

GOVERNMENT COLLEGE

KODANCHERY – 673580

Ph: 9188900234



HAND BOOK

2023-2024

Name:.....

Class:.....

Name of Tutor:.....

Address:.....

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THE PLEDGE

India is my country. All Indians are my brothers and sisters.

I Love my country and Iam proud of its rich and varied heritage. I shall always strive to be worthy of it.

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

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

VISION

Develop the college as a centre of higher learning, to enlighten and empower the youth to become socially responsible citizens, to activate the youth for nation building and to equip the youth to compete in a multi-cultural global environment.

MISSION

- To provide quality higher education to all, irrespective of caste, creed or gender.
- To facilitate the acquisition of knowledge through ICT enabled techniques.
- To empower the students of rural and backward areas through training, research and extension activities.
- To promote among the youth, the virtues of collective action, fraternity and secular thinking.
- To create the awareness of national and global trends and prepare the students for competitive ventures.

MESSAGE

Dear Students,

It gives me immense pleasure to welcome you to the college, an institution which aspires to fulfill the hopes and aspirations of the rural populace. It is our duty to make their dream a reality. For this cause, let us unite together. The ambience of the evergreen forests and its tranquility makes the college a fine place for educational purpose. I urge all the stake holders to ensure the materialization of our vision and mission and contribute to the development of our nation.

Wishing you all the best,

Principal

Name	Designation	Contact Details
<p>Dr. Y.C. Ibrahim</p> <p>Associate Professor of Economics</p>	<p>Principal in Charge</p>	<p>Phone: Office: 9188900234</p> <p>Principal: 8285893275</p> <p>ycibrahim@rediffmail.com</p>
<p>Dr. Y.C.Ibrahim</p> <p>Associate Professor of Economics</p>	<p>Vice Principal</p>	<p>Phone: Office:9188900234</p> <p>Principal: 8285893275</p> <p>ycibrahim@rediffmail.com</p>

HISTORY OF THE COLLEGE

- Established on 22.07.80 (vide the GO No. 44819/B3/79/80 dt. 2-7-1980)
- Inaugurated on 24.08.1980
- Received the affiliation of the University of Calicut on 28-08-1980
- Shifted to new building on 08.08.1982
- Shifted to the present building in 1994
- Recognized under Sec. 2(f) & 12 (B) of the UGC Act 1956 on 15.9.2004
- Underwent UGC NAAC Accreditation in 2009 and reaccreditation in 2014
- Inauguration of Science Block on 24-11-2014
- Construction of ladies hostel commenced in 2015

The Pre-Degree courses (First and Second groups) were begun in 1981-82. In 1991, the college was upgraded as an Under Graduate College and the first degree course, B. Sc. Zoology was begun. The college was shifted to the newly constructed permanent building in a function presided over by the honourable Chief Minister of Kerala, Sri. K. Karunakaran in 1994. The BA Degree course in Economics commenced in 1993-94. In 1998-99, B.Com with Computer Application, in 1999-2000 B. Sc. Physics with Computer Science and PG course in Economics were sanctioned. During 2012-13, the PG Programme in Commerce was added. Construction of a new building designated as Science Block and the Basketball Court (in front of the main building) are later additions to the infrastructure.

At present, the college offers 4 UG programmes (Commerce, Economics, Physics and Zoology) and two PG Programme (Economics and Commerce). There are 570 students on the roll as on 31st March 2017 of which more than 75 percent are girls. There are 31 permanent teaching faculty including the principal and four guest lecturers. The ratio of students to teacher is 16:1. GCK is affiliated to the University of Calicut and has obtained UGC recognition under Section 2(f) and 12(B) of the UGC Act, with effect from 15-09-2004. Our college has also been accredited by the National Assessment and Accreditation Council (NAAC), an autonomous body under the University Grants Commission with B Grade and a CGPA of 2.17 during 2009.

The second cycle of accreditation visit was done from 13th to 15th November, 2014. The peer team members were Dr.Srinivas.K, Saidapur (Chairman), Dr.S.Rajendran (Member Co-ordinator), and Dr. I. BhanuMurty (Member). Dr. C. Krishnan served as the IQAC Co-ordinator. The executive Committee of the NAAC declared our college accredited with CGPA of 2.41 on four point scale at B Grade valid up to December 09, 2019.

The third cycle of accreditation visit was done from 23-24 March 2020. The peer team members were Dr.ShucklaMohanty (Chairperson), Dr. SukritiGhoshal, MembercoordinatorandDr.SubhashBhadande (Member). Dr. Suma M V served as IQAC Co ordinator and Dr. Shabeer K P served as NAAC co ordinator.The executive Committee of the NAAC declared our college accredited with CGPA of 2.83 on seven point scale at B++ Grade.

Above all, GCK is fortunate to be blessed with a group of committed teaching and non-teaching staff who are always willing to provide the best possible service to their students and the community at large. Even though more than 75 per cent of the students hail from poor socio-economic background, their performances in university examinations is commendable. The local population takes a keen interest in the development of the institution.

PROGRAMMES & COURSES OFFERED

Under Graduate Programme

The UG courses consist of three parts:

Part I : English

Part II : Second Languages: We offer three subjects under second languages

(Arabic/Hindi/Malayalam)

Part III : Optional Subjects are in Commerce, Economics, Physics and Zoology.

We follow Calicut University Choice Based Credit Semester System (CUCBCSS) for the under graduate programmes. The following table provides the Core, Complementary, Open and Elective courses offered under Part III of the programmes.

Sl. No.	Core Programme	Complementary course	Open courses	Elective Course
1	B.A. Economics	1. Modern Indian History 2. Mathematical Tools for Economics	Economics in everyday life	Economics of Business And Finance
2	B. Sc Physics	1. Mathematics 2. Chemistry	Non-conventional Energy Resources	Computational Physics
3	B. Sc Zoology	1. Botany 2. Chemistry	Reproductive Health and Sex Education	Entomology
4	B.Com	1. Managerial Economics 2. Marketing management 3. Human Resource Mgt	Basics of Entrepreneurship and Management	Computer Application

		4.Quantitative Techniques		
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Post Graduate Programme

The Post Graduate programmes of the college follow the Calicut University Credit Semester system (CUCSS). The following table provides bird's eye view of our post graduate programmes.

Sl. No.	Core Programme	Semester	Elective Course
1	M.A. Economics	I	1. Research methodology and Computer Applications 2. Environmental Economics
		II	
		III	
		IV	
2	M. Com	I	Financial Management
		II	
		III	
		IV	
3	M.Sc. Zoology	I	Entomology
		II	
		III	
		IV	

A] Under Graduate Programmes:

The UG programme consists of three parts:

Part I : English

Part II : Second Languages (Arabic/Hindi/Malayalam)

Part III : Optional Subjects.

The following groups of optional subjects are offered under Part III:

Sl. No.	Course	Complementary/Elective	Intake
1	B.A. Economics	1. Modern Indian History 2. Mathematical Tools for Economics 1.Economics of Business And Finance	50
2	B. Sc Physics	1. Mathematics 2. Chemistry	30
3	B. Sc Zoology	1. Botany 2. Chemistry	30
4	B.Com	Computer Application	50

B] Post Graduate Programmes:

1. M.A. Economics. The total student intake is 15.
2. M.Com with Finance as electives. The student intake is 15.
3. M.Sc. Zoology with Entomology as elective. The student intake is 10.

C] Research Programmes:

Economics and Commerce Departments offer Research facility also.

