees in the educational institutions for the purpose of conducting surprise inspection.

THE KERALA PROHIBITION OF RAGGING ACT, 1998

An Act to Prohibit ragging in educational institutions in the State of Kerala.

Preamble.- WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala.

BE it enacted in the Forty-Ninth Year of the Republic of India as follows:-

1. Short title, extent and Commencement
 - (1) This Act may be called the Kerala Prohibition of Ragging Act, 1998.
 - (2) It extends the whole of the State of Kerala.
 - (3) It shall be deemed to have come into force on the 23rd day of October, 1997.
2. Definition.-In this Act, unless the context otherwise required,-
 - (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution;
 - (b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-
 - (i) teasing, abusing or playing practical jokes on, or causing hurt to, such student; or
 - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.

3. Prohibition of ragging.- Ragging within or without any educational institution is prohibited.
4. Penalty for ragging.- Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extent to ten thousand rupees.
5. Dismissal of student.- Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
6. Suspension of student.- (1) Whenever any student or , as the case amy be, the parents or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situate, for further action.
(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
7. Deemed abetment.- If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.
8. Power to make rules.-
 - 1) The Government may, by notification in the Gazette, make rules for carrying out all or any of the purposes of this Act.
 - 2) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule

Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

9. Repeal and saving.-

1) The Kerala prohibition of Ragging Ordinance, 1998 (2 of 1998) is hereby repealed.

2) Notwithstanding such repeal, anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.

*Received the assent of the Governor on 23rd day of April 1998 and published in the Kerala Gazette Extraordinary No. 1007 dated 24th June, 1998.

ANTI-RAGGING COMMITTEE

Dr. V.V. Georgekutty	(Principal)
Rev. Fr. Tony Thomas CST	(Vice Principal)
Mr. Jobins Joy	(HOD, Dept of Commerce)
Ms. Sheela S.	(HOD, Dept of Computer Science)
Ms. Priya K.	(HOD, Dept of Management Studies)
Ms. Anju Varkey	(HOD, Dept of English)
Ms. Reshma Elizabeth Cheriyan	(HOD, Dept of Social Work)
Mr. Joy Augustine	(HOD, Dept of Economics)
Mr. Abhinand C.S.	(HOD, Dept of Tourism Studies)
S.I. of Police Kattappana.	
President, Kanchiyar Gramapanchayat	
Representatives of Local media.	

ANTI - RAGGING SQUAD

Ms. Athira Raj	(Department of Computer Science)
Ms. Nimmy Paul	(Department of Commerce)
Mr. Sobin Mathew	(Department of Computer Science)

Ms. Smitha P.	(Department of English)
Mr. Manikandan S.	(Department of Management Studies)
Mr. Abhinand C.S.	(Department of Tourism Studies)
Mr. Jojin Joseph	(Dept. of Commerce)
Ms. Reshma Joseph	(Department of Computer Science)
Ms. Princy Sebastian	(Department of Commerce)
Ms. Sanitha R.	(Department of Commerce)
Mr. Joy Augustine	(Department of Economics)
Ms. Chinnu Mary Joseph	(Department of Tourism Studies)

CAMPS AND EXCURSIONS

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

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

Excursions will be allowed only once in a course of study and preferably in the final year. Excursions may be arranged in such way that they minimize the loss of working days and may be arranged so as to prefix or suffix Saturdays or holidays.

SUBJECT ASSOCIATIONS

There are five subject associations functioning actively on the campus. The secretaries are elected by the students of the respective departments.

These associations arrange special meeting, seminars, lectures and competitions. The associations aim at the all round development of the student of the department concerned. All programmes shall be arranged with the prior permission from the Principal.

DEPARTMENTAL ASSOCIATIONS - TEACHERS IN CHARGE

Commerce	-	Mr. Jobins Joy
English	-	Ms. Anju Varkey
Computer Science	-	Mr. Sobin Mathew
Management	-	Ms. Priya K.
Tourism	-	Mr. Abhinand C.S.
Economics	-	Mr. Joy Augustine
Social Work	-	Ms. Reshma Elizabeth Cherian

OTHER ACTIVITIES IN THE COLLEGE

NATIONAL SERVICE SCHEME

The college has two units of National Service Scheme which aims at training members in the spirit of service and to promote opportunities for the development of character, leadership and spirit of service among volunteers. Students are encouraged to take up membership and profit by the opportunities for service activities. NSS certificate holders get weightage marks for admission to higher courses and also grace mark.

N.S.S was started in 1969 with a view to promote social consciousness and a sense of responsibility as well as sense of discipline and dignity of labour among students. The scheme utilizes the leisure time of students in various items of social service which not only help the community but also provides an opportunity to the students to understand social conditions. The ultimate aim "has been to develop the personality of students through community service". N.S.S programmes are designed to interact with local needs and priorities.

Members are selected on the basis of aptitude. Admission is open to first year degree and PG students only. In order to become eligible for the N.S.S. certificate, volunteers have to put in 240 hours of regular activities and should have attended a 7 day camp.

SPORTS AND GAMES

Physical education is part of the general education programme. The college offers facilities to students who are keen on developing their potentials in sports and games and thereby developing the qualities of Sportsmanship, Team spirit and good physique. The college encourages all students who are interested in sports and games and it provides all facilities needed for them. Competitions are held annually in various games and for tracks and field events.