RESEARCH & PG DEPARTMENT OF ECONOMICS

Phone: 0495-2236221 Extn.12

Sl. No.	Name of Faculty	Qualification	Phone No.	e-mail ID
1	Dr.Rafeek V H (Head of the Dept.)	MA, M.Phil,B.Ed,NET ,Ph.D	9447553629	vhrvaliyaveetil@gmail.com
2	Dr.Ibrahim Y.C.	MA, M.Phil, B.Ed., NET ,Ph.D	9539282854	ycibrahim@gmail.com
3	Dr.Shabeer K.P.	MA, M.Phil, NET,Ph.D	9961488683	kp.shabeer78@gmail.com
4	Dr.Krishnankutty V.	MA, BEd, NET,Ph.D	9447125107	kkmapprom@gmail.com
5	Dr.Abdul Kareem O.C	MA, NET, M.Ed; NET,PGDGC,Ph.D	8086536424	ocakareem@gmail.com
6	Dr. Shareef P.	MA,BEd, M.Phil, NET,Ph.D	9446695921	pshareeftr1971@gmail.com
7	Teena George	MA, B.Ed, NET	9446309062	teenadj11@gmail.com
8	TharaScaria (Dept. of History)	MA , NET	9995325961	tharskaria@gmail.com

Research Supervisors

1. Dr.Y.C .Ibrahim
2. Dr.C.Krishnan
3. Dr.ShaheedRamzan
4. Dr.Shabeer. K .P
5. Dr.Krishnankutty V.

RESEARCH AND PG DEPARTMENT OF COMMERCE

Phone: 0495-2236221 Extn.11

Sl. No.	Name of Faculty	Qualifications	Phone No.	e-mail ID
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2	Dr.BasheerAhamm ed	M.Com, B.Ed, NET,Ph.D	9495787572	basheerek2000@gmail.com
3	Dr.Anooja K.	M.Com, B.Ed, NET,Ph.D	9946 660170	anoojakanjoli@gmail.com
4	Manoj Kumar .K .U	M.Com, B.Ed, NET	9495319697	Kumanojkumarku@gmail.com
5	Mohamed Haneefa P.M	M.Com, B.Ed, NET	9995658299	haneefapmtgi@gmail.com
5	Sumesh John P V	M.Com, B.Ed, NET	9946449129	contactsumeshjohn@gmail.com
6	Dr.Haneesh P	Ph.D, M.Com, B Ed, NET	9446780848	haneeshkdl@gmail.com
7	Dr.Muhammed Basheer M P	M.Com, B.Ed, NET, Ph.D	9947445729	muhammedbasheermp@gmail.com

Research Supervisors

1. Dr.A .Mohandas
2. Dr. Jubair .T
- 3.Dr.Haneesh .P
3. Dr. Anil kumar(PrincipIPazhassiraja college Wynad)

DEPARTMENT OF PHYSICS

Phone No.0495-2236221 Extn:8

1.	Shabeeb P K (Head of the Dept.)	M.Sc,B.Ed NET	9446828467	shabeebpk@gmail.com
2	Sajeesh George	M.Sc , NET	8589824078	sajichelapurath@gmail.com
3	Nithin V G	M.Sc ,B.Ed ,NET	9895488942	nithinvg85@gmail.com
4	Sheeba M(Dept.of Mathematics)	M.Sc, B.Ed, NET	9846429977	msheeba1976@gmail.com
5	Suhaila .T(Dept.of Chemistry)	MSc, B.Ed, NET	9497644926	suhathattaril@gmail.com
6	Hasna O M	MSc, B.Ed, NET	8592071587	hasnaom012@gmail.com

DEPARTMENT OF ZOOLOGY

Phone No.0495-2236221 Extn.5

1.	Dr.Manjusha K.T. (Head of the Dept.)	P.hD,M.Sc, B.Ed, NET	9400722659	manjugck@gmail.com
2	Dr.Jobiraj T.	Ph.D, M.Sc, M.Phil, B.Ed, NET	9447640432	jobibee@gmail.com
3	Dr. Uma Devi K.G	Ph.D, M.Sc, B.Ed, NET	9745129365	umasasikumark@gmail.com
4	Shamyasree	Ph.D, M.Sc, B.Ed, NET	9496809366	shamyasreems@gmail.com
5	Dr.Resmitha C	Ph.D, M.Sc, B.Ed.	9745514216	rechujan@gmail.com
6	ShirinSithara	M.Sc, NET	8943050116	shirrinsithara@gmail.com

7	Suhaila T (Dept.of Chemistry)	M.Sc, B.Ed, NET	9497644926	suhathattaril@gmail.com
8	Hasna.O M	MSc, B.Ed, NET	8592071587	hasnaom012@gmail.com
9	Dr.Rency R (Dept. of Botany)	M.Sc, B.Ed, NET	9447632543	rencycr78@gmail.com

Research Supervisor: Dr.Jobiraj T.

AUXILIARY DEPARTMENTS

Phone No.0495-2236221 Extn.8

1	Usman. (Arabic)	MA (Arabic), B.Ed, NET	9645877433	usmanmvr@gmail.com
2	Yamuna T. (Malayalam)	MA, B.Ed, NET	9400214794	yamunavrindavan@gmail.com
3	Dr. Neeraja V S (Hindi)	MA, B Ed, NET, Ph.D	9496906607	drneerajasajimathew@gmail.com
4	Dr. Suma M.V. (English)	MA, B Ed, PGCTE, NET, Ph.D	9495565485	chinnasuma@gmail.com
5	Shibu.K (English)	MA,M.Ed, NET	9746826188	jshibukallada@gmail.com
6	Biju Kumar K L (Physical Education)	MA, ,NET	9633119565	Bijukumarv155@gmail.com

Research Supervisor: Dr.Neeraja V S.

NON-TEACHING STAFF

Sl. No.	Name	Designation	Contact Number
1	Suhalifarooqi M	S Superintendent	8921688490
2	Sameera	HA	9496127743

3	Shamna Muhammed	LD	9645547173
4	Naseeba V	LD	9539620605
5	Sajila P K	LD	8137819695
6	Nisha	LD	9847046230
7	Beena A K	Typist	7592963439
8	Vinod A K	Librarian	9847753113
9	Biju	Attender- zoology	9400741849
10	Abdul razak.P	Attender-chemistry	9446642384
11	Satheesh Thomas	Attender-physics	8086204101
12	Amal C D	Office attendant	9539586761
13	Rajeesh K	Office attendant	9605212882
14	Biji Francis	Office attendant	9048598727
15	Sarath	Office attendant	9446488103
16	Sulaiman	Library assistant	9496809947
17	sadu	Night watchman	9945460264
18	LaluVaidas	Night watchman	9946489912
19	Saraswathy.V N	Temporary staff Front office	9747940452
20		Temporary staff	
21		Temporary staff	
22		Temporary staff	
23		Temporary staff	

STUDENT SUPPORT SERVICES

In order to provide better facilities to the students community, a number of student support services are offered by the college.

1. Induction Programme: For all the first year students, the college conducts an induction programme on the opening day. In this function, the parents are also invited to participate. This programme is intended to explain to the students as well as the parents about the vision and mission of the college, and the facilities it provides

2. Ladies Retiring Room: As majority of the students are girls, a separate ladies retiring room is maintained. The room is well furnished with adequate facilities.

3. College Magazine: The college magazine is published annually. The copies of the magazine are distributed to all students and members of the staff. The main objective of the publication is to encourage the creative abilities of students. The student editor of the magazine is elected directly by and from among the students of the college. The editorial board consists of : (1) Principal (2) Student Editor(Convener) (3) Staff Editor (4) Chairman of the College Union (5) General Secretary of the College Union (6) Three student members nominated by the Executive Committee and (7) Two staff members nominated by the principal.

4. National Service Scheme: The NSS is a social organization with the principal as the patron. The aim of the scheme is “education through community service”. The specific objectives of the NSS are to arouse the students’ conscience and to provide them with the opportunity (1) To work with and among the people, (2) To create awareness and knowledge of social realities, (3) To inculcate leadership quality and (4) To give skills in programme development to enable them to get employed. In the college, two units of NSS are functioning under two programme officers.

5. Women’s Cell: As per the guidelines of the Directorate of Collegiate Education the women’s guidance and counseling cell is constituted. The cell envisions in giving proper direction to the girl students and provides counsels to those who require it. Seminars, discussions, film shows, etc. are conducted for empowering and motivating the female students.

6. Relief Forum: As the name indicates, the Forum is established to give financial help to the poor students who are unable to access any other financial source. The major contributors to the Forum are the Teachers and other staff, GCK Alumni and Karunya Charitable Trust, Kottayam.

7. Tourism Club: A tourism club functions in the college so as to create awareness among the students on the importance of tourism in the economy. The total membership permitted in the Club is 50, a year. A Teacher coordinator is in charge of the Club.

8. College Canteen: The students who hail from far flung areas require refreshments. In order to provide those who are desirous to have snacks and lunch, a small canteen functions in the campus.

9. Tutorial Programme: To properly guide and direct the students, the tutorial programme is live in college. A group of 20 students are under one tutor who meets frequently to discuss and solve their academic and non-academic issues.

10. Central Library and Learning Resource Centre: The college library consists of (a) Lending Section, (b) Reference Section and (c) Reading Section. The college library is centralized and is partially automated. The library is well equipped with a collection of approximately 19000 books. It subscribes to around 45 academic and professional journals. Full-fledged INFLIBNET access is available to all the staff members and students of GCK through LRC.

11. Endowments: Students are encouraged and promoted by providing various endowments and scholarships. Two endowments have been introduced from this academic year onwards. Endowment instituted by Prof. Annamma Jacob (Former Principal) is distributed to the best outgoing student every year and PTA offers proficiency prize for the toppers of each class in the final year UG Examinations

(1) An annual endowment worth Rs. 5000/- is instituted by the Communist Party of India (Marxist), Thiruvambady Area Committee in memory of Adv. Mathai Chacko (former MLA), to those who secure highest marks in the University examinations from each course of study (one from each course) offered by the institution.

(2) In memory of Sri. Scaria Pulinthanath, an Annual Endowment of Rs. 3000/- has been offered by his family to the toppers of 1, 2 and 3 BCom classes in the university examinations.

12. Publication Division: The publication division is evolved to promote creative writings and research aptitude among the staff and students. It helps the teachers to publish their articles/books/research papers/working papers, *etc.* It also envisions bringing out the work of students and non-teaching staff. So far, three books have been released under the banner of the publication division. It has also released the edition of the campus news 'Campus Beats'.

13. NCC (National Cadet Corps) National Cadet Corps: The National Cadet Corps is the Indian military cadet corps with its head Quarters at New Delhi. It is open to school and college students on voluntary basis. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and Universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps.

The NCC in India was formed with the National Cadet Corps Act of 1948. It was raised on 15 July 1948. The National Cadet Corps can be considered as a successor of the University Officers Training Corps (UOTC) which was established by the British in 1942. During World War II, the UOTC never came up to the expectations set by the British. This led to the idea that some better schemes should be formed, which could train more young men in a better way, even during peace times. A committee headed by Pandit H.N. Kunzru recommended a cadet organization to be established in schools and colleges at a national level. The National Cadet Corps Act was accepted by the Governor General and on 15 July 1948 the National Cadet Corps came into existence.

During the 1965 and 1971 wars with Pakistan, NCC cadets were the second line of defence. They organised camps to assist the ordinance factories, supplying arms and ammunition to the front, and

also were used as patrol parties to capture the enemy paratroopers. The NCC cadets also worked hand in hand with the Civil Defence authorities and actively took part in rescue work and traffic control. After the 1965 and 1971 Indo-Pak wars the NCC syllabus was revised. Rather than just being the second line of defence, NCC syllabus laid a greater stress on developing qualities of leadership and Officer-like qualities. The military training which the NCC cadets received was reduced and greater importance was given to other areas like social service and youth-management

NEW INITIATIVES

Walk With Scholar (WWS)

This is a new scheme implemented by the department of collegiate education of the government of Kerala .It aims at giving necessary orientation to needy students to prepare them for employment and giving them necessary guidance, motivation and mental support to identify appropriate areas for higher study as well as employment. It is a special mentoring program for 30 selected first year degree students.Dr. MuhammedBasheer Assistant Professor, Department of Commerce is the present Co-ordinator.

Additional Skill Acquisition Programme (ASAP)

It is a scheme jointly implemented by the departments of general education and higher education, Government of Kerala. The programme seeks to equip students with industry/business relevant skills. It aims at enhancing the employability of students by introducing additional skill acquisition programmes in their career. Dr. Anooja K, Assistant Professor, Department of Commerce, is the present Co-ordinator.

Biodiversity Reserve and Register

A well-wooded area of around 2.5 acres has been set aside as a BiodiversityReserve by the college authorities to protect the rare and endemic fauna and flora which make up inhabitants of this pristine habitat. It harbors more than 24 species of trees and 84 species of birds, 42 species of butterflies and many other endangered fauna. Faunal diversity is also listed and continuously updated by the Department of Zoology. A rain water shelter and trek path also constructed within the Biodiversity Park. Students of the department of Zoology make use of the park for identification and ecological studies of different species of flora and fauna as part of their curriculum.

Boomitrasena club nature club

Environmental education has become an inevitable tool in creating awareness on imperatives of environmental sustainability. Bhoomitrasena Club, an idea conceived by Directorate of Environment & Climate Change under Department of Environment and Climate Change serves this purpose. Agencies like Kerala State Pollution Control Board, Kerala State Biodiversity Board and Kerala Suchitwa Mission extend support to this programme. The Bhoomitrasenaclub is aimed at encouraging college students to appreciate the environment, provide environmental education opportunities, encourage them to react positively to environmental issues and make students practice and advocate sustainable life styles.Along this biodiversity club and birds club are also functioning.

Nature of activities under Bhoomitrasena club

- The club organizes seminars, debates, lectures field visits and talks on environmental issues.
- It also arranges visits to Wildlife Parks, environmentally degrading areas etc.

- Actively involved in initiatives to tackle the issue of solid waste management.
- Other activities include cleaning and maintaining the polluted or environmentally degraded sites, planting and maintaining trees in the campus.
- Action based activities like tree planting, cleanliness drives both within and outside the college campus
- Provides entrepreneurial training to girl students so as to create avenues for self-employment in the future.
- Provides entrepreneurial training to girl students so as to create avenues for self-employment in the future.
- Promoting eco-friendly products and green habits
- Observance of environmentally important days

Zero-Waste Project

Our college had started a zero waste project on 05-06-2014 in association with ‘Niravu’, an organization working in the field of waste management, organic farming, *etc.* The project envisages to

- ✓ Reduce the amount of solid waste generated,
- ✓ Recycle the material that cannot be reused,
- ✓ Dispose of solid waste that is not being reused,
- ✓ Reduce waste to achieve eco-friendly environment for the college, and
- ✓ Change the concept of waste and to turn waste into an asset.

ASSOCIATIONS & COMMITTEES IN GCK

PARENT TEACHER ASSOCIATION (PTA)

The PTA functions very resourcefully in the college. The parents or guardians of all the students on the rolls of the college during a year are members of the association. The principal and the other members of the teaching staff are ipso facto members of PTA. The objectives of the association are: (a) to foster and promote good relationship among the members of the teaching staff, students and guardians of the students and (b) to provide amenities to the students of the college. The administration of the association is vested in an Executive committee.

ALUMNI ASSOCIATION

The college alumni Association is a body of old students. It convenes generally once in a year. It is a platform to discuss and share the experience of alumni, which can be used for the development of the college as well as to inspire the present students.

COLLEGE UNION

A College Development Committee (CDC) is constituted by the Government for obtaining suitable contributions from students and public to expedite renovation, repair and development work connected with the college. The committee’s chairman is the District Collector. A matching grant for the amount so collected, is also given by the government to the College. The constitution of the CDC shall be as follows:

1. District Collector (Chairman)
2. Principal of the College (Secretary and Treasurer)
3. One teacher nominated by the College Council
4. Vice President of the PTA
5. Chairman of the College Union
6. Executive Engineer - PWD (Buildings)
7. Four persons nominated by the DCE from among eminent public men and women of Arts/Letters.

LIBRARY ADVISORY COMMITTEE

The committee monitors the functioning of the library. This committee advises the purchase, selection, maintenance of books and periodicals. It also decides the major development programmes of the college library.

GRIEVANCE REDRESSAL CELL

The objective of the cell is to solve the problems and complaints of students. All the complaints are forwarded to the committee and decisions of the committee shall be executed by the staff council.