WOMEN'S CELL

Women students constitute 50% of the total strength of the college. With an eye to empowering them and to instil self confidence in them, the women's cell organizes various programmes like seminars, debates and competitions. The women's day is conducted annually, which gives them the opportunity to display their talents without inhibition.

VALUE EDUCATION

The college conducts value education classes with a view to inculcating values in the students. A life based on values is the great asset of a person in modern society where corrosion of values has become a common phenomenon. Hence the students are directed to attend value education classes with zeal and enthusiasm.

C.S.M. / JESUS YOUTH

The Catholic Students Movement or Jesus Youth is an association of catholic students. The CSM aims at fostering Christian values by word and example. All students who are desirous of developing leadership qualities and who are interested in rendering service to the less fortunate in genuine Christian spirit can take up membership in this association.

E.D. CLUB

Entrepreneurship Development club started functioning in our college in December 2012. The main objective of this club is to equip the young talent with entrepreneurial awareness and to motivate them to develop entrepreneurial culture. The activities of the EDC at the college level is co-ordinated by a trained teacher from the Department of Commerce. The programmes of the club includes seminars, workshops, industrial visit etc.

RED RIBBON CLUB

The Red Ribbon club is intended to create wide awareness among the academic community and general public regarding AIDS and HIV infection. Activities of the club are controlled by Kerala State Aids Control Society.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

- | | | | |
|-----|---------------------------------------|---|--------------------|
| 1. | Dr. V. V. Georgekutty (Principal) | - | Chairman |
| 2. | Rev. Dr. Tony Thomas (Vice Principal) | - | Vice-Chairman |
| 3. | Ms. Sheela S. | - | Co-ordinator |
| 4. | Mr. Tomson Joseph | - | Joint Co-ordinator |
| 5. | Mr. Abin K. Markose | - | Joint Co-ordinator |
| 6. | Ms. Anju Varkey | - | Member |
| 7. | Ms. Sanitha R. | - | Member |
| 8. | Mr. Sunil Thomas | - | Member |
| 9. | Mr. Joy Augustine | - | Member |
| 10. | Mr. Tibin Thomas | - | Member |
| 11. | Ms. Theertha T. | - | Member |
| 12. | Ms. Nimmy Mary Mathews | - | Member |
| 13. | Mr. V. G. Manoj kumar | - | Member |
| 14. | Ms. Reshma Elizabeth Cherian | - | Member |

STUDENTS' COUNCIL FOR CELEBRATIONS AND EVENTS

- | | | | |
|----|--------------------------|---|---------------|
| 1. | Rev. Dr. Tony Thomas CST | - | Animator |
| 2. | Lt Sajeev Thomas | - | Member |
| 3. | Mr. Sunil Thomas | - | Member |
| 4. | Ms. Nimmy Paul | - | Member |
| 5. | Mr. Manikandan S. | - | Member |
| 6. | Mr. Joy Augustine | - | Member |
| | Students Representatives | | |
| 1. | Mr. George Thomas | - | III B.Com Tax |
| 2. | Mr. Febins George | - | III B.Com CA |

STUDENTS' COUNCIL FOR ARTS AND SPORTS

1. Rev. Dr. Tony Thomas CST - Animator
2. Mr. Arunlal R. - Convenor
3. Ms. Anita Thomas - Member
4. Ms. Jithimol S. - Member

Students Representatives

1. Abel Benny - II MA English
2. Akhila Maria Joshy - III BA English

COUNSELORS AND MENTORS

1. Fr. Johny Puthiyaparambil MSFS
2. Fr. George Kuzhikkattu CST
3. Sr. Savitha

ACADEMIC ACTIVITIES - TEACHERS IN CHARGE

ADMISSION CELL

1. Dr. V. V. Georgekutty (Principal) -Chairman
2. Rev. Dr. Tony Thomas CST (Vice Principal) -Admission Officer
3. Mr. Jobins Joy (HOD, Dept of Commerce) -Joint Convener
4. Mr. V.G. Manoj kumar (Superintendent) -Member
5. Mr. Akilkumar M. -Member
6. Mr. Sunil Thomas -Member
7. Mr. Jithumon Joy -Member
8. Ms. Smitha P. -Member

ETHICS COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Member
3. Prof. Rosanna Davis - Member
4. Ms. Sheela S. - Member
5. Mr. Sailas Mathew - Member
5. Lt Sajeev Thomas - Member

INTERNAL EVALUATION

1. Mr. Jobins Joy - Co-ordinator
(University level and College Level)
2. Mr. Ajumon Thomas - Member
3. Ms. Nimmy Mary Mathews - Member

GRIEVANCE REDRESSAL COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice Chairman
3. Fr. Jobin Penattukunnel CST - Bursar
4. Mr. Jojin Joseph - Secretary
5. Ms. Priya K. - Member
6. Mr. Abhinand C. S. - Member
7. Mr. Joy Augustine - Member
8. Ms. Princy Sebastian - Member
9. Ms. Tiji Tom - Member