FINE ARTS COMMITTEE

The committee promotes the creativity among the students by providing a platform for various events in the college. The fine arts day, college day, zonal and inter-zonal competitions are under the supervision of the committee.

COMMITTEE FOR SPORTS AND GAMES

The committee encourages the students in participating in sports and games within the college and outside the college and promotes their participation in annual sports day, inter university competitions etc.

STUDENT COUNSELING COMMITTEE

A counseling Cell functions in the college so as to provide counseling services to the student community. The cell takes into consideration the socio-economic realities of students and helps them in overcoming their difficulties.

STAFF COUNCIL

The college staff council consists of the principal, the heads of the departments and two representatives from among the teaching staff. It is an advisory body on all internal and academic affairs of the college.

WEBSITES OF IMPORTANT INSTITUTIONS

Institutions	Websites Address
Cochin University of Science and Technology	www.cusat.ac.in
Kannur University	www.kannuruniversity.ac.in
Kerala Agricultural University	www.kau.edu
Mahatma Gandhi University	www.mguniversity.edu
SreeSankaracharya University of Sanskrit	www.ssus.ac.in
University of Calicut	www.calicutuniversity.info
University of Kerala	www.keralauniversity.edu
Kerala State Higher Education Council	www.kshec.keralagov.in
Kerala PSC	www.kpsc@keralapsc.org

INFO ON UNIVERSITY OF CALICUT

Section	Phone number
Calicut university (General)	0494-2401144 Enquiry: 0494 - 2407227 0494 - 2400809 0494 - 2400816
Vice chancellor	0494-240-7102
Pro-Vice Chancellor	0494-240-7103
Registrar	0494-240-7104
Controller of Examinations	0494-240-7200
Public relation officer	0494-2400295
Dean, student welfare	0494-2400417
Pareekhabhavan enquiry	0494-2400809
Revaluation section	0494-2401144*315

B A General Section	0494-2401144*229
B Sc General Section	0494-2401144*214
B .Com General Section	0494-2401144*213
University Union Office	0494-2400287
CHMK Central Library	0494-240-7287
Academic Staff College	0494-240-7351
College Development Council	0494-2401149/*128
Calicut University Co-Op, Store, Calicut	0495-2720075
University Information Centre, Calicut	0495-2236532

TELEPHONE DIRECTORY

Institution	Phone number
Panchayath Office	2236230
Forest Range Office Thamarassery	2220720
Police Station	2236236
Fire Station Mukkam	0495-2297601
KSEB	2239270
Primary health centre	2237960
Village office	2237848
Telephone exchange	2236300
Post office	2236209
SBI	2236233
South Indian Bank	2236844
Service Co-operative bank	2236237
Mathrubhumi Correspondent	2238060
MalayalaManorama Correspondent	2236450
RashtraDeepika Correspondent	2237239

Holy Cross Hospital	2236226
Auto	9495859542
Taxi Jeep	9447292609
Hotel Thushara International	2236909
Kerala Discovery Tours and Travels	2236035
DTPC Thusharagiri	2236600
St Joseph's HSS Kodanchery	2239100
St John's High School Nellipoyil	2238530
High School Kannoath	2237036
St George High School Velamcode	2237132
St. Mary's High School Koodathai	2248126
NMSM Govt. College Kalpetta	0493-6202625
C.K.G.M Govt. College Perambra	0496-2610243
Govt. Arts and Science College Calicut	2304694
Govt. College Madappally	0496-2512587
SARBTM Govt. College Koyilandy	0496-2690257
Govt. Training College Calicut	2722792
Govt. Law College Calicut	2370780
MAMO College Mukkam	2297319
SNG College Chelannur	2260495
Malabar Christian College Calicut	2365619
Zamorin'sGuruvaurappan College	2301516
Providence Women's College	2375671
St. Joseph's Devagiri	2355320
Farook College	2440661
Rural District Treasury Thamarassery	2222254
SBT Thamarassery	2222263

Director of Collegiate Education Trivandrum	0471-2303107
Addl. Director, Collegiate Education Trivandrum	0471-2304889
Distict Collector Kozhikode	0495-2371400
Dy. Director, Collegiate Education, Calicut	0495-2722215
NAAC Bangalore	080-22280380
Kerala State Higher education Council	0471-2301290
Kerala PSC	0471- 2447201
	0471-2447208 (out of office hours)
	0471-2448165 (Enquiry 8 AM to 6 PM)

LOCATION OF THE COLLEGE

The College is located in Kozhikode district of Kerala at a distance of about 42 Kms from Kozhikode city. It is on the way to Kodanchery, about 12 Kms away from Thamarassery town and 12 kms from National Highway 212. The college can be reached from Kozhikode city only by road. The nearest railway stations are Kozhikode and Koyilandi. The nearest Airport is Kozhikode Airport, situated at a distance of 25 kms from Kozhikode city in the south-east direction.



LIBRARY AND INFORMATION SERVICE

LIBRARY RULES

Working time 10.00 a.m. to 4.30 pm

1. Identity card issued from the college should be produced on demand.
2. Personal belongings like books, bags, files etc. should be kept at the place assigned for this purpose at the entrance of the library.
3. Strict silence should be observed in the library and reading room.
4. Students can borrow as many books as they are entitled to borrow on the production of identity card.
5. Requisition for the books should be submitted before 1 pm and books will be issued after 2 pm.
6. The borrower will be responsible for any defect detected when the book is returned and he / she will be required to replace the defective book with a new one or pay such compensation as per the government rules in force.
7. The loan period is 14 days. If the due date happens to be a holiday the next working day will be considered as the due date. The Librarian reserves the right to call back. Any book at any time from the borrower, even if the period of loan has not expired.
8. The books will be re-issued if no other demand exists for the same.
9. If the book(s) borrowed from the library is / are not returned on or before the due date a fine of Re. 1 (Rupee one) will be levied per day on each book. Books will be issued only after clearing the dues, if any.
10. If a book is lost it must be replaced with a new one or paid such compensation as per government rules.
11. If a book belonging to a set or series is lost or damaged and a new volume is not separately available the whole set or series of books should be replaced.
12. Periodicals, Question papers, Reference books are provided for reference/consultation within the library only.
13. All documents borrowed from the library should be returned on or before the date fixed by the Principal for annual stock verification.

PHYSICAL EDUCATION DEPARTMENT

The Head of the department of the Physical Education will be in-charge of the Department.

There will be a Physical Education committee with the Principal as its President and the Head of the Department of Physical Education as its Secretary. Under the Physical Education Committee the following clubs will be constituted:

- (1) The Football Club
- (2) The Volley-ball Club
- (3) The Badminton Club
- (4) The Athletics Club
- (5) The Cricket Club
- (6) The Indoor Games Club

Each club will have a captain. The general captain will be elected at the college union elections. The captains of the various clubs and the general captain shall be members of the Physical Education Committee. The annual sports meet and tournaments will be conducted on house basis at the beginning of the third term. The house which secures the highest number of points will be declared the Champion House.

COLLEGE ADMINISTRATION

The internal administration of the college is vested in the Principal who acts in consultation with the college council

1. The college council shall consist of the Principal, Heads of Departments of each subject of study and a minimum of two elected members of teaching staff
2. The Principal shall be the ex officio President of the Council. The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.
3. The general administration of the college shall vest in the Principal, subject to the control of the Director of Collegiate Education. Some of the general administrative work of the college may be distributed by the Principal among the members of the council to be done under the general supervision of the Principal e.g., Library, Athletics, maintenance of building and grounds, etc.
4. The council is empowered to consider and report on any question concerning accommodation, course of instruction or rules of discipline referred to it by the Principal, but it shall not interfere in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.
5. All questions of promotion, term certificates and scholarships shall ordinarily be decided by the Council.
6. All cases of serious misconduct on the part of students involving loss of their term certificate or their removal or expulsion from the college shall be dealt with by the Principal ordinarily in consultation with the College Council.
7. Meeting of the council shall be convened at such times as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education on the written requisition of not less than two of the members.
8. Not less than three days notice of the meeting shall ordinarily be given to each member. The notice should ordinarily be accompanied by the agenda paper.
9. It shall be the duty of the Secretary to give notice of the meetings of the Council to keep a record of the proceedings of such meetings and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting.
10. The Principal or in his absence, the senior Professor present shall take the chair at all meetings of the Council.
11. Not less than majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the chairman are equally divided, the chairman shall have a casting vote. The Principal may over-rule the decision of the college council but in such cases he shall make a report to the Director of Collegiate Education setting forth his reasons for doing so.
12. The chairman shall be the sole judge at any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.
13. The budget shall be framed by the Principal in consultation with the members of the council and forwarded to the Director of Collegiate Education.

14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed of by the Council

TUTORIAL SYSTEM

Each student of this college will be assigned to the care of one of the Lecturers/Group Tutor Whom he can consult /seek advice in studies and all other required matters. Students should give their bio-data in the proforma to the Group Tutor concerned. Leave application should be submitted to the Principal through the Group Tutor Opinion of the Group tutor will be considered in assessing the conduct and progress of each student Group Tutors shall communicate periodically with the parents/guardians and furnish them with the attendances and progress, conduct, marks in the examination/periodical tests of their wards.

ATTENDANCE AND LEAVE

1. Every student shall put in a minimum attendance of 75 percent of the term days.

The college shall put in a minimum of 180 working days exclusive of examination days.

No student may absent himself from the college without leave application which should be made in the prescribed form given, below and handed over in person to the Principal before hand. Where absence is due to unforeseen causes the application for leave must be made as soon as possible and in no case later than the first day of return to the college. The application containing the order of the Principal must be handed over in person by the student to the attendance return to the college clerk.

2. If a student absents himself without leave for a week, his name may be struck off the rolls unless he can satisfy the Principal that his failure to apply for leave was due to unavoidable causes.
3. A student entering the class after roll call will be marked late and will lose attendance for half-a-day.
4. A student absenting himself without leave for a period will lose attendance for half-a-day.
5. Each day's absence without leave will render the student liable to a fine at the direction of the Principal, besides other punishment according to the Principal's decision.
6. Completely A student absenting himself without leave either partially in both forenoon and afternoon sessions of a day will be deemed to have been absent for the whole day.
7. The annual certificate of attendance required for admission to the University Examination will in no Case, be granted unless the student's progress and conduct have been satisfactory and unless the student has attended three-fourths of the number of working days in the academic years.

Form of application for leave

1. Number in the nominal roll:

2. Name:

3. Class and Group:

4. Local address:

5. Period for which leave is applied

(Specify here the dates on which
the leave is required and the total
number of days of absence)

6. Reasons for leave:

7. Signature of the applicant with date:

8. Signature of the guardian with date:

9. Recommendation of the Tutor:

10. Orders of the Principal:

DRESS, BEHAVIOUR AND DISCIPLINE

1. Every student shall wear clean and respectable dress. They shall not be found with folded up dothi, kailies or unbuttoned shirt in the class rooms or in the college premises except when they have been called upon to do some physical labour.
2. Students are expected to wish the members of the staff the first time they meet them in the course of the day.
3. On a Lecturer or other member of the staff or any visitor entering the class the student shall rise and remain standing till they are desired by him to sit or till he has taken his seat.
4. No student shall leave the class until the Lecturer has left it except with the permission of or under express order from the Lecturer.
5. Students should move from one class-room to another in an orderly and disciplined manner. All their movements about the college conform to standards of academic decorum and dignity. Crowding at the doorway, shouting, entering or leaving the class room through the windows and such other acts of indiscipline will be, severely dealt with.
6. No furniture shall be dislocated or tampered with. All serious willful damage will be required to be paid for together with such penalty as may be imposed by the Principal.
7. Any disfigurement or damage done to college buildings garden and premises (Such as writing on the walls, breaking window garden and flower pots, cutting or pulling out plants, plucking flowers removal of electrical equipments, etc.) will be severely punished and the cost of the damages, If any, will be recovered.
8. Only individual petitions may be submitted to the Principal. No “Mass” petitions carrying several signatures will be accepted. All representation to higher authorities or Government should be sent only through the Principal.
9. Before regular work begins in the forenoon, during the noon recess and during the working hours, they shall not loiter about the college premises. They must be found either in class-room or in reading room unless they have been asked to be elsewhere for some legitimate activity.
10. Students shall not be found in the veranda of the office unless they have some business to transact and when they are therefore transacting business they shall observe strict discipline.
11. Students are warned against participations in-
 - (a) Any agitation directed against constituted authority;
 - (b) Any meeting likely to excite disloyalty or disaffection towards Government;
 - (c) Any movement likely to promote communal ill-feeling.
12. Office-bearers of the Union and affiliated Associations Should observe these rules of conduct strictly and do their best to see that they are observed by the rest. Any office-bearer who is found to be

repeatedly offending these rules will be removed from the office he holds and likely to be declared ineligible to stand for any election thereafter.

13. It may be specially noted that the educational concession extended and scholarships awarded are liable to forfeiture for any "misconduct" and the concessions and the scholarships may be withdrawn from students who resort to or participate in strike or misbehave in any other manner.

14. During prayer time, students are expected to remain standing and observe complete silence. At the strike of the prayer bell students should stop wherever they are and resume only after the strike of the second bell.

CONSTITUTION FOR COLLEGE UNION

(Approved by the Syndicate as per resolution 84-85, dt. 31-1-1984)

I. The college Union Council comprises the following offices:

1. The President of the union (principal of the College ex officio).
2. The Chairman.
3. The Vice-Chairman.
4. The Secretary.
5. The Joint Secretary
6. Councillor / Councillors to the Calicut University Union of the College Union.
7. The Secretary, Fine Arts.
8. The Chief student Editor of the College Magazine.
9. General Captain (Sports and Games).
10. The Staff Advisor/Treasurer nominated by the President (with no vote)
11. The Secretary of each of the various (Main Subject-wise) College Associations (Restricted to degree and P.G. Colleges only).
12. One representative each of I. D. C., II D. C. and III D. C.
(For professional colleges one representative for each year elected by the students of the respective classes and one representative elected by all the P. G. students).

II. The Vice-Chairmanship and the Joint Secretaryship in mixed colleges shall be reserved for ladies provided the number of lady students in the college is not less than five per cent of the total number of students in the colleges. If girl students are not willing to contest in the election these offices shall be kept vacant. The number of councillors shall be only one in colleges having strength of less than 1,000 and shall be two where the strength is 1,000 and above. Offices 2 to 9 shall be filled by election by all the students of the College and office (11) and (12) by the students of the respective associations class. The election procedure for all the seats shall be the same.

III. The Union Executive Committee comprises the following Offices.

1. The President of the Union
2. Chairman
3. The Vice-Chairman
4. The Secretary
5. The Joint Secretary
6. Councillor / Councillors to the Calicut University Union
7. The Secretary, Fine Arts Club
8. The Chief Student Editor of the College Magazine
9. General Captain
10. Three members elected by the Union Council from among themselves (except in training colleges)
11. The staff adviser /Treasurer.

IV. The Union Secretary shall act as the Secretary of executive committee in Training Colleges the Union Council shall be the Executive Committee.

V. Except as otherwise exempted by the University, the conduct of all elections in the Colleges affiliated to the University shall be held as provided hereunder.

COLLEGE UNION ELECTION RULES

(1) ***The Returning Officer:*** The principal of the College or senior member of the staff appointed by the Principal intimated to the University in time shall be the Returning for all Union Elections held in the College. He may appoint the required number of staff to assist him in the conduct of election. (It shall be the responsibility of the Principal to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days).

(2) ***Notification:-*** The election shall be notified not less than 14 working days before the date fixed for the polling. The notification shall contain date of notification last date of receipt of nominations date of scrutiny or nomination and publication of list of candidates validly nominated; last date and hour for withdrawal of candidature and that publication of the final list of candidate; date and hour fixed for the poll date and hour of scrutiny and counting of votes.

(3) ***Electoral Rolls: -*** The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote there at serially numbered with details of their class, groups, subject etc. Copies of the electoral rolls shall be made, available to the students in the office of the Returning Officer.