JPM POST ONLINE

1. Rev. Fr. Abraham Panikulagara CST (Manager) - Patron
2. Dr. V. V. Georgekutty (Principal) - Managing Editor
3. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice Managing Editor
4. Mr. Prabin Joseph - Chief Editor
5. Mr. Abin K. Markose - Associate Editor
6. Mr. Jithin Joy Jose - Sub Editor
7. Ms. Sona Johnson - Sub Editor
8. Ms. Chinnu Mary Joseph - Sub Editor
9. Mr. Adithya Mohanan (Students Representative) III BCA

LIBRARY COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice Chairman
3. Rev. Fr. Jobin Penattukunnel (Bursar) - Member
4. Ms. Theerth T. (Librarian) - Secretary
5. Mr. Manikandan S. - Member

- | | |
|-----------------------|----------|
| 6. Ms. Sanitha R. | - Member |
| 7. Mr. Tibin Thomas | - Member |
| 8. Ms. Jyothimol S | - Member |
| 9. Mr. Abin K. Thomas | - Member |
| 10 Mr. Jose Joseph | - Member |

Students Representatives

1. Jessymol K.A. (II MA English)
2. Lintu Joseph (II M.Sc.)

INTERNAL EXAMINATION CELL

- | | |
|---------------------------------|------------|
| 1. Mr. Abhinand C.S. | - Convenor |
| 2. Mr. Sobin Mathew | - Member |
| 3. Mr. Manikandan S. | - Member |
| 4. Ms. Manna Christa Raju | - Member |
| 5. Ms. Reshma Elizabeth Cherian | - Member |
| 6. Mr. Ajith Ben George | - Member |

CULTURAL FORUM

- | | |
|---------------------------|------------------|
| 1. Ms. Sona George | - Convener |
| 2. Mr. Nithin Amal Antony | - Joint Convener |
| 3. Ms. Manna Christa Raju | - Member |
| 4. Ms. Reshma Joseph | - Member |
| 5. Ms. Anju Varkey | - Member |

Students Representative

1. Athira S. (III B.Com CA)

EXAM COMPLAINT CELL

- | | |
|---------------------------|------------|
| 1. Mr. Nithin Amal Antony | - Convener |
| 2. Mr. Prabin Joseph | - Member |
| 3. Mr. Jithin Joy Jose | - Member |
| 4. Ms. Tiji Tom | - Member |
| 5. Mr. Abhinand C.S. | - Member |
| 6. Ms. Smitha P. | - Member |
| 7. Ms. Shem Maria Cherian | - Member |

HEALTH SERVICE

1. Ms. Rincy Mathew - Convener
2. Mr. Nimmy Paul - Member
3. Ms. Shem Maria Cheriyan - Member
4. Mr. Ajith Ben George. - Member

WOMEN'S DEVELOPMENT CELL

1. Prof. Rosanna Davis - Convener
2. Ms. Silja P.D. - Secretary
3. Ms. Jyothimol S. - Member
4. Ms. Sreedevi Gopal - Member
5. Ms. Manna Christa Raju - Member
6. Ms. Priyamol C. D. - Member
7. Ms. Chinnu Mary Joseph - Member
8. Ms. Anju C. P. - Member
9. Ms. Reshma Elizabeth Cherian - Member
10. Ms. Sulu P. Thampi - Member
11. Ms. Athira R.(Student Representative) - II B.Com C-op

ICC CELL

1. Prof. Rosanna Davis - Chairperson
2. Mr. Jobins Joy - Member
3. Ms. Priya K. - Member
4. Ms. Tiji Tom - Member
5. Ms. Princy Sebastian - Member

NATIONAL SERVICE SCHEME (NSS)

1. Mr. Nithin Amal Antony - Programme Officer (Unit-I)
2. Ms. Tiji Tom - Programme Officer (Unit-II)
3. Ms. Akhila Treesa Cyriac - Asst. Programme Officer (Unit-I)
4. Mr. Sunil Thomas - Asst. Programme Officer (Unit-II)

NSS ADVISORY COMMITTEE

1. Fr. Abraham Panikulagar CST - Manager, JPM Institutions

2. Fr. Jobin Penattukunnel CST - Bursar, JPM Institutions
3. Dr. V. V. Georgekutty - Principal
4. Mr. Suresh Kuzhikattu - Grama Panchayat President
5. Mr. Nithin Amal Antony - Member
6. Mr. Prabin Joseph - Member

CAREER GUIDANCE & PLACEMENT CELL

1. Mr. Sunil Thomas - Placement Officer
2. Mr. Nithin Amal Antony - Member
3. Mr. Binil Sabu (Student Representative - III BBA)

NATURE CLUB

1. Mr. Abhinand C.S. - Convener
2. Mr. Ajith Ben George - Member
3. Ms. Anitta Wilson - Member
4. Ms. Chinnu Mary Joseph - Member
5. Mr. Sijith A.M. (Student Representative - II BTM)

RED RIBBON CLUB

1. Mr. Jithumon Joy - Convener
2. Ms. Sreedevi Gopal - Member
3. Ms. Sreelakshmi Shylajan - Member
4. Mr. Ashas Babu (Student Representative - II B.Com Tax)

FILM CLUB

1. Mr. Sailas Mathew - Convener
2. Mr. Jose Joseph - Member
3. Ms. Sona Johnson - Member
4. Ms. Rose Maria James - Member
5. Mr. Robin George - Member
6. Ms. Treesa Maria Sebastian (Student Representative - II MA Eng)