(4) ***Eligibility to take part in elections: -*** The names of all the students who are on the effective roll of the college on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections

Provided however that any student whose name is subsequently removed from the college roll and thereby ceases to be a student before the date of election, shall be removed from the electoral rolls.

The Returning Officer shall make any correction, alteration or deletion in the roll provided the requisition for the same is received by him within twenty-four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls. The corrected final electoral roll shall be published in the College Notice Board.

(5) **Notification of election:-** The Returning Officer shall under the general direction from the University, notify the election to the students simultaneously causing it to be displayed in the college notice boards. The notification shall contain the schedule of election as detailed in V (2) above.

(6) **Nomination of candidates:-** Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (specimen form Appendix A) and shall be made by the elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected the consent being signed in the presence of the Returning Officer after proper identification. Each nomination for the posts (2) to (9) of clause I should be accompanied by a security deposit of Rs. 25 (Rupees twenty-five only). The nomination paper should be handed over to the Returning Officer or the person authorised by him in his Office within the date and hour fixed for the purpose. The Returning Officer shall give a receipt for every nomination received by him. If any candidate gives several nominations for the same post, only Rs. 25 be received from him/her as security deposit. The security deposit will be returned to the candidate if (I) the nomination is withdrawn as per rules in V (9) and / or (2) if the candidate get at least 20 per cent of the total number of votes polled for the post for which he /she is contesting.

No person shall propose or second more than one person for the same post. A person who has proposed another person for a post shall not-second a third person for the same post. A candidate person nominated for a post shall not propose and second another for the same post.

(7) **Scrutiny of nominations:** - All nomination papers shall be scrutinised by the Returning Officer at the hour on the date prescribed. The candidate or his authorised agent from among electors alone will be permitted to be present at the time of scrutiny of nominations.

(ii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination paper on the grounds that it is not valid and may reject either on his own motion or on such objection on any nomination paper. The decision of the Returning Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is given.

(8) **List of candidates validly nominated:** - A list of candidates (with their names, class, subject, and group) whose nomination have been declared valid shall be published by affixing the same on the notice boards in the college.

9) **Withdrawal of candidature:** - Any candidates may withdraw his candidature by notice in writing signed by him and delivered in person to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final

(10) **Final list of candidates :-** The Retuning Officer shall published after the lapse of time fixed for withdrawal of candidature, a final list of candidates validly nominated showing the name arranged in alphabetical order together with their class group and/or subject.

(11) *Declaration of election of validly nominated candidates*

i) If the number of candidates validly nominated and no withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.

(ii) the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election such candidates shall be elected to have been duly elected, and the electorate shall be called upon to elect a person the case may be, to fill the remaining vacancy (ies) on a subsequent date.

(iii) If the number of candidates validly nominated and no withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

(12) (i) Voting shall be by secret ballot. No vote shall be given by proxy. For the convenience of students and for the smooth conduct of the election a number of polling booths may be arranged. There will be Presiding and Polling Offices attached to each booth.

(ii) The ballot box sealed or locked (in the presence of the candidates or their agent if so requested by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(iii) The Presiding Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.

(iv) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see Appendix B) in a ballot paper book which shall be got printed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the signature of the Presiding Officer thereon and handed over to the voter.

(v) At the time of issuing the ballot paper, the Polling or Presiding Officer shall tick mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the Signature of the elector on the electoral roll.

(vi) The elector who has received the ballot paper shall then proceed to the place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed by affixing the rubber seal bearing "X Mark against the name of the candidates in the column provided for that and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.

(vii) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.

(viii) If an elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of the Returning Officer. The Returning Officer shall seal the slit of the ballot box immediately after the polling (but not earlier than the completion of the period for voting) is over and keep it in safe custody.

(13) **Procedure on counting :-**(i) The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(ii) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidates concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agent) from among the voters in their place to be present at the time of counting.

(14) **Ballot paper when rejected:**

1. Ballot paper shall be invalid and rejected

(i) If the vote is recorded outside the column provided for that purpose, or

(ii) If it does not bear the signature of the Presiding Officer, or

(iii) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognisable, or

(iv) If the vote is recorded thereon by any mark other than this 'X' against the name or names of the candidate (s); or

(v) If no vote is recorded thereon; or

(vi) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or

(vii) If it is void for uncertainty; or

(viii) If it violates any other law.

(2) Every ballot paper rejected shall be so endorsed by the Returning Officer and such paper shall be kept separately,

(15) **Recounting:-** (i) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate contesting for that particular officer and the Returning Officer shall re-examine and recount the same accordingly.

(ii) The returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count:

Provided however, that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

(16) **Declaration of results :-** (i) The candidate (s) equal in number to number of vacancies, receiving the largest number of votes shall be declared duly elected.

(ii) If two or more candidates receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots by the Returning Officer.

(17) **Objections:** - Complaints and objections regarding the election before the publication of the results shall be made to the Returning Officer, who shall be the authority to dispose of such complaints and objections. Objection to the election, if any, after the publication of the results shall be made in writing to the Vice-chancellor of the University so as to reach him within seven days after the declaration of the results of the election and his decision shall be final.

(18) **Preservation of election papers:** - All papers connected with the conduct of Union elections (electoral rolls, nomination papers, used and unused ballot papers, etc.) shall be preserved by Returning Officer for a period of one month after the declaration of the results, or if any dispute arises regarding the election, until it is disposed of.

(19) **Note:** - Students should desist from disfiguring the class rooms, compound walls and buildings in the college campus by, pasting of posters or writing on the walls as part of their election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well.

(ii) Election campaign/propaganda in the college campus should be limited to the issue of pamphlets and bit notices, display of banners and posters and conducting group meetings to present the candidates

(iii) Persons who are not on the rolls of the College Register should not be allowed to take part to the propaganda work in the College Campus.

(iv) Students should not arrange of election propaganda campaign meetings in the college campus during working hours except with the specific sanction of the Principal.

(v) There should not be any sort of canvassing /propaganda the college campus on the day fixed for the poll till the election results are announced.

THE COLLEGE MAGAZINE

The college magazine will be published once a year during the third term. A magazine editorial board will be in-charge of editing and publishing the magazine. The editorial board shall consist of:-

1. Principal: Chairman (Ex officio)
2. Staff Editors: Nominated by the Principal
3. Two members of the teaching staff
4. Chief Student Editor
5. Chairman of the College Union
6. The Secretary of the College Union
7. Three members nominated from among the students of the college by the chief student editor with the approval of the Principal.

The aim of the magazine is to stimulate interest in extra academic Subjects and studies among the students. The magazine shall consist of four sections-English, Malayalam, Hindi and Arabic. Contribution in all the above languages in the form of articles, short stories, brief accounts of excursions and other important events, sketches and photographs are accepted for publication in the magazine both from the students and the staff.

ANTI-RAGGING COMMITTEE

In pursuance of the directions contained in GO (Rt) No. 1943/05/Hr. Edn. dt. 21-11-05 an Anti-Ragging Committee is constituted in the College. The committee consists of the following members

1. Principal – Chairman
2. Senior Head of Department - Convenor
3. A Lady Faculty member
4. P.T.A. Nominee
5. Nominee of the management

- a) The committee will keep continuous watch and vigilance for ragging incidents so as to prevent its occurrence.
- b) Promptly deal with the incidents of ragging brought to notice and summarily punish the guilty putting forth its findings before the authority competent to take action.
- c) Ensure compliance of the provisions of the Kerala Prohibition of Ragging Act. 1998

ETHICS COMMITTEE

GO (Rt) No. 346/05 Hr. Edn. Dt. 01-3-05

In order to prevent the misuse of information Technology an ethics committee is constituted consisting of the following members.

Principal – Chairman

P.T.A. Vice President - Vice Chairman

Staff Secretary – Convenor

College Union Chairman - Joint Convenor

N.S.S. Programme Officer – Member

CAREER GUIDANCE AND PLACEMENT CELL

A career guidance and placement cell is functioning in the College for the proper guidance of the students in seeking career opportunities, attaining communication skills and to prepare the student to face interviews and Viva voce.

PARENT TEACHER ASSOCIATION

At present, there is no uniform procedure for the collection of P.T. A. fund in the Colleges and there is no uniform rules and regulation for the constitution and functioning of the Association. The rates of contribution to P. T.A. collected from the students at the time of admission to a course are

different from one college to another. Hence this department has decided to implement a uniform procedure relating to the rate of collection towards P.T.A.

In order to have a uniform rate for all colleges, a sum of Rs. 10 (Rupees ten only) is fixed as contribution to P. T.A. to be paid by the students at the time of their admission/ at the beginning of the academic year in college to various courses.

In the circumstances the Principals of all Government colleges under the control of this Directorate and informed that the amount exceeding the prescribed rate i.e. Rs. 10 should not be collected as annual subscription from the students to the P. T.A. The head of the institution will be responsible for any excess collection. A copy of the byelaws of the P.T.A. is also enclosed for ready reference.

(Sd.)

Additional Director of
Collegiate Education in-charge

CONSTITUTION OF THE PARENT TEACHER ASSOCIATION, GOVERNMENT COLLEGE

1. **Name:-**The name of this Association shall be The Parent Teacher Association, Government College.....”
2. **Office:-** The office of the Association shall be located at the Government College No...
3. **Aims and objects:-** The aims and objectives of the Association shall be:
 - (a) to foster and promote good relationship among the members of the teaching staff, students and guardians of the students;
 - (b) to create in its members a keen interest for the smooth working and progress of the college and for maintaining good discipline and high academic standards.
 - (c) to institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies,
 - (d) to provide sure amenities to the students of the college.

Memberships:-

- (a) The parents /guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.

- (b) Every member shall pay an annual membership fee of Rs. 10 (Rupees ten only) to the Association.
- (c) When a student is removed from the rolls of the college the parent / guardian of the students shall *ipso facto* cease to be a member of the Association.
- (d) The Principal and the other members of the teaching staff shall *ipso facto* to be members of the Association. Circular No. P & G4/108705/86/Coll. Edu./K.Dis. from the Director of Collegiate Education, Trivandrum, Dated 9-1-1987 to the Principal.

Sub:- Collegiate Education Dept. P. T. A. collections-Issued-Regarding.

- (1) The Principals are given the option of collecting subscription @Rs. 10 per student per annum or collect it as a lump sum at the time of admission.
- (2) The term of office of the committee will be one calendar year in exceptional circumstances the committee will be allowed to continue till the new committee assumes office with permission of the Director of Collegiate Education.
- (3) Instead of the clause 10 (2) in the above rules the following is to be substituted.

"No provision under these rules shall be amended or deleted or altered without specific approval from the Director of Collegiate Education do so."

4. Administration

- (a) The administration of the Association shall vest in an Executive Committee hereinafter referred to as the Committee elected for the purpose.
- (b) The committee shall consist of:-
 - (i) A President.
 - (ii) A Vice-President elected from among the parents/ guardians.
 - (iii) A Secretary elected from among the members of the teaching staff and
 - (iv) Not more than 8 other members of which at least 4 shall represent parent/guardians and 4 the teaching staff.
- (c) The term of office of the committee shall be for a period of one year (the year for the purpose shall be the calendar year)
- (d) A committee once elected shall continue to hold office till the new committee assumes charge whichever is later.

5. Powers and Responsibilities of the Executive Committee:-

Subject to the approval of the General body of the Association, the committee shall have the following powers:-

- (a) To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts are not inconsistent With these rules,
- (b) To enlist members.
- (c) To hold meetings of the committee at least once in a term or oftener if deemed necessary.
- (d) To periodically check the registers and the other records of the Association and to scrutinise fee statement of accounts.
- (e) To scrutinise the annual report the audited statement of accounts for the year and for the ensuing year to be placed before the general body.
- (f) To implement all decisions taken by the general body.
- (g) To suggest amendments to any of the existing rules and to frame new rules for consideration of the general body.
- (h) To fill up casual vacancy in the committee by co-option to form sub-committees for specific purposes.

6. Duties of the office bearers : President :-

- (a) The Principal shall be the ex-officio President and the Treasurer of the Association.
- (b) He/ She shall have control over the affairs of the Association and shall preside over all committee meetings and meetings of the general body
- (c) He shall have powers to convene meetings of the committee and of the general body either on his own initiative or on the written requisition of at least 5 members in the case of the Committee and 25 members in the case of general body meetings.
- (d) He shall be the sole custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, pass books etc.
- (e) He shall have powers to operate the accounts of the Association and to incur such expenditure as may be approved by the committee.
- (f) He shall maintain proper records of all receipts and payments and such records shall be presented before the committee at its meetings.
- (g) He shall get the annual statement of accounts prepared and audited and such audited statement shall be placed before the committee and the general body.
- (h) He shall keep an imprest advance of Rs. S00 to meet unforeseen expenses. The balance amount shall be deposited in any Scheduled Bank approved by the general body.

Vice President :-

- (a) He shall be elected from among the parents/guardians.
- (b) In the absence of the President, the Vice-President shall perform all the duties of the President.

The Secretary :-

He shall have the following powers:

- (a) To enrol members.
- (b) To maintain proper registers and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.
- (c) To convene meetings of the committee or the general body when authorised to do so by the President.
- (d) To keep a correct record of the proceedings of all committee and general body meetings.
- (e) To perform all other functions as may be assigned to them from time to time by the President or by the committee.
- (f) To incur such expenditure as may become necessary.

7. Committee meeting :-

- (a) The quorum for a meeting of the committee shall be six.
- (b) The President shall preside over all committee meetings and in his absence the Vice-President. In case the Vice-President is also absent, the members of the committee present shall nominate one from among themselves to be the President of the meetings.
- (c) Three days notice shall ordinarily be given for all committee meetings.
- (d) Special meetings of the committee may be convened by the President at the written request of at least 4 members of the committee.
- (e) All decision shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.

8. (a) The General Body shall be the supreme authority concerning all matters of the Association.
- (b) The General Body shall meet at least once a year or oftener, if necessary.
- (c) The business to be transacted at the annual meetings shall include the following:
- 1. To receive the annual report regarding the activities of the Association for the year.
 - 2. Examine the audited statement of accounts of the Association for the year
 - 3. To approve the budget proposals for the ensuing year
 - 4. To consider any amendment to Bye-laws
 - 5. To elect Office bearers for the ensuing year.

(d) The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members on the rolls whichever is less.

(e) Seven days notice shall ordinarily be given for all meetings of the general body either by direct intimation or by publishing such information in local dailies. Non-receipt or Such information by any member shall not however, invalidate any of the proceedings of the general body meetings.

(f) A special meeting of the general body shall be convened at the written requisition of at least 25 members or when authorised to do so by the President. Such meetings shall dispense only the specific matter for which, the meetings has been convened. The rule regarding notice and quorum shall apply to such meetings also.

(g) The President and in his absence the Vice-President shall preside over all meetings of the General Body. In the absence of both, any member elected from among the members present shall preside.

(h) All decisions of General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

9. General :-

(a) The Association shall have a common seal which shall be in the safe custody of the President /Secretary

(b) Any document executed by the Association shall be signed by the President and the Secretary

(c) In case of any legal proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries.

(d) In case of dissolution of the Association at any time, all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the general body.

(e) None of the above rules shall be altered, amended or rescinded except at a meeting of General body at which 2/3 of the members present record their vote in favour of the suggested changes.

COLLEGE DEVELOPMENT COMMITTEE

(Copy of G O. Ms. 177/87/H.Edn. dated 15th June 1987)

Government Colleges - Renovation of well-established old colleges by raising contributions-Rules approved-Orders issued

Read:-1. G O. (Ms) No. 48/86/H.Edn dated 22-2-1986.

3. D. O. Letter No. 27217/86/Plg. 2 dated 20-3-1987 from the Director of Collegiate Education.

ORDER

In the G. O. read as first paper above, Government have accepted in principal the proposal of renovation of well established old Government College by raising funds through Alumni Associations, Parent Teachers Association and others. As per the letter read as second paper above, the Director of Collegiate Education has forward the draft scheme for the implementation of the proposal.