ANTI - ALCOHOL /DRUGS

1. Mr. Jojin Joseph - Convener
2. Mr. Jithin Joy Jose - Member

3. Ms. Akhila Treesa Cyriac - Member
4. Mr. Sobin Mathew - Member
5. Ms. Angel Maria Saji (Students Representative - III B.Com Co-op)

COLLEGE MAGAZINE

1. Ms. Priyamol C.D. - Convener
2. Ms. Jyothyhilakshmi Rajeev - Member
3. Ms. Sulu P. Thampi - Member
4. Mr. Anju Varkey - Member
5. Ms. Akhila Tressa Cyriac - Member
6. Mr. Robin George - Member

COUNSELING CELL

1. Rev. Dr. Tony Thomas CST (Vice Principal) - Convener
2. Prof. Rosanna Davis - Member
3. Mr. Adithya Kumar - Member
4. Lt. Sajeev Thomas - Member
5. Ms. Smitha P. - Member

C.S.M. / JESUS YOUTH

1. Mr. Prabin Joseph - Convener
2. Mr. Sobin Mathew - Member
3. Ms. Princy Sebastian - Member
4. Ms. Silja P.D. - Member
5. Ms. Sona George - Member
6. Ms. Sona Johnson - Member
7. Mr. Ritto Tony Mathew (Students Representative - III BCA)

ENTREPRENEURSHIP DEVELOPMENT CLUB

1. Lt. Sajeev Thomas - Convener
2. Ms. Athira Raj - Member
3. Mr. Sunil Thomas - Member
4. Mr. Jithin Joy Jose - Member
5. Mr. Amal P.S. (Student Representative -III BBA)

TRANSPORT CELL

1. Mr. Jojin Joseph - Member
2. Ms. Priyamol C.D. - Member
3. Ms. Akhila Treesa Cyriac - Member
4. Mr. Vijay Simon (Student Representative -III B.Com Tax)

TOURISM CLUB

1. Mr. Abhinand C.S. - Convener
2. Mr. Tibin Thomas - Member
3. Ms. Chinnu Mary Joseph - Member
4. Ms. Abhila S. - Member
5. Mr. Adithya(Student Representative -II BTM)

MOBILE SQUAD

1. Dr. V. V. Georgekutty (Principal) - Convener
2. Rev. Dr. Tony Thomas CST (Vice-Principal) -Member
3. Lt. Sajeev Thomas - Member
4. Mr. Jose Joseph - Member
5. Ms. Anita Thomas - Member
6. Ms. Anju C.P. - Member

RHETORIC CLUB & READERS FORUM

1. Ms. Sona Johnson - Convener
2. Ms. Anita Thomas - Member
3. Ms. Jyothilakshmi Rajeev - Member
4. Ms Manna Christa Raju - Member
5. Ms. Sanitha R. - Member
6. Ms. Sulu P. Thampi - Member
7. Ms. Harithamol M.N. (Student Representative - II MA Eng)

JPM BEATS WALL PAPER

1. Mr. Jose Joseph - Convener
2. Ms. Sona Johnson - Member
3. Mr. Robin George - Member
4. Mr. Able Benny (Student Representative - II MA Eng)

JPM RADIO

1. Ms. Tiji Tom - Convener
2. Mr. Akhilkumar M. - Member
3. Ms. Athira Raj - Member

JPM HELPING HAND/PALLIATIVE CARE UNIT

1. Lt Sajeev Thomas - Convener
2. Mr. Sobin Mathew - Member
3. Ms. Anju C.P. - Member
4. Mr. Jojin Joseph - Member
5. Ms. Princy Sebastian - Member
3. Mr. Sreehari T. Vinod (Student Representative - III BCA)

JPM YOGA CLUB

1. Mr. Arunlal R. - Convener
2. Ms. Sreelakshmi Shylajan - Member
3. Mr. Alexander N Binu (Student Representative - III BA Eng)

ANTI HARASSMENT COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice-Chairman
3. Ms. Tiji Tom - Member
4. Ms. Princy Sebastian - Member
5. Ms. Smitha P. - Member
6. Ms. Sulu P. Thampi - Member

SCHOLARSHIP COMMITTEE

1. Fr. Jobin Penattukunnel CST - Convener
2. Prof. Rosanna Davis -
3. Mr. Abin K. Markose - Secretary

CONFLUX OF HIGH-FLIER'S ORGANIZING COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice-Chairman
3. Ms. Tiji Tom - Co-ordinator & Secretary
4. Lt Sajeev Thomas - Member

- | | | |
|---------------------------------|---|--------|
| 5. Ms. Chinnu Mary Joseph | - | Member |
| 6. Mr. Joy Augustine | - | Member |
| 7. Ms. Rezhma Elizabeth Cherian | - | Member |
| 8. Mr. Sailas Mathew | - | Member |
| 9. Mr. Jithin Joy Jose | - | Member |
| 10. Mr. Tomson Joseph | - | Member |

KOVILMALA TRIBAL KINDOM - ORGANIZING COMMITTEE

- | | | |
|---|---|--------------------------|
| 1. Dr. V. V. Georgekutty (Principal) | - | Chairman |
| 2. Fr. Jobin Penattukunnel CST (Vice-Principal) | - | Vice-Chairman |
| 3. Mr. Tibin Thomas | - | Co-ordinator & Secretary |
| 4. Mr. Sunil Thomas | - | Member |
| 5. Mr. Tomson Joseph | - | Member |
| 6. Mr. Ajith Ben George | - | Member |
| 7. Ms. Anju C.P. | - | Member |
| 8. Ms. Sona Johnson | - | Member |
| 9. Ms. Chinnu Mary Joseph | - | Member |
| 10. Mr. Prabin Joseph | - | Member |
| 11. Ms. Sreelakshmi Rajeev | - | Member |

Student Representatives

- | | |
|------------------------|----------|
| 1. Ms. Pavithra Dileep | - II BCA |
| 2. Mr. Amal P. Anil | - II BCA |
| 3. Ms. Aparna Biju | - II BCA |

ADD-ON COURSE COMMITTEE

- | | | |
|---|---|----------|
| 1. Ms. Sulu P. Thampi | - | Convenor |
| 2. Mr. Adithya Kumar | - | Member |
| 3. Mr. Abhinand C.S. | - | Member |
| 4. Mr. Akhilkumar M. | - | Member |
| 5. Mr. Manikandan S. | - | Member |
| 6. Ms. Silja P.D. | - | Member |
| 7. Mr. Sreehari T. Vinod (Student Representative - III BCA) | - | |

IPR CELL

- | | | |
|--|---|--------------|
| 1. Mr. Manikandan S. | - | Co-ordinator |
| 2. Ms. Nimmy Paul | - | Member |
| 3. Mr. Tibin Thomas | - | Member |
| 4. Ms. Athira Raj | - | Member |
| 5. Ms. Smitha P. | - | Member |
| 6. Ms. Aidamol Joyan (Student Representative III BBA) | | |

ACADEMIC COUNCIL

- | | | |
|---|---|----------------|
| 1. Dr. V. V. Georgekutty (Principal) | - | Chairman |
| 2. Rev. Dr. Tony Thomas CST (Vice-Principal) | | -Vice-Chairman |
| 3. Dr. Mathew Joseph (Visiting Professor of English) | | - Expert |
| 4. Mr. Joby George (Visiting Professor of Economics) | | - Expert |
| 5. Mr. Manikandan S. | - | Secretary |
| 6. Mr. Jobins Joy | - | Member |
| 7. Ms. Priya K. | - | Member |
| 8. Ms. Anju Varkey | - | Member |
| 9. Mr. Abhinand C.S. | - | Member |
| 10. Ms. Sheela S. | - | Member |

JPM TEACHER EMPOWERMENT CELL

- | | | |
|--|---|----------------|
| 1. Dr. V. V. Georgekutty (Principal) | - | Chairman |
| 2. Rev. Dr. Tony Thomas CST (Vice-Principal) | | -Vice-Chairman |
| 3. Rev. Fr. Jobin Penattukunnel (Bursar)- | | Member |
| 4. Ms. Sreedevi Gopal | - | Co-ordinator |
| 5. Ms. Prabin Joseph | - | Member |
| 6. Mr. Robin George | - | Member |
| 7. Chinnu Mary Joseph | - | Member |
| 8. Ms. Reshma Elizabeth Cherian | - | Member |
| 9. Ms. Jyothimol S. | - | Member |
| 10. Mr. Adithya Kumar | - | Member |
| 11. Mr. Manikandan S. | - | Member |

- | | | |
|-----------------------|---|--------|
| 12 Ms. Sulu P. Thampi | - | Member |
| 13. Ms. Anju C.P. | - | Member |

MGSSNP(Mahatma Gandhi Swayam Shakthikaran Nutan Pariyojana)

- | | | |
|--|---|----------------|
| 1. Dr. V. V. Georgekutty (Principal) | - | Chairman |
| 2. Rev. Fr. Jobin Penattukunnel (Bursar) | | -Vice-Chairman |
| 3. Ms. Sanitha R. | - | Co-ordinator |
| 4. Mr. Tomason Joseph(IQAC Joint Co-ordinator) | | Member |
| 5. Ms. Priya K. | - | Member |
| 6. Ms. Sulu P. Thampi | - | Member |
| 7. Ms. Jyothimol S. | - | Member |
| 8. Ms. Sona Johnson | - | Member |
| 9. Ms. Priyamol C.D | - | Member |
| 10. Ms. Abhila S. | - | Member |
| 11. Ms. Anju C.P. | - | Member |
| 12. Ms. Mariya Roychan(Student Representative- II M.Com A) | | |

MEDIA CLUB

- | | | |
|---|---|----------|
| 1. Mr. Prabin Joseph | - | Convener |
| 2. Ms. Sulu P. Thampi | - | Member |
| 3. Ms. Athira Raj | - | Member |
| 4. Student Representatives from each Class. | | |

SC/ST CELL

- | | | |
|---|---|----------|
| 1. Dr. V. V. Georgekutty (Principal) | - | Convener |
| 2. Mr. Tomson Joseph | - | Member |
| 3. Ms. Sreedevi Gopal | - | Member |
| 4. Mr. V.G. Manojkumar (Office Superintendent) | | |
| 5. Mr. Pranav P.P. (Student Representative - BA II) | | |