Government have examined the draft scheme and they are pleased to approve the scheme as appended to this Government order subject to the condition that the accounts maintained by the Principals of the colleges should be open for audit by Government as and when required.

By Order of the Governor,
G. PARAMESWARAN PILLAL,
Deputy Secretary to Government.

SCHEME FOR THE DEVELOPMENT OF WELL ESTABLISHED GOVERNMENT COLLEGES

There is need to initiate special efforts to improve the facilities in some of the old reputed Colleges in Kerala. There has to be well-planned approach for this and it is proposed to have the planning and the implementation, with the active involvement of the public, on this following guidelines.

I. *Identification of Colleges:*

The identification of the institution to be brought under the purview of this scheme will be made by Government from time to time,

II. *Constitution of Development Committee*

For each of these Colleges, a Development Committee shall be constituted. The constitution of the committee shall be as follows:

- (i) Deputy Collector (RR) - Chairman.
- (ii) Principal of the Colleges secretary and Treasurer.
- (iii) One teacher nominated by the College Council.
- (iv) The President of the P.T.A.
- (v) The President of the Alumni Association.
- (vi) The Chairman of the College Union.
- (vii) The Executive Engineer (Building).
- (viii) Four persons to be nominated by the Director of Collegiate Education from among eminent public men and men of arts letters (preferably former teachers, old students or parents of students of the colleges).

(2). The committee shall meet as frequently as may be necessary. In the absence of the Chairman, a member of the committee may be nominated to preside over any meeting

(3). The committee shall prepare a plan for the development of the college with a view to improving the facilities available including construction/maintenance to be carried out during a period of five years. The five year plan shall be broken up into annual + plans.

(4) The committee shall also be responsible for the implementation or the schemes. To the extent possible, the committee should follow the rules in Government regarding construction works, purchase etc., Construction works undertaken by the committee should be certified as it by the P.W.D. Furniture and other items purchased by the committee Should be brought into the stock account as in the case of articles purchased with Government Funds.

5) A copy of the minutes of every meeting of the committee shall be forwarded to the Director of Collegiate Education.

III. Funds

(1) The Committee shall have powers to accept donations from the public. The staff of the College are also permitted to make collections towards the fund in the name of the "College Development Fund"

(2) An amount equal to the funds raised by the Committee towards the College Development Fund will be given by the government as grant. The grant will be paid taking into account the collections made up to the 31st of December every year, starting with the year 1987

(3) The request for grant shall be made by the Principal, through the Director of Collegiate Education, after 31st December every year,

(4) The Principal should furnish utilisation certificate in respect of the grant disbursed at the earliest and in any case within one year of the drawal of the amount. If the money is not utilized within one year, the un-utilised amount should be refunded.

(5) The Principal who is the secretary of the Committee shall arrange to maintain proper accounts. All bank accounts should be operated by him. Receipts, for contributions should also be given by the Principal or any person authorised by the committee in this behalf.

RULES FOR WITHDRAWAL

Transfer Certificate

No transfer certificate will be issued to those from whom there are any dues to the college. No fee will be levied from those who apply for T.C. within one year after leaving the college. A fee of Rs. 15 will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the college. An additional fee of Rs. 30 will be levied from those who apply for duplicate copies of the T.C.

No fee Will be levied for the issue of course and conduct certificate. Every student should take his her T.C. at the end of his /her course and produce it when he /she is admitted for the next course.

No student who has previously studied in any recognised school or college shall be admitted to the college unless he presents the transfer certificate showing

- (a) The name of the student in full.
 - (b) The date of birth as entered in the admission register,
 - (c) The date on which he was admitted to and on which he left the institution,
 - (d) The class in which he studied at the time leaving it,
 - (e) If it be the time when annual promotions take place whether, he is qualified for promotion to a higher class, and
 - (f) That he has paid all fees or other moneys due to that institution in respect of the academic year in which he was enrolled and a certificate of medical inspection or health card, if any, from the institution in which he last studied.
- (a) Name of Examination of the University for which the student has been last presented from the college

Note :- Transfer certificate to a student who has been enrolled for a University Examination shall be issued only after the provisional result of the examinations are published and every such certificate shall contain the details of the parts or division, in which he has passed and the parts or division in which he has failed.

- (b) Register number of the student and date of examination
- (c) Whether the student has appeared for the examination.
- (d) If the student has appeared for the examination.
 - (j) The parts and division in which he has passed.
 - (ii) The parts and division in which he has failed.

No student shall be admitted to a college or other institution pending the production of such a certificate. Every such certificate shall be endorsed with the admission number under which the student is enrolled and shall be filed for reference and inspection.

Application for issue of transfer certificate should be in the following form.

Form of Application for Transfer Certificate

1. Name of student (in Block letters)
2. Date of birth
3. Class and group studied (with year)
4. Class No. and admission No.
5. Second Language
6. Examination appeared through
The college with year and
Register No, of the first appearance
and dates of examination
7. Whether full fee concession is enjoyed

8. Whether any scholarship or any other financial assistance is received.
If so, state the nature and source of such assistance.
9. Date of leaving the college
10. Reason for leaving
11. Signature of applicant

Place :

Date :

Recommendation of the Tutor with remarks about conduct

Signature of Tutor

BUS TIME			
Omassery to Kodanchery	Kodanchery to Omassery	Thamarassery to Kodanchery	Kodanchery to Thamarassery
07.00	08.05	07.25	08.00
08.00	09.00	07.45	08.25
08.35	09.30	08.10	08.45
09.00	09.45	08.30	09.00
09.25	10.10	09.00	09.20
09.55	11.05	09.15	10.10
10.30	11.45	09.40	10.18
11.00	12.20	10.10	10.20
11.20	01.10	10.35	10.35
11.35	01.50	11.05	10.45
12.10	02.15	11.25	11.10
01.25	02.45	11.35	11.22
02.00	03.10	11.50	11.35
	03.35	12.25	11.45
	04.00	12.35	12.10
	04.40	01.00	12.45
	05.10		01.02
	05.25		01.20
	06.30		01.40
	07.10		02.00
			02.35
			02.55
			03.10
			03.25
			03.40
			04.20
			04.35
			05.00
			05.13
			05.20
			05.35
			06.05
			06.18
			06.45

ACADEMIC CALANDER

JUNE2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Reopening withUGS2;UGS 5&PGS2&PGS4 Classes	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Bakrid	29	30	

JULY2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Karkidakavavu	18	19	20	21	22
23	24	25	26	27	28 Muhram	29

AUGUST 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Commencement of I Semester UG & PG Classes	2	3 Commencement of III Semester Classes	4 Commencement of III Semester PG Classes	5
6	7	8	9	10	11	12
13	14	15 Independence Day	16	17	18	19
20	21	22	23	24	25 Onam Holidays	26
27	28	29	30			

SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Commencement of Semester UG Examination	5	6 Sreekrishna Jayanthi	7	8 Induction Pr ogramme	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Sreenarayana G urusamadhi	23
24	25	26	27 Nabidhinam	28	29	30

OCTOBER2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Gandhijayanthi	3	4	5	6	7
8	9	10	11	12 Commencement ofVISemester UGExamination	13	14
15	16	17	18	19	20	21
22	23 Poojaholidays	24 PoojaHolidays	25	26	27 Commencement ofVI Semester UGClasses	28
29	30	31				

NOVEMBER2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 Internal examination	14 Internal examination	15 Internal examination	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Commencement ofl Semester UGExamination		

DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1 Commencement of III Semester UG Examination	2
3	4	5	6	7	8	9
10	11	12	13 Commencement of I Semester PG Examination	14	15	16
17	18	19	20	21	22	23 Christmas holidays
24	25	26	27	28	29	30

JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Mannamjyanthi	3 Commencement of II Semester UG and PG Classes	4 Commencement of IV Semester UG Classes & III Semester PG Examination	5 Commencement of IV Semester PG Classes	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Republic Day	27
28	29	30	31			

FEBRUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Commencement of VI Semester UG Examination	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1	2
3	4	5	6	7	8 Sivarathri	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 MaundyThursday	29 GoodFriday	30