UNAI

1. Dr. V.V. Georgekutty (Principal) - Convener
2. Ms. Tiji Tom - Member
3. Mr. Prabin Joseph - Member
4. Mr. Shajan Shaji (Student Representative- II B.Com CA)

OBC CELL

1. Ms. Priyamol C.D. - Convener
2. Ms. Jyothimol S. - Member
3. Ms. Smitha P. - Member
4. Mr. Anandhu K Biju (Student Representative)

MINORITY CELL

1. Ms. Nimmy Paul - Convener
2. Ms. Reshma Joseph - Member
3. Ms. Rose Mariya James - Member
4. Ms. Bincy Benny (Student Representative)

FDP CELL

1. Mr. Jobins Joy - Co-ordinator
2. Mr. Akhilkumar M. - Member
3. Mr. Sailas Mathew - Member
4. Ms. Reshma Elizabeth Cherian - Member
5. Ms. Athira Raj - Member

COVID - 19 MONITORING COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Convener
2. Rev. Dr. Tony Thomas CST (Vice-Principal) -Member
3. Ms. Priya K. (Lady Representative) -Secretary
4. Mr. Ajumon Thomas (Non- Teaching Staff Representative & Contact Person)
5. Health Inspector - Member
6. Mr. George M.M Mangalathil (PTA - Representative)
7. Geethu Soman (Student Representative - III BBA)

CODE OF CONDUCT COMMITTEE

1. Dr. V. V. Georgekutty (Principal) - Chairman
2. Rev. Dr. Tony Thomas CST (Vice-Principal) - Vice-Chairman
3. Mr. Tomson Joseph - Secretary
4. Ms. Priya K. (Representative of HoD's)
5. Ms. Rose Mariya James (Representative of Asst Professor)
6. Mr. V.G. Manojkumar (Representative of Non-Teaching Staff)
7. Mr. Reshma Elizabeth Cherian (Lady Representative)

NCC - National Cadet Corps

1. Lt Sajeev Thomas - Care Taker
2. Ms. Rose Mariya James - Care Taker
3. Mr. Aby Joseph (Student Representative)
4. Ms. Aleena Shiju (Student Representative)

SOFT SKILL DEVELOPMENT CLUB

1. Ms. Chinnu Mary Joseph - Convener
2. Mr. Aravind M - Member
3. Ms. Smitha P. - Member
4. Ms. Aleena M.S. ((Student Representative- III BA)

LITERARY CLUB

1. Mr. Robin George - Convener
2. Mr. Jose Joseph - Member
3. Ms. Sneha Emmanuel - Member
4. Mr. Sobin Mathew - Member
5. Ms. Anju K.J - Member
6. Mr. Abhinand C.S. - Member
7. Ms. Anakha Biju (Student Representative - II MA English)
8. Ms. Anitta Devasia (Student Representative - III BBA)

UNNATH BHARATH ABHIYAN COMMITTEE

1. Mr. Sunil Thomas - Co-ordinator
2. Mr. Nithin Amal Antony - Member

3. Ms. Tiji Tom - Member
4. Ms. Akhila Treesa Cyriac - Member
5. Mr. Shajan Shaji (Student Representative- II B.Com CA)

CBCSS REGULATIONS FOR UG PROGRAMMES

(Extract of rules and regulations of MG University, Kottayam)

Duration

1. The duration of U.G. Programmes shall be 6 semesters. Day system will be followed.
2. The duration of odd semesters shall be from June to October and that of even semesters from November to March. There shall be three days semester break after odd semesters and two months vacation during April and May in every academic year.

Scheme and Syllabus

1. The U.G. Programmes shall include (a) Common Course, (b) Core Courses, (c) Complementary Courses, (d) Open Courses and (e) Co-curricular activities and (f) extension activities. The open course will be in the 5th semester.
2. Co-curricular shall be included in the programme, but the credit earned shall not be counted for the minimum required credits.

Programme Structure and Credits from various components

Programme Duration	6 Sem
Minimum Credits required for successful completion of the programme	120
Minimum credits required from common courses	38
Minimum credits required from Core Complementary Vocational courses including Project	79
Minimum credits required for Open Courses	3
Minimum attendance required	75%

Examinations

The evaluation of each course shall contain two parts:

- (1) Internal or In-Semester Assessment (ISA)
- (2) External or End Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. (ISA+ESA) as given below:

Percentage of marks	Grade	Performance	Grade point(G)
90 and above	A+	Outstanding	10
80-89	A	Excellent	9
70-79	B	Very good	8
60-69	c	Good	7
50-59	D	Satisfactory	6
40-49	E	Adequate	5
Bellow 40	F	Failure	4

Grades for the different semesters overall programme are give based on the corresponding CAP (Credit Point Average) as shown below.

CAP	Grade	Performance
Above 9	A+	Outstanding
Above 8, but below or equal to 9	A	Excellent
Above 7, but below or equal to 8	B	Very Good
Above 6, but below or equal to 7	C	Good
Above 5, but below or equal to 6	D	satisfactory
Above 4, but below or equal to 5	E	Adequate
4 or below	F	Failure

Internal evaluation:

Components of the internal evaluation and their marks are as bellow.

(A) For all courses without practical

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

Components of Internal Evaluation	Mark
Attendance	5
Assignment/Seminar/Viva	5
Test paper(s) (1or2) (1x10=10; 2x5=10)	10
Total	20

(B) For all courses with practical

a) Marks of theory- External examination :60

b) Marks of theory- Internal examination :10

Components of Internal Evaluation	Mark
Attendance	3
Assignment/Seminar/Viva	2
Test paper(s) (1or2) (1x5=5; 2x2.5=5)	5
Total	10

c) Marks of Practical- External Examination :40

(Only in even semesters)

D) Marks of practical- Internal Evaluation :20

(Odd and even semesters combined annually)

Components of Practical Internal Evaluation	Mark
Attendance	4
Record	10
Lab Involvement	6
Total	20

*Marks awarded for Record should be related to number of experiments recorded.

(I) Grade for Attendance

% of Attendance	Mark
90 and above	5
85-89	4
80-84	3

76-79	2
75	1

(II) Assignment: Assignments are to be done from 1st to 4th Semester. At least one assignment should be done in each semester.

(III) Seminar/ Viva: A student shall present a seminar in the 5th Semester and appear for Viva-voce in the 6th Semester.

(IV) At least one internal-paper is to be attended in each semester for each course. The evaluation of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for two year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

(V) Grievance Redressal Mechanism

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

Level 1 (Dept Level): The department cell chaired by the Head.

Level 2 (College Level): College level committee with the principal as chairman, Coordinator or HOD of concerned dept and a senior teacher nominated by the College council as members.

Level 3 (University Level): Committee constituted by the Vice-Chancellor.

(VI) The college council shall nominate a senior teacher as coordinator of internal evaluation. This coordinator shall make arrangements of giving awareness of the internal evaluation components to students immediately after commencement of 1 semester.

(VII) The internal evaluation report in the prescribed format should reach the University before the 4th week of October and March in every academic year.

External examination: The external examination of all semester shall be conducted by the university on the close of each semester. Students having a minimum 75% average for all the courses only can register for

the examination. Condonation of shortage to a maximum of 10 days or 50hour in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment

PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situation, critical evaluation of knowledge and the ability to synthesize knowledge.

(I) pattern of questions for examination for theory paper without practical

Question type	Total no. of Questions	Number of Questions to be answered	Marks of each question	Total Marks
Objective	10	10	1	10
Short answer	12	8	2	16
Short essay/ Problem solving	9	6	4	24
Long Essay	4	2	15	30
Total	35	26		80

(II) Pattern of questions for external examination for theory papers with practical

Question type	Total no. of Questions	Number of Questions to be answered	Marks of each question	Total Marks
Objective	8	8	1	8
Short answer	10	6	2	12
Short essay/ Problem solving	6	4	4	16
Long Essay	4	2	12	24
Total	28	20		60

More details are available in the M. G. University website www.mguniversity.edu, www.mgu.ac.in

CREDIT AND SEMESTER SYSTEM FOR PG PROGRAMMES

(EXTRACT OF RULES AND REGULATION OF MG UNIVERSITY)

These Regulations shall be called Mahatma Gandhi University Regulations(2011) governing Post graduate programmes under the Credit Semester system(MGU-CSS-PG).These Regulations shall come into force from the Academic year 2012-2013 onwards. There will be 4 semesters of 90working days with 10 academic weeks of 5days each.

PROGRAMME STRUCTURE

Students shall be admitted into post graduate programme under the faculties. The programme shall include two types of courses, Program Core(PC) courses and Program Elective(PE) Courses. There shall be a Program Project(PP) with dissertation to be undertaken by all students, seminars/practical viva etc., If they are specified in the curriculum. There shall be various groups of Programme Elective Courses for a programme such as Group A, Group B etc. For the choice of students subject to be availability of faculty and infrastructure in the institution and the selected group shall be the subject of specialization of the programme.

Project work

Project work shall be completed by working outside the regular teaching hours and carried out the supervision of a teacher in the concerned department. A candidate may, however, in certain cases be permitted to work on the project in an industrial/Research Organization on the recommendation of the Supervisor. There should be an internal assessment and external assessment for the project work. The external evaluation of the project work is followed by presentation of work including dissertation and Viva-voca. The title and the credit with grade awarded for the program project should be entered in the grade card issued by the university.

Assignments

Every student shall submit one assignment as an internal component for every course with a weightage one. The topic for the assignment shall be allotted within the 6th week of instruction.

Seminar Lectures

Every PG student shall deliver one seminar lecture as an internal

component for every course with a weightage two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and internet resources, editing, document writing, typing and presentation.

Class test

Every student shall undergo at least two class tests as an internal component for every course with a weightage one each. The weighted average shall be taken for awarding the grade for class tests.

ATTENDANCE

1. The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two time during the whole period of post graduate programme may be granted by the university.
2. If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other sponsored activities such as college union/ university union activities, He-/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 10 days in a Semester based on the specific recommendations of the Head of the Department and principal of the college concerned.
3. A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examination.

EXAMINATIONS

1. There shall be University examination at the end of each semester.
2. Practical examination shall be conducted by the University at the end of each semester.
3. Project evaluation and Viva-Voca shall be conducted at the end of the programme only. Practical examination, Project evaluation and Viva-Voca shall be conducted by two external examiners and one internal examiner.
4. End -Semester Examination: The examination shall normally at the end of each semester.
5. There shall be one end-semester examination of 3 hours duration in

each lecture based course and practical course.

6. A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type question. Different type of questions shall have different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of studies.

EVALUATION AND GRADING

The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be give to internal evaluation and the remaining 75% to external evaluation and the ratio and weighage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system

Internal evaluation

The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/record/viva and attendance in respect of practical courses.

Component	weight
Assignment	1
Seminar	2
Attendance	1
Two test papers	2

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one wee before the commencement of external examination. There shall not be any chance for improvement for internal grade. The course teacher and the faculty adviser shall maintain academic record of each student registered for the course which shall be forwarded to the university through the college principal and a copy should be kept in the college for at least two years for verification.

Grades for Attendance

%OfAttendance	Weight
>90	A
Between 85 and 90	B
Between 80 and 85	C
Between 75 and 80	D
<75	E

External evaluation

The external Examination in theory course is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation. Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation /scrutiny of answer scripts shall be done as per the existing rules prevailing in the university. The question paper should be strictly on the basis of model question paper set by BOS and there shall be a combined meeting of the question paper setters for scrutiny and finalisation of question paper. Each set of question should be accompanied by its scheme of valuation.

DIRECT GRADING SYSTEM

Direct Grading System based on a 5 - point scale is used to evaluate the performance (External and Internal Examination of students)

Each course is evaluated by assigning a letter grade (A, B, C, D, or E) to that course by the method of direct grading. The internal (weightage = 1) and external (weightage = 3) components of a course are separately graded and the combined to get the course after taking into account of their weightage. Separate minimum of C grade is required for pass for both internal evaluation and external evaluation for every course. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

Letter grade	Performance	Grade Point (G)	Grade Range
A	Excellent	4	3.5 TO 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.0 to 0.49

The overall grade for a programme for certification shall be based on CGPA with a 7-point scale given below.

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

GRADE CARD

The final grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final Grade Card shall show the CGPA and the overall letter grade of a student for the entire programme.

GRIEVANCE REDRESSAL COMMITTEE

College level: The college shall form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level Grievance Redress Committee comprising of Faculty advisor, two senior teachers and two staff council members (one shall be an elected member) and the principal as chairman.

University level: The University shall form a Grievance Redress Committee as per the existing norms.

More details are available in the M.G University website www.mhuniversity.edu, www.mgu.ac.in

Name : Semester

Class Class No:

LATE ARRIVAL FORM AND EARLY DEPARTURE

Date	Reason	Time of Arrival/ Departure	Signature of Parent	Sign. of the class Teacher	Sign. of the Principal

Name :..... Semester

Class Class No:

LATE ARRIVAL FORM AND EARLY DEPARTURE

Date	Reason	Time of Arrival/ Departure	Signature of Parent	Sign. of the class Teacher	Sign. of the Principal

PROGRESS REPORT

Name Class - Roll No

Subject	I st Internal			II nd Internal		
	Max. Marks	Marks Awarded	Pass/Fail	Max. Marks	Marks Awarded	Pass/Fail
1	80			80		
2	80			80		
3	80			80		
4	80			80		
5	80			80		
6	80			80		
Total Working Days No. of Days Present						
Signature of the Principal						
Signature of the Class Teacher						
Signature of the Parent						

PROGRESS REPORT

Name Class - Roll No

Subject	I st Internal			II nd Internal		
	Max. Marks	Marks Awarded	Pass/Fail	Max. Marks	Marks Awarded	Pass/Fail
1	80			80		
2	80			80		
3	80			80		
4	80			80		
5	80			80		
6	80			80		
Total Working Days No. of Days Present						
Signature of the Principal						
Signature of the Class Teacher						
Signature of the Parent						

Endowments

1. UG Top Scorer - Prof. Johny Thomas Memorial
2. Best Outgoing Student - Very. Rev. Basilius Panat CST Memorial
3. Student of the year - A well wisher
4. Ideal Batch of the year - JPM Educational Trust

SUCCESSION LIST OF MANAGERS

1. Rev. Fr. Joseph Kattackal CST- June 2008 - August 2009
2. Rev. Fr. Joby Chully CST - September 2009 -March 2019
3. Rev. Fr. Joby Vellaplackel CST - March 2019 - March 2021
4. Rev. Fr. Abraham Panikulangara CST - April 2021

SUCCESSION LIST OF PRINCIPALS

1. Rev. Fr. Paul Vettikkattu CST - June 2008 - July 2009
2. Prof. Johny Thomas - August 2009 - June 2013
3. Prof. V.J. Peter - July 2013 - May 2015
4. Dr. K.M. Mathew - June 2015 - June 2020
5. Dr. V.V. Georgekutty - July 2020 -

SUCCESSION LIST OF BURSAR

1. Rev. Fr. Johnson MundiathCST -June 2008 - March 2009
2. Rev. Fr. Anish Angadiath CST -Aril 2009 - August 2011
3. Rev. Fr. Tony Adukuzhiyil CST -August 2011 - Dec 2018
4. Rev. Fr. Jobin Koonamparayil CST - Dec 2018 - March 2021
5. Rev. Fr. Jobin Penattukunnel CST - April 2021 -

